



Your Opportunity Starts Here

2011–2012
STUDENT HANDBOOK

Atlantic Cape Community College Mission Statement

Atlantic Cape Community College creates opportunity by providing access to superior educational programs.

Dean of Students Area Mission Statement

We are the moral and ethical conscience of the campus (advocacy, negotiatory, brokerage, liaison)

We encourage student learning and personal development

We forge collaborative partnerships across divisions within the College and within the community to promote student learning

We facilitate the development of individual students while actively supporting a culturally pluralistic community

We instill in students a sense of community and belonging

We foster the development of leadership skills in students and provide leadership for students

We increase students' academic and social integration through programs and services

We instill in students the value of service to others

Policy of Nondiscrimination

Atlantic Cape Community College is committed to the philosophy of equal opportunity and affirmative action in education and employment. Atlantic Cape does not discriminate in admission or access to its programs and activities that offer academic and vocational opportunities or treatment in employment of individuals on the basis of race, color, national origin, religion, disability, age, marital status, pregnancy and related conditions, sex, sexual orientation, union membership or veteran's status.

Atlantic Cape Community College complies with the Americans with Disabilities Act (ADA) of 1990, and the Rehabilitation Act of 1973, Section 504. Inquiries regarding Section 504 services may be directed to Lucille McGlynn, J-Building, Room J174, (609) 343-5090. Inquiries regarding Title IX services may be directed to Mike Rennick, Jonathan Pitney Hall, E-Building, Room E104, (609) 343-5043.

The College is involved in a continuing effort to comply with ADA, Title IX and civil rights legislation and regulations. Inquiries regarding civil rights compliance may be directed to Bobby L. Royal, Sr., Dean, Community Affairs, Security and Worthington Atlantic City Campus Operations and Affirmative Action Officer, 1535 Bacharach Blvd., Room 295, Atlantic City, NJ 08401, (609) 343-4827.

Welcome to Atlantic Cape Community College

I would like to welcome you to Atlantic Cape. Whether you are a new or returning student, a recent high school graduate or a returning adult, you will find Atlantic Cape to be a learning institution that supports, encourages and empowers our students.

The mission of the Dean of Students' area is to provide you with services that support your educational endeavors. We encourage you to be an independent thinker, accept responsibility and make informed decisions for your own educational experience.

I am glad you have chosen our College, and every effort will be made to ensure that your experience is rewarding. I strongly encourage you to participate in student clubs, organizations and athletic activities offered. Getting involved will enhance your educational experience while making your life at Atlantic Cape profitable and enjoyable.

I wish you great success in obtaining your educational, personal and professional goals.

Carmen Royal

Dean of Students

From Your SGA President

Welcome Fellow Students!

As your president of the Student Government Association, I want to extend a warm welcome to all new and returning students. I hope you will have a rewarding and successful academic year.

Atlantic Cape Community College provides excellence and accessibility in education, dedicates itself to diversity, and enhances higher education's role in public life. At Atlantic Cape, you will find a rich, vibrant, innovative and affordable academic experience.

Your success is the College's highest priority. In order to maximize that goal in the most enjoyable environment, the SGA, which is run entirely by students, is here for you. We advocate for students' needs, challenge ourselves and the College, and work to build a better College for our peers. Our main mission is to provide you a forum where your opinions and concerns can be recognized and addressed. The SGA is dedicated to serving as a leading influence and encourages all students to be heard.

Dale Carnegie states: "The person who gets the farthest is generally the one who is willing to do and dare." Personally, I never have a moment of regret as an active part of SGA. Every experience that I have gone through with SGA helps me be more responsible for myself and my future. The College offers a variety of clubs in many interesting fields that you can choose to join. I am thrilled to be a part of an Atlantic Cape Community College that is talented, dedicated and caring. The Executive Board of SGA and I look forward to meeting and working with you during your time at the College.

Sincerely,

Annabella Tran

SGA President
(609) 343-4900, ext. 5281
Office J-145

TELEPHONE NUMBERS

Please note: All numbers are 609 area code.

Extensions can be reached by calling 625-1111, 343-4900
or 463-4774, then dialing the extension.

Academy of Culinary Arts office	343-4944
Admissions	343-5000
Advisement Center	
Mays Landing	343-5621
Atlantic City	343-4893
Cape May County	463-3958
Athletics	343-5043
Atlantic City Campus (WACC)	343-4800
Bookstore – Follett	
Mays Landing	343-5130
Atlantic City	343-4765
Cape May County	463-8064
To Place a Text Direct Order	625-5205
Cape May County Campus	463-4774
Career & Academic Planning Center	343-5621
Career Resources Area	343-5627
Chargebacks, <i>see Admissions</i>	
Child Care Center / Barbarito and Beyers	343-4949
Continuing Education	343-4829
Cooperative Education	343-5085
Counseling	343-5088
Dean of Students Office	343-5083
Disabilities, <i>see Special Needs</i>	
Distance Education Tech Support	800-617-2191
English as a Second Language	343-4881
Enrollment Services	343-5005
EOF / SSS	343-5667
Faculty Support Office	
Mays Landing Campus	343-5114
Atlantic City	343-4874
Cape May County	463-3502
Financial Aid	
Mays Landing	343-5082
Atlantic City	343-4850
Cape May County	463-6768
Health Insurance	343-5113

ID Cards	
Mays Landing	343-5010
Atlantic City	343-4829
Cape May County	463-6828
Job Placement	ext. 5274
Library	
Mays Landing	343-4951
Atlantic City	343-4726
Cape May County	463-3713
Lost and Found	
Mays Landing	343-5010
Atlantic City	343-4841
Cape May County	463-6391
Makeup Tests, <i>see Testing</i>	
Math Lab, <i>see Tutoring</i>	
Nurse	343-5112
Online Class Tech Support, <i>see Distance Education</i>	
Parking Decals/Tickets, <i>see Security</i>	
Peer Mentor Program	343-5098
Scholarships, <i>see Financial Aid</i>	
Security	
Mays Landing	343-5125
Atlantic City	343-4841
Cape May County	463-6390
Special Needs	343-5090
Student Activities	343-5089
Student Government	ext. 5281
Student Support Services	343-5667
Transcript Evaluator	343-5006
Testing	
Mays Landing	343-5099
Atlantic City	343-4831
Cape May County	463-3775
Theater	ext. 5250
Tutoring	
Mays Landing	343-5631 or 343-5340
Atlantic City	343-4833
Cape May County	463-3713
Veterans Services	343-5129
Writing Skills Lab, <i>see Tutoring</i>	

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ACADEMIC ADVISEMENT

Academic planning and course selection are critical factors leading to student success. Atlantic Cape's academic advisors in the Career and Academic Planning Center work with students majoring in liberal arts, general studies or who are in pre-program allied health courses. An advisor will review program plans, transfer options and help select appropriate courses; it is important to see your advisor whenever changing majors or selecting courses for transfer to other colleges or universities. Call (609) 625-1111, ext. 5621, or (609) 343-5621 or (609) 463-4100 for scheduling information. A student working with a faculty advisor should schedule an appointment with him/her for academic advising. Early advisement enables students to have an optimum selection of courses.

The CAP Center is located in J lobby, next to the Admissions office, on the Mays Landing Campus. Call (609) 343-5621 or (609) 625-1111, ext. 5621, for more information.

To speak to an academic advisor at WACC, call (609) 343-4893.

To speak to an academic advisor at CMCC, call (609) 463-6828.

ACADEMIC HONESTY/PLAGIARISM

Atlantic Cape expects unwavering integrity from students in submitted work. Acts of cheating or plagiarism will not be tolerated and the student will be subject to disciplinary action as detailed below. Students are required to give credit to all individuals who contributed to the completion of any assignment. Specific sources of all information, ideas and quotations not original to the author of the assignment must be referenced. These references must be cited using standard methods such as those taught in ENGL101-Composition I and ENGL102-Composition II or other formats as specified by the instructor. If group work on an assignment is permissible, specific authorization and instructions pertaining thereto must be provided in writing by the instructor.

It should be noted that persons facilitating plagiarism or cheating by another student are equally culpable and such persons may also be subject to penalties similar to those stipulated below. Examples of such facilitation include, but are not limited to, the following:

- 1) A student gives a copy of a past assignment, such as a term paper, to a second student with the understanding that the second student may use the assignment as his/her own work.
- 2) A student observes or has other first-hand knowledge of cheating or plagiarism and fails to report same to the instructor.

All students are reminded that they have an ethical responsibility to guard the academic process against corruption by such acts of

dishonesty. In addition to the above, students must follow all course-specific or instructor-specific procedures established for examinations, laboratory experiments, reports and projects.

Note: The absence of instructor-specific or course-specific instructions is not to be interpreted as giving “free rein” to such obviously dishonest acts as copying from another’s paper, plagiarism or using references during a test. AN INSTRUCTOR MAY OPT TO SUBSTANTIALLY ADD TO THIS POLICY BUT MAY NOT DELETE OR WEAKEN PROVISIONS STATED HEREIN.

The following penalties apply in cases of cheating or plagiarism:

- 1) The instructor may assign a grade of “F” or “0” for an assignment OR the instructor may assign a grade of “F” for the course in cases of repeated dishonesty or in such cases where the assignment in question is so central to the evaluation process that failure in the assignment would preclude any reasonable possibility of the student passing the course.
- 2) All confirmed breaches of academic honesty will become part of the student’s permanent academic record. Two such offenses will constitute grounds for Academic Dismissal. Said dismissal will be for a duration of no less than two years. After two years, the student may apply for readmission, but this may be attempted only once. Upon readmission, any further act of dishonesty will result in permanent dismissal.

The instructor must, in every case, submit a written report to the Dean of Students and to the Dean of Instruction for whatever action he/she has taken and its justification. The Dean of Students must send a copy of said report to both the student and his/her faculty advisor.

The student has two independent avenues of appeal.

The student may appeal the grade through normal channels involving the following steps for purposes of mediation and/or resolution:

- Level I:** Student meets with Faculty Member
- Level II:** Student meets with Department Chair
Student meets with Dean of Instruction or Associate Dean of Academic Support Services (if necessary)
- Level III:** Counseling and Support Services Director presents case to the Academic Standards Committee. The student may appeal the allegations of dishonesty and the specific penalties related thereto to the Student Grievance Committee via the Dean of Students.

The normal time frame is as follows. The student has 10 days from the receipt of the faculty member’s report to appeal. This appeal must be in writing and should be directed to the Dean of Students.

ACADEMIC STANDARDS

Standards of Satisfactory Academic Progress

In accordance with state and federal laws and regulations, Atlantic Cape has adopted a satisfactory academic progress policy. Students are required to make progress toward the completion of their degree or certificate. Academic progress is evaluated at the end of each academic year.

To be in “good academic standing,” students must maintain a minimum 2.0 overall grade point average (GPA). Satisfactory academic progress must also be maintained. Students whose overall GPA falls below the minimum 2.0 will be placed in academic jeopardy on probation, suspension or dismissal status assigned at the prerogative of the College.

Academic Standards Classifications		
Credits Attempted	GPA	Status
0-16	0 - .50	Suspension
	.51 - 1.99	Probation
17-30	0 - .59	Dismissal
	.60 - 1.39	Suspension
31-48	1.40 - 1.99	Probation
	0 - 1.00	Dismissal
49 or more	1.01 - 1.79	Suspension
	1.80 - 1.99	Probation
	0 - 1.59	Dismissal
	1.60 - 1.79	Suspension
	1.89 - 1.99	Probation

Academic Probation

This is considered to be a “warning” status in which students are advised in writing of their vulnerability for possible future sanctions and, in turn, are urged to avail themselves of College counseling services.

