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CREDITS

*Special thanks to the entire Campus Life Staff.
Every effort has been made to avoid errors in the preparation of this publication.*



<https://www.ccm.edu/student-life/campus-life/student-club-listing/>

**INFORMATION AVAILABLE AT THE
OFFICE OF CAMPUS LIFE
CAMPUSLIFE@CCM.EDU**

Dear CCM Student,

This handbook is compiled and published by the *Office of Campus Life*. The handbook contains many of the college regulations and is a resource for all college offices and services. We encourage you to use the Spring 2024 handbook for a quick and easy reference as needed.

Consult the CCM Campus Life Calendar web site for updated information on all our programs and activities.

<https://www.ccm.edu/student-life/upcoming-events/>

Stop by the Campus Life Information Window, campuslife@ccm.edu or call the office at 973-328-5225 for more information.

*Cordially,
The Office of Campus Life Staff*

CAMPUS LIFE STAFF

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CAMPUS LIFE OFFICE

Phone:	973-328-5225
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THE STUDENT HANDBOOK AND HOW TO USE IT

Someone wise once said, "The only silly question is the one you didn't ask." This Student Handbook attempts to answer the most common and frequently asked questions about the County College of Morris - it's services, facilities, programs and activities, requirements and standards, rules and regulations.

This handbook is a great tool to help you, the student, to access information on specific questions or topics (see *Problem Solver*) that you may have in relation to your situation.

PROBLEM SOLVER

CCM A to Z	WHO	EMAIL ADDRESS
Absence	Dean of Students	dsd@ccm.edu
Academic Difficulty	Faculty Advisor and/or TASC	tasc@ccm.edu
Accidents	Public Safety	publicsafety@ccm.edu
Adding a Course	Records & Registration	registrar@ccm.edu
Address Change	Records & Registration	registrar@ccm.edu
Advertising	Campus Life Information Window	campuslife@ccm.edu
Alumni Services	Alumni Relations	alumni@ccm.edu
Appealing a Grade	Instructor	
Books	Campus Store	bookstore@ccm.edu
Bus Schedules	Campus Life Information Window	campuslife@ccm.edu
Career Planning	Counseling and Wellness Center	counseling@ccm.edu
Certificate Completion Application	Records & Registration	registrar@ccm.edu
Certificate Declaration	Records & Registration	registrar@ccm.edu
Change of Status	Records & Registration	registrar@ccm.edu
Chosen Name	Records & Registration	registrar@ccm.edu
Change a Major	Records & Registration	registrar@ccm.edu
Chargeback Certificate	Admissions	admiss@ccm.edu
Clubs & Organizations	Campus Life	campuslife@ccm.edu
College Committees	Student Government Association	sga@student.ccm.edu
Cooperative Education Internship	Career Services	career-services@ccm.edu
Course Advisement	Faculty Advisor and/or TASC	tasc@ccm.edu
Curriculum	The Academic Success Center	tasc@ccm.edu
Commencement	Records & Registration	registrar@ccm.edu
Computer Assistance	Solution Center	solutioncenterf@ccm.edu
Corporate & Community Programs	Student Community Center	wfd@ccm.edu
Counseling	Counseling and Wellness Center	counseling@ccm.edu
Credit by Exam - CLEP	Testing Center	testing@ccm.edu
Curriculum Change	Records & Registration	registrar@ccm.edu
Dining	Food Services	pomptonian@ccm.edu
Disabled Students	Accessibility Services Office	aso@ccm.edu
Discounts	Campus Life Information Window	campuslife@ccm.edu
Discrimination	Dean of Students	dsd@ccm.edu
Distance Education/Virtual Campus	Virtual Campus	vclearning@ccm.edu
Disturbances	Public Safety	publicsafety@ccm.edu
Dropping a Course	Records & Registration	registrar@ccm.edu
Educational Opportunity Fund	EOF Office	eof@ccm.edu
Emergencies	Public Safety	Dial 973-328-5550
Employment – On & Off Campus	Career Services	career-services@ccm.edu
Events	Campus Life Information Window	campuslife@ccm.edu
Faculty Advisor	The Academic Success Center	tasc@ccm.edu
Feeling stressed or overwhelmed	Counseling and Wellness Center	counseling@ccm.edu
Final Exam Schedule	Academic Affairs	
Financial Aid	Financial Aid Office	finaid@ccm.edu
Fitness Center	Athletics	athletics@ccm.edu
Fines	Bursar	bursar@ccm.edu
Grades	Records & Registration	registrar@ccm.edu
Graduation Application	Records & Registration	registrar@ccm.edu
Grievances	Dean of Students	dsd@ccm.edu
ID Cards	Campus Life Information Window	campuslife@ccm.edu
Illness (on Campus)	Public Safety	publicsafety@ccm.edu or 973-328.5550

CCM A to Z	WHO	EMAIL ADDRESS
Information on Campus Inter-Collegiate Athletics Internships, Cooperative Education Intramurals	Campus Life Information Window Athletics Career Services Athletics	campuslife@ccm.edu athletics@ccm.edu career-services@ccm.edu athletics@ccm.edu
Leave of Absence Library and research help Loans Lost & Found	Counseling and Wellness Center Library Financial Aid Public Safety	counseling@ccm.edu lrcref@ccm.edu finaid@ccm.edu publicsafety@ccm.edu
Matriculation Medical Parking Passes	Records & Registration Public Safety	registrar@ccm.edu pubicsafety@ccm.edu
Name Change	Records & Registration	registrar@ccm.edu
Online Hybrid Virtual Campus Overload	Virtual Campus Dean of Students	vclearning@ccm.edu dsd@ccm.edu
Parking Decal Parking Fines Personal Concerns Pool Probation Publicity for Campus Events	Public Safety Bursar Counseling and Wellness Center Athletics Dean of Students Campus Life	publicsafty@ccm.edu bursar@ccm.edu counseling@ccm.edu athletics@ccm.edu dsd@ccm.edu campuslife@ccm.edu
Refunds (Vending Machines) Registration Rutgers/CCM Partnership	Campus Store Records & Registration Rutgers	campusstore@ccm.edu registrar@ccm.edu twuorinen@docs.rutgers.edu
Schedule Changes Scholarships Sexual Harassment / Concerns Smoking Policy Sports Student Code of Conduct Student Government Association Student Literary Magazine Student Newspaper Student Organizations Student Records	Records & Registration Financial Aid Counseling and Wellness Center Dean of Students Athletics Dean of Students Campus Life Promethean The Youngtown Edition Campus Life Records & Registration	registrar@ccm.edu finaid@ccm.edu counseling@ccm.edu dsd@ccm.edu athletics@ccm.edu dsd@ccm.edu campuslife@ccm.edu campuslife@ccm.edu campuslife@ccm.edu campuslife@ccm.edu registrar@ccm.edu
Testing Titan Alert Transcripts Transferring Tuition Tutoring	Testing Center Help Desk Records & Registration Transfer Services Bursar Tutoring Center	testing@ccm.edu Dial 973-328-5600 registrar@ccm.edu transferservices@ccm.edu bursar@ccm.edu tutorcenter@ccm.edu
Veterans Visitors Parking Permits Weight Room Withdrawal from Classes Women's Services	The Academic Success Center Public Safety Athletics Records & Registration Women's Center	tasc@ccm.edu pubicsafety@ccm.edu athletics@ccm.edu registrar@ccm.edu womenscenter@ccm.edu

CAMPUS LIFE SERVICES

BUS SERVICE SCHEDULE

Local bus service is supplied by the *New Jersey Transit*. Check with them for bus stops and schedule information at 973-328-7686 or njtransit.com. Schedules for various routes are also available at the Campus Life Information Window, campuslife@ccm.edu. The bus stop at CCM is located by the Student Community Center, Lot #6.

DISCOUNTS

For more information on student discounts, stop by the Campus Life Information Window, campuslife@ccm.edu.

IDENTIFICATION CARDS

Photo identification cards are available to all part-time and full-time students, faculty/staff and adjunct professors. Contact the Campus Life Office at campuslife@ccm.edu for instructions on submitting your ID photo.

The photo ID entitles the bearer to all benefits and privileges that the college provides:

- *computer lab sticker
- *discounts to Campus Life sponsored events
- *discounts for area businesses
- *parking decal
- *check approval at CCM Campus Store

More information on CCM IDs is available here: <https://www.ccm.edu/student-life/campus-life/clo-services/#ccmid>

While on campus, all students MUST have their valid CCM ID visible. The fine for not having a CCM ID is a \$25 fine.

INFORMATION WINDOW

The Campus Life Information Window serves to answer questions, distribute photo ID cards, Campus Life information and assistance may be obtained at the Information Window, campuslife@ccm.edu.

CAMPUS LIFE CLUBS AND ORGANIZATIONS

The following is a listing of the current officially recognized student clubs and organizations on campus, followed by a brief description of their purpose. If you are interested in joining or forming a new organization, please stop by the Information Window in the Student Center, campuslife@ccm.edu. Visit our clubs at <https://www.ccm.edu/student-life/campus-life/student-club-listing/>

HOW TO FORM A NEW ORGANIZATION

Any bona fide student of County College of Morris can form a new campus club or organization. Guidelines outlining the procedure are available in the Campus Life Office. If you are considering the formation of a new organization on campus, a conference should be scheduled with the Associate Director of Campus Life. The spokesperson or acting president should bring to this conference a list of prospective members and possible faculty advisor. When the approval of the Campus Life Office has been granted, the proposed organization may begin the steps necessary to receive a charter from the Student Senate.

COLLEGE 'ACTIVITY' HOUR

Each week the college has set aside specific activity periods: 12:30 pm – 1:45 pm every Tuesday and Thursday. During these designated periods, a student is encouraged to participate in the many activities available, including Student Government Association meetings, student organization meetings and college sponsored functions including special lectures, films, and concerts.

STUDENT ASSOCIATION

All enrolled students of County College of Morris are members of the Student Association which entitles them to the benefits and privileges that the association provides. It is the association's function to:

1. Further the well-being of the student body.
2. Provide students with experience and training in a democratic form of government.
3. Develop communications among students, administration and faculty.
4. Interpret student rights and review disciplinary problems concerning infraction of those rules pertaining to student life.
5. Represent in all ways the best interests of the CCM student.

STUDENT GOVERNMENT EXECUTIVE BOARD AND SENATE (SGA)

Student Government is the legislative branch of the Student Association with an Executive Board and Senate. Student Government needs people who are eager for new experiences and who are willing to attempt to affect changes for a better college experience. If you are interested in Student Government, please call 973-328-5211 or sga@student.ccm.edu

STUDENT ACTIVITIES PROGRAMMING BOARD (SAPB)

Known as SAPB, the Student Activities Programming Board is composed of an executive board and a seven member advisory board. The students select, plan and implement the diverse activities presented on campus during the year. The types of activities and programs they sponsor include concerts, festivals, picnics, performances, lecturers, and much, much more. If you are interested in joining SAPB, call 973-328-5216, sapb@student.ccm.edu .

STUDENT SERVICES

ACCESSIBILITY SERVICES OFFICE

The Accessibility Services Office works to ensure that any disabled student receive accommodations in accordance with the policies underlying Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act (ADA) of 1990, the ADA Amended Acts (ADAA) of 2010 and County College of Morris policy, that no qualified individual with a disability shall, solely on the basis of that disability, be excluded from participation to County College of Morris programs or activities. Students receive services and accommodations while completing course offerings, and all students are held to the same academic standards of the college.

CCM RECOGNIZES THAT DISABLED STUDENTS NEED ACCESS TO ACCOMMODATIONS TO MEET THEIR LEARNING POTENTIAL.—and Accessibility Services serves as the office to ensure access to accommodations through the interactive process. Accessibility Services is designed to offer accommodations that provide equal access to college classes and services. Accommodations may include any or all of the following: Extended Time on Exams, alternative to print materials; supplemental note-taking services; adaptive technology or other accommodations as needed. To apply for accommodations a student will need to fill out the online application <https://augusta.accessiblelearning.com/s-CCM/ApplicationStudent.aspx> and meet to discuss accommodations through an interactive intake meeting. documentation may be required.

