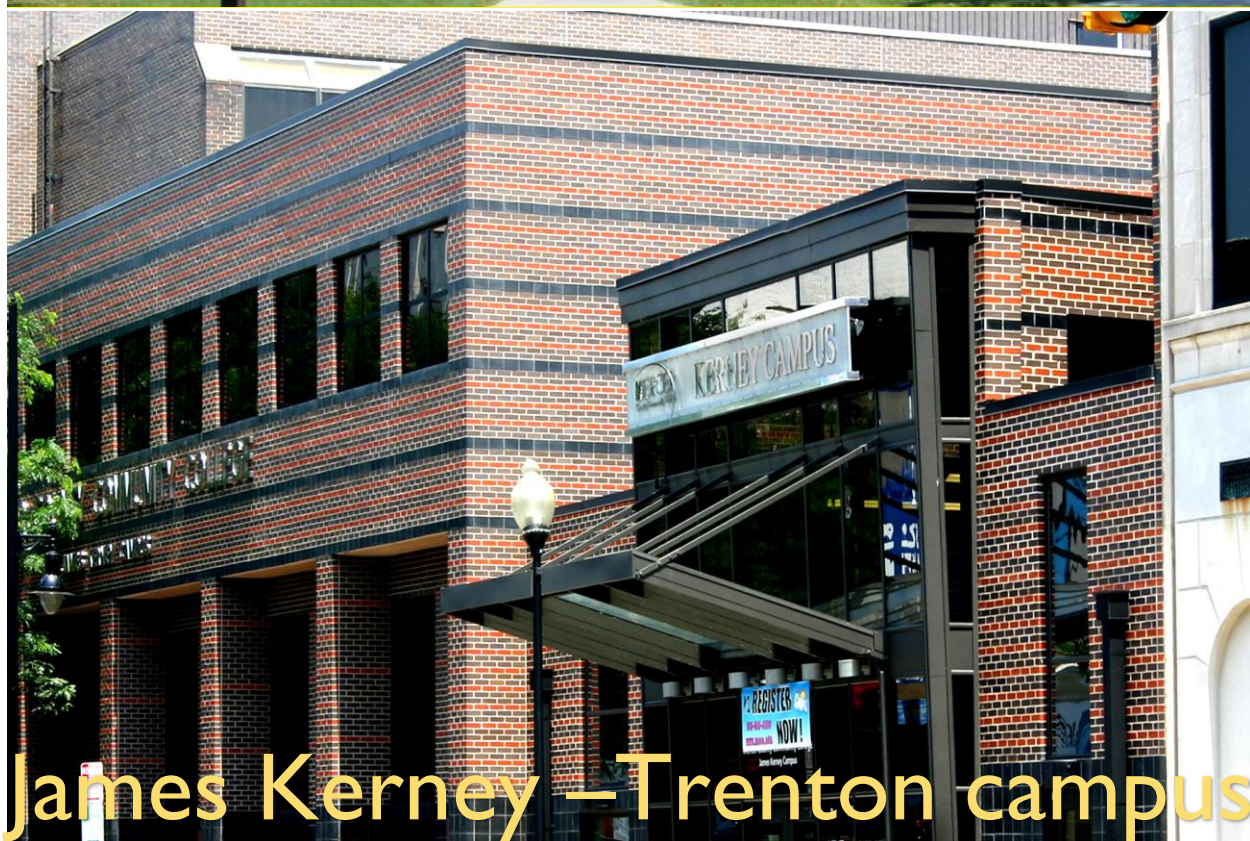


SOAR 2022-2023

Student Orientation and Registration Guide



West Windsor



James Kerney - Trenton campus

TABLE OF CONTENTS

SECTION 1: GETTING STARTED

Pages 2-9

Before the First Day of Class.....	2
What is SOAR (Student Orientation, Advisement, and Registration)?	2
Mapping Out Your Path to Success	2
Career Coach.....	3
Registering for Classes	3
Key Dates	4
How do I Pay My Tuition (Financial Aid, Payment Plan, Scholarships).....	4-5
MCCC Programs & Requirements (EOF, Degree, Certificate).....	5-6
University Center at Mercer	6
Be Prepared for Class.....	6
Important MCCC Policies	6-8
FERPA (Family Educational Rights & Privacy Act), Attendance.....	6
Academic Standing & Academic Progress, What is a GPA and why is it important?.....	7
Academic Integrity, Refund Policy, The Role of the Student (MCCC Student Handbook)	7
Title IX	8
New Student Checklist	9

SECTION 2: STUDENT SERVICES

Pages 10-18

Advisement (Academic & Faculty Advisors)	10-11
Student Success Coaches and Student Advocates.....	11
Counseling & Community Networks	12
Suicide Prevention	12
Career & Transfer Center.....	12
Technology Services (Help Desk, etc.).....	13
MyMercer Mobile App.....	13
MercerOnline	13
MyMercer Portal/Student Planning/MercerMail (Office 365)/Blackboard.....	13-15
Learning Centers	15
Library and Computer Labs	16
Document Printing.....	16
Testing Centers.....	16
Students with Disabilities (Center for Inclusion, Transition & Accessibility).....	17
Shuttle & Public Bus Services.....	17
International Students and ESL Admissions.....	18
Veterans.....	18

SECTION 3: STUDENT LIFE

19-21

Student Life & Leadership (Student Government, L.E.A.D.).....	19-20
Clubs and Organizations	19
Athletics, Health & Wellness	20
MCCC Safety and Security (Student Photo ID Card, Parking, M-Alert, Alertus + App).....	20-21
Campus Eateries and the Mercer Meal Money Card.....	21
Bookstore.....	21
Campus Map	Inside Back Cover

SECTION I:

GETTING STARTED

BEFORE THE FIRST DAY OF CLASS

WHAT IS SOAR?

SOAR stands for Student Orientation, Advisement and Registration. Orientations are held before each Fall and Spring semester.

What's Included in New Student Orientation?

- ✓ Enrollment, Advisement and Class Registration
- ✓ Obtain Mercer Student ID Card/Parking Decal
- ✓ Meet Staff, Faculty and Current Students
- ✓ Student Success Tips and Resources
- ✓ Student Portal Overview
- ✓ [SOAR ZOOM](#)
- ✓ Meeting ID: 86111638130 – June 16th at 6 p.m.
- ✓ Meeting ID: 86111638130 – July 14th at 6 p.m.
- ✓ Meeting ID: 86111638130 – August 18th at 6 p.m.
- ✓ Meeting ID: 86111638130 – August 31st at 6 p.m.