Academic Suspension

This classification involves the restriction of course enrollment to a part-time enrollment basis until the overall GPA reaches the cutoff standard. (See chart.) As is the case with the Academic Probation classification, students placed on Academic Suspension are also strongly urged to work closely with College counselors so that factors leading to the unsatisfactory academic performance can be identified.

Academic Dismissal

This classification prohibits College enrollment entirely for a period of no less than one academic year.

Academic Standards Appeals

Students placed in any of the above academic classifications may appeal such placements to the Academic Standards Committee. Upon written notification of academic classification, each student will be given notice of their right to an appeal, appropriate contact information, instructions for requesting an appeal, and appropriate scheduling information. Upon being granted this opportunity, students may submit their appeal in writing or in person. The Committee will judge each case and state its findings to each appellant regarding its disposition of either upholding or reversing the assigned academic status.

Also see **Credit Amnesty Program**.

AFFIRMATIVE ACTION

See **Sexual Harassment/Affirmative Action**.

ATHLETIC FACILITIES

Atlantic Cape's indoor athletic facilities include a gymnasium with a seating capacity of 800, fitness center, locker rooms and showers. Outdoor facilities include softball and soccer fields, an archery range and an exercise trail. Students schedule use of these facilities through Mike Rennick (609) 343-5043. All others should contact the Facilities Coordinator, (609) 343-5039, J building, second floor.

ATTENDANCE AND LATENESS

The College believes there is a correlation between academic growth and classroom attendance and students are expected to keep classroom appointments. Individual faculty members announce policies on attendance and it is the student's responsibility to know and follow the attendance policy for each course.

ATTIRE

Students are expected to dress in clothing that is appropriate for campus life; footwear and shirts are required inside all buildings and at all College functions.

BOOKSTORE

The bookstores are independently operated facilities located on the first floor of J building on the Mays Landing Campus, the first floor of the

Cape May County Campus, and the first floor of the Worthington Atlantic City Campus. The store sells textbooks for all Atlantic Cape courses, stationery, sportswear, school and art supplies, computer disks and jump drives, snacks, stamps and padlocks for student lockers.

Cash, VISA, MasterCard, American Express and DISCOVER are accepted. Personal checks, with proper identification, are accepted for the exact amount of purchase, maximum \$500. An actual credit card must be presented at time of purchase. The name imprinted on the card must match the name of the customer presenting the card. The bookstore will obtain and verify the cardholder signature. If there is no signature, a photo ID must be shown.

Financial aid book checks may be used with proper ID; 75 percent of the check must be used before cash change can be given.

The store hours are available at each store location and online. Additional hours will be scheduled during the first two weeks of the fall and spring semesters. Dates and times can be obtained by calling the bookstore at your campus.

The bookstore will buy back books at any time. However, the best time to sell back is at the end of fall and spring semesters.

Text Direct Service is available to all students. Books can be shipped to your home by calling the bookstore, (609) 625-5205, fax (609) 625-0064, or online at: www.acc.bkstr.com. Name, course information, credit card number and expiration date, and a street address are required for FedEx delivery. Delivery time is usually five business days. Shipping charges are added to the order.

BULLETIN BOARDS

Bulletin boards are located throughout the campuses to publicize student events. All postings must have an approval stamp on them. For approval stamp, please visit:

Mays Landing Campus: Student Activities Office

Worthington Atlantic City Campus: Student Services/Program Support Offices

Cape May County Campus: Academic and Student Services Director

Postings will be removed by expiration date.

BUS SERVICE

NJ Transit buses run hourly between Atlantic City and the Mays Landing Campus, 8 a.m. to 9:45 p.m., Monday-Friday. NJ Transit also offers bus service to the Cape May County Campus via Rt. 552 and picks up at the Atlantic City Bus Terminal near the Worthington Atlantic City Campus. Visit www.njtransit.com for more information.

CAFETERIA

Canteen is the cafeteria vendor. The cafeteria features Dunkin' Donuts fresh coffee daily.

Mays Landing Campus: The cafeteria offers selections from the grill, fast and easy "Grab and Go" sandwiches or wraps, fresh salads, desserts, beverages and a deli area where sandwiches are made to order. Breakfast, lunch and snacks are served daily. In addition, food, snacks and drinks are available through vending machines in the cafeteria and the lounges in A and H buildings. The cafeteria opens at 7:30 a.m. on weekdays.

Worthington Atlantic City Campus: The cafeteria offers hot breakfast made to order. Subs and sandwiches are available daily, as well as "Grab and Go" foods, soups and salads. Vending machines and snacks are available all day and evening.

Cape May County Campus: The cafeteria offers vending services.

CANCELLATION OF CLASSES

See **Emergency Closings/Cancellations** and **TxtAlerts**.

CAREER & ACADEMIC PLANNING CENTER

See **Academic Advisement; Cooperative Education; Housing; Job Placement; Major, Declaration or Changing; and Transferring**.

CELL PHONE POLICY

Before entering class each day, cellular phones and other electronic devices (pagers, etc.) must be turned off.

CHARGEBACKS

Students living outside Atlantic and Cape May counties are required to file a chargeback form every semester when they register or pay out-of-county rates. A chargeback authorizes Atlantic Cape to bill the student's home county in New Jersey for the out-of-county portion of the tuition. It is the responsibility of the student to verify eligibility for a chargeback with the home county. Chargeback acceptance letters, available in Enrollment Services, are required for students whose home county has a community college.

CHILD CARE FACILITIES

Barbarito and Beyers Preschools, Inc., operates the child care center on Atlantic Cape's Mays Landing Campus. The preschool is licensed to enroll children, 4 weeks to age 6. The center is open to the public, Atlantic Cape students and staff. Features include age-separated

groups, certified staff with education degrees and a state-of-the-art developmentally appropriate early childhood curriculum. For more information call (609) 343-4949.

CODE OF CONDUCT

See **Policies and Procedures**.

COMPUTER LABS

See **Learning Assistance Centers**.

COOPERATIVE EDUCATION

Cooperative Education courses allow students to receive college credits for working in jobs related to their major. These credits are supervised by faculty and are available to Atlantic Cape students whose major is Culinary, Office Systems Technology or Paralegal Studies. The Cooperative Education office is located in the Career and Academic Planning Center. Contact the office for more information, (609)343-5085.

COUNSELING & SUPPORT SERVICES

The Counseling and Support Services area is comprised of the Educational Opportunity Fund program, Student Support Services programs, Disability Support Services, Student Leadership programs and New Jersey STARS counseling. These programs offer support services to selected students who meet program guidelines.

Throughout the academic year, the area sponsors seminars and workshops on a variety of topics to enhance academic success that are open to the entire College population. Offerings are scheduled at all three sites.

Also see **Educational Opportunity Fund, Special Needs, Leadership Programs, New Jersey STARS, Special Needs and Student Support Services**.

COURSE DROP/ADD OR CHANGES

Changes in registration may be made during the first week of the fall or spring semester at any of the Atlantic Cape locations by completing a drop/add form in person, by fax or mailing the change. You may also drop/add via the web. Dates to change registration status vary for culinary blocks or for any course that meets outside the regular semester schedule. The date of the change determines the amount of any eligible refund.

The effective date of the change will be the date the request is received in person; the postmarked date, if mailed; or the date the transaction took place online.

To be registered into a closed course, students must have an overload form signed by the instructor or chair, except where the department has policies prohibiting overloads.

Students may withdraw from a course but should do so only after a conference with a counselor or advisor. Students who wish to withdraw from courses may do so in writing until the 10th week of the fall or spring semester or by dates indicated for summer sessions. A grade of “W” will be assigned for each course. “W” grades are not computed in students’ grade point averages. Withdrawing from class may affect financial aid awards.

Not attending classes or stopping payment of a check does not constitute an official withdrawal. These students will receive an “F” grade and will be responsible for course costs.

Also see **Leave of Absence**.

CREDIT AMNESTY PROGRAM

A student may petition the Academic Standards Committee for the Credit Amnesty Program whereby a student’s previous academic record may be expunged. This program is for students who have a four-year break in enrollment at Atlantic Cape, have re-entered and completed 12 credits of college-level work at Atlantic Cape with a “C” or better. Credit amnesty will only be granted once.

For additional information or to complete an application visit our website at www.atlantic.edu/studentServ/creditApplication.html.

CULTURAL EVENTS

Part of Atlantic Cape’s mission as a community-oriented institution is to contribute to the area’s cultural life. The Student Activities area brings lectures, plays and musical programs to Atlantic Cape’s campuses. The On the Edge players student club stages student productions each semester. Call (609) 343-5010 for more information. The Careme’s Cafe Series features folk singers/songwriters in Careme’s gourmet restaurant. The series features top-notch live contemporary folk/rock, with a light gourmet dinner in an intimate restaurant setting. Call (609) 343-4907 for more information.

DISABILITY SUPPORT SERVICES

See **Special Needs**.

DROP/ADD

See **Course Drop/Add or Changes**.

DRUG AND ALCOHOL EDUCATION

Counselors are available to assist students seeking to resolve chemical dependency with issues that may interfere with their academic progress. Students are referred to appropriate treatment facilities, agencies or self-help groups for treatment. Assistance is fully confidential and will not jeopardize enrollment or legal status.

EDUCATIONAL OPPORTUNITY FUND (EOF)

The Educational Opportunity Fund is a comprehensive state-funded program that offers a variety of academic support services to a selected group of eligible students who exhibit the potential to be successful in college although they lack the finances and/or academic preparation.

Program staff strives to motivate program participants to become lifelong, independent learners with the tools necessary to meet the challenges presented by a competitive society. This goal is reached by providing counseling, mentoring, tutoring, workshops/seminars, financial assistance, academic advisement, monitoring academic progress, transfer assistance and student leadership activities. Call (609)343-5646 for more information.

EMERGENCY CLOSINGS/CANCELLATIONS

Cancellation of a class may be necessary because of the sudden illness or unexpected absence of an instructor too late for a substitute to be assigned. Students will be notified of the cancellation by a notice posted on the classroom door or delivered in person by another instructor. Further study assignments may be distributed by the same means. In the event of the cancellation of an evening class, efforts will be made to contact students in advance by telephone.

If an instructor is late for a class, students should wait at least 10 minutes after the scheduled starting time of the class. After such time, students may leave without prejudice, but one student should inform the Faculty Support Office of the instructor's absence: Mays Landing – Room A-128, Cape May County Campus – Room 335, Worthington Atlantic City Campus – Room 255.

In the event of bad weather or other emergency, Atlantic Cape campus closings are announced on the homepage, Facebook page, Twitter account, via TXTAlert and carried over local radio stations.

These should be noted carefully as the closings may be for different sites or morning, afternoon or evening classes only. If a "delayed opening" is announced, the College will open at 11 a.m. Radio stations in Philadelphia use the number 918 for day, and 2910 for evening cancellations.

Atlantic Cape feels that students have the right to decide whether extreme weather and road conditions prevent them from attending classes when the college is open. Students who miss a class must still complete assignments.

When individual classes are canceled due to an instructor's absence, a notice will be posted on the classroom door. Students can check www.atlantic.edu/cancellations to view any individual faculty cancellations. The faculty member should be contacted for further instructions.