Located: Learning Resource Center, LRC105
Phone: 973-328-5284
Hours: 8:30 am – 6:30 pm Monday & Thursday
8:30am – 4:30 pm Tuesday, Wednesday & Friday
The Accessibility Services office may open at 7:30am for testing, if scheduled.
Email: AccessibilityServices@ccm.edu

THE ACADEMIC SUCCESS CENTER (TASC)

The Academic Success Center (TASC) is responsible for on-boarding new students to the CCM community. All new students are assigned to an individual Student Success Specialist (SSS) who can provide academic advisement and support, educational guidance, and assistance in helping students navigate and establish campus connections during their first two semesters. Additionally, the TASC team provides thoughtful interventions and strategies for improvement for all CCM students who may be facing academic challenges.

Located: Cohen Hall CH203
Phone: 973-328-5530
Hours: 8:30am to 6:30pm Mon. & Thurs.
8:30am to 4:30pm Tues., Wed., & Fri.
8:30am to 4:00pm – SUMMER Hours
Virtual: Virtual Appointments are available. Please call main office number or contact your assigned Student Success Specialist.
Email: tasc@ccm.edu

ACADEMIC ADVISEMENT

All students pursuing degrees and/or certificates are assigned to a Faculty Advisor, or group of Faculty Advisors from their Academic Majors/Disciplines. **New students** are also assigned to a Student Success Specialist (SSS) from The Academic Success Center (TASC), for their first year (two semesters). Non-degree seeking students are assigned to a Student Success Specialist in TASC for academic advisement. Students are encouraged to meet with their Faculty Advisor/s regularly to discuss course registration and educational planning. Students can log into their Titans Direct – Student Planning account for their assigned advisor/s.

ADMISSIONS

Students who are currently enrolled in non-credit CCP courses who wish to enroll in credit bearing courses must submit an application to the Admissions Office. They must submit a \$30 application fee, any required official transcripts and PARCC, SAT or ACT scores (if taken). Students who are currently non-degree seeking and who wish to declare a major and become degree-seeking must go to the Office of Records and Registration to complete that process.

Located: Student Community Center, SCC212
Phone: 973-328-5100.
Hours: 8:30 am - 6:30 pm Mon. & Thurs.
8:30 am - 4:30 pm Tues. Wed. & Fri.
Email: admiss@ccm.edu

ATHLETICS

Philosophy

Athletics participation makes a very meaningful contribution to the total college community. It is the sincere desire of the County College of Morris Athletic Department that through athletic competition and active participation, the students can become a well-rounded individual. Each person, whether athlete or spectator, has his/her own obligation to fulfill. It is often the spectators who direct a team to greater achievements. The confidence and support generated by the student body to the athletic program contribute greatly toward the completion of a successful season.

County College of Morris fields teams in nine varsity sports and is a member of the National Junior College Athletic Association. Currently, team sports are offered in baseball, softball, Lacrosse, men's basketball, women's basketball, men's soccer, women's soccer, women's volleyball and golf.

Intramurals

The County College of Morris Athletics Department offers on-campus, intramural sports competition during College Hour (*see page 36, College 'Activity' Hour*). The philosophy of Intramurals is to be competitive in a relaxed environment, to meet new friends and to get that much needed exercise. Past activities offered included volleyball, badminton, bowling, basketball, tennis, softball, weight lifting, golf and mountain biking.

Facilities

Health Physical Education Building

1. Main Gym (135'x 110')
 - a. Courts: *3 full court basketball stations
***A reservation form must be filed for special events.**
 - b. Seating for 2,000 spectators.
 - c. Hours: 8:00 am - 3:00 pm daily. (*Open for recreational use when no class or activities are scheduled, and when prior approval is given - current valid CCM photo id is mandatory*).
 - d. Validated current CCM College ID required.

2. Fitness Center
 - a. Treadmills, Free weights, universal machines, and bikes.
 - b. Hours: posted and updated weekly on fitness center.
 - c. Validated current CCM College ID required.
3. Weight Room
 - a. 30 Trotter free-weight stations.
 - b. Hours: posted and updated weekly on 973-328-5334.
 - c. Validated current CCM College ID required.
4. Playing Fields
 - a. Lower Soccer field (#1) 500'x 300' used for men's soccer as well as summer camps and clinics.
 - b. Upper Soccer field (#2) used for the women's soccer and men's lacrosse teams.
 - c. Softball field (#3) for women's varsity softball as well as intramural sports such as flag football, archery, etc.
 - d. Varsity baseball field.

***A reservation form must be filed and approved for use of fields.**
5. Tennis Courts
 - a. 8 newly renovated all-weather courts with lights which are *available for recreational use only* when there are *no classes/athletic events scheduled*.
6. Natatorium (Pool)
 - a. 6 lanes - 25 yards
 - b. Pool control and storage area.
 - c. Pool deck and bleacher seating.
 - d. To obtain more information call 973-328-5252.

Open swim hours are posted monthly outside the aquatics facility entrance, it can also be found on the athletic department website (www.ccm.edu/athletics) and on 973-328-5257.

Athletic Advisement and Workshops

Athletic Advisement Sessions are offered to CCM athletes during the academic year. The Advisement Sessions help the student/athletes plan their upcoming class schedules and help maintain their progress towards graduation. The Academic Workshops are offered to provide academic support to student/athletes in areas such as time management or study skills,

CAREER SERVICES

Through a comprehensive series of programs and resources, Career Services assists students and alumni as they make career decisions, develop job search strategies, pursue experiential education, and secure employment on and off campus.

JobConnect

Listings of full-time and part-time off-campus employment opportunities and internships are accessible on line at [JobConnect](#). Links to local employer websites, job search sites, and valuable career resources are also available on the department's website.

Campus Student Employment Program

During the summer and/or the academic year, students eligible for employment may be referred to on-campus departments or to off-campus non-profit organizations.

Internship Program

Internships offer opportunities for CCM students to integrate classroom instruction with practical and valuable on-the-job experience.

Employment Counseling

Counseling related to career development and job search strategies is available for CCM students and graduates.

Located: Student Community Center, Lower Level

Hours: 8:30 am – 6:30 pm Monday & Thursday

8:30am – 4:30 pm Tuesday, Wednesday & Friday

Phone: 973-328-5245

Email: career-services@ccm.edu

COUNSELING AND WELLNESS CENTER

The Counseling and Wellness Center (C&WC) strives to create an institutional culture of support and awareness by providing holistic programs and services to students, faculty, and staff. We deliver equitable services by creating a safe and inclusive environment to the CCM community. Through a wellness approach, counselors will partner with students to identify goals and strengthen skills that will help them become successful

Located: SCC118

Phone: 973-328-5140

Hours: Monday and Thursday 8:30 am - 6:30 pm
Tuesday, Wednesday and Friday 8:00 am – 4:30 pm*
*8:30 am – 4:00 pm during summer hours

Email: counseling@ccm.edu

Services and Resources

Academic Skill Building: Assist students with meeting their educational goals by providing strategies to hone their academic skills (time management, study/test taking strategies). The counselor and student will partner to create education plans that are consistent with their career and transfer goals.

Career Counseling: Provide career planning and exploration through career assessment tools within an individual or group setting.

Personal Skill Building and Resource Connection: Provide students with confidential support to help them navigate obstacles that may be interfering with their educational journeys. Common ways support is provided includes stress reduction techniques, strategies to manage anxiety and depression, techniques to increase communication skills, and community referrals based on each student's needs.

Workshops/Presentations/Events: Programming each semester will be provided to help students be successful in their classes and meet their educational goals.

EDUCATIONAL OPPORTUNITY FUND

The Educational Opportunity Fund (EOF) is a state-sponsored program for students who have the will and potential to do well in college, but require additional academic and financial support. Since 1969, EOF prides itself in delivering top-notch academic enrichment services, such as a summer orientation, workshops, seminars, one-on-one counseling, tutoring assistance, and pre-advisement. The program provides students with necessary tools to reach their ultimate goal of graduation.

Along with academic support, students also receive a NJ state grant, as part of their financial aid package, once they have accepted into the program. For additional information, please contact the EOF Office by phone, email or apply online through their website at <https://www.ccm.edu/student-life/campus-services/educational-opportunity-fund/>

Located: Cohen Hall CH211

Phone: 973-328-5270

Hours: Mon. & Thurs. 8:30 am - 6:30 pm
Tues. Wed. & Fri. 8:30 am - 4:30 pm

Email: eof@ccm.edu

FINANCIAL AID

County College of Morris recognizes that the responsibility of paying for college expenses can be difficult for many families. In keeping with CCM's mission; the college tries to provide financial assistance to students who would otherwise be unable to attend college. Financial aid is available to full-time and part-time accepted degree-seeking and approved certificate students in the form of scholarships, loans, grants, and part-time on and off campus work-study employment. View our eligibility page <https://www.ccm.edu/admissions/financialaid/eligibility/>

Application Process

Federal and state aid programs focus on assisting students demonstrating financial need. To receive the fullest consideration for financial assistance, file the Free Application for Federal Student Aid (FAFSA) online

at www.fafsa.gov (US citizen and eligible non-citizen) or [New Jersey Alternative Financial Aid Application \(NJ DREAMers only\)](#). and:

1. Apply for admission to CCM as a matriculated degree-seeking or approved certificate student.
2. Register for courses applicable toward your current CCM degree major (see your academic advisor) and if NOT you will be responsible for those course costs out-of-pocket.
3. File the Free Application for Federal Student Aid (FAFSA) or the [New Jersey Alternative Financial Aid Application](#) (DACA and Undocumented students only) **on or after October 1st**, annually. Allow for 1 - 4 weeks processing (*receipt of your CCM electronic award notification letter or request for your submission of additional documents required for awarding*).
4. Indicate on the FAFSA: County College of Morris or our federal school code: **007106**.
5. Respond immediately to all requests for additional documentation.
 - a. Document Upload – [Titans Direct](#)
 - b. [Form and Worksheet if requested, available for download](#)
6. For NJ State Filing Deadlines and more visit <http://www.hesaa.org/Pages/StateApplicationDeadlines.aspx>

NOTE: All documents submitted MUST be readable, as they are scanned. Illegible and unreadable items received will be returned to you unprocessed for resubmission. Please do not fax or enlarge photo identification cards, social security cards & US citizenships including eligible non-citizen cards, if requested. **Indicate your CCM student identification number on all pages submitted** Note: Paper copies submitted MUST be accompanied with a signed/notarized authentication affidavit.

7. Awarded students will receive by email an award e-notification letter which will instruct you to view your awards by way of [Titans Direct](#).
8. Veteran students who have filed their FAFSA and have been awarded, may download their Financial Aid Shopping Sheet by logging into Web Advisor or [Titans Direct](#). For more information about the shopping sheet, please log into <https://www.ccm.edu/admissions/financialaid/federal-education-assistance-shopping-sheet/>
9. Federal Direct Stafford loan borrowers (subsidized/unsubsidized/parental PLUS) MUST complete both a master promissory note application and entrance counseling by logging into <https://studentloans.gov> after completing their FAFSA. Please refer to your electronic notification letter or CCM [Titans Direct](#) <https://titansdirect.ccm.edu/Student> selecting “Students” then “Financial Aid” or “Communication/Required Documents” for documents requested by us or visit <https://www.ccm.edu/admissions/financialaid/loans/> for further instructions.
10. Continuing CCM, financial aid recipients must be making satisfactory academic progress (*minimum 2.0 cumulative grade point average expected*) for continued eligibility. Those who did not meet the minimum cum GPA requirement may be required to submit a written appeal with supporting documents (*medical note etcetera*) to be reviewed for continued eligibility.
11. All applicants must have a high school diploma or a General Education Development (GED) Certificate or demonstrate the Ability to Benefit (based on results of the CCM administered test) and enrolled in an approved Career Pathway Program.
12. All student must register for courses required for their degree. For assistance, contact an academic advisor or the Registrar’s Office.
13. **Undocumented Students** – Supporting “NJ DREAMERS”. Students may qualify for NJ State financial aid assistance. For application requirements and more visit: <https://www.ccm.edu/admissions/financialaid/state-grants/> and <https://www.hesaa.org/Pages/NJAlternativeApplication.aspx>
 - a. Must complete an affidavit toward legalization with the Office of the Dean of Students, room SCC-132; graduate from a NJ high school with a minimum of three years attendance.

Note: You may file your FAFSA during and/or after the registration period, however you may be required to pay your tuition out of pocket until your aid eligibility is finalized.