The orientation webpage is: <http://www.mccc.edu/SOAR>

For more information, contact the Student Life and Leadership Department at 609-570-3435 or SOAR@mccc.edu.

Mapping Out a Path to Success

Where are you going? How do you plan to get there?

Maybe you will get your Associates Degree and enter the job market.



Some may transfer to a 4-year college by doing one of the following:

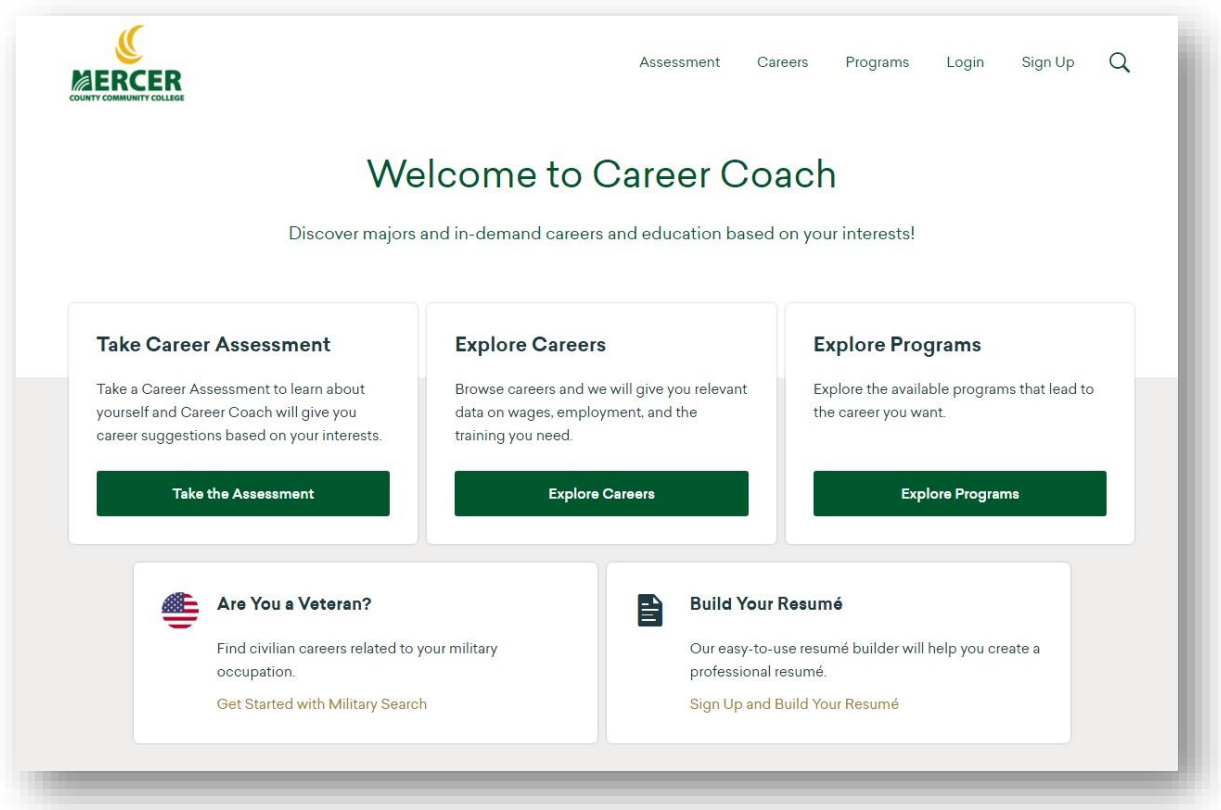
- Transfer credits as a package deal to NJ Public Colleges/Universities (AA or AS degrees only – be sure to carefully select your program - http://www.mccc.edu/programs_degree.shtml)
- Qualify for additional transfer scholarships not available to other students!
- Get guaranteed admission to schools like Rutgers, TCNJ, Rider, Montclair, etc. through the Dual Admissions Program! (must apply during your first 30 credits at MCCC)

Perhaps you are in the process of changing careers or want to further your education. Maybe you are undecided and are searching for where your strengths and interests lie. MCCC has services that will help everyone reach their individual goals.

What is “Career Coach?”

Career Coach is a tool that supports student planning and success by providing easy online access to career information. Students take a career assessment. The assessment results lead to career matches with information on education, salary, job description and job postings tailored for Mercer County. Those career sites link directly to Mercer programs to match career interests.

“Career Coach” can be found at www.mccc.edu in the “Academics” menu, in the MyMercer Portal, or at this direct web link: <https://mccc.emsicc.com>.



Registering for Classes

For your first semester, meet with an academic advisor to develop your schedule. Classes are offered days, nights, and weekends at MCCC’s two campuses in West Windsor and Trenton. There are courses that meet for a full 14 weeks, along with other “fast track” courses condensed to five, seven or ten weeks. Winter and summer courses are also available in abbreviated class durations. MercerOnline offers maximum scheduling flexibility with classes conducted through the Internet.

After your first semester at Mercer, you will be assigned a faculty advisor through your academic division. Visit your faculty advisor and/or a counselor in Transfer Services periodically to stay on track with your college goals. The new “Student Planning” online tool, accessed via the MyMercer Portal, can also assist with your academic planning.

Key Dates

To find key dates regarding when a semester will start and end, exams, or withdrawal and refund deadlines, visit the MCCC website at http://www.mccc.edu/news_calendar_academic.shtml.

HOW DO I PAY MY TUITION?

Financial Aid (http://www.mccc.edu/admissions_financial.shtml)