Radio stations carrying closing announcements include:

- | | |
|---------------|----------------------|
| *WFPG-FM 96.9 | *WMID 1340 |
| *WIXM 97.3 | *WTTH 96.1 & 93.1 |
| *WPUR 107.3 | *WIBG 1020 |
| *WKOE 106.3 | *WOBM 1160 |
| *WOND 1400 | *WKXW 101.5 |
| *WMGM 103.7 | *WBUD 1260 |
| *WTKU 98.3 | *Fox TV 29 |
| *WGYM 1580 | *KYW 1060 and TV 3 |
| *WCMC 1230 | *NBC 10 |
| *WAYV 95.1 | *News Channel 40 NBC |
| *WZXL 100.7 | *WCZT 98.7 |
| *WZBZ 99.3 | |

Also see **TxtAlerts**.

ENROLLMENT SERVICES OFFICE

The Enrollment Services Office, located on the first floor of J building on the Mays Landing Campus, maintains all information concerning enrollment and permanent records of credit students. These services include registration, grade change posting, refund authorization, changes of personal information, maintenance of immunization records, graduation certification and transcript maintenance.

Call (609) 343-5005 for more information. Most transactions can be processed by fax, (609) 343-4914, or by mail.

Also see **Chargebacks, Course Drop/Add or Changes, Grading**.

ESL STUDENTS

Students whose first language is not English are required to take the ESL placement test. The placement test determines which level (if any) of credit ESL instruction is needed. There are seven levels of credit ESL instruction. While these credits are not applied toward a degree program, they are eligible for financial aid. In addition to the credit ESL program, the College also offers other programs including:

- Adult Education/ESL/Civics
- Free Vocational ESL classes
- Free ESL at the workplace
- ESL Noncredit workshops
- ESL College credit classes

For more information on ESL offerings, call (609) 343-4878.

EVENING SERVICES

Mays Landing Campus: Evening services are available Monday–Thursday in Simon Lake Hall, room A128, until 9 p.m. during the fall and spring semesters and until 8:30 p.m. during the summer to provide students with information and assistance. Counselors are available in the Counseling and Support Services Office located in J building on the Mays Landing Campus, Monday–Thursday until 7 p.m. during the fall and spring semesters.

Worthington Atlantic City Campus: Faculty support and drop-off for faculty are available Monday–Thursday until 7:30 p.m., when classes are in session, in Program Support Services, room 134, providing students with information and assistance, access to faculty mailboxes and new IDs.

Cape May County Campus: Faculty support and drop-off for faculty are available on the third floor until 8:30 p.m. and student services are available at the front desk until 7 p.m. Monday–Thursday when classes are in session.

FERPA

See **Privacy**.

FINANCIAL AID

Education after high school costs time, money and effort. It is an investment for which you and your family are responsible, but may not be able to meet financially.

Atlantic Cape participates in federal and state financial aid programs designed to assist students and their families in meeting their educational expenses. Grants, loans, work assistance and

scholarships are available to those who qualify. A financial aid package may contain all types of assistance.

All records and conversations between an applicant, the applicant's family and the financial aid staff are confidential and are entitled to the same protection as a counseling relationship. No information concerning a student's financial aid records will be released to anyone outside the financial aid office without the permission of the student, the student's parents or the financial aid director as circumstances may dictate.

A detailed Financial Aid Handbook is available from the Financial Aid and Veterans Services Office, J building, first floor, Mays Landing Campus and the Financial Aid Offices at WACC and CMCC. Please refer to it for more complete information on applying for aid and for various program deadlines.

General Eligibility Requirements

To be eligible for financial aid, students must:

- have a high school diploma or GED, or get a passing score on the College Placement Test.
- be enrolled in a degree or certificate program.
- demonstrate financial need.
- maintain satisfactory academic progress; (see our website at www.atlantic.edu) and submit all required documentation within the specified deadlines.
- not be in default of a federal student loan.

Applying for Financial Aid

To apply for any type of financial aid, including loans, students must file the Free Application for Federal Student Aid (FAFSA), available online at www.fafsa.ed.gov. Early filing of the FAFSA is recommended by Oct. 1 for spring semester and by May 1 for fall semester. Returning students should apply by June 1 to qualify for state aid. Atlantic Cape's code number is 002596.

Eligible students will receive a letter or e-mail via their college Buccaneer e-mail account from Atlantic Cape's Financial Aid and Veterans Services office indicating the aid awarded. Awards are made for an academic year only, September to August. Semester tuition and fees are deducted from aid. If a student has remaining eligibility, a book check voucher will be issued, generally during the first week of the semester.

Remaining aid will be dispersed and refunded mid-semester. To be considered for a book voucher, the Financial Aid and Veterans Services Office must have received processed financial aid forms and all other required documentation 30 days prior to the first day of the semester.

Students have the right to know:

- the criteria used to select recipients.
- the method used to determine financial aid.
- the components of the cost of attending Atlantic Cape.
- what percentage of needs was met.
- what types of financial aid programs are available and how to apply.
- how and when financial aid is paid.
- how their satisfactory academic progress is determined.

Students are responsible for:

- maintaining satisfactory progress in their academic programs; detailed information is available through the Financial Aid Office.
- reporting aid received from outside sources to the Financial Aid and Veterans Services Office.
- notifying the Financial Aid and Veterans Services Office of withdrawals or leaves of absence from College. (Withdrawal may result in a pro-rated adjustment of students' awards. Students who receive a grade of NA (never attended) or receive all grades of "F," may also have their financial aid awards adjusted.)
- repaying any overpayments.
- providing all information and documentation requested while still enrolled.
- notifying the Financial Aid and Veterans Services Office and Enrollment Services of any changes in name, address, e-mail address or telephone number(s).
- reading, understanding and responding to (in a timely manner) any correspondence received from Atlantic Cape or any other agency involved in the financial aid process, such as the PELL grant; and attending an entrance and an exit interview (student loan borrower).*

* Stafford Loan recipients are required to attend an exit interview to review rights and responsibilities as borrowers. The Financial Aid and Veterans Services Office reserves the right to place a hold on any financial aid transcripts, college transcripts or college diplomas until the exit interviews are completed. Students are also required to notify the Financial Aid and Veterans Services Office prior to graduating, transferring to another college, or when leaving Atlantic Cape.

New Jersey and federal student aid programs have provisions that allow special consideration for students who have encountered death of a parent or spouse; reduction or loss of employment resulting in

loss of wage earnings; divorce or separation; disability; loss of unemployment benefits; or retirement. Visit the Financial Aid and Veterans Services Office for details.

Assistance Available

Descriptions of financial aid programs administered by the Financial Aid and Veterans Services office are listed below. A financial aid recipient often receives aid from more than one source.

Grant Assistance

PELL Grant: A federal program that provides financial assistance to students enrolled in an eligible program. Eligibility is determined by a national formula. The amount of the award is based on: (1) eligibility as determined by the PELL Grant formula, (2) the cost of the program and (3) enrollment status.

Federal Supplemental Educational Opportunity Grant (FSEOG) is a federal program that provides money to undergraduate students with financial need. PELL recipients with exceptional need are given priority.

Tuition Aid Grant (TAG) is a New Jersey Program that provides grant aid to students enrolled at least half-time. Awards are based on state appropriations.

Educational Opportunity Fund (EOF) is a NJ program available to New Jersey residents only, for students from educationally disadvantaged backgrounds who have exceptional financial need.

NJ STARS is a New Jersey program that covers tuition of students who graduate in the top 15 percent of their high school class. (Please refer to our NJ STARS section or our website for details.)

Loans

For more information on all of these loan programs, visit www.atlantic.edu/finaid and click on loans.

Federal Direct Subsidized Stafford Loans are low-interest loans for students to help pay for the cost of their education through the U.S. Department of Education. You must be enrolled at least half-time and have financial need. No interest is charged while you are in school at least half-time, during your grace period and during deferment periods.

Federal Direct Unsubsidized Stafford Loan is a low-interest loan available to all students regardless of income and is not based on financial need. Interest is charged during all periods. Because this loan is not subsidized by the government, you are responsible for all interest that accrues. You may choose to make interest payments while in school or defer (and accrue) interest until repayment. You must be enrolled at least half-time.

Federal Direct Parent Loan for Undergraduate Students (PLUS) - Parents may borrow up to the cost of education for each student enrolled at least half-time (6 credits). Not income or need based, but a good credit history is needed. A loan application can be obtained at a participating lending institution. The interest rate is fixed at 7.9 percent. Repayment begins 60 days after disbursement.

New Jersey CLASS Loans allows students or parents to borrow the money needed to meet education costs after all other sources are exhausted. This loan is for New Jersey residents only.

Other Types of Assistance

Scholarship and Awards program: Scholarships are available to returning Atlantic Cape students and incoming and returning culinary majors. Each scholarship has specific criteria, which must be met by the applicant. All students maintaining a GPA of 2.5 or better are encouraged to apply. Applications are available in November. The deadline for submitting an application is mid-February.

Work assistance - Federal College Work Study Program (FCWSP): The work-study program provides part-time jobs to students who have financial need. Work schedules are built around class schedules. Every attempt is made to place students in jobs that relate to their major courses of study, interests and skills. Awards are based on federal appropriation and student may work until funds are exhausted. It is possible that a student may not be able to earn the total FWS funds awarded to them.

Rights and Responsibilities

Students have the right to appeal an award decision and may have other rights under certain programs. Students and/or their parents should not hesitate to ask questions regarding the appeal process.

Veterans Services

Application

Veterans and eligible dependents attending Atlantic Cape may receive assistance in applying for educational benefits from the Financial Aid and Veterans Services Office, J building, first floor. Students who are eligible for veterans' benefits should submit their applications early. Appointments are necessary or assistance can be obtained by calling (609) 343-5129.

Worthington Atlantic City Campus and Cape May County Campus:

A financial aid representative is available by appointment or on a walk-in basis. If applying or reapplying, the scheduling of an appointment is necessary. The office also provides information regarding scholarships, students/parent loans and VA benefits. For Atlantic City, call (609) 343-4850 and specify that an Atlantic City appointment is needed. (Aqui se habla español.) For CMCC, call (609) 463-6788.

Registration

After being admitted as a student, and before registering for any courses, students using veterans' benefits must go to the Financial Aid and Veterans Services Office for a Transmittal Form. Enrollment certifications to the Veterans Administration will be made only after the Financial Aid and Veterans Services office has received a duly signed Transmittal Form. Students must submit a Transmittal Form for each drop or add made prior to classes starting. Students must contact the Atlantic Cape Veterans Affairs Office before withdrawing. Withdrawing or receiving a NA grade (Never Attended) from a class will affect your veteran eligibility. It is your responsibility to notify the Veteran Officer in the Financial Aid Office if you withdraw or do not attend.

Payment

Advance payment may be made to those entering training for the first time, and for students who have had a break in training of at least 30 days. Students, through the Financial Aid and Veterans Services Office, must make an advance payment request no later than 60 days prior to the beginning of classes.

Transfer students (Veterans)

Students transferring into Atlantic Cape must apply to the Veterans Administration for a change in their place of training and/or program of study. Request forms are available in the Financial Aid and Veterans Services Office. Official transcripts from all other post-secondary institutions must be sent to the Admissions Office.

