



Academic Support Services

Student Development

The Division of Student Development and Enrollment Management is committed to providing comprehensive services and activities that complement the learning process and maximize the ability of each student to realize his or her educational and life goals. Students benefit more from their college experiences when their total level of campus engagement – academic, interpersonal and extracurricular – is mutually supporting and relevant to particular educational outcomes. Involvement in the academic and social life of the institution enhances student learning. Departments within the division offer integrated and complementary academic and social programs, and policies and practices that increase learning and support students' educational goals. These services are staffed by professionals who help students make the most of their educational opportunities by:

- Providing the conditions and opportunities in which students might succeed, and determining and prescribing practices that lead to success;
- Providing sufficient opportunities for meaningful student participation in the life of the institution, such as leadership roles in academic and social organizations, recreation, campus jobs, off-campus work or citizenship;
- Providing a full range of student support services to permit students to benefit from college programs;
- Prescribing and providing programs that assure students' competence in specified academic and skills areas;
- Interacting with, supporting and supplementing the learning process that occurs in the classroom;
- Appreciating the diverse population that constitutes the student body and promoting an awareness and an appreciation of that diversity;
- Fostering an environment in which students can acquire the knowledge and skills to carry them forward throughout life.

Counseling and Student Success

The Office of Counseling and Student Success contributes to student learning in the areas of personal growth, career awareness, life planning, educational counseling, transfer counseling and programs for special populations. Through counseling, students also learn about themselves and develop personally as part of a complete education. The professional staff offers services in:

- Educational Counseling
- Career Counseling - FOCUS
- Workshops on Special Topics
- Personal Counseling
- Transfer Services

- Official Withdrawal from College
- Advising for Student-Athletes
- Counseling for Conditionally-Admitted Students
- NJ STARS Program
- Academic Success Program
- Project Success
- Veteran's Services

Academic Advisement

All full-time and part-time matriculated students are assigned academic advisors within the department of the major they are pursuing. Although faculty members are the primary providers of academic advisement at County College of Morris (CCM), certain groups of students are assigned to work with the counselors in the Office of Counseling and Student Success for academic advisement. All academic advisors are available to engage in conversations that will assist students in meeting their educational goals and objectives. Advisors can assist students with a variety of activities such as selecting courses, reviewing curriculum requirements, changing majors, discussing plans to transfer and/or setting career goals.

Each week during the semester, faculty advisors hold regularly scheduled office hours to meet with students. In addition, special group advisement sessions are held each semester during Academic Advisement Week. Students are encouraged to meet with their faculty advisors at least once prior to the beginning of each semester to plan their curriculum requirements so they may graduate from the college in a timely manner.

Questions regarding advisor/advisee assignments should be directed to the Coordinator of Academic Advisement in the Student Community Center, Room 118, 973-328-5303. The advisement link on the CCM website (www.ccm.edu, click on Quick Links, then Academic Advisement) also is an excellent source of information for prospective and/or current students.

International Students

The college provides personal, academic, career and transfer counseling for international students through the Office of Counseling and Student Success. To help students adjust to the American academic and social environment, additional support is given through a strong, active International Students' Club. The club schedules cultural activities during the year to enhance the student's American educational experience.

Testing Center

Testing services provided by the Testing Center include the Accuplacer basic skills placement testing in Mathematics, English, Reading Comprehension, ESL and Technology Literacy Competency for newly admitted and newly matriculated students and College Level Mathematics placement testing for students placing into more advanced mathematics credit courses.

CLEP (College Level Examination Program) is a credit-by-examination program. Students can demonstrate their proficiency in a variety of subjects. Information can be found on the College Board website (www.collegeboard.com/clep) and the Testing Center website (www.ccm.edu, click on Quicklinks and then Testing Center).

County College of Morris (CCM) departmental examinations and non-CCM proctored testing are scheduled and administered through the center by appointment only.

Proctored exams for CCM online and hybrid courses are administered in the testing room. Please visit the testing website for instructions and times.

Tutoring Center: Math, Writing and Science

The Tutoring Center located in DeMare Hall, Room 157, includes:

- Math Center
- Writing Center (includes ESL Tutoring)
- Science Center
- Peer Tutoring

The Tutoring Center is the focal point for free assistance and help in understanding current course studies. The individual areas are staffed by faculty or a combination of faculty, paraprofessionals and student tutors. All student tutors have earned an A or B in the course they are tutoring and have been recommended for the position by two faculty members.