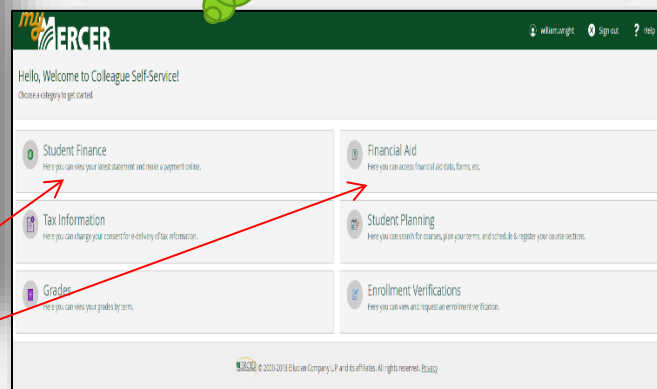
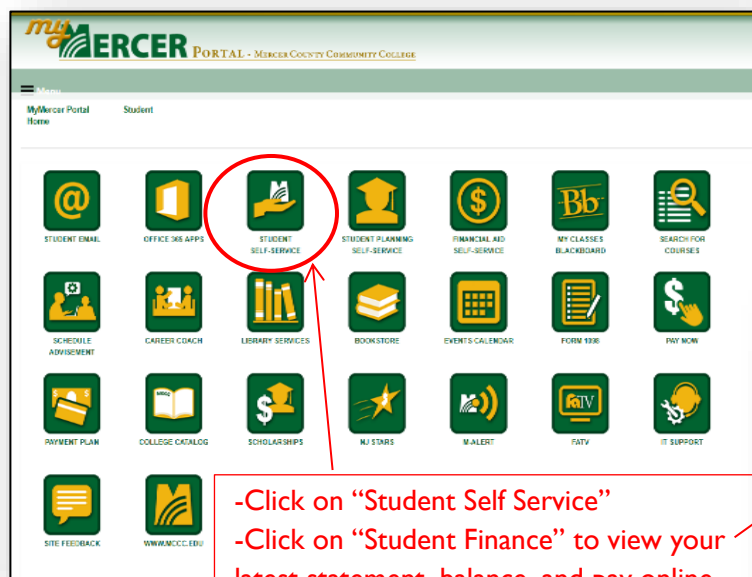
Email: finaid@mccc.edu

To be considered for every federal, state and college financial aid program at Mercer, your FAFSA must be received at <https://studentaid.gov> by April 15th for the fall semester or October 1st for the spring semester. The FAFSA can be submitted beginning October 1st for the following academic year. The FAFSA is available from October 1st through June 30th each year.

Federal Aid will NOT cover courses that are not in a student's program, with the exception of remedial courses. Please be sure to sign up for courses that meet your program requirements. Additional courses taken for exploration outside of a student's major cannot be used for financial aid eligibility. If you don't attend a class or fail a class, you may need to return the financial aid.

If you drop or fail classes, future financial aid may be affected. If there were extenuating circumstances, please communicate with the Financial Aid department. *This money is specifically awarded for education-related expenses including tuition, fees, and books.* Eligibility depends upon financial need.

Financial Aid offices are located in SC second floor on the West Windsor campus (609-570-3210) and KC 216. Status can be found in the MyMercer Portal.



Payment Plan or Pay in Full

All tuition and fees are payable at registration. Students are responsible for obtaining the necessary funds before registering. Payment may be made online by credit card or in person by cash or check. Students needing financial assistance should contact the Financial Aid office before registering. Students can pay their tuition online through the MyMercer Portal. If you have any questions you can attend virtual hours M- Th 9am- 6pm – Fr. 9am – 5pm [Launch Meeting - Zoom](#)

A Payment Plan is available, via a third party, for students needing to make monthly installments. Students can create a payment plan via the MyMercer Portal. A small enrollment fee is required. There are several plans available. Payments can be made by credit/debit card or automatic bank payment. No students will be enrolled, given transcripts, or graduated until they have fully paid all college accounts or have made satisfactory arrangements with the Accounting office. Fines are charged for overdue library books, parking violations, and misuse of lockers. Library fines are paid at the front desk of the Library, parking fines at the Accounting office, and locker fines at the Security office. More information can be obtained in the Statement of Student Rights and Responsibilities section of the MCCC Student Handbook available on the MCCC website (<http://www.mccc.edu/pdf/handbook.pdf>).

Scholarships

Mercer County Community College offers a variety of scholarship opportunities that become available regularly. Obtain details and apply by clicking the “Scholarships” icon in the MyMercer portal, or by visiting the following webpages: http://www.mccc.edu/programs_degree.shtml
http://www.mccc.edu/admissions_financial_scholarships.shtml
http://www.mccc.edu/foundation_scholarships_available.shtml

MCCC Programs and Requirements

Educational Opportunity Fund (EOF) Program

Funded by the state, EOF assists eligible low-income, academically under-prepared New Jersey residents attend college. Eligibility is based on receiving the Tuition Aid Grant (TAG) from the Higher Education Student Assistance Authority (HESAA) which is the State of New Jersey. It is designed to assist participants in developing attitudes, skills, and abilities that enable them to achieve their educational goals. Students who are accepted into the program are given personal counseling, academic advisement, tutoring, and supplemental instruction. Students interested in being considered for this program must complete the FAFSA. You may contact EOF at 609-570-3593 or visit them in the West Windsor campus Student Center Second floor (SC 230) or in KC 218 at the James Kerney campus. Their website is http://www.mccc.edu/student_services_eof.shtml.

Degree Programs

The academic programs offered by Mercer County Community College are among the most diversified and comprehensive in the country. Included are transfer programs that prepare students for entry into baccalaureate programs and career programs that prepare students for immediate employment after graduation. The terms "transfer" or "career" simply describe the primary objective of the program. Many transfer graduates have been successful in gaining employment upon graduation. Many graduates of career programs have been successful in transferring to four-year colleges, with many of their MCCC credits being accepted. In general, both kinds of degree programs require no more than 66 credits for graduation.

Credit Certificate Programs (http://www.mccc.edu/programs_certificate.shtml)

Mercer offers a number of certificate programs that provide training for specialized occupations. Certificate programs usually require 18 to 36 credits or their equivalent. Full-time students can complete some certificate programs in one year, while part-time students take longer. Some certificate programs take three years to complete and are available only in the evening. For individuals whose background and career goals do not coincide with an established program, the college offers the option to consider an individualized certificate program. The Funeral Service certificate program provides training toward completion of the education requirements for professional licensure as a funeral director and requires an associate degree or equivalent for admission.

University Center at Mercer – Building adjacent to Security Building (http://www.mccc.edu/student_services_transfer_on-site.shtml)

Extending beyond opportunities for two-year associate degrees, MCCC maintains agreements with other New Jersey institutions of higher education to allow students to earn bachelor's and even master's degrees at MCCC's West Windsor campus.