Amnesty

Any student who requests and receives amnesty for courses covered by U.S. Veterans Educational Benefits cannot be recertified to retake those courses.

GRADING

Each student's progress is evaluated by instructors at mid-semester and at the end of the semester. The following grades are used to indicate the caliber of the student's academic achievement:

- A – Consistent performance in mastery of the subject. Achievement of superior quality.
- B – Consistent performance in achievement beyond the usual requirements of the course. Achievement of good quality.
- C – Performance of a satisfactory nature. Achievement demonstrating an understanding of the subject sufficient for continued study in the discipline.
- D – Minimal passing grade. Achievement demonstrating general understanding of the basic elements of the course.

F – Failure. Achievement at a level insufficient to demonstrate adequate understanding of the basic elements of the course in order to warrant credit toward the degree.

I – An incomplete grade does not satisfy the prerequisite requirement for the next level course. This grade is defined as a failure to complete the requirements of a course due to illness or other circumstances acceptable to the instructor as beyond the control of the student. The instructor may change an incomplete grade to a letter grade, if the student completes the requirements of the course before the end of the eighth week of the next regular (fall or spring) semester. A grade of incomplete, which has not been changed by the end of the grace period, becomes an F.

Students are entirely responsible for the elimination of an incomplete grade and the proper entry of the corrected final grade on the permanent record. Requests for change of an incomplete grade to a letter grade must be in written form submitted to Enrollment Services by the instructor.

NA – Student never attended, never logged into an online course. Grade submitted at mid-semester only.

***Auditing a Course (AU)** – No credit or grade given for the course. To receive an AU, a student must register as an audit student by notifying Enrollment Services before the conclusion of the drop/add period. Regular attendance and other requirements stipulated by the instructor must be met. Normal tuition and fees apply and the student is expected to be present at all class meetings. Final grades of AU will be assigned and will appear on the student’s transcript. AU grades are not computed in the student’s GPA. Audited courses are ineligible for financial aid.

F to W Grade Policy – A change of grade request from F to W because of failure to withdraw in a timely manner from the course or non-attendance, will only be received and processed by the Registrar.

Procedure for issuing a “W” as a grade after a final grade is issued:

- The student must present complete documentation to the Registrar that explains the extenuating circumstances for the change.
- The Registrar notifies the faculty member involved of the student’s request. Documentation will be available for inspection in the Enrollment Services Office.
- If the faculty member does not approve the change, the student may petition the Academic Standards Committee for an appeal.

Withdraw from a class (“W” grade) – A student wishing to withdraw from a class may do so in writing or online until the tenth week of the

fall or spring semester. Summer and winter withdrawal dates vary. A grade of "W" will be assigned for the course. "W" grades are not computed in the student's GPA. Contact the Enrollment Services Office or check the current semester tabloid for dates. It is each student's responsibility to withdraw from courses, by the deadline, at any Atlantic Cape campus or online via WebAdvisor. Non-attendance of a class does not constitute an official withdrawal and the student will receive a grade of "F" in the course(s). Students receiving financial aid should contact the Financial Aid Office before dropping a course because it may affect their aid.

Procedure for withdrawals after the "W" period ends and prior to final grades:

If a student can document extenuating circumstances beyond his/her control (sickness, death in family, out-of-town, injury, job change, etc.), the Dean of Students or her designee (Registrar) has the authority to allow the student to withdraw.

If a student makes a request to his/her professor for a withdrawal after the "W" period but prior to the final grades deadline, the professor may approve the request by signing the Drop / Add form.

Withdraw from the College (total withdraw from all classes)

A student wanting to withdraw from all classes may do so in writing until the tenth week of the fall or spring semester and should meet with an academic advisor / counselor to discuss the reason(s) for withdraw. A Drop / Add Form along with a Reason for Withdrawal Form must be completed. A grade of "W" will be assigned for the course. "W" grades are not computed in the student's GPA. Students receiving financial aid should contact the Financial Aid Office before dropping all courses to determine how it will affect their aid.

Dean's and President's Lists

Full-time students achieving a GPA of 3.0+ are placed on the Dean's list. Full-time students achieving a GPA of 4.0 in a given semester are placed on the President's list. Part-time students are eligible for the Dean's and President's list for every 16th credit earned while maintaining the appropriate cumulative GPA.

Grade Appeals

All student-initiated grade appeals must be submitted within one year of the original date of issuance of the grade to the Director of Counseling and Support Services.

Grade Point Average (GPA), How to Calculate

To calculate GPA, each grade is assigned the following Quality Point Value (QPV): A=4, B=3, C=2, D=1, F=0. Current semester GPA is calculated as follows:

- Multiply the number of attempted credits for each course by the QPV of the grade received for that course (see above). Add all QPVs together (21).
- Add the total number of Attempted Credits (6) excluding grades of NA, W or AU.
- Divide the total number of Quality Point Values (21) by the total number of Attempted Credits (6) to get the semester GPA (3.5).

Example:

Course	Attempted	Grade	Multiply Attempted Credits by QPV Credits	Quality Points
ENGL101	3	B	3 (attempted hours) X 3 (QPV) =	9
HIST103	3	A	3 (attempted hours) X 4 (QPV) =	12
Total Credits	6		Total QPV	21

Divide total *Quality Point Values* (21) by the total number of *Attempted Credits* (6): $21 \div 6 = 3.5$ (GPA).

GRADUATION REQUIREMENTS

Graduation

Students must earn a minimum of 64 credits with at least a 2.0 cumulative GPA. Every student is required to demonstrate computer informational literacy by graduation, by passing CISM125-Introduction to Computers with a "C" or better, testing out or presenting a portfolio. Each degree program will have the option of determining when these competencies should be demonstrated. Education majors are required to take CISM128-Technology for Education in place of CISM125.

Total credits required to complete each degree program are listed in the College catalog. In addition, students must complete the required courses for the catalog in effect the date they enrolled, or any catalog after that date.

Students who transfer from another institution must complete 32 credits at Atlantic Cape. Graduates with a GPA of 3.5 to 3.74 are awarded a degree with honors; 3.75 to 3.99 with high honors, and 4.0 with the highest honors.

Although degrees are awarded at the end of each semester to qualifying students, a formal commencement ceremony is held at the end of the spring semester. Students who have more than two courses to complete for their degree requirements, or who have a cumulative grade point average of less than 2.00, will not be permitted to participate in the commencement ceremony.

Graduation Procedures

Candidates who expect to receive an Associate degree must file an application for graduation and pay a graduation fee. A degree audit will be processed when the fee is paid. For information, contact Enrollment Services at any Atlantic Cape campus.

HEALTH SERVICES

The College Nurse is available full time and has office hours at the Mays Landing and Worthington Atlantic City Campus (WACC), and by appointment and as needed at the Cape May County Campus. Health services include:

- First aid
- Illness assessment and guidance
- Immunization consultation
- Student insurance information
- Physician referral
- Wellness counseling and more

The Mays Landing Health Office is located in Jonathan Pitney Hall, E-106, and the phone number is 343-5112. The WACC Health Office is located in room 231 and the phone number is 343-4835. Accidents or illnesses on campus should be reported to the College Nurse immediately. If the Nurse is not available, contact Security.

Security phone numbers:

Mays Landing 343-5125, WACC 343-4841, Cape May 465-6390.

The College Nurse hours at the Mays Landing Campus during the fall and spring semesters are 9 a.m. – 4:30 p.m., Monday through Friday except for Thursday from 9 a.m. – 12:30 p.m. On Thursdays from 9 – 11:30 a.m., the Nurse will be at the WACC Health Office. During the summer, the office hours are 8 a.m. and 4:37 p.m.

HOLDS

Students having any outstanding obligation (financial, materials, proof of immunization, etc.) will not be allowed to register or obtain records until the obligation is satisfied.

HOUSING

Atlantic Cape does not have dormitories. The College offers a listing of local available housing. For information, call (609) 625-1111, ext. 5274.

ID CARDS

All students are issued a free Atlantic Cape photo identification card with proof of current registration and a valid photo ID (ex: driver license/passport). This card **MUST** be displayed at all times (no exceptions) and must be updated at the beginning of each semester (proof of enrollment needed). New students or returning students without a valid ID should secure their ID card during the first two weeks of the semester. In order to attend Atlantic Cape and to utilize college services, students must have a valid Atlantic Cape ID displayed.

Temporary Student ID

Students are required to display a valid Atlantic Cape student ID at all times. Students will be issued two temporary student IDs per semester. To replace a lost or forgotten ID card, students must pay the replacement fee of \$5 at the Business Office and take the receipt to the appropriate campus office for a temporary ID.

A student who has forgotten his/her ID card is required to report to:

- **Mays Landing Campus, Mays Landing:** Student Life Center, J Building, first floor. Evening students may contact (609) 343-5010 for hours of operation.
- **Worthington Campus, Atlantic City:** Greeting Center, lobby, first floor.
- **Cape May County Campus, Cape May County:** Front Desk, lobby, first floor.

Failure to comply could result in disciplinary actions including but not limited to a *Code of Conduct Policy* violation.

IMMUNIZATION RECORDS

The New Jersey Department of Health requires all full-time students born after 1956 and pursuing an academic degree to furnish proof of immunization with two measles vaccines, one mumps vaccine and one rubella vaccine. All full-time students, regardless of age, are required to be vaccinated for hepatitis B. Students must present a copy of their high school immunization record, the immunization record from a health care provider's office, or documented laboratory evidence of immunity to Enrollment Services. For clinical questions, call the College Nurse, (609) 343-5112 or 343-4835.

INSURANCE

Accident Insurance

All students enrolled in on-site classes are covered by a mandatory group accident insurance policy. Students are covered during all school-sponsored functions, classes or activities while enrolled. For more information, brochures are available from Enrollment Services Office in J building, Admissions Office at WACC or the Front Desk at CMCC.

Health Insurance

New Jersey State law requires all full-time students to provide proof of health insurance coverage by showing a current insurance card and completing a statement of insurance coverage before registering for credit classes. Students without insurance may purchase limited coverage through a group policy provided by Atlantic Cape through Enrollment Services. Nursing majors enrolled in clinical, where contact hours are greater than or equal to six credits, and some certificate programs, have the option to participate at the same rate. For details on the health insurance plan, contact the Health Office, (609)343-5112 or 343-4835. Insurance rates are subject to change and are listed in the catalog under Tuition and Fees.

JOB PLACEMENT

Job placement services are available to full- and part-time students and alumni. Answers to questions concerning job applications, resumes and interviews are available, as well as information on locating and applying for employment.

The Placement Office is located in J building, first floor, within the Career and Academic Planning (CAP) Center. Students can access the employment website at www.atlantic.edu/jobs.

LANGUAGE LABS

See **Learning Assistance Centers**.

LEADERSHIP PROGRAMS

Peer Leaders

Peer Leaders are paired with first-time freshmen who request an upperclassman to assist them in making the transition to college during their first semester. Peer leaders promote an awareness of campus resources and the pursuit of academic excellence. Selected student leaders who have completed an academic year, earned at least 24 credits and have a minimum a 2.5 grade point average are eligible to apply for the program. For more information, contact Anita Polanco, (609)343-5098 or e-mail apolanco@atlantic.edu.

Student ACCESS Scholarship and Grant-In-Aid Program

The Student ACCESS Scholarship and Grant-In-Aid program identifies new and potential student leaders through nominations from area high schools, churches and community organizations. The program encourages students who are leaders in their high schools and/or communities to engage in leadership activities during their first semester at Atlantic Cape. The program provides leadership

training and opportunities to allow program participants the opportunity to utilize and enhance their leadership skills.

