

# The CCMemo

## Upcoming Events

### December 7 - 16

**A Holiday Under the Stars** will explore the night sky as it appeared thousand of years ago, and discuss how it relates to the season from the perspective of cultures all over the world. It will be held at 7:30 p.m. on December 7; and 1 and 3 p.m. on Dec. 8; 7:30 p.m. on December 14; and 1 and 3 p.m. on December 15, in the Planetarium. Admissions: CCM employees and seniors \$4, adults \$5, and children \$3. For further information contact ext. 5076.

**Kwanzaa Ceremony & Holiday Celebration**, ceremony/buffet/fellowship/holiday spirit. 2:30 p.m. to 4 p.m., December 10, SCC, Davidson, Room A. *We appreciate your continuing support of the EOF program.*

**Poinsettia sale**, red, pink, white, and marble in 6" pots, all multi-bloom plants. \$7 each or 3 for \$20. In the Agricultural Technology Center, 11 a.m. - 5 p.m., December 10 - 13. The Nursery and Landscape Club will be selling poinsettia's, 11 a.m. - 1 p.m., December 10, SCC.

**PERS / TPAF** pre-retirement seminar, on-site classes between 4 and 7 p.m., December 10, LRC 115. To sign up, log onto their website, [www.state.nj.us/treasury/pensions/seminars.htm](http://www.state.nj.us/treasury/pensions/seminars.htm).

**ING** is scheduling one-on-one investment / retirement savings plans appointments between 1 and 4 p.m., December 12, LRC 115. To schedule an appointment, please contact Jeanne Weaver at 732-326-5621 or via e-mail [JWeaver@gittermansacks.org](mailto:JWeaver@gittermansacks.org).

**Women's Center Seeking Angels**, six "angels" have been posted on the bulletin board next to the fireplace in the Student Center lobby. These "angels" have stories about some of our clients and would appreciate any donations of money, food vouchers, toys, movie tickets, clothing and toiletries. Please do not remove the angels. All donations can be dropped off at the Women's Center, SCC 115. The deadline is December 12.

## Radiography Department presented with new equipment

County College of Morris recently received a sensitometer and densitometer for the Radiography program from Glenbrook Technologies in Randolph. The equipment allows students to evaluate the dosage of radiation a patient receives and prepares them to use this important equipment when taking their national boards.

The equipment was presented to CCM by Gil Zweig, president of Glenbrook Technologies, Inc. and his wife Claire Zweig, vice president of Glenbrook Technologies. Gil Zweig is also a member of the CCM Foundation Board of Directors.



Pictured from left: Claire Zweig, Gil Zweig, Denise Vill'Neuve

## Kudos

Professor Charles Selengut was recently invited to speak by the Columbia Seminar on Religion. He will be doing a scholarly presentation to the Columbia University Seminar on Religion covering his research on the Middle East and Jewish Fundamentalism. The Columbia seminar, attended by leading scholars, is by invitation only. It meets several times a year to discuss issues of religion, history and social conflict. The seminar will take place 7 p.m., December 17 at the Columbia University.

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## CCM recognized World AIDS Day 2007

*The campus recognized World AIDS Day 2007 with a display of nine panels from The AIDS Memorial Quilt. At the Opening Ceremony on December 1, World AIDS Day, the panels were unfolded while the names of each person represented on the panels were read. Throughout the day members of the public came to campus to view the quilt. On Monday, December 3, the quilt was made available to the campus community. In addition, a presentation, "Living and Loving in a World with AIDS" was facilitated by guest speaker, Elaine Pasqua, on Monday as well. Thank you to all the students, faculty, staff and community volunteers that made the event possible.*



*Don Phelps*

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## Guidelines for Official Withdrawals — Fall 2007

### Official Withdrawal from Individual Courses:

To withdraw officially from a course, students must complete the appropriate form available in the Office of Records & Registration. Merely notifying the instructor is not an official withdrawal. Students who do not complete the course and who do not complete the proper withdrawal process will receive an "F" unless there are documented extenuating circumstances.