Fairleigh Dickinson University - Bachelor's and Master's
Felician University - Bachelor's
Rutgers University - Bachelor's
William Paterson University - Bachelor's and Master's
Wilmington University – Bachelor's and Master's

Be Prepared for Class

- ✓ Know time/place of class
- ✓ Purchase/bring books & supplies
- ✓ Check MyMercer portal/email regularly
- ✓ Check Blackboard
- ✓ Read your syllabus!
- ✓ Complete assignments (2-3 hours of homework per class weekly)

IMPORTANT MCCC POLICIES

FERPA (Family Educational Rights & Privacy Act)

FERPA grants rights for students to withhold disclosure of education records except for situations involving legitimate educational interest or as may be required by law. As a general rule, the following information can only be released to the student or to a college official (without consent by student):

- ✓ Grades or GPA
- ✓ Course enrollment or schedule
- ✓ Student ID numbers
- ✓ Social Security Numbers
- ✓ Race/Ethnicity/Nationality
- ✓ Religious Affiliation

Attendance

Students are expected to attend all classes of every course on their schedules and to be aware of each instructor's attendance policy.

- If an absence cannot be avoided, students should contact their instructor(s) for assignments or use the "buddy system". Prolonged absences due to illness, injury, or bereavement for an immediate family member should be reported to the office of the Vice President for Student Affairs.

Academic Standing & Academic Progress

A full-time student carries 12 or more credits. A part-time student carries less than 12 credits. Each student begins his/her enrollment in "Good Standing," which imposes no restrictions on his/her credit load. A student remains in Good Standing by passing the courses in which he/she enrolls each semester and by maintaining a satisfactory cumulative quality point average (QPA).

If a student does not pass or complete enough courses (or if grades are too low) the student will be placed on academic Warning, Probation, or Dismissal. *Be aware of your QPA!*

- Warning limits a student to 13 credits or fewer.
- Probation limits a student to 10 credits or fewer.
- Dismissal requires the student take one full 15-week semester off, and that you develop an approved Individual Success Plan before returning.

What is a GPA and why is it important?

A student's GPA is their Grade Point Average. A student's cumulative GPA is the Grade Point Average over all completed semesters. Many things can depend on a GPA - scholarships, transfers, pre-requisites, and honor society induction (just to name a few).

Full time and part-time students are considered for academic honors. Part-time matriculated students must have earned at least 12 credits in that academic year or in the most recent two-year period. To qualify for the MCCC Dean's Honor List, a 3.2 or better GPA is needed with no grades D, F, or NC. The required GPA for the MCCC President's Honors List is 4.0.

Academic Integrity

A student will be guilty of violating ACADEMIC INTEGRITY if he/she (a) knowingly represents work of others as his/her own, (b) uses or obtains unauthorized assistance in the execution of any academic work, or (c) gives fraudulent assistance to another student.

Refund Policy

Deadlines for course refund eligibility differ according to term length, as follows:

- **14-week terms:**
Full refunds are available for classes dropped **within the first seven days of the associated term** (NOT the *class* start date).
- **Terms shorter than 14 weeks:**
Full refunds are available for classes dropped **within the first two days of the associated term** (NOT the *class* start date).

A course dropped any time after refund eligibility for that course ends will be processed as a withdrawal. No refund of tuition or fees will be made to a student who is withdrawn from a course by an instructor due to non-attendance or who is dismissed from the college for cause. Dropped classes or withdrawals can cause adjustments to any financial aid awards, resulting in a balance being due to the college for tuition.

The Role of the Student (MCCC Student Handbook)

The Student Handbook, found under the "Current Students" tab on the MCCC website, contains the Code of Conduct, Student Rights and Responsibilities, and information about the services, clubs, organizations, activities and opportunities available at Mercer. The Code of Conduct clearly outlines our expectations and the sanctions applied for failure to comply. As an institution of higher learning, MCCC will not tolerate behavior inappropriate for a college environment where learning and success are valued. (<http://www.mccc.edu/pdf/handbook.pdf>)

Title IX

Title IX states that gender discrimination, sexual harassment and sexual violence are prohibited. There can be no retaliation. Students must be supported. The College must take steps to investigate and resolve the situation, end the violence, and work to prevent recurrences. Fairness must be exercised. The Title IX Coordinator, located in the AD building (Human Resources), oversees compliance and reports to the MCCC President.

Mercer County Community College prohibits discrimination and ensures students equal access to all college programs, facilities and events. The College is committed to providing a safe environment for all. As part of this commitment, transgender bathrooms are located in AD 115 and SC 126 at the West Windsor campus and JKC 204 at the James Kerney campus.

For more information, visit the MCCC website at <http://www.mccc.edu/pdf/title-ix.pdf>.



NEW STUDENT CHECKLIST



Prior to the Start of my First Semester...

1. I have registered for classes with an academic advisor; and printed my class schedule.
2. I have met with a Student Success Coach.
3. I have logged into My Mercer student portal account and reviewed the information in the Student Planning module.
4. I have researched my financial aid options by speaking to the Financial Aid department.
5. I have identified books, websites, study aides, and classroom location for each class.
6. I participated in the SOAR new student Orientation.
7. I have reviewed the sections in the college catalog, located on Mercer's website, that describe academic assistance and support, academic and college policies and procedures, and the Student Code of Conduct.
8. I have spoken to someone regarding my special needs/accommodations, Veterans resources, EOF Program, ESL Placement Test, etc. that applies to my specific situation.
9. I have accessed the "Student Life/Clubs" link in the "Current Students" menu on Mercer's homepage to investigate how I might become involved on campus.
10. Download the MyMercer Mobile App and the Alertus + App on your mobile devices.
11. I have obtained my MCCC Student ID number.
12. I have obtained my MCCC Student Photo ID and Parking Decal from the Security Desk.
13. I have obtained the MCCC Shuttle and Bus schedule (if needed).

Each Semester...

1. I have reviewed my address, phone number, and major in My Mercer student portal, and the information is correct.
2. I have reviewed the requirements for my program as outlined in Student Planning and the MCCC Course Catalog.
3. I have verified the start date, end date, and add/drop deadline for each class.
4. I have identified books, websites, study aides, and classroom location for each class.
5. I have made an appointment with my faculty advisor to discuss academic and career goals.
6. I have identified campus resources to assist with academic and career-planning success (e.g. tutoring, transfer/career services)
7. I have developed with my advisor my academic planning worksheet in Student Planning and will update it each semester to determine my pathway to graduation.
8. If I am planning to transfer, I have scheduled an appointment with the Transfer Services office (ONE STOP) and have reviewed online transfer information sources such as (www.njtransfer.org).
9. I have reviewed and completed all financial aid requirements if applicable.
10. I have updated my MCCC Student Photo ID at the Security Desk.

Ongoing...

1. I routinely check Mercer's Website and My Mercer portal to review the bulletin boards for information about student events on campus and clubs and organizations.
2. I check the MyMercer portal and my MercerMail daily.

Prior to my Final Semester...