The ACCESS Program offers scholarships and grant-in-aid awards to defray expenses for the first year of college; the amount is contingent upon the availability of funds and the number of program participants. For more information, contact Anita Polanco, (609) 343-5098 or e-mail apolanco@atlantic.edu.

Marjorie Ward Scholars

The Marjorie Ward Scholars is a scholarship program for Cape May County high school graduates. Cape May County high school staff nominate students to become Marjorie Ward Scholars. The program's goal is to attract academically well-prepared students with leadership potential to represent the institution at College and community functions. Ward Scholars receive leadership training and receive a scholarship that covers tuition for four consecutive semesters as long as students maintain eligibility. Call (609)343-5091 or e-mail pdavis@atlantic.edu for more information.

Men of Atlantic Cape (MAC)

The Men of Atlantic Cape program facilitates activities to increase the retention and graduation rates of black and Latino male students. The program is supported by the Diversity and Equity Committee of the College's Board of Trustees. Group activities include meetings, guest speakers, cultural outings, student leadership workshops and an end-of-the-year activity. Call (609)343-5614 for more information.

Leadership and Education Development (LEAD)

The LEAD program aspires to develop student leaders through a series of experiential activities. College faculty and staff nominate students who have demonstrated leadership abilities and a desire to help others. Selected students have the opportunity to attend leadership training and participate in various College-sponsored and community activities. Goals are to encourage academic excellence and assist students in becoming more effective leaders on campus and in their communities. For more information, contact Anita Polanco, (609)343-5098 or e-mail apolanco@atlantic.edu.

LEARNING ASSISTANCE CENTERS/LABS

Learning Assistance Centers are available for students on all campuses.

Lab users should be prepared to present a valid student ID.

See section on ID cards for information.

Computer Labs

Regular classes are sometimes scheduled in the computer labs, but there is open lab space at all three campuses. Computer lab aides are available to provide students with technical support.

Computers labs are located:

- Mays Landing Campus, room D114
- Worthington Atlantic City Campus, room 276
- Cape May County Campus, Information Commons

Atlantic Cape computers are for educational purposes only.

Software: Is protected by copyright and licensed only for use by Atlantic Cape students and employees. Software may not be removed, transferred, copied or modified.

Hardware: Computers are available for use only during scheduled or assigned hours. Student users have priority. Users may not alter any computer capabilities or settings.

Web Access: Atlantic Cape provides access to the Internet for educational and research purposes. The College prohibits the use of computer facilities and resources for hacking accounts at Atlantic Cape or any other location, downloading programs, changing settings, browsing offensive websites, or transmitting illegal, unlawful or immoral information. Atlantic Cape computers may not be used for personal gain or profit. Access to personal e-mail accounts is restricted due to e-mail delivery of viruses.

The Atlantic Cape computer center monitors technology use with capabilities to track violations of computer user responsibilities. The College will impose disciplinary action for violations.

Skills Labs

Tutorial assistance is available in the math and writing skills labs. To receive math tutoring, students must be officially enrolled in a developmental course. To receive help with writing, students must be officially enrolled in a course requiring written papers.

Lab locations:

Math skills labs

- Mays Landing, D113
- WACC, Room 276
- CMCC, Information Commons

Writing skills labs

- Mays Landing, D111
- WACC, Room 276
- CMCC, Information Commons

Language Lab

The Language lab, located at the Worthington Atlantic City Campus, room 249, provides audio equipment for foreign language and ESL students. Class labs are scheduled and open lab times are posted on the door. Call (609) 343-4833 for more information.

Tutoring Services

Tutoring for content courses (chemistry, accounting, history, etc.) is available free to students on an appointment basis. To be eligible, students must be enrolled and attending classes for the course where assistance is requested.

To request a tutor in person:

Mays Landing Campus:

Content Tutoring Lab/ Office, Library (D112), (609) 343-5631

Worthington Atlantic City Campus:

Room 276, (609) 343-4833

Cape May County Campus:

Main desk in Information Commons, (609) 463-3713

LEAVE OF ABSENCE

Students enrolled in the Academy of Culinary Arts or Allied Health career programs who need a leave of absence because of illness or other valid cause must contact the Dean of the ACA or the Chair of Nursing/ Allied Health, as appropriate.

LIBRARY

To better serve students, library, computer lab and tutoring resources and services have been integrated into a single Information Commons at all three campus locations.

William Spangler Library/Information Commons

Mays Landing Campus:

The resources of the Spangler library are available to the College community and, with some limitations, to residents of Atlantic and Cape May counties. The Spangler library currently holds 66,000 volumes and a growing collection of 1,500 eBooks.

In addition to the library's on-site holdings, more than one million volumes are available through Symphony, the Atlantic County Library System's online integrated system, shared by the College library, area high schools and public library collections throughout the County. A valid Atlantic Cape identification card is needed to borrow material. Identification cards may be obtained at the Student Life Center.

Books, articles and other materials not owned by the Spangler Library can be obtained for students, staff and faculty, free, from more than 80,000 libraries worldwide via the library's interlibrary loan service.

In addition to the book collection, more than 13,000 full text newspapers, magazines, trade publications and scholarly journal are available through major online databases, such as EBSCOhost, Lexis/Nexis and Westlaw. Password protected off-campus access to these resources is available by contacting the library.

Videos in VHS format are available for viewing in the library only. Select titles from the library's video collection have been placed on the College video server and can be viewed from any computer at Atlantic Cape's three sites. Off-campus access to videos is not available.

Currently enrolled students have access to 75 computer workstations, 16 laptops, scanners, printers and photocopiers in the Mays Landing campus, and WIFI provides network access for personal laptops and other mobile computing devices.

A coffee machine is available and beverages are permitted in the library. Students are asked to refrain from drinking beverages around library computers.

A team of dedicated librarians, paraprofessionals and computer aides provide students with library and technical support. Professional library assistance is available in person, by phone, email and by texting through the library's "Text A Librarian" service. Librarians are also "imbedded" and provide assistance in many distance education classes at the request of the instructor.

Free tutoring service on a walk-in basis is offered in the Reading/Writing Skills and Math Skills labs. In addition, individual and group instruction in specific content areas is available by appointment. Please see the Tutoring Services section of the college catalog for more information.

In order to make effective use of library resources, librarian educators provide information literacy instruction to individuals, small groups and classes by request. Formal class instruction is carried out in the dedicated Library Instruction Resource Room.

Various assistive technology devices are available for students with visual and other physical disabilities.

When classes are in session, the library is open Monday–Thursday, 8 a.m. to 10 p.m.; Friday, 8 a.m. to 4:30 p.m.; and Saturday, 11 a.m. to 4 p.m. During hours of operation, the library at Mays Landing can be contacted at (609) 343-4937.

Cape May County and the Worthington Atlantic City Campus Information Commons:

A full range of library, computer lab, tutoring and other support services are available at the Cape May County and Worthington Atlantic City campuses.

The Cape May County facility contains approximately 8,000 volumes and the Worthington Campus Information Commons holds about 4,000 volumes. The Atlantic County Library's Symphony online book catalog and online periodical databases, described above, can also be accessed at the branch campuses. Current student identification is required to borrow books and other library material.

Computers, printers and photocopiers are available for student use at each campus. In addition, The Worthington Campus Information Commons contains a computer lab / classroom with 22 computers for group instruction.

The services of a professional librarian are available to provide research assistance, information literacy instruction and related services at both campuses.

Assistive technology is available for students with visual and other physical disabilities.

Free individual and group tutoring is offered at both the Cape May and Atlantic City campuses. Consult the College Catalog for more information.

When classes are in session, the Cape May County Campus library is open Monday–Thursday, 8:30 a.m. to 9:30 p.m.; Friday, 8:30 a.m. to 4:30 p.m. The Atlantic City Campus facility is open Monday–Thursday, 8 a.m. to 9 p.m.; Friday, 8 a.m. to 4 p.m., and Saturday, 9 a.m. to 3 p.m. During normal hours of operation, the Cape May County library can be contacted at (609) 463-3713, and the Atlantic City Campus library at 343-4800, ext. 4726.

Please see the library website at www.atlantic.edu/library for the most current information pertaining to library hours and related services, or contact Associate Dean Grant Wilinski at wilinski@atlantic.edu.

LOCKERS

Lockers are provided in several buildings on the Mays Landing Campus. Students may select the first available locker for use with their own locks. Locks are available at the campus bookstore. Lockers must be cleared the last week of school or Security will remove the contents and discard them.

MAJOR, DECLARING OR CHANGING

Students who change majors and non-degree students who are declaring a major should contact the Career and Academic Planning Center and complete a Change of Major form.

NJ STARS

The New Jersey Student Tuition Assistance Reward Scholarship (NJ STARS) Program is an initiative created by the State of New Jersey in 2004 that provides New Jersey's highest achieving students with free tuition at their home county college. For updated information, visit the NJ STARS website at www.njstars.net.

For more information on NJ STARS at Atlantic Cape, contact Hal Lugerner, Atlantic Cape's NJ STARS counselor, (609) 343-5627 or e-mail hlugerne@atlantic.edu.

NON-SMOKING POLICY

Atlantic Cape Community College supports the rights of its students, employees and visitors to have the benefit of a smoke-free environment while on any of the College campuses. Smoking is prohibited inside all buildings, including hallways, stairwells, restrooms and other common areas.

Violators will be subject to disciplinary action:

- Student violators will be called before the Judicial Officer.
- Normal administrative disciplinary procedures or the appropriate negotiated agreement grievance procedures will prevail for employee violators.
- All violators are subject to laws governing smoking in public places.

Complaints may be addressed as follows:

- Students should direct complaints or inquiries to the Judicial Officer.
- Employee complaints or inquiries should be directed to the immediate supervisor.
- In addition, anyone may register a complaint with a Security officer.

Supervisors and managers will be responsible for enforcing this policy in the same manner as other College policies.

NURSE

See Health Services

PARKING

Parking is available to students at all Atlantic Cape locations. A valid parking decal must be displayed on the driver's side rear window or the left passenger window. Decals are available at the Security building on the Mays Landing Campus, at the Security desk at WACC and the Security Office at the Cape May County Campus. Students must provide proof of registration to obtain decals. A brochure outlining Atlantic Cape's traffic regulations is also available. Students who do not comply with these regulations at all sites are subject to fines or towing.

PAYMENT PLAN

The Atlantic Cape payment plan is an interest-free way for students to spread the cost of attending college by making regular installment payments. The plan is available for fall and spring semesters only. The plan covers tuition and fees only and is offered to full- and part-time students who are in good financial standing with the College. Students pay a non-refundable \$25 payment plan application fee with their first payment. Credit students pay an initial payment equal to 50 percent of tuition and fees due with two additional monthly payments equal to 25 percent each. Students are assessed a \$25 late fee if payments are not made on time. Aviation, culinary and nursing students' semester costs are divided into five payments equaling 20 percent each. For more information, contact the Bursar's Office, (609) 343-5104.

POLICIES AND PROCEDURES

Student Code of Conduct

On admission to Atlantic Cape, students accept a commitment to act in a responsible manner, which conforms to generally accepted standards of adult behavior. Students are expected to familiarize themselves with the College's code of conduct.

