



2024-2025 CATALOG

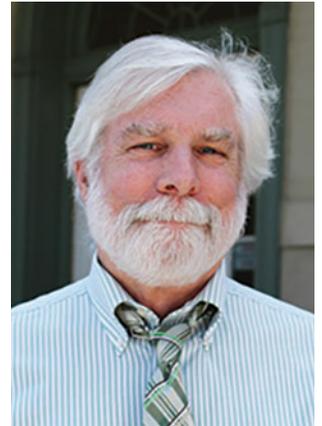
QUALITY. AFFORDABLE.
EMPOWERING EDUCATION.
www.salemcc.edu

SALEM
COMMUNITY COLLEGE

GREETINGS FROM THE PRESIDENT

Dear SCC Student,

This is your Salem Community College – the affordable, quality, empowering, and personalized educational opportunity. COVID is not yet a memory, and we must remain vigilant in addressing the health and safety of ourselves and our campus family. COVID certainly demonstrated the character of our students, staff, faculty, and administration as Salem Community College was nothing short of remarkable through the pandemic. As a result, we have merged our in-person, hybrid, and online instructional offerings to meet student needs and enhance learning opportunities.



You are pursuing college with a goal, dream or ambition. Sometimes those goals or dreams need adjustment and support. That’s where we come into the picture. I am a community college graduate (Burlington County College Class of 1973, though I look much younger than that may reveal) and realize how vital this educational opportunity can be in shaping your future. Take a few minutes and tour Davidow Hall and our Distinguished Alumni Wing and the remarkable people featured there. Each started here at SCC. From nursing to glassblowing, from business to criminal justice, no matter what you may wish to pursue, “you can get there from here.” Your Salem Community College is different than other collegiate experiences in that we pride ourselves in personalized attention to your needs. Your success is our responsibility.

Athletics are back at your Salem Community College. Soccer (Men’s and Women’s); Basketball (Men’s and Women’s); Softball; and Baseball are all active and looking for athletes. This may be your opportunity to extend your sports career.

The essence of what we do is in our student-instructor interaction. Our full-time and adjunct faculty are highly qualified in their fields, and they put students first. They will know your name, they will return your calls/emails, and they will help guide you toward success.

Use this catalog as a resource, reference tool, or leisure reading. Most of your questions can be answered in these pages. Be particularly attentive to the sections on Academic Honesty and Student Code of Conduct. With the online availability of this volume, bookmark the appropriate pages.

Enjoy your experience at SCC and remember, we are here to help.

Sincerely,

A handwritten signature in black ink, appearing to read "M. R. Gorman". The signature is fluid and cursive.

Michael R. Gorman, Ed.D.
President

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COLLEGE OVERVIEW

About Your Catalog/Handbook

The contents of this Catalog/Handbook are subject to change. Adjustments in program or course content, sequence, schedule, and faculty may be made as necessary. A minimum enrollment may be required to offer a course or continue a program. The calendar dates or events may change because of inclement weather or for other reasons. If changes become necessary, every effort will be made to inform those who are involved.

Accreditation

Salem Community College is accredited by the Middle States Commission on Higher Education. The Commission on Higher Education is a regional accrediting agency that is recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. For more information:

Middle States Commission on Higher Education
3624 Market Street, 2nd Floor West • Philadelphia, PA 19104
267.284.5000 • www.msche.org

SCC and its academic programs are also approved by the New Jersey Secretary of Higher Education.

Salem Community College's nursing programs are accredited by:

New Jersey Board of Nursing
124 Halsey Street • Newark, NJ 07102
973.504.6430

The Associate Degree Nursing program is accredited by:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 • Atlanta, GA 30326
404.975.5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at www.acenursing.com/accreditedprograms/programsearch.htm

College History

Salem Community College's history goes back to 1958, with the opening of Salem County Technical Institute. The institute quickly established a reputation for excellence in postsecondary career education, particularly in the technical and health fields. Scientific Glass Technology became the premier program.

Recognizing the college-level caliber of the institute's programs, the Salem County Board of Chosen Freeholders requested approval to grant degree-awarding authority to the institute. The New Jersey Board of Higher Education evaluated the institute's programs and granted the requested approval. On September 3, 1972, Salem Community College was established by the Board of Chosen Freeholders.