Refunds

Student refunds are processed approximately 10-21 Business Days, after aid disbursement by the **Bursar Office** to those with credit balances (negative amount). It is the student’s responsibility to follow up; ensuring that all expected aid, external scholarship, and loans are received prior to the end of each term.

CCM Book Store Advance

Financial aid recipients may be eligible for a bookstore advance during the in-person registration period. Financial aid must exceed term tuition costs (*refer to your registration ‘Financial Information’ by logging into*

*Titans Direct – select Term, then under Financial Information - Payment Information, select **My Bookstore Available Funds**, view first line 'Max Limit Available'.*

CCM Scholarships and Grants

Each year the CCM Foundation awards more than 200 scholarships to students in all academic areas. Scholarships are awarded based on a wide range of criteria, from academic excellence to area of study, place of residence, campus activities or documented financial need. All students are encouraged to apply within the posted deadlines for consideration. For deadlines, applications and requirements, please visit: <https://www.ccm.edu/admissions/financialaid/fa-scholarshipsonline-application/>

Attention: Financial aid is subject to change or cancellation based on changes in enrollment (withdrawals, adding/dropping classes, etc.). Therefore it is recommended that students consult with the Financial Aid Office prior to making any changes.

Located: Student Community Center, SCC210

Phone: 973-328-5230

Hours: Mon. & Thurs. 8:30 am - 6:30 pm.

Tues. Wed. & Fri. 8:30 am - 4:30 pm. (Closed 4:00 pm during summer)

E-mail: finaid@ccm.edu

Please be sure to include your CCM student identification number on all correspondence – submitted pages, email and phone messages – so we may better serve you.

OFFICE OF CAMPUS LIFE

The Office of Campus Life promotes student and community development by integrating co-curricular, extra-curricular, experiential, and classroom learning in a student-centered educational environment. We foster the intellectual, social, physical, and emotional development of students through their involvement in CCM's robust campus life program, student clubs and organizations, leadership training, and student publications.

CCM offers opportunities for students to participate in a diversified college program of co-curricular and extracurricular activities, excursions, programs and events. Involvement in these programs can lead to success in many areas of life both during and after one's term as a CCM student. For the student, active involvement brings the obvious benefits of peer contact, productivity and meaningful leisure time. Through participation in various academic, cultural, athletic, social, governance, or recreational organizations students have the opportunity for self-exploration and the development of relationships with other segments of the campus community: students, staff members, administrators and faculty members.

For the CCM graduate, a record of involvement in campus activities is of proven interest to employers. The personal contacts one makes when active in these programs may serve as the foundation for lifetime friendships and networking sources.

These activities offer challenges and opportunities for students to develop to their highest potential as individuals and as responsible members of the college community and society. The Office of Campus Life also offers many services to the campus community which enhances the overall CCM experience.

The staff in the Office of Campus Life assists student clubs and organizations with their plans and will help individual students with ideas for extracurricular and co-curricular activities. Groups of students interested in forming a new student organization should first consult with the Office of Campus Life staff.

Located: Student/Community Center, Room SCC226

Phone: 973-328-5225

Website: www.ccm.edu/studentlife/CLO

Hours: 8:30 am – 6:30 pm Monday & Thursday

8:30am – 4:30 pm Tuesday, Wednesday & Friday

Email: campuslife@ccm.edu

OFFICE OF RECORDS & REGISTRATION

The Records and Registration Office provides a variety of services to students including: registration, adding, dropping, course withdrawals, change of information including address, residency changes and name changes including chosen name, change of major requests, declaration of a certificate, certificate completion application, transfer credit evaluations, second degree requests, enrollment verifications, graduation applications, certification for graduation and requests for official transcripts. All student academic records are maintained in the Records and Registration Office.

Online Services:

[Titans Direct](#) provides instant access for students to: register (Please note that students must meet with their advisor and receive clearance prior to registering during the fall and spring semester), view their schedules, grades and unofficial transcripts as well as, view and pay your tuition [Titans Direct](#) can be found on the college's web page at www.ccm.edu.

Located: Student/Community Center, Room SCC220
Phone: 973-328-5200
Hours: Mon. & Thurs. 8:30am - 6:30 pm
Tues. Wed. & Fri. 8:30 am - 4:30 pm
Email: registrar@ccm.edu

TRANSFER SERVICES

Provides programs and services to students transferring to colleges and universities of higher learning.

Located: SCC118
Phone: 973-328-5140
Hours: Monday and Thursday 8:30 am - 6:30 pm, Tuesday, Wednesday and Friday 8:30 am – 4:30 pm
Email: transferservices@ccm.edu

ACADEMIC REGULATIONS AND PROCEDURES

ACADEMIC INTEGRITY POLICY & PROCEDURE

Purpose. In order to maintain academic integrity at the County College of Morris, the college community does not tolerate any forms of academic dishonesty. Examples of academic dishonesty include but are not limited to (i) cheating, (ii) fabrication of sources, (iii) plagiarism, (iv) unauthorized collaboration, (v) submitting someone else's work as one's own, (vi) preparing test answers or other academic papers, projects or submissions to be submitted as the work product of another student, (vii) permitting one's test answers, research or academic work to be copied, duplicated or submitted as the work product of another student, or (viii) dishonest academic use of technology such as unauthorized sharing of disks, files, or programs, or by unauthorized access to, modification of, or transfer of electronic data, system software or computing facilities. The intent of this policy is to maintain academic integrity, and to arrest all forms of academic dishonesty and misrepresentations as one's own submission, the work product and academic proficiency of another person.

Report of Academic Dishonesty: Once a faculty member suspects that an act of academic dishonesty occurred, he/she will meet with the student to address the suspicion. During the meeting, the course instructor will share with the student the information that forms the basis for the suspicion and provide the student an opportunity to respond to the information. This meeting is closed to anyone other than those involved. At no time may legal counsel be present. If the student disagrees with the allegation and/or determination of the faculty member, the student may choose to have the complaint reviewed by the Academic Integrity Review (AIR) Board. The Academic Integrity Review Board will review the circumstances surrounding the incident, render a determination on the allegation, and make a recommendation of appropriate disciplinary action if warranted. Penalties imposed on the student who violates this policy may vary from failing the unit of work to expulsion from the college.

Academic Integrity Review Board: The Academic Integrity Review Board is the body on campus that reviews complaints filed against students for violating the college's Academic Integrity Policy to determine whether or not academic dishonesty occurred. Their findings serve as recommendation to the Dean of Students for the imposition of disciplinary sanctions. The Academic Integrity Review (AIR) Board is composed of six (6) members, including a faculty representative from each of the academic divisions, an Academic Dean, a Chairperson. A majority of the members of the AIR Board shall constitute a quorum for

purposes of reviewing complaints of violation the college's Academic Integrity Policy and making recommendations for disciplinary sanction.

ACADEMIC PROBATION AND DISMISSAL POLICY

A student will be placed on academic probation when the Cumulative Point Average (CPA) is less than a 2.0 after attempting 24 or more credits in credit and/or developmental education courses. Once a student reaches this checkpoint, CPA checks are made each semester to determine the student's academic standing.

A student on probation who achieves a 2.0 semester grade point average each semester thereafter will be permitted to continue at the college in an attempt to bring the CPA up to acceptable minimal standards. Once the student CPA meets the minimum 2.0, the student will be in good academic standing and no longer on academic probation.

Academic Dismissal

- A student will be academically dismissed from the college when they are unable to achieve a minimum 2.0 semester grade point average at the conclusion of the probationary semester (Summer and Winterim terms included).
- Once a student is academically dismissed, the student will not be permitted to take and courses for one semester following the dismissal (Summer and Winterim terms not included).
- An academic dismissal may be appealed to the Academic Review Board.
- If the appeal reverses the dismissal, the student will remain on academic probation and can register for the next term.
- The college administration will drop a dismissed student from their registered courses in the next term with no financial penalty.

Second Academic Dismissal

- If the student is academically dismissed a second time, the student will not be eligible to take any courses for one year.
- An academic dismissal may be appealed to the Academic Review Board.
- If an appeal reverses the dismissal, the student will remain on academic probation and can register for the next term.

At the end of the dismissal period, the student may apply to re-enroll at the college through the Dean of Students Office.

Once re-enrolled, the student will be placed on academic probation.

ACCESS TO STUDENT FILES

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review one's education records within 45 days of the day the college receives a request for access. Students who wish to inspect/review their academic records must make a request in writing or via their CCM email account to the Office of Records and Registration. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

(2) The right to request the amendment of one's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

At its discretion, the County College of Morris may provide "directory information" in accordance with the provisions of FERPA. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at the County College of Morris includes the following: name; CCM email address; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; enrollment status (full/part time). Students may block the public disclosure of directory information by notifying the Office of the Dean of Students in writing. Such requests must be filed within the first two weeks of the Fall or Spring semester and will remain in effect until removed by the student in writing. Questions regarding The Family Educational Rights and Privacy Act should be directed to the Registrar (call 973-328-5200 or email registrar@ccm.edu).

CHANGE OF CURRICULUM

Students who wish to transfer from one major to another must fill out a Change of Major form, obtain the appropriate signatures and return it to the Records and Registration Office for processing.

Students who change majors and achieve a 2.0 grade point average for the first 12 credits in the new major may apply to drop from their cumulative grade point average all "D" and "F" calculations for courses previously completed which were particular to the former major, and which do not pertain to the new major. Students will have one opportunity to take advantage of this policy to drop grades. If a student decides to change back to their original major, the grades which were removed will be reinstated.

CLASS ATTENDANCE

Students are expected to attend all scheduled classes and laboratory sessions for which they are registered. Absence does not excuse a student from the responsibility for class work or assignments that are missed. Specific attendance regulations maybe established by individual faculty and/or academic departments.

CLASS CANCELLATION

Call 973-328-5580 or check www.ccm.edu to obtain information on weather closings. Students should be alert to the time mentioned and that the closing/canceling may involve *only* morning classes, that there still may be night classes.

DROP/ADD AND WITHDRAWAL POLICIES

Students may make changes to their schedules online prior to the start of the term. Once a term begin, students will be able to drop classes online until the last day of the refund period. Students are not permitted to add classes online to their schedule once a term has started unless it is for a 15 week course – refer to [Records and Registration](#) web page for dates. If a student neglects to follow official procedures and stops attend classes, the grade of 'F' will be posted at the end of the semester.

The college allows students to withdraw from courses up to and including the period in which 75% of the course has been completed. If a student chooses to withdraw from all courses, he/she must complete a withdrawal form and submit it to Records and Registration prior to the withdrawal deadline. For more information about adding/dropping/withdrawing from classes visit the [Records and Registration](#) web page.

In certain instances, students may pursue a late withdrawal once 75% of the course has been completed. The student should consult with the Office of the Dean of Students or the Counseling and Wellness Center to determine eligibility for pursuing a late withdrawal.

FILING A COMPLAINT

At County College of Morris, every effort is made to maintain a positive and productive environment. It is expected that all individuals, students, faculty and staff will demonstrate mutual respect and understanding towards this goal. Employees should consult the **“Student Code of Conduct”** or the handbook on **“Dealing with Disruptive Behavior in the Classroom and on the Campus”** for procedures in addressing problems with students. In those instances in which students have a problem in a class, with a faculty member or another employee, the following procedures should be followed:

Academic Complaints

1. The student is encouraged to address the concern first with the instructor of the course. This should be a professional and courteous conversation in which the student respectfully states the nature of his/her concern and what are his/her expectations for a resolution. Every effort should be made for the faculty member and the student to arrive at an acceptable solution to the concern that involves the student returning to the course to continue his/her education.
2. If the student is not satisfied after having spoken with the faculty member, or does not feel as if he/she can approach the faculty member, he/she should contact the Chairperson of the academic department to submit his/her concern. If necessary, the Department Chairperson may engage the assistance of the Office of the Dean of Students or the student may contact the Office of the Dean of Students to obtain advice regarding how to proceed with his/her concern. In those instances in which the student contacts the Office of Dean of Students, he/she does so with the understanding that further pursuit of a resolution involves the faculty member, the Department Chairperson, and in some cases the School Dean. The representative of the Office of Dean of Students serves as a mediator in the process and will not render a determination.
3. The student explains the nature of the concern to the faculty member and/or the Department Chairperson.
4. When the concern is made to the Department Chairperson that individual will communicate with the faculty member directly. The Chairperson will determine the appropriate actions to be taken between the faculty member and student in an effort to resolve the matter efficiently and effectively.
5. If the concern is expressed to a representative of the Office of Dean of Students, the Dean will contact the faculty member or Chairperson of the department involved to inform him/her that a complaint has been made and to collaborate in bringing all related parties together to discuss the matter or refer the student directly to the Department Chairperson for further action.
6. If, after having met with the faculty member and/or Department Chairperson, the student still has not achieved satisfaction, he/she could contact the School Dean. Again, the student must explain the details of his/her concern. The Dean's responsibility is to work through an acceptable resolution involving all appropriate individuals; e.g., student, faculty member, Department Chairperson. If a representative from the Office of Dean of Students was involved in the initial phase of the student's pursuit, the School Dean may consult with that individual as well.
7. If, after having met with the School Dean, the student remains dissatisfied, the final level of appeal is to the Vice President of Academic Affairs. Again, the student must explain the details of his/her concern, provide evidence documenting the issue, and offer an explanation as to why an acceptable resolution has not been reached. The Vice President will investigate the matter and render a determination as appropriate.