During the first two weeks of classes, students may drop a course by completing the **Drop/Add Form**. This instance does not require the instructor's signature, will remove the class from the student's permanent record, and will generate an appropriate tuition refund to the student.

Students may withdraw officially from a course with a "W" designation once the second week of classes has ended, but before 75% of the course completion. In this case, students must complete a **Withdrawal Form**, have the faculty member enter the last date of attendance, sign and date the form, and return it to the Office of Records & Registration.

After 75% of the course completion, students may pursue a withdrawal as long as there are extenuating circumstances that can be documented. Withdrawal requests to avoid failing grades without clearly documented circumstances will be denied. If such circumstances prevail, students must begin the withdrawal process through the Office of Counseling Services.

12/7/07

### Official Withdrawal from College:

Students who wish to withdraw officially from the college must complete a **Withdrawal Application Form** in the Office of Counseling Services. The withdrawal will be effective as of the date the student submits the Withdrawal Application to the Office of Records & Registration.

If a student withdraws from the college during the first two weeks of classes, no courses or grades will be included on the student's permanent record and the student will receive the appropriate tuition refund. If the student withdraws after the second week of classes but before 75% course completion, "W" designations will be given.

After 75% of course completion, students are committed to complete the courses and receive grades. A student, who fails to officially withdraw, may receive a grade of "F". A "W" will not be issued after 75% of course completion unless extenuating circumstances prevail. The student must contact the Office of Counseling Services to begin the late withdrawal process.

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## New Faces

Theresa Gould  
Senior Security Coordinator, *Public Safety*

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## Friendly reminder

If a student has never applied or attended the college and would like to register for a credit course, please direct them to the Admissions office to complete the application process. This process also applies for online and hybrid courses, as well as those who want to audit a credit course.

Class of 2006 Graduate Survey has been completed and is now available on Spider at [http://ccm.edu/spider/article.asp?thisHeadline=253&thisDept=Career%20Services%20and%](http://ccm.edu/spider/article.asp?thisHeadline=253&thisDept=Career%20Services%20and%20) Click on Graduate Surveys-2006. Copies of the survey are also available in print and will be sent to individuals upon request, contact ext. 5245.

CCM's Holiday Greeting Card **deadline is December 7**. To contribute, send cash or check made out to the CCM Foundation, along with two signatures in the boxes below, in **BLACK** ink, to Roxanne Smith, LRC 102. Your signature will then be added to the CCM Holiday Card. There is no minimum on how much you may contribute.

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## Swap and shop

**House for Rent:** Succasunna, NJ (3 miles from college). Three / four bedroom ranch, one bath; central air; oil heat. Fenced-in yard; deck; one-car garage. Off-street parking. Refrigerator, gas stove, electric washer and dryer; eat-in kitchen; living room / dining area combination with cathedral ceiling. Partially finished basement includes possible 4th bedroom, carpeted family room, separate shop area, cedar storage closet. \$1600 / month plus utilities. Call 973-584-1991 or ext. 5450.

**For Sale:** 2 BR Condo in Seasons Glen, Mt. Arlington, NJ. Built in 1998. Pool, tennis, fitness @ clubhouse. Taxes \$1200/yr, maintenance fee \$135 /mo. Exit 30 on Rt. 80. Close to bus & train to NY, \$229,900. Available after 12/15/07. Call 201-400-5713.

**For Sale:** 2001 Honda Civic EX, original owner, well maintained, clean, excellent condition, great on gas, \$6750 or best offer, call Steve at 908-868-7499.

*The CCMemo will be issued every  
Friday. Deadline for items to be submitted is Wednesday p.m.  
Please send items for submission to [rsmith@ccm.edu](mailto:rsmith@ccm.edu). Thank you!*