In 1979, the College was awarded regional accreditation by the Middle States Commission on Higher Education. This accreditation was reaffirmed in 1984, 1990, 1995, 2005 and June 2016. In recent years, the College has been guided by comprehensive strategic planning that has led to the establishment of new degree programs; the expansion of instructional technology; and the completion of over \$12 million in facility renovations and new construction.

Diversity Statement

Salem Community College recognizes its responsibility and commitment to foster an environment of respect, understanding and tolerance among all individuals and groups, with sensitivity for those likely to experience disrespect, abuse and misunderstanding because of race, ethnicity, religion, gender, sexual orientation, age, economic status, or mental or physical challenges.

Vision

SCC is the leading, innovative, educational and convening resource committed to enhancing and assuring the prosperity of Salem County's residents, industry and government.

Mission

Your SCC is the education epicenter providing personalized, affordable, quality and empowering education for transfer and workforce.

Nondiscrimination/Equal Opportunity

SCC is committed to providing equal educational opportunities. This commitment encompasses persons in legally protected classifications regarding race, color, national origin, gender, disability, age, marital status, religion, sexual orientation and veteran status. SCC is an equal-opportunity, affirmative-action institution. The Board of Trustees has adopted policies that support affirmative action and equal opportunity and that forbid sexual harassment. Access to buildings and classes is provided for individuals with disabilities. For students, questions or concerns should be directed to the Dean of Enrollment and Student Services at 856.351.2701. For employees, questions or concerns should be directed to the Office of Human Resources at 856.351.2756.

Services for Accessibility

Salem Community College provides access to its facilities and maintains specially designed equipment to accommodate students with physical or learning disabilities. Students with disabilities should contact the Manager of Accessibility Services at 856.351.2773 or ccizek@salemcc.edu to request reasonable accommodations.

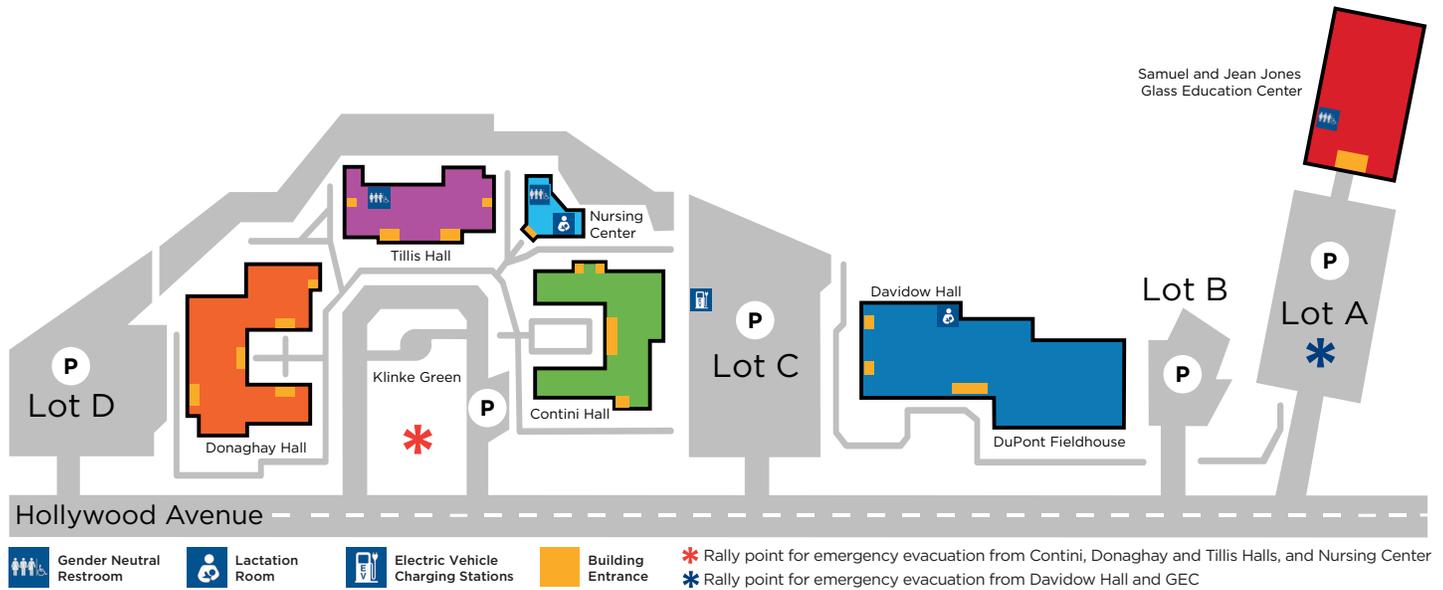
Elevators are located at the following locations:

- Contini Hall -- in the west stairwell, adjacent to the Nursing Center;
- Donaghay Hall -- adjacent to the Michael S. Cettei Memorial Library; and
- Tillis Hall -- adjacent to the restrooms.