It is expected that all students will show courtesy and respect for each other and for administrative officers, faculty and employees. Students must understand and accept the necessity for various College regulations and they must comply with directives of those authorized to enforce regulations.

Students are expected to respect the property of the College and that of others. Damage to or destruction of such property will be considered a matter for disciplinary action.

All students are expected to present an appearance that is neat, clean and in good taste. Students also are expected to recognize the importance of their personal appearance. Proper dress on campus, therefore, is expected. Some College programs reserve the right to require specific dress/uniform standards.

Students who act in a manner contrary to the best interests of the College will be subject to such penalties as the circumstances justify.

The College reserves the right to dismiss any student whose attendance, in the judgment of the administration, is detrimental to the College or its students.

Bullying Policy

Violation of the following policy may result in disciplinary action.

Bullying and/or harassment is defined as: Any overt or covert gesture, written, verbal or physical act, or any electronic communication that is reasonably perceived as being motivated by characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on the property of Atlantic Cape Community College or at any function sponsored by Atlantic Cape and that affects an individual of one or more of the aforementioned groups in the following manner:

- a) Has the effect of insulting, intimidating or in such a way as to cause a disruption in the educational process; or
- b) Creates a hostile environment; or
- c) Infringes on the rights of said individuals; or
- d) Causes great distress, loss of confidence or self-worth.

Students that are found in violation of the Bullying Policy will be in direct violation of the Student Code of Conduct Policy and/or the Threatening and Violent Behavior Policy. The disciplinary process for these policies will be enforced.

Cyber Harassment Policy

Atlantic Cape requires a college community free from threats, intimidation, stalking, harassment and other harassing behaviors. These behaviors may include, but are not limited to, the following: repeated, unwanted/unsolicited contact that includes face-to-face contact, telephone calls, voice messages, text messages, electronic video and/or photography, electronic mail, instant messages, written letters, unwanted gifts; verbal or written abuse, threats, harassment, coercion or any other conduct that places another individual in reasonable fear of his or her safety through words or actions directed at that person, or substantially interferes with the working, educational or personal environment of the individual; persistent offensive, threatening communication through the internet, via e-mail, chat rooms or other electronic devices. Students who are found responsible for Cyber Harassment will be in direct violation of the Student Code of Conduct Policy.

*Sources: Grant Rapids Community College Student Code of Conduct. Retrieved 11/19/08.
Howard Community College Stalking and Harassment Policy. Retrieved 11/4/08.*

Disciplinary Process for Violation of Acceptable Standards of Conduct

In all cases of disciplinary action where students are subject to institutional disciplinary penalties, the College will take every step to ensure that due process is maintained and respected.

In the case of flagrant violations of conduct, the College reserves the right to immediately suspend a student pending a hearing.

If a student demonstrates inappropriate behavior and disregards the College's Code of Conduct, these steps will be followed:

- The student will meet with the appropriate Campus Judicial Officer (CJO) to resolve the issue or to receive notice of disciplinary action.
- The student will receive written notification on the outcome of the meeting held with the CJO. If disciplinary action was taken, the student will be made aware of his/her right to appeal.
- The student may appeal the disciplinary action by informing the CJO of his/her intent in writing within seven (7) days.
- The student will receive, in writing, the date, time and place of the formal hearing within 14 days after the student's formal request. This letter will also contain:
 - a) a detailed statement of each charge.
 - b) notification of the student's right to have an attorney and a Response Form regarding the student's intention to waive or not waive this prerogative (student must sign and return this form).
 - c) a complete list of College witnesses.
 - d) notification to the student of the right to make a case on his/her own behalf with witnesses, subject to College cross-examination.
- Atlantic Cape will request the signature of the student acknowledging receipt of the written charges and hearing notification.
- The Student Standards and Conduct Committee will be convened to hear the student's appeal. The committee will make its recommendation to the Dean of Students who will then render a binding decision. The student will be notified of the disposition of the appeal within seven (7) days.

Drugs, Intoxicants Disciplinary Actions

Alcoholic Beverages – Atlantic Cape Community College bans alcoholic beverages from College premises and subjects violators, regardless of age, to disciplinary action up to dismissal and criminal prosecution.

Drugs – possession or use of illegal drugs or narcotics on any of Atlantic Cape’s campuses or at any College-sponsored function is prohibited. Persons found with illegal drugs will be suspended immediately and appropriate law enforcement authorities will be notified.

Persons found to be engaged in the sale or distribution of illegal substances anywhere on College premises or at any College-sponsored functions will be immediately dismissed from the College and appropriate law enforcement authorities will be notified.

The Counseling Office is available to assist Atlantic Cape students with education, information, short-term counseling and referral services for alcohol and drugs. A brochure is available upon request at the Dean of Students Office, Counseling Center or the Health Office. You may also access our website at www.atlantic.edu for additional information.

Firearms

The possession of firearms by employees and students on College property, College-sponsored housing or at any College activity is prohibited. This policy excludes law enforcement personnel and bank couriers on official business with the College and students who are active duty law enforcement personnel.

Grievance Procedure

Atlantic Cape is dedicated to the goals of fairness in all of its procedures and practices. If, for any reason, a student believes he or she is the victim of unjust practices, a comprehensive process for grievance resolution is available to that student and is outlined as follows:

Credit–Academic Issues (grades, complaints against faculty, etc.)

- **Level 1** — The student meets with the faculty member or the person with whom the grievance began. If the grievance is not resolved, the student proceeds to the next level.
- **Level 2** — The student meets with the department chairperson. If the grievance is still unresolved, the student meets with the Dean of Instruction. If the grievance is still unresolved, the student proceeds to the next level.
- **Level 3** — The student meets with the Director of Counseling and Support Services who will forward the case on to the Academic Standards Committee. This committee will make its recommendation to the Vice President of Academic Affairs who then renders a binding decision.

A student may request a College counselor to assist them at any level of the grievance process. The counselor’s role is one of support and advisement. The counselor helps clarify processes to the student, assists the student with the preparation of his or her presentation, as well as helps the student explore his or her options so that the student

is able to make a more informed decision. Any choice made during the grievance process is that of the student. Counselors are not at liberty to make decisions for students, nor are counselors able to present evidence or testimony on the student's behalf.

Noncredit Academic Issues (grades, complaints against instructor, etc.)

- **Level 1** — The student must meet with the person where the grievance began. A direct and informal meeting with the source of the conflict is often the most effective means of resolution. If issue is unresolved, then proceed to the next level.
- **Level 2** — The student meets with the appropriate director. The student may meet with the director alone or request a College counselor to assist with clarifying and presenting the student's concerns. If issue is unresolved, then proceed to the next level.
- **Level 3** — The student meets with the Director of Student Development at the Worthington Atlantic City Campus who notifies the Academic Standards Committee. This committee makes its recommendation to the appropriate Dean who renders a binding decision.

Student/Employee Conflict Issues (non-faculty)

- **Level 1** — The student meets with the person where the grievance began. If issue is unresolved, then proceed to the next level.
- **Level 2** — The student meets with the appropriate supervisor (director or directors). The student may meet with the supervisors alone or request a College counselor to assist with clarifying and presenting the student's concerns. If issue is unresolved, then proceed to the next level.
- **Level 3** — The student meets the appropriate dean for review and final disposition. If issue is unresolved, then he/she meets the Director of Student Development, who notifies the Student Conduct Appeals Committee. This committee makes its recommendation to the appropriate Dean who renders a binding decision.

Improper Disposal of Waste into Storm Sewers

All persons are prohibited while on College property from:

- Spilling, dumping or disposing of materials other than stormwater to the municipal separate storm sewer system operated by the College.
- Spilling, dumping or disposing of materials other than stormwater in such a manner as to cause the discharge of pollutants to the municipal separate storm sewer system operated by the College.

Any College student who is found to be in violation of this regulation shall be subject to disciplinary sanctions or other actions in accordance with the College's Student Code of Conduct Policy. Any person who violates this regulation may also be subject to prosecution under applicable New Jersey statutes.

Wildlife Feeding Control

No person shall feed any unconfined wildlife on College property, except as part of academic research. Any College student who is found to be in violation of this regulation shall be subject to disciplinary sanctions or other actions in accordance with the College's Student Code of Conduct Policy.

Zero Tolerance Policy – Threatening and Violent Behavior

Atlantic Cape Community College is a place where students, staff and guests expect safety and security while pursuing academic excellence and College activities.

Accordingly, any Atlantic Cape student who verbally or physically threatens the safety of other students, staff, faculty or campus guests will be suspended immediately from the College pending a disciplinary hearing.

The outcome of that hearing may result in penalties including, but not limited to, additional suspensions or dismissal from the College depending on the circumstances of the offense.

Students who are suspended or dismissed from the College are banned from all Atlantic Cape campuses, learning sites and College-sponsored events during the period of their suspension or dismissal.

Students who violate this ban will be charged under New Jersey criminal codes.

PRIVACY (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to:

- Protect the privacy of education records.
- Establish the right of students to inspect and review their education records.
- Provide guidelines for the correction of inaccurate and misleading records.

FERPA applies to students attending any educational program at Atlantic Cape.

U.S. Department of Education defines “directory information” as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy is disclosed.

Directory Information as defined by Atlantic Cape includes:

- Name
- Classification
- Degrees Awarded
- Hometown
- Honors
- Awards
- Weight/Height of Athlete
- Sports Participation

Students may request to have their directory information blocked from being released by completing the Restrict Directory Information Form and returning it to the Enrollment Services Office located in J building, Mays Landing Campus.

Students who elect to withhold disclosure of this category of information must conduct all College business in person with a photo ID card. Such students’ names will be published in the commencement program unless the student requests exclusion in writing. Students in this category are eligible to use WebAdvisor for transactions including registration, which are protected by a personal identification number (PIN). Former students may not place a new request for nondisclosure of directory information on their educational records; however, they may request its removal.

Requests for the release of Directory Information must be submitted in writing to the Registrar, Atlantic Cape Community College, 5100 Black Horse Pike, Mays Landing, NJ 08330-2699.

Atlantic Cape’s Student Guide to FERPA provides more information. A printed copy of the brochure is available at all college locations.

For more information on FERPA, visit the U.S. Department of Education website at: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

PUBLIC TELEPHONES

Mays Landing Campus: Public telephones are located outside at the bus stop and Security Building (U).

Cape May County Campus: A public telephone is available outside the building.

REFUNDS

If Atlantic Cape cancels a class, or changes the time, day or date of a scheduled course, students may transfer tuition and fees to another course or elect to receive a full refund of tuition and fees. The College reserves the right to change faculty assignments.

Student tuition/fee refunds for the fall and spring semesters are calculated on a percentage basis according to the following:

- Dropping before first day of semester **100%**
- Dropping by deadlines listed in the semester course guide **50%**
- Withdrawal with a grade of "W"
begins after the 50 percent refund deadline **NO REFUND**

Please refer to the summer schedule for tuition/fee refund information.

Exceptions may be made on an individual basis for extraordinary circumstances that can be documented.

REGISTERING

Students may register by fax, online or in-person during the dates and times stated in the semester tabloids.

Unemployed persons, SAGES (Senior Adults Gaining Education and Stimulation) and fire, first aid or rescue squad volunteers must register for College credit courses in person on the designated date.

No one is permitted to attend a class without being officially registered for the course. Arrangements for a one-time visit to a class can be made through the Admissions Office.