At any point in the above process if a resolution is determined, it is communicated to all parties involved verbally and/or in writing. Depending upon the resolution, the Department Chairperson or the School Dean should oversee any required follow-up.

If, at the conclusion of following these procedures, no satisfactory resolution is determined, the School Dean or Vice President of Academic Affairs involved in the process can make a determination of whether it is acceptable to withdraw the student from the course (with or without a refund), move the student to a different section of the same course, or move the student to an alternate course.

Non-Academic Complaints

1. The student is encouraged to address the concern first with the staff member. This should be a professional and courteous conversation in which the student respectfully states the nature of his/her concern and what are his/her expectations for a resolution. Every effort should be made for the staff member and the student to arrive at an acceptable solution to the concern that involves the student returning to his/her college activities.

2. If the student is not satisfied after having spoken to the staff member, or does not feel as if he/she can approach the staff member, he/she should contact the staff member's Supervisor to submit his/her concern or the student may contact the Office of Dean of Students to discuss his/her concerns. In the instances in which the student contacts the Office of Dean of Students, he/she does so with the understanding that further pursuit of a resolution involves the staff member and the staff member's Supervisor.
3. When the concern is made to the employee's Supervisor, that individual will communicate with the staff member directly. The Supervisor will determine the appropriate actions to be taken to resolve the matter efficiently and effectively.
4. If the concern is expressed to a representative of the Office of Dean of Students, the Dean will contact the staff member, and/or the Supervisor of the department involved to inform him/her that a complaint has been made and to collaborate in bringing all related parties together to discuss this matter.
5. If, after having met with the staff member and/or Supervisor of the department, the student still has not achieved satisfaction, he/she should contact the Office of Dean of Students to work through an acceptable resolution involving all appropriate individuals; e.g. student, staff member, Department Supervisor.

At any point in the above process if a resolution is determined, it is communicated to all parties involved verbally and/or in writing. Depending upon the resolution, the Department Supervisor or representative from the Office of Dean of Students should oversee any required follow-up.

GRADING SYSTEM

The college uses a grading system of letters as follows:

Grade	Interpretation	Quality Points
A		4
A-		3.67
B+		3.33
B		3
B-		2.67
C+		2.33
C		2
D		1
F	Failure	0
R	Registered for Audit	None
I	Incomplete	None
Grade	Interpretation	Quality Points
P	Pass	None (non-credit courses only)
SP	Satisfactory Progress	None
W	Withdraw	None (without academic penalty)
EX	Credit by Examination	None
TRA, TRB, TRC, TRD	Transfer Credit	None

Grades may be assigned to non-credit courses to indicate the level of achievement but they do not earn quality points and are recorded as none.

Term Grade Point Average (GPA) measures a student's achievement in one semester.

1. To figure out your Term GPA
 - a. See above chart of grading system: 4 quality points for 'A', 3 quality points for a 'B', etc.
 - b. Multiply the number of quality points for each course (that represents the letter grade) by the number of credit hours of each course to get your quality points earned in each course.
Example: you have 15 attempted semester hours and a sum of 24 quality points that would work out to be a 1.6 average; a sum of 30 quality points would be a 2.0 (a 'C' average); etc.

Cumulative Point Average (CUM) shows the quality of all a student's work done at the college.

1. To figure out your Cumulative GPA
 - a. The above procedure is applied to all work attempted to date. The first semester the answer is both for the Term GPA and the Cumulative GPA.

- b. Cumulative Point Average of 4.0 represents 'A' work; 3.0 a 'B' average and 2.0 a 'C' average.
2. To graduate a student needs a minimum of a Cumulative GPA of 2.0.

Dean's Honors List:

1. Full-time students acquiring a Term GPA of 3.0 and better with no repeated courses and no grades of 'F' in any given semester.
2. Part-time students must be matriculated, accumulated 12 credit hours of academic work during an academic year and have a 3.0 average or better.

GRADE APPEAL PROCEDURES *For Grades Issued For One Year*

Students may appeal a grade assigned by a faculty member within one year after the semester in which the grades were awarded. This procedure applies to students wishing to appeal a grade prior to graduation from CCM. Grades may not be changed after graduation except when an error in the recording of a grade has occurred. This grade appeal procedure does not apply to students wishing to change grades to "W" because of extenuating circumstances.

Grades are determined solely by individual faculty members. If a student wishes to appeal a grade given by a faculty member, he or she must:

1. Meet with the faculty member to attempt to resolve the matter.
2. If the matter cannot be resolved with the faculty member, the student should meet with the chairperson of the department in which the course is offered. The purpose of this meeting is to bring the matter to the attention of the chairperson.
3. Once the department chairperson has had an opportunity to research the matter, the chairperson will inform the student of his or her findings. Normally, the department chairperson will have two weeks to complete the research before a decision is rendered by the faculty.
4. If the student does not agree with the findings, he or she should meet with the dean of the division in which the course is offered. The purpose of this meeting is to bring the matter to the attention of the division dean.
5. Once the division dean has had an opportunity to research the matter, the division dean will inform the student of his and her findings. Normally, the division dean will have two weeks to complete the research and render a decision.
6. If the student does not agree with the findings, he or she should meet with the Vice President of Academic Affairs. The purpose of this meeting is to bring the matter to the attention of the Vice President of Academic Affairs. The Vice President will confer with the division dean for information and guidance in the resolution of the matter. Normally, the Vice President will have two weeks to complete the research and render a decision. The Vice President of Academic Affairs is the final step in the grade appeal process.
7. Students who initiate the grade appeal process with someone other than the faculty member must be referred to the faculty member and start at Step One in the procedure.

GRADE APPEAL PROCEDURES *Due To Extenuating Circumstances*

Students may seek to change a grade of "F" assigned by a faculty member to a "W" when there have been extenuating circumstances. Generally, students should seek this change within five years from the date of which the grade was assigned provided the student has not graduated.

Students may ask to have an "F" changed to a "W" when there has been some catastrophic occurrence in the life of the student such as a death in the family, serious illness of student or family member, hospitalization or counseling because of severe personal matters. Students who wish to have the grade of "F" changed to a "W" should do the following:

1. Submit an appeal in writing detailing the nature of the extenuating circumstances.
2. Forward the appeal to the Dean of Students.
3. Provide necessary documentation as backup for the request. Documentation could include items such as a death certificate, letter or note from physician, a recommendation from the Counseling and Wellness Center, or a copy of an obituary from a local paper.
4. The Vice President will send a memo with the appropriate information to the faculty member requesting whether or not the faculty member is willing to change the grade from "F" to "W".
* If the faculty member is willing to change the grade, he or she signs and returns the form to the Dean of Students.

- * Students may view their record online within three weeks of filing their request to determine if a grade change occurred. If not, they may call the Office of Dean of Students to find out the disposition of the request.
5. Students must understand that only the faculty member issuing the grade is authorized to change the grade. The exception to this is when a faculty member, full/part-time, is no longer employed by the college. In this case, the request for change of grade will be sent to the appropriate Division Dean and /or Department Chairperson.

TRANSCRIPTS

Request Policy & Procedures

Students can request, pay and track their transcript requestss through the National Student Clearinghouse (NSC). Directions and information can be found on this link - <https://www.ccm.edu/admissions/records-and-registration/transcript-requests/>

GRADES VIA WEB

Students may access their grades and unofficial transcript through [Titans Direct](#).

STATEMENT OF STUDENT RIGHTS & RESPONSIBILITIES

Enrolling in County College of Morris is a privilege and with that privilege come responsibilities. What follows is a list of some of the basic rules of civility, meaning the way you behave at County College of Morris, the way you interact with others, and the college's academic expectations. A student enrolled in the college accepts responsibility to become fully acquainted and compliant with these requirements, rules, and regulations; to accept the college's areas of jurisdiction; and to respect the rights, property, safety, and dignity of others in the college community. County College of Morris has the right and responsibility to determine when its policies, rules and regulations are violated and to decide the appropriate course of action. Students should consult the full text of this statement as well as the Student Code of Conduct to become familiar with all responsibilities, requirements, and rules of conduct.

STUDENT RIGHTS

Students of County College of Morris are guaranteed certain rights as citizens of the college community. Each student has the right to objective and timely feedback on their academic performance. At the same time, they are responsible for achieving standards of academic performance established for each course in which they are enrolled.

Each student has a right to:

- Be treated fairly and respectfully as a member of the County College of Morris community.
- Have access at prescribed times to faculty, academic technology, classrooms, libraries, presentations, and other resources necessary for positive learning.
- Expect access to quality assistance and professional conduct from all members of the college's administrative staff.
- Expect to interact with faculty who treats the student with respect and who disseminates in a timely manner clearly stated expectations for class performance and evaluation.
- Have the freedom to raise questions and express alternative opinions without concern for any academic penalty or fear of retribution, as long as the expression does not disrupt or interfere with the orderly operations in a class or of the college as a whole.
- Expect that their work will be evaluated by academic standards that are free from discrimination on the basis of any classes protected under federal or state law.
- Have the opportunity to meet with faculty members, department chairs, or division deans when there are questions about the grades posted to the student's work product of classes.
- The privacy of certain records pertaining to the student's enrollment at the college as protected under the federal Family Educational Rights and Privacy Act.

- Expect the college to promote and foster an environment that is free from violence, harassment, or physical threats from any other members of the college community, and for the college to address, investigate, and/or take any other appropriate measures against any member of the community who infringes on this right.
- Form, join, and participate in groups or organizations that promote student interests, including but not limited to groups or organizations that are organized for intellectual, religious, social, economic, political, recreational, or cultural purposes.
- Have access to a free, timely, and impartial process for the review of allegations of misconduct, a student conduct/administrative hearing, and appeal of decisions regarding responsibility and sanctions.
- Express concerns by following specific procedures outlined in the Student Handbook if he/she believes his/her rights have been violated.

STUDENT RESPONSIBILITIES

By enrolling at County College of Morris, a student assumes the obligation to be a responsible member of the college community and to be familiar with all college rules, regulations, requirements, and expectations.

Each student has the responsibility to:

- Recognize and respect the rights of all other students, faculty, staff, and administrative members of the County College of Morris community.
- Treat all members of the college community with civility, respect, and courtesy.
- Assist the college in maintaining a healthy environment for learning.
- Be an active learner by adhering to course requirements as specified by instructor(s) in the course syllabus, and follow all written and/or verbal instructions given by instructors or designated college representatives.
- Attend classes on time, remain through the entire class period, and abide by any other attendance requirements set forth in the course syllabus.
- Obey all duly established college, local, state, and federal policies, regulations, and laws while on-campus or participating in college-sponsored activities off-campus.
- Refrain from discriminating against other members of the County College of Morris community on the basis of any classes protected by federal or state law.
- Cooperate with college administrators, faculty, staff and contracted personnel in the performance of their authorized duties.
- Give and maintain accurate and complete information for all official records required by the college.
- Meet all financial obligations to the college.
- Carry a valid County College of Morris student identification card at all times while on college property or at college functions.
- Maintain the highest level of academic integrity in completing academic requirements.