Sponsorship

Salem Community College is sponsored by the citizens of Salem County through the Board of County Commissioners and the state of New Jersey. Policies are established by the SCC Board of Trustees.

MAIN CAMPUS MAP



CONTINI HALL

- Classrooms
- Computer Graphics and Game Design Lab
- Science Labs
- Veterans Lounge

DAVIDOW HALL

- Classrooms
- DuPont Field House
- Lobby/Gallery
- Nursing Programs
- Sol & Jean Davidow Performing Arts Theatre

DONAGHAY HALL

- Adjunct Faculty Office
- Admissions
- Advising
- Bookstore
- Classrooms
- Café
- Career Services
- Accessibility Support Services

- Educational Opportunity Fund
- Faculty Lounge
- Financial Aid
- Learning Commons
- Michael S. Cetti Memorial Library
- Academic Support Lab
- Testing Center/Computer Lab
- Contemporary Glass Resource Center
- Registrar
- Student Accounts
- Student Services
- Student Union

NURSING CENTER

- Nursing Lab
- Nursing Student Resource Center

SAMUEL & JEAN JONES GLASS EDUCATION CENTER

- Paul J. Stankard Studio/Lab
- Gallery
- Faculty Offices

TILLIS HALL

- Academic Affairs
- Campus Operations
- Collegiate Services
- Human Resources
- Information Technology
- Institutional Research and Planning
- President
- Public Relations, Community Outreach and Alumni Affairs
- Public Safety
- ID Cards
- Parking Permits
- Receiving/Mailroom
- Robotics Lab
- SCC Foundation

VISITORS PARKING (located near Dr. David J. Klinke Green)

- Not to be used by students or employees

PARKING

- Lot behind Tillis Hall is for employees only.
- Vehicles left in fire lanes or on Hollywood Avenue are in violation of parking laws and subject to fines from the Carneys Point Township Police.
- All vehicles must be in an identified spot and display a current parking permit.
- Lots C and D feature a designated parking spot for veterans.

HANDICAPPED PARKING

- Limited to cars with official handicapped tags or dashboard placards (All buildings are wheelchair accessible.)

DIRECTIONS TO COLLEGE AND INSTRUCTIONAL SITES

Directions to Main Campus, Carneys Point, N.J.

Just five minutes from Exit 1 of the New Jersey Turnpike and Exit 4 of Interstate 295, SCC enjoys the advantages of being located in a small suburban community while also being near Wilmington, Delaware; Philadelphia; and other metropolitan areas.

From the North:

A. From the New Jersey Turnpike (southbound):

Stay to the right approaching the Carneys Point toll plaza, and about two miles after the toll plaza, take Exit 1 (Penns Grove/Deepwater). Turn right at the traffic light onto Route 551 north. Travel one mile and turn left onto Hollywood Avenue (Route 618); travel approximately ¼ mile. SCC is on the left.

B. From Interstate 295 (southbound):

Take Exit 4 (Penns Grove/Woodstown). Bear right toward Penns Grove. Turn left at the traffic light (Golfwood Avenue) and travel 1 mile. Turn right at the second stop sign onto Hollywood Avenue (Route 618); travel approximately ¼ mile. SCC is on the left.

From Salem and Points South:

Follow Route 49 west through Salem into Pennsville. Turn right onto Route 551 north (Hook Road) and travel approximately four miles. Follow directions for Route 551 north as the road merges onto Interstate 295. Take Exit 2 B-C and bear right at the fork on the exit ramp (Exit 2-B). Merge at the end of the ramp and turn left at the first light onto Route 551 north. Travel one mile and make a left onto Hollywood Avenue (Route 618); travel approximately ¼ mile. SCC is on the left.

From Woodstown and Points East:

Take Route 40 west to Route 48. Veer right onto Route 48 and travel two miles. Turn left at the first crossroads (Route 551 south) and travel another 1 miles. Turn right onto Hollywood Avenue (Route 618); travel approximately ¼ mile. SCC is on the left.