1. I have completed a degree evaluation/audit.
2. I have met with my faculty advisor.
3. I have registered for my final semester.

SECTION 2:

STUDENT SERVICES

ADVISEMENT (http://www.mccc.edu/admissions_academic.shtml)

Academic advisors assist students with which classes to take to achieve their goals, guide students as to which program would best suit their interests, and assist with scheduling. Advisement is located in the West Windsor Student Center in the ONE STOP on the Second Floor and at the James Kerney Campus in room KC 210.

E-advising is available. A list of Faculty advisors is linked to their webpage.

To schedule advisement appointments:

1. Log into your MyMercer Portal.
2. Click on "Schedule Advisement" icon.

For more information, email advisor@mccc.edu or call:
WWC 609-570-3292
JKC 609-570-3139

Remember to "Opt In"
to receive text
messages/reminders
about appointments,
registration, and more!





Faculty Advisor

Students are assigned a Faculty Advisor from their Academic Division during their first semester that will oversee their academic progress, create an academic plan, and assist in scheduling. Students can find their advisor's name in the MyMercer portal on their schedule and in the Student Planning tool.

Center for Retention and Completion (<http://www.mccc.edu/coaching.shtml>)

Each Academic Division has a Success Coach. Student Success Coach. Every student is assigned a success coach based on your program of study. We recommend students begin with contacting a Student Success Coach. Success Coaches provide customized attention to students, and work with them to achieve the following:

- Balance work, family, and other responsibilities with studies and school work
- Develop learning and life management skills
- Develop goal setting and time management strategies
- Connect to campus and community resources
- Assess and identify challenges and overcome barriers
- Resolve conflicts and crisis affecting school work
- Persist until completion of certificate or degree



Through the Student Success Coaching Program on “**Blackboard**” or the MyMercer Portal, Success Coaches manage to consistently and continuously communicate with their student cohorts and keep them up-to-date with important deadlines, reminders, and links to Success topics and skills. Utilizing the *Discussion Board* tool, students are able and encouraged to voice their concerns and ask questions. Our Coaches can answer many general questions and point students to the correct department or personnel that can assist. Email successcoach@mccc.edu or email a coach directly:

• Liberal Arts	Emanuel Medina	609-570- 3236 medinae@mccc.edu	LA108
• Health Professions	Edwin Griffith	609-570-3166 griffith@mccc.edu	LA 106
• Online	Lorna Wiltshire	609-570-3572 wiltshil@mccc.edu	SC 231
• JKC	Melissa Santiago	609-570-3146 santiagm@mccc.edu	KC 328

Counseling & Community Networks (http://www.mccc.edu/student_services_counseling.shtml)

Counselors provide free and confidential short-term counseling, outreach, education, consultation and crisis management in a supportive and professional environment. These services help you resolve personal difficulties and acquire skills, abilities and knowledge that will allow you to take full advantage of your college experience and make effective and satisfying life choices. Examples of some of the issues we can help with: anxiety, relationship issues, stress, self-esteem issues, anger, sadness, depression, confusion about goals, and/or grief.

To make an appointment call, email or stop by the Counseling & Community Networks in SC second floor of the West Windsor Student Center and at the James Kerney Campus in room KC 210.

Counselor:

Senior Counselor - Yannick Ladson EdD, LPC, SC229 JKC: KC409 609.570.3354 (Both Campuses)

https://www.mccc.edu/student_services_counseling.shtml

Suicide Prevention

The Madison Holleran Suicide Prevention Act requires an institution of higher education to have individuals with training and experience in mental health issues, who focus on reducing student suicides and attempted suicides, available on campus or remotely by telephone or other means for students 24 hours a day, seven days a week. The individuals will also work with faculty and staff on ways to recognize the warning signs and risk factors associated with student suicide.

Capital Health offers emergency mental health services which include mobile outreach services and a help line which is available 24 hours a day, 7 days a week. The number is 609-396-HELP (4357).

The bill also requires that an institution must transmit to each student via electronic mail the contact information of the individuals, no later than 15 days following the beginning of each semester.

Career and Transfer Services



The Office of Transfer Services is located in the West Windsor Student Center (LB- Library) and Career Services in (SC-201) provides career testing, counseling, workshops, job opportunities, resume building, interview skills, job fairs, and transferring credits to and from other educational institutions. Visit their websites at:

Transfer Services

http://www.mccc.edu/student_services_transfer.shtml

www.njtransfer.org (gives courses equivalents at other institutions)

Career Services

http://www.mccc.edu/student_services_counseling_career.shtml

Job Search, Create Resume, Career Advice and Announcements

<https://www.collegecentral.com/mccc>





TECHNOLOGY SERVICES

Technology services such as the MyMercer portal, MercerMail, M-Alert, **Alertus +**, campus Wi-Fi, computer labs, and the MCCC **MyMercer mobile app** are provided to all MCCC students. If you encounter problems, you may contact the MCCC **help desk** at 609-570-3300 or mitts@mccc.edu. For more information, visit their website at http://www.mccc.edu/student_services_technology.shtml

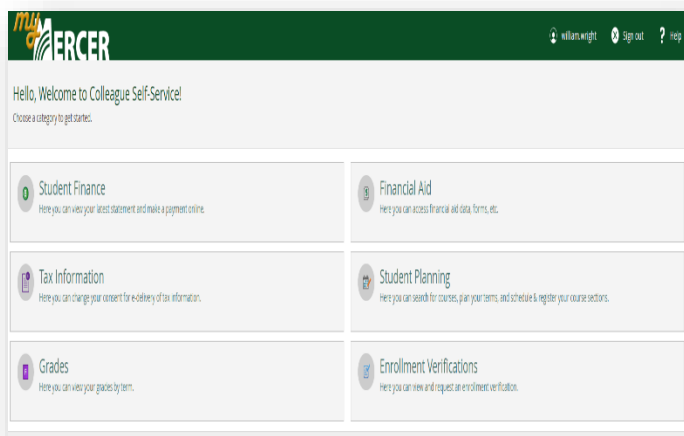
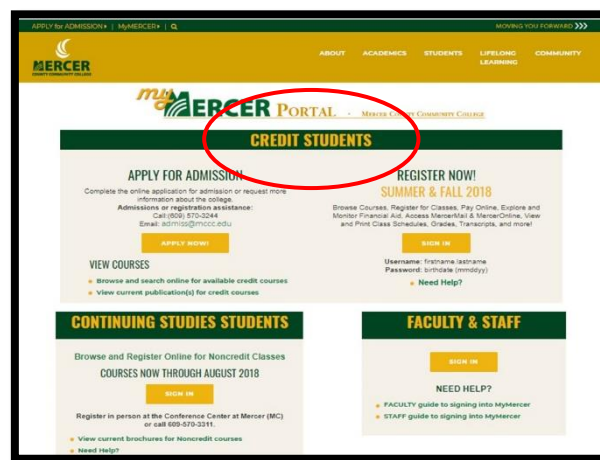


MercerOnline helps students with their class technology. The department offers a Blackboard Information Session, both on-campus and online. To reach MercerOnline, visit their link on the MCCC website at (http://www.mccc.edu/programs_tvc.shtml). To contact MercerOnline, call 609-570-3389, email merceronline@mccc.edu, or visit their office at the West Windsor campus in SC 240.