STUDENT CODE OF CONDUCT AND DISCIPLINARY APPEAL PROCEDURES

A. Civility Statement. County College of Morris was founded by the citizens of Morris County with the belief that learning is a lifelong process and that education can improve the quality of life for individuals and society.

County College of Morris is a community of individuals. As such, we must strive to recognize the dignity and worth of each member of our community. It is, therefore, the policy of the college that each individual, regardless of status (student, administrator, support staff or faculty member) must treat every other individual, irrespective of status, rank, title or position, with dignity and respect.

The college recognizes the diversity of its community, and asks that all members of the college community demonstrate respect for differences in race, gender, religion, sexual orientation, and ethnic ancestry.

B. Purpose. The purpose of the Student Code of Conduct is to protect County College of Morris, its academic and social community, and its property from harm resulting from hostile, abusive, or demeaning conduct, or from acts that may cause injury or threat of injury.

To this end, this Code defines prohibited conduct and provides imposition of appropriate discipline upon those students whose acts violate its standards of conduct. It also sets forth hearing procedures that afford both prompt disciplinary determinations and appropriate due process to the alleged violator.

Students at County College of Morris may be accountable to law enforcement authorities, as well as to the college, for acts that constitute violations of law. College disciplinary actions will proceed notwithstanding the pending of any criminal, drug or disorderly persons proceedings. Similarly, dismissal or acquittal of concurrent legal proceedings will not necessarily result in dismissal of college disciplinary action.

The college recognizes that its inherent powers and responsibilities to protect the safety and well-being of the campus community are broad, as is the potential range of student misconduct that could harm persons and property on campus. Accordingly, this Code is to be interpreted broadly so as to effectuate to the fullest extent the protection of the County College of Morris community. This Code is intended to define prohibited behavior so as to give students notice of the standards expected of them. These standards are not meant to define misconduct in exhaustive terms.

C. Violations of Law. On-campus misconduct constituting a criminal, drug or disorderly persons offense will be immediately reported to the appropriate authorities for their investigation. Where a student's act also violates this Code, proceedings will be instituted in accordance with it. When the College itself is a victim of the act, the college reserves the right to institute criminal and/or civil proceedings against the student.

The Office of Public Safety is responsible for investigating all violations of law that occur on campus and should be notified immediately upon detection of any such violation. As soon as practical, upon receipt of such notification, the Office of Public Safety shall advise the appropriate law enforcement agency of the violation and that an investigation is being conducted. The Office of Public Safety will also take all necessary and appropriate action with respect to the violation to assure the protection of persons and property on campus and coordinate with law enforcement authorities in the apprehension of suspects, preservation of evidence, aid to victims, and all other aspects of the matter. A factual report shall be prepared by the Office of Public Safety promptly after the occurrence of each violation and a copy thereof sent to the Dean of Students. This report shall be prepared whether or not the violation is also being investigated by law enforcement authorities.

D. Title IX. The college has adopted a separate Title IX Policy Prohibiting Harassment and Discrimination on the Basis of Sex that defines discrimination based on sex in education programs or activities and sets forth the procedure for determining whether it has occurred, and if so, the appropriate discipline to be imposed.

E. Academic Dishonesty. The college has adopted a separate Academic Dishonesty Policy and Procedure that defines acts of academic dishonesty and sets forth the procedure for determining whether it has occurred, and if so, the appropriate discipline to be imposed.

F. Student Use of Electronic Recording and Communication Devices. The college prohibits the unauthorized use by students of electronic recording and communication devices ("Electronic Devices") during classes, laboratories and examinations ("Instruction"), except as provided by Subsections E.1 and E.4 of this Policy. The purpose of this policy is threefold: (1) to avoid interruptions and disturbances during Instruction; (2) to minimize diversion of student attention; and (3) to prohibit surreptitious recordings. The term "Electronic Devices" shall include, but not be limited to cellular telephones, pagers, digital and/or film cameras, stand-alone video cameras, Internet accessible webcams, video recorders and audio recorders.

1. Authorized Use of Electronic Devices. Student use of Electronic Devices during Instruction is permitted only when expressly authorized in the course syllabi or otherwise by the instructor. Verbal permission from the instructor may be sufficient if the recording is intended solely for the student's own use and will not involve any publication, sharing or transmission of the recording to a third party or dissemination over the airwaves, in public, or on the web. All other student recording during Instruction shall require the instructor's prior written authorization.

2. Unauthorized Use of Electronic Devices.

a. Unauthorized use of Electronic Devices during Instruction is prohibited.

b. Electronic Devices should either be turned off or operated in silent mode and should never be answered by the student during Instruction. Instructors may make exceptions for disclosed emergencies or other unusual circumstances.

c. Taking photographs or making audio or video recordings is prohibited in administrative or faculty offices, restrooms, and changing or locker rooms, as well as any other Campus area where there is a reasonable expectation of privacy.

3. Unauthorized use of Electronic Devices during Instruction or other violations of this policy shall constitute misconduct under this Code of Conduct.

4. Exemptions and other exceptions to this Policy may be provided on a case-by-case basis by an instructor or the administration as an accommodation for students with disabilities pursuant to the County College of Morris Policies and Procedures Regarding Students with Disabilities, as well as any other laws, regulations or policies applicable to students with disabilities.

G. Misconduct. The following acts, when committed by students of County College of Morris, shall be deemed misconduct under this Code, subject to imposition of discipline under this Code. This Code applies to conduct engaged in while attending college functions on-campus or off-campus or functions of college-sponsored organizations conducted on-campus or off-campus.

1. Intentionally or recklessly causing physical or psychological harm to any person, or intentionally or recklessly causing reasonable apprehension of such harm.
2. Engaging in hostile, harassing, intimidating, bullying conduct, or disorderly behavior that (i) creates an imminent or perceived risk of violence or damage to property, (ii) that might impede the teaching/learning environment, or (iii) that is likely to cause emotional harm that impedes the rights and privileges of others in the college community by mocking, ridiculing, or disparaging a targeted student, or group of students, or any member of the college community.
3. Engaging in abusive or demeaning conduct, obscene gestures, or speech directed toward another individual or group of individuals which has the effect of substantially disrupting the school operations or impedes the rights and privileges of other members of the college community.
4. Unauthorized use, possession or storage of any weapon.
5. Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.
6. Substantially disrupting college operations or college-sponsored activities either intentionally or carelessly.
7. Use, possession, distribution or sale of, or being under the influence of, illegal narcotics, chemicals, psychedelic drugs or other dangerous substances unless prescribed by a doctor (See CCM Substance Abuse Policy).
8. Furnishing false information to the college including forgery, alteration or misuse of college documents, records or identification.
9. Unauthorized access to, modification of, or transfer of electronic data, system software or computing facilities, or improper use of college-provided technology of any kind.
10. Theft of college property, knowing possession of stolen college property, or theft of personal items from campus facilities.
11. Destruction, damage or misuse of property of the college or others on campus.
12. Failure to comply with reasonable directions of college officials issued in the performance of their duties intended to insure the orderly or safe conduct of college programs, activities or operations, or the proper orderly and safe use of college property.
13. Unauthorized presence in or use of college premises, facilities or property.
14. Unauthorized use and/or possession of fireworks on college premises.
15. Any gambling that is not authorized by the college or under the laws of the State of New Jersey.
16. Unauthorized use or misuse of the college name for soliciting funds, for sponsorship of activities, or on printed matter.
17. Violation of college regulations or policies, including campus motor vehicle regulations, or violations of federal, state or local laws.
18. Violation of the terms of any disciplinary sanction imposed in accordance with this Code.

19. Unauthorized use of Electronic Recording and Communication Devices.
20. Engaging in sexual assault or nonconsensual sexual contact either on or off campus.
 - a. Sexual assault is herein defined by reference to N.J.S.A. 2C:14-2.
 - b. Nonconsensual sexual contact is herein defined by reference to N.J.S.A. 2C:14-1.

H. Procedure when Student Misconduct is Reported.

1. Reporting. When student misconduct occurs, any person observing it should immediately report the misconduct to the Dean of Students Office. Any member of the college community, including students, faculty, administration and staff, may initiate disciplinary procedures by filing a written complaint with the Dean of Students. One or more of the following procedures will be initiated.
2. Administration of Disciplinary Procedure. The disciplinary procedure set forth in this Code shall be administered by the Senior Vice President of Academic Affairs, Workforce Development and Student Success or in the Senior Vice President's absence by the Dean of Students. When used in this Code the title "Vice President" shall refer to the Senior Vice President of Academic Affairs, Workforce Development and Student Success or in the Vice President's absence the Dean of Students.
3. Informal Conference/Temporary Suspension. When misconduct is reported or a misconduct complaint is filed, the Dean of Students, or in the case of sexual assault misconduct or nonconsensual sexual contact allegations, another designated CCM official trained on how to investigate and conduct hearings in a manner that protects the safety of victims and promotes accountability, will immediately speak to the alleged violator and to any persons harmed by the misconduct or witnesses to it. The Dean of Students or designee will discuss the matter informally with the alleged violator apprising him/her of the accusation made and giving him/her an opportunity to explain his/her version of the facts. After conducting this informal discussion, the Dean of Students or designee shall determine whether to dismiss the matter, or if the charge is denied, whether to refer the complaint for disciplinary proceedings before the Judicial Board and/or in the appropriate circumstance by the Title IX compliance officer. If it is reasonably concluded that the alleged misconduct did not constitute a violation of this Code or that the violator did not commit misconduct, the student will be advised that no further disciplinary proceedings will take place in connection with the incident. If the Dean of Students or designee reasonably concludes that there is probable cause that the student committed the alleged misconduct and that this Code has been violated, the Dean of Students or designee shall issue a complaint, or transmit a complaint filed by another person, to the Judicial Board. If after this informal discussion the Dean of Students or designee reasonably concludes that the alleged violator's presence on campus poses a continuing danger to a person or property or an ongoing threat of disrupting the academic process or college activities, the Dean of Students or designee must notify the Senior Vice President of Academic Affairs, Workforce Development and Student Success of the recommendation for temporary suspension and/or the immediate removal of the student from campus. The Senior Vice President of Academic Affairs, Workforce Development and Student Success will convene a deliberative body of administrators who will review and act upon the recommendation. Their decision will be returned to the Dean of Students or designee. No action to suspend a student can occur without the consent of the deliberative body. Except to participate in disciplinary proceedings, a student temporarily suspended shall not return to the campus until the Judicial Board has rendered a decision on the misconduct charge or the Dean of Students has authorized the student's return.
4. Service of Complaint and Notice of Disciplinary Proceeding. The Dean of Students shall promptly provide the student with written notice of the time and place of the disciplinary proceedings before the Judicial Board, together with a copy of any complaint referred to the Judicial Board, a copy of the Judicial Board constitution, any documents to be utilized in the prosecution of the charges, and a list of witnesses, except that the Dean of Students is authorized to preserve the anonymity of a witness if the Dean of Students reasonably concludes that identification of the witness will place the witness at risk of harm or the misconduct involves sexual assault allegations. The student charged shall be served with the notice and other information required under this subparagraph not less than three (3) class days prior to the student's scheduled appearance before the Judicial Board.

5. Notification to Public Safety. The Dean of Students shall immediately notify the Office of Public Safety of occurrence of any misconduct believed to constitute a student violation of law, and of the suspension of any student for misconduct.

6. Removal from Class. A faculty member is authorized to have a student removed from class for disruptive behavior which threatens others or in any way impedes the teaching and learning process. If a student refuses the faculty request to leave, the faculty member shall request the assistance of the Office of Public Safety to remove the student from class. Where a faculty member has removed the student from class for disruptive behavior and deems it necessary to preclude the student from returning to this particular class, the faculty member shall immediately file a misconduct complaint with the Dean of Students. Upon receipt of the misconduct complaint the Dean of Students shall follow the procedures set forth in subparagraph Three to determine whether the student has violated this Code, and if so, whether to impose discipline including temporary suspension.

I. Judicial Board Appearance. The Judicial Board is created and constituted in accordance with the STUDENT ASSOCIATION CONSTITUTION. The Judicial Board has the responsibility of reviewing, making findings and recommendations on all misconduct complaints that are not dismissed or otherwise resolved by the Dean of Students.