From the Delaware Memorial Bridge:

When exiting the bridge, stay to the right and take Exit 1B (Route 130 north). Follow Route 130 through Deepwater for 1 miles and turn right onto Springfield Avenue. Turn left when Springfield Avenue ends and take an immediate left onto Hollywood Avenue (Route 618); travel approximately ¼ mile. SCC is on the left.



PSEG ENERGY & ENVIRONMENTAL RESOURCE CENTER

- Classrooms
- Labs

Directions from Main Campus to PSEG Energy & Environmental Resource Center, 244 Chestnut Street, Salem

Take Hollywood Avenue to Route 551 and turn right. Follow Route 551 to the traffic light (Holiday Inn Express on right) and turn left onto Route 140 East. Proceed over the N.J. Turnpike. Proceed straight at the next light as the road becomes Route 540 East. Travel seven miles. Merge onto Route 45 South at the Salem Medical Center and travel approximately two miles into the Salem business district. Turn right at the second light (Broadway). Take the first left (Chestnut Street) and travel one mile to the Center.

SALEM COUNTY VOCATIONAL-TECHNICAL SCHOOLS

- Classrooms

Directions from Main Campus to Salem County Vocational-Technical Schools, 880 Route 45, Mannington

Turn right out of the SCC parking lot onto Hollywood Avenue and follow to the stop sign at Route 551. Turn left at the traffic light near the Holiday Inn Express. Turn left at the next traffic light onto Route 40 East. Follow signs for Atlantic City via Route 40 East. Continue on Route 40 approximately eight miles. Make a right on Route 45 South. Travel about two miles. SCVTS will be on the left.



CALENDAR

Fall 2024

15W Courses: September 3-December 16

7W1 Courses: September 3-October 21

10W Courses: October 2-December 16

7W2 Courses: October 23-December 16

March 1.....First day of Registration for Fall
 During week of August 26.....New Student Orientation
 (Date and details will be posted in August)
 August 27.....College Assembly for employees-
 offices may be closed
 August 28.....Adjunct Orientation and
 Professional Development
 September 2.....Labor Day - College closed
 September 3.....First day of 7W1 and 15W classes
 September 3-4.....Late registration (7W1) -
 late registration fee [\$25], late drop fee [\$50 per class]
 September 3-10.....Late registration (15W) -
 late registration fee [\$25], late drop fee [\$50 per class]
 October 2.....First day of 10W classes
 October 2-4.....Late registration (10W) -
 late registration fee [\$25], late drop fee [\$50 per class]
 October 11.....Deadline to withdraw from
 7W1 classes without academic penalty
 October 14.....Columbus Day - College closed
 October 21.....7W1 classes end
 October 23.....First day of 7W2 classes
 October 23-25.....Late registration (7W2) -
 late registration fee [\$25], late drop fee [\$50 per class]
 November 1.....First day of Registration for
 Spring and Winter Session [4W]
 November 6.....College Assembly for employees-
 offices may be closed - No classes
 November 7-9.....Fall Break - No classes
 November 22.....Petition for
 December graduation due [no fee]
 November 25.....Deadline to withdraw from
 15W classes without academic penalty
 November 26.....Deadline to withdraw from
 10W classes without academic penalty
 November 27.....Deadline to withdraw from
 7W2 classes without academic penalty
 November 28-30.....Thanksgiving Holiday - College closed
 December 6.....Late petition
 for December graduation due [\$35 fee]
 December 16.....15W, 10W and 7W2 classes end
 December 18.....Final grades posted
 December 23-January 1.....Winter Break - College closed

Winter Session [4W] 2024-25

November 1.....First day of Registration for
 Winter Session 4W classes
 December 13.....Registration for Winter Session 4W ends
(No late registration)
 December 17.....First day of 4W classes
 December 23-January 1.....Winter Break - College closed
 January 10.....Deadline to withdraw from
 4W classes without academic penalty
 January 14.....College Assembly for employees-
 offices may be closed
 January 17.....Winter Session 4W classes end
 January 22.....Final grades posted

CALENDAR

Spring 2025

15W Courses: January 21-May 12

7W1 Courses: January 21-March 7

10W Courses: February 25-May 12

7W2 Courses: March 21-May 12

November 1.....First day of Spring registration and Winter Session 4W

January 14.....College Assembly for employees-offices may be closed

January 15.....Professional Development Day for faculty

January 15.....Adjunct Orientation and Professional Development

January 20.....Martin Luther King Jr. Day - College closed

January 21.....First day of 7W1 and 15W classes

January 21-22.....Late registration (7W1) - late registration fee [\$25], late drop fee [\$50 per class]

January 21-28.....Late registration (15W) - late registration fee [\$25], late drop fee [\$50 per class]

February 17.....Presidents' Day - College closed

February 21.....Petition for May graduation due [no fee]

February 25.....First day of 10W classes

February 25-27.....Late registration (10W) - late registration fee [\$25], late drop fee [\$50 per class]

February 27.....Deadline to withdraw from 7W1 classes without academic penalty

March 1.....First day of Registration for Summer and Fall. Summer may begin earlier.