MyMercer is a portal that leads a student to Blackboard, MercerMail, college news and announcements, course schedule, financial aid awards, academic links, and many other resources. All MCCC students should log into MyMercer daily.

To log into the MyMercer portal, click on “MyMercer” on the upper left menu bar of the MCCC website. To log in, your user name is firstname.lastname. Your password is your birth date in the MMDDYY format.



Student Planning Web-Based Tool

Worried about completing your degree on-time or making sure you select the correct courses for your degree program? Student Planning is a Self-Service web-based solution that helps students plan and track course completion. Student Planning also facilitates effective communication between students and advisors. The tool can be accessed from the MyMercer Portal by the following steps:

- Log into your MyMercer Portal
- Click “Self Service Student Planning” icon

Here are some of the key features of this tool:

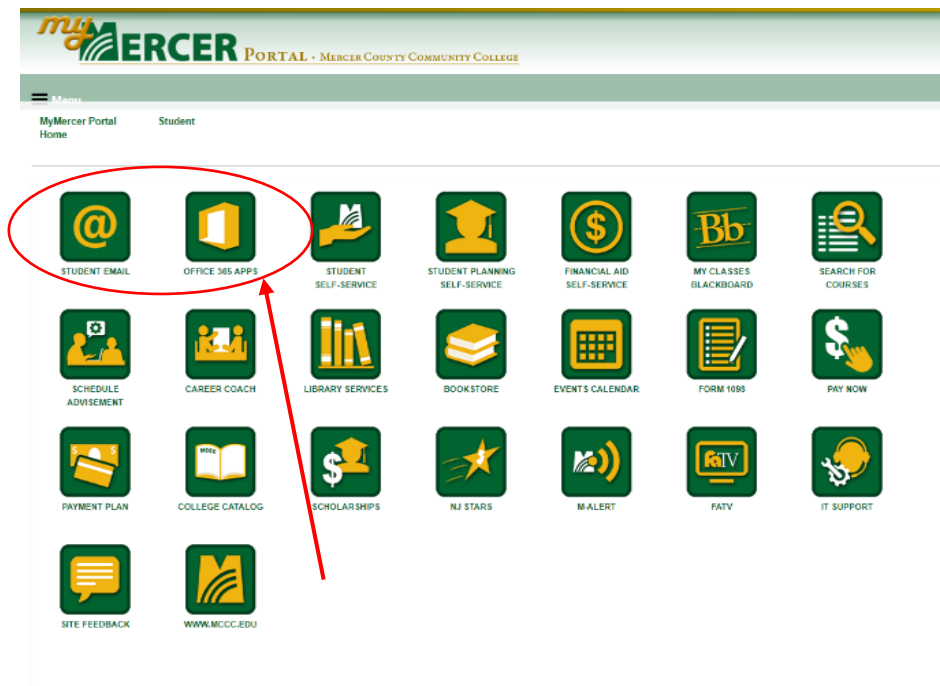
- Plan course schedules in advance
- Register for courses as soon as registration is open
- Advisement through Student Planning
- You'll always know who is your advisor
- No more scheduling conflicts if you want to arrange a meeting with an advisor
- Students and Advisors can post notes in Student Planning, which are saved and archived
- Keep track of your Degree program progress through the progress page and view your actual course requirements for your degree program
- See test scores (ACCUPLACER, TOEFL, CLEP and SAT/ACT)
- Access an unofficial transcript

For information, visit http://www.mccc.edu/student_services_student-planning.shtml.



MercerMail (OFFICE 365)

All MCCC students have an email account which is accessible through the MyMercer Portal. It is an Office 365 account that gives MCCC student access to Office 2016, Calendar, OneDrive, OneNote, and other tools. We highly recommend that all students check this email daily. Students can get assistance with Office 365 usage by contacting the MercerOnline department.



Blackboard

Blackboard is a system that can be used by all professors in all classes. You will find a class syllabus, discussion boards, etc. on Blackboard. It is strongly suggested that students attend/view a Blackboard Information Session. To access blackboard, students should log into their MyMercer portal. Blackboard will show a list of class links under “My Classes” on the right side of your MyMercer portal dashboard. You can also click the “My Classes Blackboard” icon in the MyMercer portal.

The screenshot shows the MyMercer Portal dashboard for Mercer County Community College. The dashboard features a grid of 20 icons representing various services. The icon labeled 'MY CLASSES BLACKBOARD' is circled in red. A red arrow points from a text box below the grid to this icon. The text box contains the text 'BLACKBOARD LIST OF CLASS LINKS'. On the right side of the dashboard, there is a 'My Classes' section listing several courses, including '2018S COS-210-010 Computer Science I...', '2018S GAM-240-010 Game Design II (W...', '2018S IST-218-010 iOS Application Dev...', and '2018S MAT-151-050 Honors Calculus I (...)'. Below this is a 'WebAdvisor / Self-Service Menu' section with links to 'WEBADVISOR FOR CONTINUING EDUCATION', 'WEBADVISOR FOR PROSPECTIVE STUDENTS', and 'WEBADVISOR FOR STUDENTS'. At the bottom, there is a 'Student Announcements' section with a notice about 'Criminal Justice Career Day' on Thursday April 19, 11am to 1pm in the First Floor Student Center.

BLACKBOARD LIST OF CLASS LINKS

Learning Centers – MCCC.Edu/tutoring

The West Windsor Learning Center is located in LB 214. They offer tutoring services, study groups, workshops, and learning and studying strategies. Open computer lab hours are available to students. Their Virtual Front Desk hours are hosted on Zoom, and are held from 10 am to 7 p.m., Monday through Thursday and Friday 10 am – 5 pm and Saturday from 12pm – 4pm. To join the event, visit: <https://mccc-edu.zoom.us/j/6411927193>

Science tutoring is also available in the Science Learning Center, located on the West Windsor campus in HS 207. There is also a Writing Center, and a Business Collaboration Center to assist students located in LA 217.