1. Level One Proceedings. Disciplinary proceedings before the Judicial Board shall be held within ten (10) days on which classes are scheduled (excluding weekends and holidays) from the date of the charge, except that where the student has not been temporarily suspended, misconduct charges filed between June 15 and August 31 shall be scheduled before the Judicial Board within ten (10) days from the commencement of the fall semester classes. Disciplinary proceedings are closed to the public. Attendance is limited to the alleged violator, the complaining party, and any witnesses during the course of questioning of the witness. For sexual assault misconduct or nonconsensual sexual contact allegations, the alleged violator and the complaining victim are entitled to the same opportunities to be present during disciplinary proceedings, including the opportunity to be accompanied to any related meetings or proceedings by an advisor of their choice.

Proceedings before the Judicial Board are not intended to be a formal hearing or legal proceeding. A student may obtain the advice of a college administrator or faculty member during the proceedings before the Judicial Board. If a student advises the Dean of Students not less than five (5) days before the Judicial Board appearance of his/her inability to obtain such advice, the Dean of Students will appoint a suitable individual to advise the student. Where the Dean of Students deems a witness to be at risk of harm, the anonymity of the witness shall be preserved by presenting the statement of the witness out of the presence of the accused student, provided that the substance of the witness' statement, but not the witness' name, is made known to the accused student. The student charged shall have the right to produce persons or materials to refute the charge. The student charged shall not be entitled to be present during the deliberations of the Judicial Board. The deliberations of the Judicial Board may be tape recorded by the Board.

For sexual assault misconduct or nonconsensual sexual contact allegations, the accused student and the complaining victim shall be notified concurrently and in writing of: the outcome of the proceeding; appeal procedures; any change to the result before it becomes final; and when the result becomes final.

2. Failure to Appear. Failure of the student charged to appear before the Judicial Board after proper notice shall not be cause to postpone or cancel the proceeding, which may be determined in the absence of the student charged.

3. Quorum and Presiding Officer. A majority of the members of the Judicial Board shall constitute a quorum for purposes of reviewing misconduct charges and making findings and recommendations thereon. The proceeding shall be presided over by the Chairperson or by the acting Chairperson in his/her absence. All members of the Judicial Board may question the student charged and witnesses.

The Board Secretary shall keep the records of all proceedings and assure the timely transmission of correspondence from the Judicial Board.

4. Level One Determination. The Judicial Board shall make its findings and recommendations at the conclusion of the presentation of the matter. Determinations of the Judicial Board shall not be made public. The findings and recommendations on disciplinary cases shall be transmitted in writing to the Dean of Students and to the student charged.

If the Judicial Board finds no basis for imposing discipline no further discipline shall be imposed for the same charge. If it is determined that discipline or a fine is warranted, the Judicial Board may recommend the appropriate sanction as described in Section J of the Code.

5. Waiver of Judicial Board Review. A student may file with the Dean of Students a written waiver of his/her right to have a disciplinary action or charges reviewed by the Judicial Board. Upon filing such a waiver the matter will proceed to Level Two disposition.

6. Limitation on Attorney Participation. Attorneys shall not participate in proceedings before the Judicial Board except that an accused student may have an attorney present if at the request of the Judicial Board an attorney is present to advise the Judicial Board or to represent the college.

7. Notice of Related Criminal Charges. Prior to the date of the hearing the accused student may advise the Dean of Students in writing that there are pending or anticipated criminal charges against the student that are related to the incident being reviewed by the Judicial Board. ("Notice of Related Criminal Charge"). In the Notice of Related Criminal Charge the accused student shall elect one of the following means of proceeding:

a. The accused student may elect not to appear at the Judicial Board hearing. The election not to appear before the Judicial Board shall be deemed a waiver of the right to a hearing. However, the Judicial Board will consider any written response to the misconduct charge received prior to the date of the hearing. The Judicial Board will convene to determine whether or not a violation of this Code of Conduct has occurred, and if so, what disciplinary sanctions are recommended for imposition by the Dean of Students.

b. The accused student may elect to have legal counsel available for consultation outside the hearing room in a private room on the college campus to be designated by the Dean of Students. When the accused student makes this election the Judicial Board, prior to questioning the accused student, shall hand the student written subjects it seeks to question the accused student about. Before responding, the student will then be given an opportunity to consult with legal counsel outside of the hearing room for a period not to exceed twenty (20) minutes. On advice of counsel, the student may decline to respond to questions related to a particular subject matter. However, the Judicial Board will proceed to determine whether or not a violation of this Code of Conduct occurred, and if so, what disciplinary sanctions are recommended for imposition by the Dean of Students.

J. Sanctions and Protective Measures. If the Judicial Board finds discipline or fine to be warranted, it may recommend that the Dean of Students impose upon the student charged one or more of the following disciplinary measures.

1. Verbal Warning – verbal admonition against further violations.
2. Written Reprimand – placement in the student's disciplinary/social file of a written reprimand for having engaged in misconduct.
3. Community Service – a set number of hours of service conducted on campus.
4. Restitution – the obligation to replace or pay for property damaged to compensate for losses incurred or to provide a campus service as a result of the violation.
5. Disciplinary Probation – loss of participation in college related activities for a specified period of time.
6. Suspension – exclusion from all or specified classes and other college related activities for a specified period of time.
7. Expulsion – dismissal from enrollment at the college.

8. Imposition of reasonable protective measures requested by a victim of sexual assault or nonconsensual sexual contact.

K. Level Two Appeal. Any student determined by the Judicial Board to have violated this Code may appeal the decision of the Judicial Board to the Dean of Students. A student desiring to file a Level Two Appeal shall file with the Dean of Students within five (5) calendar days of receipt of the determination and recommendation of the Judicial Board, which appeal shall set forth the basis of the appeal. An appeal shall stay implementation of sanctions but shall not permit a student temporarily removed from campus to return.

1. **Student Appeal.** Within ten (10) class days from receipt of a student's appeal of the determination and recommendation from the Judicial Board, the Dean of Students shall notify the student in writing of his/her determination of the misconduct charge and any discipline or a fine imposed. For sexual assault misconduct or nonconsensual sexual contact allegations, the Dean of Students determination shall be based upon a finding of whether there is a preponderance of evidence supporting the misconduct charge.

2. **Review Upon Waiver.** Within ten (10) class days from receipt of a waiver of Judicial Board review, the Dean of Students shall schedule a meeting with the student charged and determine whether the student has violated this Code. The Dean of Students shall notify the student in writing of his/her determination of the misconduct charge and any discipline or a fine imposed.

3. **Review of Judicial Board Recommendation.** Where the student has not filed an appeal of the Level One determination, within ten (10) class days from receipt of a recommendation from the Judicial Board that discipline or a fine be imposed, the Dean of Students shall notify the student in writing of his/her determination to accept, reject or modify the Judicial Board recommendation.

4. **Discipline Subject to Further Appeal.** Disciplinary decisions of the Dean of Students shall be final and not subject to further appeal unless suspension from the college for more than ten (10) class days is imposed. If the Dean of Students determines to impose long term suspension, or to expel the student from the college, the student may appeal such determination to the President by filing a written appeal with the President within five (5) days from the student's receipt in writing of the determination of the Dean of Students.

L. Level Three Appeal. Within ten (10) class days from the filing of a Level Three Appeal, the President or his/her designee shall conduct a hearing on a timely filed appeal from determinations imposing long term suspension or expulsion from the college. Neither the Dean of Students nor the person filing the initial misconduct charge shall conduct this hearing.

1. **Level Three Hearing.** Not less than five (5) calendar days before the hearing date, the student shall be given written notice of the hearing date together with a copy of any written material to be presented which was not previously furnished to the student, and a list of persons expected to testify. The appellant shall have the right to produce relevant materials and witnesses having information bearing upon the appeal. The proceedings before the President or his/her designee shall be private and are not intended to be a formal trial proceeding. At the hearing, the appellant may have the assistance of privately retained legal counsel or a faculty advisor, provided the identity of this person is communicated to the President not less than two (2) class days before the hearing. Whenever the appellant is assisted by legal counsel, the President may request that the college attorney be present to question the appellant and witnesses. The appellant shall be entitled to be present during the entire Level Three hearing. For sexual assault misconduct or nonconsensual sexual contact allegations, the alleged violator and the complaining victim are entitled to the same opportunities to be present during disciplinary proceedings, including the opportunity to be accompanied to any related meetings or proceedings by an advisor of their choice. If, having been properly notified of the time and place of the hearing, the appellant fails to appear, the President or his/her designee may dismiss the appeal or otherwise determine the appeal.

2. **Decision.** Within twenty (20) calendar days from the conclusion of the hearing, the President or his/her designee shall deliver a written decision on the appeal of the student. The decision of the President shall be final.

CAMPUS REGULATIONS

Federal Clery Campus Security Act

The safety of all members of the campus community is of vital concern to County College of Morris. Information regarding crime prevention advice, the law enforcement authority of the Public Safety Department, policies concerning the reporting of any crimes which may occur on campus, and the crime statistics for the most recent three years may be requested from the Department of Public Safety at 973-328-5550, or the college's web site at www.ccm.edu.

Alcohol or Drugs on Campus

Except at specific organized social functions approved by the College, the use, possession and sale of alcoholic beverages on County College of Morris campus is strictly forbidden. The use, possession, sale or being under the influence of illegal narcotics, chemicals, psychedelic drugs or other dangerous drugs or substances at County College of Morris by any individual unless prescribed by a doctor, is illegal and strictly forbidden. Persons violating these policies will be subjected to all applicable civil and criminal penalties. College-connected persons will be further subjected to college disciplinary action. In the event you are questioned by a college Public Safety officer you must present some identification such as your County College of Morris student ID.

Animals

For reasons of health and safety, unless specifically authorized – such as service dogs. Domestic pets may not be brought on campus or allowed within a college building. Persons bringing animals on campus or into buildings will be subjected to disciplinary action.

Bicycles and Other Recreational Vehicles

The use of bicycles, roller blades, skateboards, or other recreational riding apparatus is not permitted on campus walkways, parking lots, and wooded areas or in college buildings. Bike racks have been provided in Parking Lot #5 and #8 to lock bikes (use your own lock) in when brought on campus.

Campus Parking

All student cars parked on campus must be registered with the college Public Safety Department. Parking permits may be obtained during orientation or at Public Safety in parking lot number 10 at 675 Rt. 10, 24 hours, 7 days a week. A leaflet detailing the college parking regulations is available from the Public Safety Department. Decals are color coded and remain valid for three years. It is not necessary to obtain a new decal for each semester you are here unless your original decal has expired. Decals may not be switched to another vehicle.

For your convenience, the County College of Morris Parking Decal form can be found online at www.ccm.edu. Use the links drop-down menu. Select Public Safety then open the CCM online Motor Vehicle Registration link. Upon completing the form, you must stop at the Public Safety building located in lot number ten to receive your decal. It will be necessary to produce a vehicle registration and a CCM ID card to complete the transaction.

IF YOU FAIL TO OBTAIN A DECAL WITHIN TEN DAYS OF THE FIRST DAY OF CLASSES, YOU ARE SUBJECT TO A CITATION AND HAVING YOUR VEHICLE TOWED FROM CAMPUS FOR SUBSEQUENT VIOLATIONS, AT YOUR OWN RISK AND EXPENSE!

The speed limit is 25 mph. on campus roads with the exception of Titan Drive which is 15 mph and 5 mph on walkways and in parking lots. Drive vehicles only on the roadways and park in designated areas. Faculty/staff carpool spaces are designated in Parking Lots #5 and #8. Students are not permitted to use these spots. Special sections for motorcycle parking are available in Parking Lots #7 and #8. Students violating posted 'reserved' areas or posted 'no parking' areas will be subjected to having their vehicle in violation towed from the posted zone at the risk and expense of the owner or driver. All such towing fees must be paid directly to the towing service before the vehicle will be released.

Fire Procedure

Fires should be reported immediately by activating the nearest fire alarm and by notifying the nearest college official or dialing **the emergency number 5550**. It is mandatory that the buildings be evacuated when the fire alarm sounds. Evacuations must be done in an orderly fashion, by the exit nearest you that is clear of any emergency. Go directly to the appropriate area as directed by your professor or a CCM fire marshal. Re-

enter only when directed by the fire marshals or Public Safety personnel. Take all personal items with you when exiting the building.

Furniture and Equipment

College furniture and equipment are for the use of students and other members of the college community. Removal and transfer of furniture will not be permitted. Any person caught damaging college property will be charged for actual repair or replacement costs and can be subjected to disciplinary action.