March 7.....7W1 classes end

March 10.....College Assembly for employees-offices may be closed - No classes

March 11-15.....Spring Break - No classes

March 21-23.....International Flameworking Conference (IFC)

March 14.....Late petition for May graduation due [\$35 fee]

March 21.....First day of 7W2 classes

March 21-24.....Late registration (7W2) - late registration fee [\$25], late drop fee [\$50 per class]

April 14.....Deadline to withdraw from 15W classes without academic penalty

April 18-19.....Spring Holiday - College closed

April 21.....Deadline to withdraw from 10W classes without academic penalty

April 28.....Deadline to withdraw from 7W2 classes without academic penalty

May 12.....15W, 10W and 7W2 classes end

May 14.....Final grades posted

May 21.....Commencement

Summer 2025

5W1 Courses: May 29-July 2

10W Courses: May 29-August 7

5W2 Courses: July 7-August 7

March 1 (or earlier).....First day of Summer registration

May 26.....Memorial Day - College closed

May 29.....First day of 5W1 and 10W classes

May 29-30.....Late registration (5W1) - late registration fee [\$25], late drop fee [\$50 per class]

May 29-30.....Late registration (10W) - late registration fee [\$25], late drop fee [\$50 per class]

June 19.....Juneteenth Independence Day Observed - College closed

June 23.....Deadline to withdraw from 5W1 classes without academic penalty

July 2.....5W1 classes end

July 3-4.....Independence Day - College closed

July 7.....First day of 5W2 classes

July 7-8.....Late registration (5W2) - late registration fee [\$25], late drop fee [\$50 per class]

July 10.....Petition for August graduation due [no fee]

July 21.....Deadline to withdraw from 10W classes without academic penalty

July 24.....Late petition for August graduation due [\$35 fee]

July 31.....Deadline to withdraw from 5W2 classes without academic penalty

August 7.....5W2 and 10W classes end

August 12.....Final grades posted

Nursing classes are coded 10W but start and end on dates noted on students' schedule.

ONLINE RESOURCES

Self-Service Portal

The Self-Service Portal allows students to register for classes, check their schedule and final grades, pay tuition and print unofficial transcripts online, at their convenience. It's easy to set-up an account, following the steps below.

First-Time/New Students

All new students are sent a credentials e-mail to the personal e-mail address they used when applying. This e-mail is sent after the application has been fully processed. Students should check their spam/junk folders for this e-mail if they cannot locate it.

The credentials e-mail contains students' username, SCC e-mail address, and a temporary password. That temporary password must be changed, using the link provided in the e-mail, to a new one before using the account. Failure to do so will result in you being locked out of the account.

To access any SCC Online Services, students must set up Multi-Factor Authentication. They will be prompted at their first sign-on to set up one of three available methods: Mobile Authenticator App, SMS Message, or an E-mail Message.

Students unable to utilize any of those options, or experiencing any difficulties may contact the Help Desk at 856.351.2671 or helpdesk@salemcc.edu.

The Help Desk operates during business hours of the College. Students leaving a message should leave their name, student ID number and contact information to help expediate resolution.

For additional help regarding common issues, see the section on the Help Desk Support Portal.

Logging into Self Service

- Navigate to www.salemcc.edu and click "Current Students."
- Click on the link labeled "Self-Service Portal." Next, enter your User Name as your student ID number with the "P". First time student passwords will be the new password from the previous steps. Returning students will use their existing password – the same password used to log into computers on campus.
- Click the "Login" button after you have entered your credentials.
- You should now be logged in and see your name or student ID number in the upper-left corner of the page. If you received any errors, please contact the Help Desk at 856.351.2671 or helpdesk@salemcc.edu.
- In order to log into your student e-mail, you will need to locate your e-mail address within Self-Service.
- This can be done by going to the "My Profile" tab.
- Then, click on the link labeled "Account Information".
- Your student e-mail address will be listed at the bottom of your account information.
- If your e-mail address is missing, or does not end with @students.salemcc.edu, contact the help desk at 856.351.2671 or helpdesk@salemcc.edu.