The Dr. Beverly A. Richardson Learning Center at the James Kerney campus provides support for online tutoring, internet access for research. Services are free of charge and no appointments are necessary. The Learning Center is open from 8am to 4pm Mon-Fri. Access tutoring Mon-Thurs 10am to 5pm via the Virtual Tutoring Hub. <https://mccc-edu.zoom.us/j/6411927193#success>. We are equipped with computers and headsets for anyone who lacks their own device. MCCC has partnered with TUTOR.Com to provide some classes with black board pages 24/7, within specific sections, access to electronic tutoring (e-tutoring). If you are in one of these sections, you may take advantage this program by visiting: http://www.mccc.edu/student_services_etutoring.shtml

MCCC Library Services/Computer Labs

Libraries are located at both the West Windsor and James Kerney campuses; a small library is available at the Dempster Fire Training Center. An extensive collection of print and non-print resources are available to the college community for study, research, and enjoyment. There is E-books available for downloads.

Included are more than 65,000 books in addition to audiovisual resources such as audio and videocassettes, phono, laser, and compact discs. Numerous electronic databases provide access to well over 7,500 journal articles, many in full text, available in the libraries, classrooms, and from home.

Reference staff are available to answer questions, and you can e-mail questions to library staff.

Open computer labs are located in both libraries at the West Windsor and James Kerney Campuses. Their primary use is for the completion of class assignments or to access specific information related to classes such as the reserve collection or specialized instructor-assigned websites. Their website is http://www.mccc.edu/student_library.shtml.

Document Printing

We have a system called PaperCut, simple to use. Printing now costs 10 cents per page (20 cents per page for color). **Pull up your document and select “File” then “print”**. Enter your name and password (same as signing to the MyMercer Portal) Username: First name. Last name. Password: Same as MyMercer sign on. If you forgot your MyMercer information, you can log on as a guest: Username LBI05-# of the computer station where you are sitting. Password: Guest (all lower case). Hit ok. **Go to the Black Copier in the Computer Lab**. Touch the ITC screen on the pay box (white box to the left of the copier. Select Registered User. Select Login without Card. Login within Username: First name. Last name and MyMercer Password OR guest login (whatever login you used at your computer station, you must use the same login at the ITC Pay Box). **If paying with cash** – Select print, put in money (you will get change for money not spent). Touch the print job on the screen. Touch print at the bottom of the screen. **If paying with Credit Card (you must use your MyMercer username/password only)**. Select add value. Input an amount of at least \$1.00 or closest dollar amount to pay for your printing. The amount you do not use will remain on your account until you print again. Touch the print job on the screen. Touch print at the bottom of screen. ***Printing also available at the copier near the Reference Desk.**

MCCC Testing Centers (WWC & JKC)):

The **MCCC Academic Testing Center(s)** provides testing services to students in an appropriate environment conducive to testing and ensures academic integrity is upheld in accordance with the guidelines of the National College Testing Association (**N.C.T.A.**) standards. Their website is http://www.mccc.edu/student_services_testing.shtml.

Testing Centers are located in KC 311 on the James Kerney Campus and in LB 215 on the West Windsor Campus. All testing is by appointment only. Students must arrange and confirm with their instructors and/or the Center of Inclusion Transition and Accessibility (**C.I.T.A.**) that a make-up or other exam(s) is available to be administered to you in the Academic Testing Center. It will be your responsibility to contact the centers to make an appointment. Please, email testing@mccc.edu with your name, student ID number, phone number, course, test number, and date and time you would like to take the test. Students **must** bring their **MCCC student ID** with them when they arrive at the Academic Testing Center(s) to take their exam(s). In addition, the English-as-a-Second Language (**ESL**) placement test must be taken at the Academic Testing Centers. The centers also administer vendor

exams that can allow you to earn college credits (**CLEP, DSST**). For more information email testing@mccc.edu.

Students with Disabilities: Center for Inclusion, Transition and Accessibility (CITA)

Located in LB 217 on the West Windsor campus and KC 218 on the James Kerney campus, this center provides continuing support to students with documented disabilities. Various support services have been established to assist students according to their individual needs. Staff are available to help students make a smooth transition to college as well as to succeed throughout their college experience. Their website is http://www.mccc.edu/student_services_needs.shtml.

The staff is available for individual appointments for academic counseling, scheduling, advisement, advocacy issues and determination of reasonable accommodations. All college programs are open to qualified individuals who, with reasonable accommodations, meet the academic and technical standards of a program of study.

Our DREAM program (Developing Real Expectations for Achieving Mastery) was developed for students with intellectual disabilities who are looking for an inclusive, challenging educational opportunity with supports and services to help them achieve success. You may contact them at 609-570-3375 or visit their website at http://www.mccc.edu/student_services_needs_dream.shtml.



Shuttle & Public Bus Services



MCCC provides free shuttle service weekdays during the Fall and Spring semesters for students, faculty, and staff who wish to travel between the college's West Windsor campus and either of two locations – to and from the college's James Kerney campus, or to and from Quaker Bridge Mall in Lawrenceville (where NJ Transit buses connect to Lawrenceville, the Ewing 609, 619 routes, and Princeton 605 route).

These handicapped-accessible MCCC courtesy shuttles operate on a first-come, first-served basis by posted schedules.

Visit their website at http://www.mccc.edu/student_services_shuttle.shtml.

Children and/or non-students are not permitted to ride the shuttles. At all times, shuttle service use privileges are subject to revocation for non-compliance of Shuttle Passenger Rules, unsafe acts, or for violations of the MCCC student code of conduct. The Route 130 Connection Bus provides service from East Windsor and Hightstown to the West Windsor campus. There is a \$1.00 fee per ride (exact fare only).

NJ Transit offers bus routes to and from MCCC. For route and fare information, please consult the NJ Transit website.



International Student Services and ESL Admissions

International Student Services assists international students at Mercer County Community College. Their office is located in Student Center second floor in the West Windsor campus Student Center. Their contact information is international@mccc.edu or 609-570-3623.

International students on F-1 visa status study at MCCC every semester in a wide range of majors, adding rich dimension to our community by contributing both academic talent and cultural diversity. MCCC is authorized to issue the Form I-20. Students are admitted before the beginning of each semester, year round.