Immunization Requirements

New Jersey Law requires that all full-time students present a valid record of immunization against measles, mumps, rubella, and hepatitis B as a condition of enrollment. The state requires two doses of live measles containing vaccine administered after 1968. Individuals are exempt from this requirement only if they were born before 1957. Hepatitis B is a series of 3 shots over a six month period. Documentation of blood titers is also acceptable. As of June 2020, all full-time college students are also required meningitis vaccinations depending upon age. This information needs to be presented to the college prior to registration for a second semester. Immunization forms are to be scanned to health-services@ccm.edu.

Sale of Merchandise

The only agency regularly authorized to sell items on campus is the Campus Store. Any others wishing to sell on campus must have the expressed permission of the Dean of Students and the Manager of Auxiliary Enterprises. Students as individuals cannot sell merchandise on campus.

Smoking

County College of Morris is a smoke-free campus. Smoking is banned from all campus buildings and anywhere on campus grounds. Smoking will only be permitted in vehicles not owned by the college. Smoking fines are \$75 for the first offense, \$100 for the second offense and \$125 to \$250 for the third offense. A fourth offense will increase the fine amount and may result in a Judicial Board referral. Fines must be paid within 10 days of the date it was issued. If an appeal is filed and upheld, the fine will be refunded.

As used in this policy, "smoking" means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco or any other mater that can be smoked which includes electronic (vapor) products, and in accordance with P.L. 1981, Ch. 320 as amended, includes the inhalation or chewing or snuff or chewing tobacco.

CAMPUS SERVICES

ALUMNI RELATIONS

The County College of Morris Alumni Relations Office is part of the CCM Foundation and is dedicated to meeting the needs of its graduates. Membership in the Alumni Association is automatic once a degree or academic program certificate is granted through CCM. A list of benefits can be found in the Alumni section of the CCM website at <http://www.ccm.edu/alumni/alumni-benefits/>. Various other information, including Alumni Scholarships, the Alumni Newsletter, and an address update form is also available on the of the website. Share your email and cellphone number on the address update form to receive the most up to date information on alumni events, services and opportunities. Please also join us on the [CCM Alumni Association Facebook](#) and [LinkedIn](#) pages!

Location: Henderson Hall HH211
Phone: 973-328-5060
Hours: 8:30 am – 4:30 pm Monday – Friday
Email: alumni@ccm.edu

CAMPUS STORE

The CCM Campus Store is located on the upper level of the Student Community Center and is college-owned facility serving CCM students, faculty, staff and visitors. The Campus Store offers textbooks and supplies, electronics, calculators, clothing, stationery, trade books, greeting cards, and convenience items.

Visit bookstore.ccm.edu for current hours

Extended hours may apply during the first week of a term. Summer hours differ. See the Campus Store website for details.

Phone: 973-328-5151, Fax: 973-361-4953
Email: bookstore@ccm.edu
Website: bookstore.ccm.edu

Textbook Buy-BackSelling Your Books Back

At the beginning and end of Fall and Spring semesters, the CCM Campus Store conducts a buy-back for many of the titles used in the previous semester. The dates are posted around campus and on the bookstore website prior to the buy-back.

Visit <https://bookstore.ccm.edu/sell-books> for current buyback hours or to sell your books online.

Online

You are invited to visit the Campus Store's website: bookstore.ccm.edu to get current textbook information, make inquiries, order textbooks, and shop for school spirit items. The CCM Campus Store also hosts a price comparison tool on their website that allows you to see prices from multiple vendors for your course materials.

Charge/Debit Cards

The Campus Store accepts American Express, MasterCard, Discover and Visa Credit Cards in payment for purchases.

Checks

Check should be made out to CCM Bookstore. The Campus Store will accept your personal check in payment for merchandise under the following conditions:

1. Your personal check must be drawn on a New Jersey bank with the name and address pre-printed on the check. No two-party checks are accepted.
2. You must have a valid New Jersey license and up to date CCM ID.

Return Policy

Last day for textbook refunds is based upon the academic term. Visit <https://bookstore.ccm.edu/payment-methods-return-policies> for specifics. Books must be in original condition (in shrink-wrap, if applicable). Original receipt and proof of registration status are required.

Non-text merchandise is returnable within 14 days with original receipt in resalable condition. Electronic items are not returnable once opened.

COPIERS/NETWORK PRINTERS

Copiers/Printers for Students are located in Sheffield Hall 200 and the LRC. Black & White/Color copies are available.

VENDING MACHINES

Vending Machines are located in the:



- Academic Complex
- HPE Building
- Student Community Center
- Henderson Hall
- Advanced Manufacturing & Engineering Center
- Sundries/Snacks: Available at the Campus Store during regular store hours.

DINING SERVICES

CCM has three food venues on campus including the SCC Café, the LRC Café and the Cohen Café. Hours vary by location. Visit <https://bookstore.ccm.edu/pomptonian> for current hours.

LIBRARY – SHERMAN H. MASTEN LEARNING RESOURCE CENTER 2nd Floor

The Library is on the second floor of the Sherman H. Masten Learning Resource Center and is open to CCM students, faculty and students with CCM ID. Visit the Library for study space, research, and computer use. Printing is available on a limited basis; printers accept cash only.

Library services are available online and in person. Visit the Library or the LRC website <http://www.ccm.edu/library/> for:

Online and in person research tutoring – no appointment needed. Drop by the Library service desk or email, call, text or chat with a librarian during Library hours.

Journal article and information databases and ebooks

Book checkouts at the Library.

For hours and information, see the Library website <http://www.ccm.edu/library/>.

PUBLIC SAFETY DEPARTMENT

The Department of Public Safety is available 24 hours a day, 7 days a week including holidays. The department is located in the 675 Route 10 building. 973-328-5550

The mission of the DPS is to provide a safe and secure environment for all persons who interact with the College and to provide this in a manner and atmosphere which is conducive to your educational development. Specifically, the department has the responsibility of planning, supervising, and monitoring all activities relating to the safety of the campus population. In addition, DPS staff are trained to respond and assess all types of emergencies that can occur at the campus to mitigate the safety of the campus population.

Public Safety personnel are non-sworn officers who are trained in first aid, emergency response, incident command, CCM campus and motor vehicle rules and regulations. Officers can provide assistance for those in need of escorts due to medical or security needs, vehicle problems and other campus safety / security concerns. If you have any questions regarding your safety or security at CCM please feel free to contact the Public Safety Department at any time 973-328-5550

Various services:

1. Registers visitors to the campus and issues temporary visitor IDs.
2. Provides safety information and checks staff and student CCM IDs
3. Jump start vehicles (dead batteries only).
4. Open car doors (keys lost/ locked in vehicle) Must have a current student ID card, valid driver's license or authorized parking permit.
5. Maintains Lost & Found Property.
6. Emergency message delivery – Titan Alert.
7. CPR / AED and First Aid trained and certified
8. Emergency transportation and escorts.
9. Enforces all Student and Staff Code of Conduct violations at the campus.
10. Emergency evacuation planning, procedures, and drills. <https://www.ccm.edu/wp-content/uploads/pdf/safety/Policy-Emergency-Evacuation-Faculty.pdf>

Rave Guardian Safety App:

Rave Guardian is a custom-branded personal safety app that helps institutions connect and engage with their communities wherever they are. It partners with our Rave Alert software, which sends out our Titan Alerts. CCM has partnered with Rave and the Morris County 9-1-1 center to maximize the benefits of the app.

Download the Rave Guardian Safety App. This is the best way to learn about all the different safety concerns on our campus. Just download the Rave Guardian App using your cell phone's App Store or Google Play. Then you can log in by using your CCM ID and password. Sharing your location is not required, the app also connects you to CCM Public Safety and college resources. <https://www.ccm.edu/wp-content/uploads/pdf/safety/Get-RAVE-Guardian-APP.pdf>

Location: Parking lot number 10 at 675 Rt. 10.
Hours: 24 hours/day, 7 days/week
Phone: 973-328-5550
Website: <http://www.ccm.edu/public-safety/>
Email: publicsafety@ccm.edu

RUTGERS / CCM PARTNERSHIP

In order to facilitate the transfer process, Rutgers, The State University of New Jersey and the County College of Morris signed a partnership agreement providing degree completion opportunities to North Jersey residents. Through the partnership, students who have earned an associate degree from an accredited community college can now pursue a Rutgers University baccalaureate degree conveniently located on the CCM campus.

The Rutgers-County College of Morris partnership currently offers the following undergraduate degrees: Criminal Justice, Psychology, and Public & Nonprofit Administration.

To request additional program information, please visit: <http://rutgersatccm.org/request-information-about-morris>

Location: DeMare Hall, DH269
Phone: 973-328-5670
Email: twuorinen@docs.rutgers.edu

SPECIAL EVENTS

Each year, the Department of Special Events sponsors programs that engage the college and community at large. Partners with academic departments to bring special guest lectures to campus. Special Events includes supporting all Foundation events (Annual Golf Outing and Gala) and CCM musicals, dance performances, guest lectures, art receptions, family events, Veteran's Day Celebration, ground breaking, facility opening many other college celebrations.

Location: Henderson Hall, HH211C
Phone: 973-328-5054
Email: cmcardle@ccm.edu

- Volunteer options available

TESTING CENTER

The Testing Center handles a variety of student testing needs.

Located: Learning Resource Center – Room LRC101
Phone: Online Testing 973-328- 5166
Email: testing@ccm.edu

Basic Skills Placement Testing

Accuplacer Placement Testing services provided by the center include the Basic Skills Placement Testing in Math, English, LOEP (Level of English Proficiency), and Computer Literacy for newly admitted and newly matriculated students and college level math placement in 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 CLEP's web site: www.collegeboard.com/clep or <https://www.ccm.edu/admissions/placement-testing-2/testing-center/clep-registration>.

Microsoft Office Specialist Certification is available through the Testing Center. Information can be found at <https://www.ccm.edu/admissions/placement-testing-2/testing-center/microsoft-office-specialist-certification-testing>

Quickbooks Certification is available through the Testing Center. Information can be found at <https://www.ccm.edu/admissions/placement-testing-2/testing-center/quickbooks-certification-testing>

TUTORING CENTER

The Tutoring Center houses the Math, Writing, Science Center and partners with our adjacent Storyteller's Speech Lab. The Center provides tutoring assistance in writing, mathematics, science and speech courses. In addition, the Center offers tutoring in ESL and other subjects, refers students to departments that offer specialized tutoring, and runs academic workshops. Additionally, the Center gives students access to computers and quiet areas to do their work. Other services include online tutoring in a wide variety of subjects

via Smarthinking 24/7. Students can access online tutoring support through the Center's Blackboard Learn course Tutoring Center: Math, Writing & Science. Where they can also access other academic/study resources.

Due to COVID, the Tutoring Center continues to operate virtually, offering web conference tutoring via WebEx or Zoom. Additionally, other services such as academic workshops, exam reviews, and weekly group tutoring sessions are available online. For any special in-person tutoring request or assistance, please contact the Center. To see schedule or make an appointment visit <http://www.ccm.edu/tutoring-center>

Location: DeMare Hall, DH156
Hours: 8:30 am – 6:30 p.m. Monday through Thursday
8:30 am – 3:00 p.m. Friday
Phone: 973-328-5367
Email: tutorcenter@ccm.edu

MATH CENTER

The Math Center is designed to enhance the learning experience of CCM students in a variety of mathematical areas. The tutoring staff consists of faculty and peers, who offer individual and group appointments. Additional resources that are available in the center include instructional computer software and academic workshops. For further information and schedule an appointment, please go to <http://www.ccm.edu/tutoring-center>

WRITING CENTER

The Writing Center is designed to help students improve their writing skills. Assistance is available through instruction by faculty tutors, instructional videos and computer software. All of the writing tutors are full-time members of the English Department. Tutors diagnose writing problems, provide instruction in theory, and offer practice for writing improvement in any subject. Additionally, writing tutors will host a variety of academic workshops to supplement student support. For further information and schedule an appointment, please go to <http://www.ccm.edu/tutoring-center>.