REPEATING A COURSE

Students may repeat a course for credit with this restriction: No course may be taken a third time without the permission of the appropriate department chair or Dean of Instruction. All attempts will appear on the transcript, but only the highest grade will be calculated in the semester or cumulative grade point average (for courses taken after 1998).

If students repeat a course for credit in which the final grade of the original attempt was "A, B or C," the higher of the grades will be used.

A course in which a student received a grade of "W, NA or AU," and elected to take again, is not considered a repeated course.

NOTE: Allied Health program policies prohibit students from taking *program* courses more than twice. Courses transferred in from other institutions will not repeat Atlantic Cape courses.

SECURITY

Security guards are available at all Atlantic Cape campuses. To reach Security on main campus, use hallway telephones and dial 5125. To call from the telephone near the switchboard in J building, dial 5125. All College campuses use video surveillance in certain public areas. Any incidents of theft, vandalism, accidents, etc., must be reported immediately.

SEXUAL HARASSMENT AND AFFIRMATIVE ACTION

Atlantic Cape Community College prohibits sexual harassment by any member of the faculty, staff, student body, independent contractors or vendors on any of the three College campuses. The policy of the College reflects a desire to create and maintain an environment for work and study that permits all employees and students the opportunity to pursue an education or career in which they can progress on their merit and ability.

The sex discrimination provisions of Title VII of the 1964 Civil Rights Act prohibit sexual harassment in the workplace. Sexual harassment in the classroom or in student-related activities is prohibited by the sex discrimination provisions of Title IX of the 1972 Education Amendment.

The U.S. Equal Employment Opportunity Commission (EEOC) has defined harassment on the basis of sex as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct... when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, evaluation or grade; (2) basis for employment, evaluation or grade decisions affecting such individuals; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or school performance or creating an intimidating, hostile or offensive working or learning environment.

The College's Office of Affirmative Action is located at the Worthington Atlantic City Campus, Room 295, Office of the Dean, 1535 Bacharach Blvd., Atlantic City, NJ 08401-4485. The office coordinates efforts to eliminate discrimination including the investigation of any complaint filed by a student or employee. Students, faculty or staff members who feel they have been the subject of possible discriminatory treatment may file a complaint with the Office of Affirmative Action. For more information, call Bobby L. Royal, Sr., Dean, Community Affairs, Security and Worthington Atlantic City Campus Operations and Office of Affirmative Action, (609) 343-4827, or e-mail broyal@atlantic.edu.

SPECIAL NEEDS ACCOMMODATIONS

Atlantic Cape provides reasonable accommodations to qualified students with documented disabilities. Students are strongly encouraged to request accommodations at the time of admission to insure ample time to arrange accommodations. Students are required to submit current documentation to determine eligibility in accordance with Section 504 of the Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act.

If accommodations are needed to take the College Placement Test under standard conditions, requests should be made prior to scheduling an appointment. Call (609) 343-5090 or e-mail lmcglynn@atlantic.edu for additional information and to request accommodations.

SPORTS

Intercollegiate Sports

Atlantic Cape is a member of the Garden State Athletic Conference, which determines a state champion and selects all-conference teams in each sport. Atlantic Cape is one of more than 500 members of the National Junior College Athletic Association (NJCAA). The NJCAA sponsors national championship events and selects All-America teams. Atlantic Cape abides by the eligibility requirements of the NJCAA for all members of intercollegiate athletic teams.

“**The Buccaneers**” is the official College team name for all Atlantic Cape sports. Atlantic Cape competes in intercollegiate men’s basketball, soccer and baseball, and women’s basketball, softball and volleyball. Atlantic Cape has a co-ed golf team and a nationally ranked co-ed archery team. For more information, call Mike Rennick, (609) 343-5043.

Intramural Sports

Intramural Activities are offered in basketball, volleyball and ping pong. Students may participate by calling (609) 343-5694, or stopping by the Student Life Center on the Mays Landing Campus. Tournaments and various other activities are planned throughout the semester.

STUDENT ACTIVITIES/RECREATION

Also see **Athletic Facilities, Bulletin Boards, ID Cards, Sports.**

For club information, visit our website:

<http://www.atlantic.edu/studentServ/clubs.htm>.

Student Government Association (SGA)

All Atlantic Cape students are members of the Student Government Association. The main policy-making body of SGA is the student senate. Comprised of representatives from all student clubs, the senate is responsible for supervising the work of SGA committees,

chartering student organizations, approving budgeting of all funds, determining student policy and working with faculty and administration to improve the College. To contact SGA, call (609) 343-4900, ext. 5281. The SGA office is located in the Student Life Center, J building, first floor.

Student Life Center

Mays Landing Campus: The Student Life Center, Mays Landing Campus, J building, first floor, is available for use by all Atlantic Cape students. Housed in the center are ping pong tables, board games and a television room. The center also provides information on Student Government, activities and clubs, IDs and operates the lost and found. The activities in the Student Life Center are a privilege that can be revoked for non-compliance of College policies and Student Life Center rules. The SGA and Atlantic Cape Review (newspaper) offices are located in the Student Life Center. Hours of use are posted throughout campus. For more information, call the Student Life Center, (609) 343-5010.

Worthington Atlantic City Campus: A student game room and lounge is on the second floor, room 245, ping pong, video games and board games are available. The lounge has an LCD 50" flat screen television for students to relax, gather and interact.

Cape May County Campus: A student life area, next to the cafeteria, provides a place for students to relax and unwind between classes. The area contains comfortable tables and chairs, a ping pong table and a place for students to mingle.

Student Publications and Radio Station

Atlantic Cape Review, the student newspaper, is written and edited by Atlantic Cape students, with the assistance of an advisor. Published during the fall and spring semesters, the Atlantic Cape Review offers an opportunity for all students to display or develop skills in writing, photography, layout, design and graphics. The Atlantic Cape Review provides fair and impartial reporting on topics of interest to the College community. Staff positions are open to all Atlantic Cape students, full or part time. The newspaper office is located in the Student Life Center.

Rewrites, the Atlantic Cape literary magazine, is published each spring. Staffed and edited by students, the magazine contains essays, poetry, short fiction, one-act plays, pen and ink drawings, 2D pencil drawings and photographs from students, faculty, staff and the College community. Alumni contributions are welcome.

Official student publications reflect the policy and judgment of the student editors and express students' points of view. This entails the

obligation to be governed by the standards of responsible journalism such as avoidance of libel, obscenity, defamation, false statements or material advocating racial or religious prejudice. Student publications provide an opportunity for expression of student opinion.

WACC, the Student Radio Station, is located in J building at the Mays Landing Campus and broadcasts daily to the College cafeteria and on the Internet during the fall and spring semesters. Students are invited to participate in programming the station. Contact the Student Activities Office in J building for more information.

STUDENT RESOURCE ROOM

The Counseling and Support Services Resource room, J-106, is located in the Counseling area on the Mays Landing Campus. Computers and assistive technology is available for students who participate in the Educational Opportunity Fund, Student Support Services and Disability Support Services programs. The center provides space for study sessions, orientations, seminars, workshops and group counseling. Assistive technology includes, but is not limited to, Dragon Dictate, Microsoft Word, Excel, PowerPoint and Internet access. For more information, call Counseling and Support Services, (609) 343-5646.

STUDENT SUPPORT SERVICES (SSS)

The Student Support Services (SSS) program is a comprehensive federally funded, academic support program that offers a variety of services and activities to increase retention, graduation and transfer rates of first generation (parents have not earned a bachelor's degree), low-income and/or disabled College students. Services include counseling, academic advisement, workshops/seminars, tutoring, mentoring, monitoring academic progress, transfer assistance and cultural activities to enhance the academic success of program participants. Call (609) 343-5641 for more information.

TESTING OFFICE

The Testing Office offers a variety of services to faculty, students and staff. One of the primary services is the administration of the Placement Test. Also offered are credit-by-exam programs and the ESL Placement Examination for students whose first language is not English. Test results are used to provide appropriate information for academic placement.

Testing Locations:

Mays Landing Campus:

room D-154 (609) 625-1111, ext. 5099

Worthington Atlantic City Campus:

room 137, downstairs adjacent to the Library, (609) 343-4831

Cape May County Campus: room 234, (609) 463-3775

Children are not permitted in the Testing Office.

Certain tests require fees. Fees are to be paid to the Business Office on any campus before the examinations are taken. Call for detailed information on fees.

- **Placement Test (ACCUPLACER)**

Students are required to take the Placement Test prior to registering for mathematics, English or other courses requiring a demonstrated level of ability. Students seeking to complete one course for professional development purposes only may request a waiver of the test from the Director of Admissions and College Recruitment or the Director of Student Development and Judicial Officer.

Tests are given at all three campuses throughout the year. To make an appointment call the campus in your area by dialing one of the numbers listed under Testing Center. Allow approximately two hours when taking the test. Students must apply to the College through the Admissions Office before sitting for the test. The placement test (Accuplacer) consists of an essay, a test of reading comprehension, sentence skills, elementary algebra and arithmetic. The test scores are valid for four years. Students may retest only once after a 30-day time period has lapsed. There is a \$10 retesting fee.

Exemptions include:

- Students who have taken the SAT within the last four years and received a minimum score of 540 in critical reading and 530 in mathematics
- Students who have taken the ACT test within the last four years and received a combined English/reading score of 47 and a mathematics score of 22
- Students who already have a degree (associate, bachelor's, master's) may be exempt
- Students who have taken all required sections of the test at another New Jersey college within the last four years and submit an official copy of the test results to Atlantic Cape
- Transfer students who have completed college-level mathematics within the last 10 years and /or an English course at another college and have submitted an official transcript to Atlantic Cape
- **Credit for Prior Learning**
Credit for prior learning may be earned through tests on specific subjects, Tech-Prep and articulation agreements or Atlantic Cape continuing education courses that have been validated for credit.
- **ESL Placement Test**
Students whose native language is not English are required to take the Compass English as a Second Language Test. Results are

valid for four years and used to determine whether a student needs further instruction. Students may retest only once after a 90-day time period has lapsed. There is a \$10 retesting fee. Students who have been educated in the U.S.A. since the eighth grade and have graduated from an American high school are exempt from taking the ESL Placement Test. Students who entered the American school system after the eighth grade may be exempt based on an interview with the ESL chairperson. Other exemptions include a TOEFL result of IBT-54, PBT-480, CBT-157 or an SAT score of 540 in critical reading.

Upon successful completion of the ESL program, students are required to take the Placement Test (Accuplacer).

- **TEAS (Test of Essential Academic Skills V)**

Nursing program applicants must take the TEAS V exam. To be eligible to take the test, applicants must have completed at least two of the prerequisite courses with a successful passing grade before registering for the TEAS V. The test is a general, comprehensive assessment tool that evaluates several areas, including reading comprehension, mathematics, science and English/language usage. This test must be taken within three years of applying to the nursing program. Students may retest once per academic year. The testing fee, exam dates and additional information for the TEAS V exam are located at atlantic.edu under "Testing."

- **Online/Makeup Testing**

The Testing Office administers tests for online classes and provides alternate testing opportunities for students unable to take a scheduled classroom test for one of the following reasons:

- A documented disability identified by Counseling Services
- Religious holiday
- Emergency situation

The student should make arrangements with their instructor to initiate the makeup test. Once the instructor and student agree upon arrangements, the student must call or go to the Testing Office to make an appointment at least 24 hours in advance.