The Tutoring Center offers individual and group tutoring, along with the usage of computers, software and materials such as microscopes, bones and other necessary study tools. An online appointment system is available for your scheduling convenience at home or in the center. In some cases, the center is able to accommodate walk-ins.

Math Center

The Math Center, staffed by faculty, paraprofessionals and peer tutors, offers free tutorial assistance and workshops to enhance student learning in mathematics and physics. These services are offered through individual and group appointments or on a drop-in basis. They are not intended for last-minute cramming in preparation for examinations. Videotapes, review sheets, student solution guides and computer assisted software are additional helpful resources.

Writing Center and ESL Tutoring

The Writing Center helps students improve their writing skills. Assistance is available through instruction by faculty tutors, instructional videos and computer software. All of the writing tutors are members of the English department. Tutors diagnose writing problems, provide instruction in theory and offer practice for writing improvement. In addition, tutoring for ESL writing courses is provided by ESL faculty.

Science Resource Center

The Science Resource Center offers tutorial assistance, group workshops and materials such as microscope slides, bones and other specimens, and computer software for study in biology and chemistry courses. Tutors are full-time Biology and Chemistry faculty and trained peer tutors who offer free assistance to students enrolled in science courses.

Peer Tutoring

Peer Tutoring is available for students who need additional help with their courses. Students who earn an A or a B in a course are eligible to tutor. The center conducts training sessions for peer tutoring covering areas in accounting, computers, history, media studies, music, sociology and foreign languages.

Disability Services

The Disability Services Office works to ensure that any students with documented disabilities or certified learning differences receive reasonable accommodations in accordance with the policies underlying Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) of 1990 and ADA Amended Acts (ADAAA) of 2010. Students receive services and accommodations while completing regular course offerings, and all students are held to the same academic standards of the college.

CCM recognizes that students with documented physical, emotional or learning disabilities may require accommodations to meet their learning potential and the office for Disability Services serves to both determine and document what reasonable accommodations may be for the student. Disability Services is designed to offer accommodations that provide equal access to college classes and services. Reasonable accommodations may include any or all of the following: classroom or test taking modifications, alternative to print materials, note taking services, adaptive technology or other accommodations as needed. To qualify for accommodations, a student must submit appropriate professional documentation that shows that he or she has an impairment that limits a major life activity.

Additional services, not covered by ADA, but offered through the office include individualized tutoring for remedial and math and English courses, and a time-limited mentoring program designed to help students strengthen study and organizational skills. These services are offered upon request only on a first-come, first-served basis. Registration assistance is done in conjunction with the office of Records and Registration on a case-by-case basis, and students are encouraged to take advantage of courses offered by the college to strengthen college success skills and tools.

Educational Opportunity Fund

The New Jersey Educational Opportunity Fund (EOF) program, established in 1969 at County College of Morris, is a statewide program that offers New Jersey residents from educationally and economically disadvantaged backgrounds an opportunity to obtain a college education and earn a degree. Students who have the potential to do well in college, who have the will and desire, but need additional academic and financial support services are encouraged to apply. The EOF professional staff provides a broad range of services including a summer orientation, personal development workshops, community service opportunities, tutoring, pre-advisement, and counseling – personal, academic, financial and transfer.

At the end of every academic year, all EOF students are invited to attend an awards celebration, where students' academic and extracurricular achievements are recognized. The ultimate goal of the EOF program is to provide students with the necessary tools to reach their fullest potential and graduate from CCM.

Along with academic support, financial support is also provided in the form of a New Jersey state grant, once students have been selected to participate in the program. To be considered, applicants must complete the EOF application, have been accepted to CCM, taken the placement exam and have filed for the Free Application for Federal Student Aid (FAFSA). Additional financial documentation is required and an interview with an EOF staff member must be scheduled to go over documentation and to complete the application process.

Career Services and Cooperative Education

Through a comprehensive series of programs and services, the Office of Career Services and Cooperative Education operates as a multifunctional office serving students and alumni as they make career decisions, develop job-search strategies, pursue experiential education and secure employment.

Job Listings

Listings of both full-time and part-time off-campus employment opportunities are maintained in the office and online throughout the year.