SCIENCE CENTER

The Science Center is designed to enhance the learning experience of CCM students in a variety of the science subjects. Individual tutoring assistance is offered as well as group workshops, and materials such as microscope slides, bones and other specimens. In addition, computer software is available for study in biology and chemistry courses. Tutors are full-time biology and chemistry faculty as well as trained peer tutors. For further information and schedule an appointment, please go to <http://www.ccm.edu/tutoring-center>.

VIRTUAL CAMPUS

Virtual Campus is committed to inclusiveness, diversity, high-quality and a “learning without borders” experience for all without the need to access a physical campus to engage in learning. Students may choose to pursue distance education through one of the following three formats: Virtual Campus, Online Instruction or Hybrid Courses. These formats are available in traditional, accelerated and late start semesters. For information regarding Distance Learning Services, please check out our website, <https://www.ccm.edu/virtual-campus/>.

Phone: 973-328-5332
Website: <https://www.ccm.edu/virtual-campus/>
Email: vclearning@ccm.edu

COLLEGE POLICY PROHIBITING SEXUAL HARASSMENT

The County College of Morris reaffirms its desire to create an academic/work environment for all students, faculty and staff, that is not only responsible but supportive and conducive to the achievement of educational/career goals on the basis of such relevant factors as ability and performance. Students and college personnel are required to maintain an environment which allows all students and all college employees to enjoy the full benefits of their learning experience or work. The use of explicit coercive sexual behavior to control, influence or effect the performance or status of an individual is prohibited.

Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome advances, requests for sexual favors or other verbal or physical conduct of a sexual nature that interferes with an individual's work or educational performance, or creates an intimidating, hostile or offensive working/learning environment.

The college has established a procedure to be followed in reporting and investigating complaints of sexual harassment. Any member of the college community who believes he or she has been subjected to conduct that violates this policy should follow the "Procedures for Reporting and Investigating a Sexual Harassment Complaint". Copies of this procedure are available from the Office of Human Resources & Labor Relations, the Dean of Students Office, an Academic Dean or the Counseling and Wellness Center.

NEW JERSEY CAMPUS SEXUAL ASSAULT VICTIM'S BILL OF RIGHTS

County College of Morris provides services with the New Jersey Campus Sexual Assault Victim's Bill of Rights (Pursuant to P.L. 1994 Chapter 160), which stipulates that victims of sexual assault are accorded the following rights.

1. To be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy.
2. To have any allegations of sexual assault treated seriously, the right to be treated with dignity.
3. To be free from any pressure from suggestion that victims are responsible for the commission of crimes against them.
4. To be free from any pressure from campus personnel to:
 - Report crimes if the victim does not wish to do so.
 - Report crimes as lesser offenses than the victim perceives the crime to be.
 - Refrain from reporting crimes.
 - Refrain from reporting crimes to avoid unwanted personal publicity.
5. To be notified of existing campus and community based medical, counseling, mental health and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities.
6. To have access to campus counseling under the same terms and conditions that apply to other students in the institution seeking such counseling.
7. To be informed of and assisted in exercising:
 - Any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus/pregnancy.
 - Any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.
8. To have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported.
9. To receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.
10. To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants.

The policy in its entirety may be picked up in the Counseling and Wellness Center, SCC 118.

POLICY AND PROCEDURES FOR PROVIDING SERVICES TO DISABLED STUDENTS

The County College of Morris believes that Disabled Students should have an equal opportunity to succeed academically at the college. Any disabled student that needs access to accommodations should contact the Accessibility Services Office at 973-328-5284 or email aso@ccm.edu for services.

A copy of the policy in its entirety may be obtained in the Accessibility Services Office. This will include:

1. Definitions of disability and auxiliary aids and modifications/accommodations.
2. Eligibility for use of auxiliary aids and modifications/accommodations.
3. Students and faculty member's rights and responsibilities.
4. Confidentiality and disposition of records.
5. Appeal/grievance rights.

THE STUDENT RIGHT TO KNOW ACT

The Student Right to Know Act of 1998 requires that all post-secondary institutions participating in federal student aid programs disclose certain institutional and financial assistance information. This information is available to current and prospective students, parents, employees and other interested parties directly from the college's website at the following link: <http://www.ccm.edu/consumer>.

SUMMARY STATEMENT OF RESPONSIBILITY FOR STUDENT USE OF TECHNOLOGY AT COUNTY COLLEGE OF MORRIS

County College of Morris provides information technology necessary for gaining access to resources that promote its mission and goals and provide an atmosphere that encourages the free and open expression of ideas. Information technology in classrooms, laboratories, and other computing facilities on campus may be used for purposes related to academic studies, official business with the college, and other college-sanctioned activities.

Accessing and using technological resources are privileges. Certain responsibilities accompany such privileges; understanding these responsibilities is important for all information technology users.

By utilizing information technology at County College of Morris, users agree to abide by this policy.

Users of County College of Morris's computer facilities must agree to:

- 1) Take responsibility for the protection and appropriate use of any CCM account and its associated data.
- 2) Respect the privacy of information stored using CCM's computing facilities, whether this information belongs to the user or to others.
- 3) Abide by any patent or copyright restrictions which may relate to the use of CCM's computing facilities, products, or documentation.
- 4) Refrain from using CCM's computing facilities for any form of private financial gain.
- 5) Refrain from using computing privileges to access other computer facilities to which the CCM network is connected without the appropriate approvals to do so.
- 6) Do not plug any non-issued CCM laptop into CCM's network.
- 7) Do not alter, disconnect, or switch any computer cables or wires.
- 8) Take no actions that constitute misuse of user access privileges. Misuse of privileges and improper use of information technology includes, but is not limited to, the following:
 - A. Engaging in behavior that causes or may cause the destruction of or damage to equipment, software, or data belonging to CCM or to other users;

- B. Violating or attempting to bypass system securities;
- C. Violating computer software license agreements;
- D. Making unauthorized use of computer accounts, passwords, or access codes;
- E. Seeking information on, obtaining copies of, or modifying files belonging to other users;
- F. Engaging in any form of academic dishonesty, such as plagiarism, cheating, or the unauthorized copying of copyrighted material;
- G. Harassing, libeling, or slandering other users;
- H. Engaging in any form of illegal activity;
- I. Engaging in any behavior that interferes with other technology users in public use areas;
- J. Downloading information without proper approval from a college administrator.

Violation of the statements described above will be dealt with in accordance with normal disciplinary procedures of the college. Illegal acts involving college communication resources may also be subject to prosecution by local, state and/or federal authorities. The college reserves the right to extend, limit, restrict, or deny privileges and access to its information systems and technologies when presented with evidence of a violation of this or other college policy, or local, state and federal laws. This agreement will remain in force as long as I make use of CCM's computing facilities or services. No user has a privacy interest in the use of any of the college's information technology resources such as email, voicemail, etc. All material resident on the college's information technology resources are subject to both e-discovery and public records requests. Additionally, such materials may be used by the college for disciplinary or legal purposes. January, 2015

CONFIDENTIAL COMMUNICATIONS WITH THE BOARD OF TRUSTEES AUDIT COMMITTEE

Confidential written reports may be submitted directly to the Audit Committee of the Board of Trustees concerning suspected conflicts of interest, unethical conduct or irregularities in the financial and procurement practices of the College. These reports should be addressed to:

Board Audit Committee
 County College of Morris
 Lock Box #1
 214 Center Grove Road
 Randolph, NJ 07869-2086

Access to the above mail box is restricted to members of the Board Audit Committee. The college pledges non-retaliation against persons making a good faith report to the Audit Committee where there is a reasonable basis for the content of the report. Persons knowingly submitting false information will remain answerable for such misconduct.

CHANGES AND CANCELLATIONS

Because of the uncertainties regarding course enrollment and regarding appropriation of public funds for community colleges, the college reserves the right to modify, alter, or cancel any of its programs, courses or services.

The college reserves the right to change instructors, to cancel, combine, or divide courses, to change the time, date or place of meeting, to change the cost per course, and to make other necessary decisions in these course offerings, and to do so without obligation. The college may cancel a course if registration fails to meet expected levels. If a course is cancelled, the college will attempt to notify participants through the student email system or by telephone prior to the first class meeting. Students will receive a full refund. The college is not responsible for errors in printed material.

CAMPUS DIRECTORY

OFFICE	EMAIL	TELEPHONE:
		973-328-****
The Academic Success Center	tasc@ccm.edu	5530
Admissions	admiss@ccm.edu	5100
Allied Health	dvillneuve@ccm.edu	5144
Alumni Relations	alumni@ccm.edu	5060
Aquatic Facility	athletics@ccm.edu	5252
Art & Design Department	ngruneiro@ccm.edu	5446
Accessibility Services Office	aso@ccm.edu	5284
Athletic Office	athletics@ccm.edu	5252
Athletic Equipment Issue	athletics@ccm.edu	5253
Athletic Trainer	athletics@ccm.edu	5256
Biotechnology & Chemical Technology	BioChem@ccm.edu	5360
Biology & Chemistry Department	BioChem@ccm.edu	5360
Bookstore	bookstore@ccm.edu	5151
Bursar Office	bursar@ccm.edu	5115
Business Department	msutton@ccm.edu	5656
Campus Life Office	campuslife@ccm.edu	5225
Campus Store	bookstore@ccm.edu	5151
Career Services	career-services@ccm.edu	5245
Counseling and Wellness Center	counseling@ccm.edu	5140
Criminal Justice Department	mkazaba@ccm.edu	5760
Dance Department	tduncan@ccm.edu	5326
Dean of Students	dsd@ccm.edu	5570
Distance Education/Virtual Campus	vclearning@ccm.edu	5332
Dramatic Arts & Theatre Production	mmammon@ccm.edu	5460
Early Childhood Education		5631
Educational Opportunity Fund	eof@ccm.edu	5270
Emergency	publicsafety@ccm.edu	5550
Emergency Closing	Titans Alert	5580
Engineering Technologies/Sciences		5760
English & Philosophy Department	Cohen Hall CH 300	5460
Environmental Science Department	Sheffield Hall SH 208	5360
Financial Aid	finaid@ccm.edu	5230
Graphic Design Department	kyermeni@ccm.edu	5446
Health & Exercise Science	mpaul@ccm.edu	5328
History, Political Science	mparrella@ccm.edu	5641
Honor Program	honors@ccm.edu	5459
Hospitality & Culinary Department	mcosgrove@ccm.edu	5629
Information Technology Department	solutioncenter@ccm.edu	5600
Intramural Office	athletics@ccm.edu	5255
Landscape & Horticultural Technology	boleksak@ccm.edu	5363
Languages & ESL Department	LanguagesESLDept@ccm.edu	5420
Library-Learning Resource Center	lrcref@ccm.edu	
Library General Information	lrcref@ccm.edu	5300
Mathematics Department	elewis@ccm.edu	5707
Mechanical Engineering Technology		5760
Media Center	jschilp@ccm.edu	5290
Music, Dance & Performing Arts Dept.	mmammon@ccm.edu	5430

Nursing Department	nursingdepartment@ccm.edu	5352
Performing Arts Department	mmammon@ccm.edu	5427
Phi Theta Kappa	campuslife@ccm.edu	5228
Photography Department	hsloven@ccm.edu	5446
Physics/Engineering Science		5760
President's Office		5030
Psychology & Education Department		5631
Public Administration	liberalarts@ccm.edu	6541
Public Safety	publicsafety@ccm.edu	5550
Radiography Department	dvillneuve@ccm.edu	5144
Records & Registration	registrar@ccm.edu	5200
Respiratory Therapy Department	jrutkowski@ccm.edu	5423
Rutgers/CCM Partnership	twuorinen@docs.rutgers.edu	5670
Sociology, Economics & Anthropology	jschennum@ccm.edu	5602
Special Events	cmcardle@ccm.edu	5054
Student Activities Programming Board	sapb@student.ccm.edu	5216
Student Government Association	sga@student.ccm.edu	5225
Student Records	registrar@ccm.edu	5200
Testing Center	testing@ccm.edu	5166
Transfer Services	transferservices@ccm.edu	5140
Tutoring Center	tutorcenter@ccm.edu	5367
Veteran's Representative	tasc@ccm.edu	5530
Vice President of Academic Affairs	jmarlin@ccm.edu	5070
Virtual Campus Services	vclearning@ccm.edu	5332
Weight Room	athletis@ccm.edu	5334
Women's Center	womenscenter@ccm.edu	5025
Workforce Development	wfd@ccm.edu	5083