Acts of cheating will not be tolerated. The instructor will be notified and the student will be banned from using the services. Students using these services as an accommodation must contact Counseling and Support Services for alternate testing arrangements.

TxtAlerts: Sign Up to Get Emergency Info

Students are encouraged to sign up for Atlantic Cape TxtAlerts to receive up-to-date notifications in case of emergency situations or school closings. Participants can sign up for the text message program at www.atlantic.edu/about/txtMessage.html. Atlantic Cape TxtAlerts is an opt-in, permission-based program. Participant contact information and message preferences are kept private. Students are asked not to call the College switchboard to verify closing. See the College website, www.atlantic.edu, for information on closings.

TRAFFIC REGULATIONS

For the safety of all, a maximum speed of 20 miles per hour is enforced on all campus roads. Lower limits are posted in certain areas. Students are expected to use care and common sense when entering or leaving parking lots on Atlantic Cape campuses. Pedestrians entering walkways have the right of way.

Stop signs are valid and those not stopping are subject to fines. Violators of regulations are subject to fines, and continual violations may result in loss of permission to bring vehicles on campus.

Using Campus Walkways and Parking Lots

Only authorized vehicles are permitted to drive on College walkways and parking lots. College walkways and parking lots are not to be used for recreational purposes such as rollerblading, roller skating or skateboarding. Cycling or riding scooters are not permitted on College walkways.

TRANSCRIPTS

Students may request, in writing, by fax or online via the Web, an official listing of courses attempted and grades received at Atlantic Cape. The Enrollment Services Office will process the request. Students are asked to identify repeated courses, courses taken prior to 1986 and transcript deadline dates. There is no charge.

Students should allow at least one week for processing a transcript request. At peak request times, (the end of semester or transfer deadlines) additional time may be needed to process transcripts. Plan ahead.

Atlantic Cape will only verify courses taken at this College. Transcripts sent for the purpose of transferring credits to Atlantic Cape cannot be released to others.

TRANSFER/ARTICULATION AGREEMENTS

Transfer/articulation agreements are partnerships between two-year and four-year colleges that allow the smooth transition of students from community colleges to four-year institutions in specific programs or areas.

Atlantic Cape is continually working with other colleges to create new agreements that will aid student transfers.

Several of the agreements are unique. Visit www.atlantic.edu and select Services for Students, or call (609) 343-5107 for more information.

TRANSFERRING TO OTHER COLLEGES

Students planning to transfer to another college should meet with a program advisor on a regular basis. Transfer counselors/advisors are available to assist students with specific college's recommended/required course selections.

Students are encouraged to use NJ Transfer, a Web-based data information system designed to provide a seamless transfer from New Jersey community colleges to New Jersey four-year colleges and universities. At the NJ Transfer website, www.njtransfer.org, students can:

- Learn which courses to select at the community college.
- Discover how these courses will satisfy the degree and major requirements at NJ four-year colleges and universities.
- Find links to NJ two- and four-year college websites.
- Obtain information on admissions, financial aid and scholarships, and transfer recruitment events throughout the state.

Student Transfer Appeals

All student-initiated transfer appeals must be submitted in writing to Wendy Gray, Program Officer, Career and Academic Planning Center, within 30 days of receiving an evaluation of transfer credit.

1. Student Development Coordinator will refer student-initiated appeal request to appropriate transfer counselor/advisor who will review the appeal and attempt to work out a resolution. Before a final decision is made, the transfer counselor/advisor will be required to contact the college or university on the students' behalf as a final attempt in negotiating a resolution. The student will receive a decision to their appeal request within 2 weeks of submitting their appeal.

2. Once a decision is rendered on an appeal, the student will receive written notification of the outcome of the appeal. Though a student can be notified by e-mail, written notification is also required.

TUITION AND FEES

All tuition and fees must be paid in full. American Express, Discover, Master Card and VISA are accepted. Checks or money orders must be made payable to Atlantic Cape Community College. Vouchers or purchase orders are also accepted from any person or agency that provides a form or letter authorizing Atlantic Cape to bill for tuition and fees.

Registrations for summer or spring terms will not be processed unless payment in full is submitted, a payment plan is arranged for spring term or the Financial Aid Office has approved financial aid deferments. Registrations for the fall term are accepted without payment until the balance due date. A student is considered registered and liable for tuition and fees **unless the student withdraws in writing** or through WebAdvisor before the semester start date.

Tuition and fees are charged on a per-credit basis. Costs for a course may include laboratory fees, plus mandatory insurance fees for full- or part-time students. Check the semester schedule for a current listing of tuition and fees, or contact the Office of the Bursar, J building, first floor, or visit our website: www.atlantic.edu. Also see **Payment Plan**.

TUTORING

See **Learning Assistance Centers**.

VETERANS

See **Financial Aid**.

WITHDRAWAL

See **Grading**.

Glossary of Academic Terms

ACADEMIC FORGIVENESS:

Offers a fresh start to students returning to the College after an absence of at least four years and wishing to re-enroll.

ACADEMIC HONORS:

Recognition given to students who have demonstrated superior academic achievement. Academic honors are noted on student transcripts as Dean's List (3.0 GPA or higher) or President's List (4.0 GPA).

ADVISOR:

Faculty member or staff person who provides students with information concerning courses, programs of study and other aspects of academic life.

ASSOCIATE DEGREE:

The degree awarded by community colleges for the completion of a program of study: Associate in Science (A.S.), Associate in Arts (A.A.), Associate in Applied Science (A.A.S.)

AUDIT:

Enrollment in a class for which no credit will be given. A grade of AU will appear on the transcript.

CANCELLED COURSE:

Course that was eliminated from the course offerings for a particular session or semester.

CAREER PROGRAM:

Programs of study intended to lead to employment upon completion (A.A.S. degree).

CERTIFICATE PROGRAM:

Course of study designed to meet a specific need and is designated as a Certificate program, usually 30-36 credits including 6 credits of general education.

CHARGEBACK:

Pertains to out-of-county students enrolled in either a course or program not offered at their county's college. Students may be eligible to have their county treasurer pay for the out-of-county portion of tuition.

CLOSED COURSE:

Term used during the registration process to indicate that a course has reached its maximum enrollment and is therefore closed to further registration.

COMMENCEMENT:

An academic ceremony at which degrees are conferred (graduation).

CONFLICT:

Occurs when the student attempts to register for two courses that are offered at the same time or which overlap.

CONTINUING EDUCATION COURSE:

Course or activity carrying no academic credit (Noncredit course).

CONTINUING STUDENT:

Student who is considered eligible for registration the next semester because they were enrolled the previous semester.

COREQUISITE:

An academic course required to be taken with another course.

COURSE DROP:

Process of removing a course from a student schedule. This can be done prior to the start of classes for the session enrolled or during the DROP/ADD (schedule adjustment) period.

COURSE GUIDE:

Booklet containing the courses that will be offered in a given semester. Also called Semester Tabloid.

CREDIT BY ASSESSMENT:

Procedure that allows matriculated students to earn credit for prior learning, either by taking an exam or by developing a student portfolio.

CREDIT HOUR:

Unit of measure that indicates the number of classroom hours per week that the class is held.

CUMULATIVE QUALITY POINT AVERAGE:

The total of the student's grade points for all semesters divided by the total number of credit hours completed for all semesters.

CURRICULUM:

An organized course of study approved by the Department of Education that results in a degree. Ex., Business, Nursing.

DEGREE AUDIT:

A personalized analysis of a student's progress toward degree completion in a particular program of study. The degree audit is program and catalog year specific, and shows how courses already completed at Atlantic Cape, courses transferred in, course or activity carrying no academic credit (continuing education course) and courses in progress apply to the chosen degree/certificate requirements.

DEVELOPMENTAL COURSES:

Courses that prepare the student to complete the college-level courses necessary for their degree. These classes do not count toward a degree.

DISMISSAL:

Notification that a student can no longer attend the institution. Dismissal can be the result of poor grades resulting in Academic Dismissal or removal from the campus for behavior that violates the Student Code of Conduct.

DROP/ADD:

A system used to change a student's schedule after registration has been formally completed (also called Schedule Adjustment).

FULL TIME STATUS:

A typical, full-time program consists of two semesters, a fall term beginning in early September and concluding in December, and a spring term beginning in January and ending in May. Students are considered full-time when they carry 12 or more credits each semester; 16 credits is a normal full-time load. Students may not carry a course load of more than five major subjects (those having three or four semester credit), or a total of more than 18 hours of credits per semester, without special permission.

GRADE POINT:

The value of a letter grade. A=4, B=3, C=2, D=1, F=0

GRADE POINT AVERAGE:

See Quality Point Average.

INCOMPLETE GRADE:

Grade assigned by instructor to allow student to finish course requirements after course officially ends.

MAJOR:

Academic program to which a student has applied and been accepted.

MATRICULATE:

The process of applying and being enrolled into a degree program at the College. Being matriculated is important for academic advisement and financial aid purposes.

MATRICULATED STUDENT:

A student who enrolls or registers in the College and is working toward a degree.

NON-MATRICULATED STUDENT:

An individual who may be enrolled in courses at the College but is not working toward a degree.

PART TIME STATUS:

A student who registers for fewer than 12 credits per semester is considered part time. Two courses with a total of six or seven credits is a normal part-time load.

PLACEMENT TEST:

Test designed to measure the student's ability in English and/or mathematics and then to prescribe the appropriate level English and/or mathematics course (Accuplacer).

PREREQUISITE:

A course that the student is required to take before registering for a more advanced course.

PRIORITY REGISTRATION:

Permission given to students to register early.

PROBATION:

Status of a student who may face dismissal if the grades or actions that prompted the probation are not improved within a designated period of time.

PROGRAM CHANGE:

The process a student must use to change from one major course of study to another.

PROGRAM REQUIREMENTS:

Courses that form the basis for an academic major and are essential to completing that program for meeting license or certification requirements.

QUALITY POINT AVERAGE (Grade Point Average):

The total of the student's grade points in a semester divided by the number of credit hours completed for that semester.

READMISSION:

Pertains to students who have not attended the College for a period of five years, or who have graduated from Atlantic Cape Community College. There is no charge for readmission.

REGISTRATION:

The process of selecting the courses and sections of each student's class schedule for a specific semester.

SECTIONS:

Various classes of the same course in the same semester. They may have different days, times, instructors and/or rooms, but course content will be the same.

STUDENT CODE OF CONDUCT:

Rules of behavior established by the College describing unsatisfactory behavior by a student. Includes rules such as those that govern use of alcohol or drugs on campus or at campus events. Violation of these published rules can result in probation or dismissal.

SYLLABUS:

An outline for an academic course that includes course assignments, exam dates and grading practices.

TRANSFER CREDIT:

Credit granted toward a degree and/or certificate for academic work completed at another recognized institution. Transfer credit is not used in the calculation of Grade Point Average.

TRANSFER PROGRAM:

Curriculum that is designed to be applied toward degree programs at four-year colleges and universities (A.A., A.S. degrees).

TRANSCRIPT:

The student's educational record. Official transcripts are sent from institution to institution or to potential employers at the student's request and bear the seal of the College.

WITHDRAWAL FROM COURSE:

When a student cannot continue in a course, he or she must formally withdraw from that course. The withdrawal is not finalized until the Enrollment Services Office receives all the necessary paperwork.

WITHDRAWAL FROM COLLEGE:

Formal process utilized to change the status of an active student to one who is inactive.