Job Preparedness

Presentations and programs cover such topics as resume preparation, interview techniques, career forecasts and job search strategies.

Campus Student Employment Program

Eligible students are referred to departments on campus for employment during the summer and academic year. Off-campus community placements are also available.

Cooperative Education/Internship Programs

Cooperative education placements and internships are available in many academic programs at County College of Morris and enable students to integrate classroom instruction with practical experience.

Individual Counseling

Students and alumni may request one-on-one counseling with regard to employment concerns and job-search strategies.

Internet Resource Center

This department provides computer access to web-based job search tools and resources.

New Student Orientation

The college provides an orientation program for new students before the beginning of each semester. Students have the opportunity to explore the campus, learn about various college services, meet with members of the campus community and get information on extracurricular and co-curricular activities and programs.

Health Services

The Office of Health Services, located in Cohen Hall, is open throughout the year. A registered nurse is available to provide health care, discuss personal health problems and make appropriate referrals. Any questions regarding health or safety may be directed to the Office of Health Services. Students are encouraged to participate in all special health promotion programs and activities offered throughout the year.

Immunizations

New Jersey law requires that all full-time students present a valid record of immunization against measles, mumps and rubella as a condition of enrollment. The state requires two doses of live measles containing vaccine administered after one year of age, after 1968, and 30 days apart. Additionally, the documentation must include verification of a three-dose Hepatitis B vaccine or a 2-dose recombinant IP given between 11 and 15 years of ages.

Individuals who are not in the Nursing, Radiography or Allied Health programs are exempt from these requirements only if they were born before 1957. Students should contact the Office of Health Services for more details about the immunization requirements.

Health Records

A health record is not required except for students in the Nursing or Allied Health Professional programs and those who participate on athletic teams. It is recommended that students who have a chronic medical disorder or disability contact Health Services in person or by telephone at 973-328-5160. Those having a need for Medical Reserved Parking must also contact Health Services. All records are confidential and kept on file in the Office of Health Services.

Physical Examinations

Prior to participation in an intercollegiate sport, students receive physical examinations by a physician designated by the college. Student-athletes who miss the scheduled physical will need to obtain a physical by their own physician prior to participating in any intercollegiate activity. Athletes injured in an intercollegiate sport are included under the college's sports insurance policy that gives wide coverage for medical expenses.

Insurance

College policy and New Jersey state law requires all full-time students and part-time Nursing and Allied Health Professional students to maintain both accident and sickness health insurance providing basic hospitalization coverage. The college provides group health coverage in which the premium is added to the student's tuition bill. The sickness insurance requirement may be waived if proof of coverage by another policy is presented at time of payment. All part-time and full-time Nursing and Allied Health students must have proof of either private insurance or insurance offered through the college.

Transfer Services

Students who plan to continue their education beyond an associate's degree are encouraged to use the resources available through Transfer Services within the Office of Counseling and Student Success. The Department of Transfer Services provides services that assist students in making a smooth transition to a four-year college or university. Students have access to college catalogs and supplemental information to guide them in the transfer process.

Additional information regarding admissions requirements, application deadline dates, credit evaluation procedures and appeals, the Comprehensive Statewide Transfer Agreement and articulation agreements is available.

Additionally, students can obtain information about accessing NJ Transfer online. This electronic transfer information resource guides students through understanding how their County College of Morris credits will transfer to New Jersey colleges and universities. For more information, visit www.njtransfer.org.

Transcripts

Request Policy & Procedures

Students who would like to request their County College of Morris (CCM) transcript should fill out and sign a Transcript Request Form, available in the Office of Records and Registration. The form can also be downloaded from the college website (www.ccm.edu). Transcripts cannot be processed without a signed written request. Telephone requests cannot be accepted for processing. Allow five to seven business days for either unofficial or official transcripts to be processed. You must allow more time during peak office activities, such as the start of an academic term, during any registration activities or during graduation.

Official/Unofficial Transcripts

The official transcript is a copy of a student's permanent academic record at CCM and is sent directly to the institution or agency designated. Students may request to receive an official transcript directly; however, the transcript will be stamped "Official Transcript Issued To Student In Sealed Envelope."

Unofficial transcripts are issued to the student and stamped "Unofficial Student Copy." These may be used for a student's personal record, interviews or in place of a grade report.