All students are required to demonstrate proficiency in English to enroll in college-level courses. Until college readiness is demonstrated in English, the I-20 will reflect the Language Training level of education. Visit their website at http://www.mccc.edu/admissions_international.shtml.



Veterans and Military Services

MCCC is approved for Department of Veterans Affairs GI Bill benefits, NJ National Guard Tuition Waiver, US Army Tuition Assistance, US Air Force Tuition Assistance, US Navy Tuition Assistance, USMC Tuition Assistance, US Coast Guard Tuition Assistance, and MyCAA.

The goal of the MCCC Veterans Services Office is to ensure that veteran, military, and dependent students are successful at MCCC and able to take fully advantage of the broad range of educational and cultural activities offered by MCCC while being able to share their diverse experiences with the college community. Their website is http://www.mccc.edu/student_services_veterans.shtml.

Veterans Services is located in the West Windsor Student Center in the second floor. Their phone number is 609-570-3240. You may email them at vets@mccc.edu.

SECTION 3:

STUDENT LIFE

Student Life and Leadership

An important part of college life is the personal enrichment that students gain outside the classroom through student activities. Getting involved in campus activities gives students many educational experiences, leadership opportunities and the chance to interact with other students and faculty/staff members in an informal setting.

Organizations serve all members of the campus community. More than 40 clubs offer students the opportunity to explore special interests. Many of these clubs are directly affiliated with fields of study and augment classroom experiences.

Student Life and Leadership staff members assist students with all aspects of planning and implementing programs. Clubs and organizations operate in conjunction with the Student Life and Leadership office and a club advisor.

The Student Government Association (S.G.A.) oversees all of the clubs and organizations at MCCC. The S.G.A. acts as a liaison between the student body and the college's administration. This is the ultimate leadership opportunity and looks great on a resume!

Student Life and Leadership Department is located in the West Windsor student center (SC 114). They can be contacted at 609-570-3435. The department has a Facebook page called "Mercer County Community College Student Life and Leadership". For more information on clubs and organizations, visit the department's website at http://www.mccc.edu/student_services_clubs.shtml.



For students currently enrolled in a credit course at Mercer County Community College, the Leadership Education and Development (L.E.A.D.) Program is designed to emphasize the key concept areas of leadership, teamwork, community development, and change. L.E.A.D. offers an opportunity for students to focus on personal growth and develop a sense of self, developing skills that will serve them as leaders in a group or community.

For information, contact program advisor Adriana Matt at (609) 570-3677 or e-mail matta@mccc.edu.

To stay connected with MCCC and the many events offered, be sure to subscribe to the social media pages below:

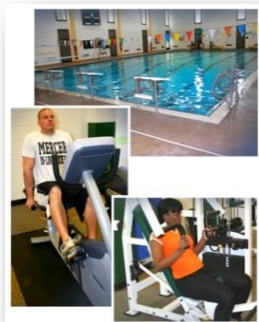
- www.mccc.edu/Facebook
- www.mccc.edu/Instagram (use @mercercollege to tag Mercer)
- www.mccc.edu/LinkedIn
- www.mccc.edu/Pinterest
- www.mccc.edu/Twitter (use @mercercollege)
- www.mccc.edu/YouTube

And remember to visit the MCCC website at **www.mccc.edu**.

Athletics, Health and Wellness

The MCCC Fitness Center offers the community numerous ways to get in shape and stay in shape. The center includes a fully-equipped fitness facility and a 25 yard swimming pool, located in the Physical Education (PE) Building on MCCC's West Windsor campus. Tennis courts are located adjacent to the PE Building. Members may also participate in weekly exercise classes. Free to all MCCC students with a valid student ID.

Our athletic teams provide competitive opportunities!



For more information visit www.mccc.edu

Their webpages are:

http://www.mccc.edu/community_recreation.shtml

http://www.mccc.edu/athletics_home.shtml

The Student Life and Leadership Department provides Zumba and Yoga sessions to MCCC students during the Fall and Spring semesters.

MCCC SAFETY AND SECURITY

MCCC Security is located on the West Windsor campus in FA 104 and at the front desk of the Welcome Center (phone number 609-570-3503) and on the James Kerney Campus in KC 202 (phone number 609-570-3175).

The Security office at the West Windsor Campus is open 24 hours a day, seven days a week, and is committed to providing a safe campus environment. MCCC Security is also responsible for protecting college property and the enforcement of all college regulations, including parking and traffic control. The James Kerney Campus Security office provides the same services and is open during the normal operating hours of that facility.

Red telephones are located at either end of hallways and vestibules throughout the campuses. These telephones provide direct communication with the Security office and should be used for emergency reasons only. Campus crime statistics are available upon request. Visit their website at http://www.mccc.edu/welcome_security.shtml.



MCCC Student Photo ID Card and Parking Decal

MCCC students must wear their validated Student Photo ID card at all times. To obtain an ID, students must visit the Security office and bring their paid schedule. The MCCC Student Photo ID card must be validated each semester by visiting Security with a paid schedule.

Parking decals can be obtained through Security. Students must bring their schedule, driver's license, vehicle registration, and license plate number. Student parking is offered in the East and West lots at the West Windsor campus. Parking options for the James Kerney campus can be found on their webpage. (http://www.mccc.edu/welcome_kerney.shtml)



Smoking Policy

MCCC is a non-smoking campus. Smoking is prohibited except in designated areas.



Emergency broadcasts are sent via the MCCC M-Alert system. Students are automatically enrolled in M-Alert upon paid registration.



Alertus + Mobile App

The **Alertus +** free mobile device is available in your app store. This app will send you emergency notifications along with instructions, if necessary. The organization code is **mcccalert**. Please set this up using your MercerMail address. This app is part of MCCC's multi-device emergency alert system.

Campus Eateries and the Mercer Canteen

How to create an account. 1. Press, Create Account. 2. Select your preferred method for creating an account (scan key top or finger) and follow on-screen instructions. 3. Once you have created your account, select **Account Login** during any visit to the kiosk to; fund your account, edit your account (Enter first/last name, change email address, change pin. Setup a scan ID. Save a fingerprint. How to **fund an account**: Login to your account and press **Fund With Card** or **Fund With Cash**, Choose your amount or insert cash.



MCCC Bookstore (http://www.mccc.edu/student_book_store.shtml)

The Mercer Bookstore is located in LB 201 on the West Windsor campus, and in KC 230 on the James Kerney campus. Students may contact the bookstore at 609-570-3416 (WWC) or 609-570-6774 (JKC). The bookstore's webpage can be found under the "Students" menu (Current Students) on the MCCC website.