Online Services Portal

The SCC Online Services Portal provides a convenient way for students to access online services from a single menu and login. To access the portal, navigate to www.salemcc.edu using a web browser. On the SCC Homepage, click the link "Current Students", then "Online Services Portal". To log in, enter your Student ID with the "P" as your username, enter your password then click the Login button. New students must follow the steps under "First-Time/New Students" prior to logging into the Online Services Portal.

Forgot Your Password?

If you forget your password, you can reset it by going to www.salemcc.edu, then clicking Current Students, followed by the Password Reset Portal link. Enroll in the password reset service, if needed, and follow the instructions.

ONLINE RESOURCES

Salem Community College Public Wireless System

Salem Community has recently updated and expanded its public wireless system. This new system will provide access to all areas of the main campus.

- In order to access the new system, open your computer or device's wireless manager. The actual method of connecting wireless networks varies from device to device. Please consult your device's manual for instructions.
- Once connected, open the web browser of your choice. Internet Explorer, Google Chrome and Firefox have all been tested and work with this system.
- The first time you attempt to navigate to a web page, you will be automatically redirected to authenticate to the wireless system. Only students with a current and valid student ID will be able to gain access.
- Your username is your student ID number including the "P". Your password is the same password you use when logging into College computers and/or Self Service.
- It is important that you read the "SCC Security and Acceptable Use Procedures" documentation BEFORE pressing the "I Agree" button.
- After pressing the "I Agree" button, you will be able to browse the web and utilize any other Internet enabled applications.
- Please make sure to close your browser and log off of any public computer when finished using the public wireless system. Failure to do so could potentially allow another user to gain Internet access under your credentials. If you are using your own, personal computer, this is not an issue.

Some wireless devices such as cell phones, portable gaming systems and iPads/iPods will display a certificate warning pop-up when connecting. The Safari web browser also displays this warning. Please choose the option to continue. SCC's certificate is from a trusted certificate authority and will encrypt your logon credentials when entered.

Viewing 1098-T Information Online

- Open a web browser and navigate to <https://tra.maximus.com>
- Click on the "First Time Students" button.
- Next, enter the last 5 digits of your Social Security Number, first name and last name.
- Click the "Next" button when done.
- You should receive the following message: Complete the required information and keep it available as you will need it for all future logins.
- Click the "Complete Registration" button.
- Close your browser.
- Now, check your email for a message from "TRA" with a subject of "TRA" The message will contain your temporary password.
- Click the following URL: <https://tra.maximus.com>
- Enter the username you created earlier.
- Enter the temporary password that was included in the email from TRA.
- Click the "Next" button when finished.
- Next, choose a security question and provide the answer.
- Keep this information available in case you forget your password later.
- Click the "Submit" button when finished.
- Finally, you will need to change your password.
- Enter a new password that contains a mixture of upper case and lower case letters, numbers and special characters.
- The allowed special characters are: comma, period, hyphen, single space, pound(#), parenthesis (), underscore (_), forward slash (/), back slash (\), colon (:), and apostrophe (').
- Click the "Next" button when finished.
- You will now be able to see all of the 1098-T information on your record.
- To View/Print your 1098-T, click on the link "View/Print 1098-T."
- You are able to modify or correct your 1098-T data by clicking the "Change 1098-T Data" link.
- If you have made any corrections, you may request to have a new 1098-T mailed to you by clicking the "Get 1098-T by Mail" link.

ONLINE RESOURCES

Canvas

Salem Community College's Learning Management System for the delivery of all courses is Canvas. Canvas can be accessed through the Online Services Portal and does not require a separate login. To access the Online Services Portal, please follow the instructions on page 9 under the heading "Online Services Portal".

All students are strongly encouraged to complete the Online Student Orientation. This can be accessed by visiting www.salemcc.edu/oso.

For assistance with Canvas, please contact the SCC Help Desk at helpdesk@salemcc.edu or (856) 351-2671, or the Instructional Technology Specialist at meklund@salemcc.edu or (856) 351-2231.

Student Email

Salem Community College provides email accounts to all of its current student through Google Gmail. To access student email, log into the Online Services Portal (page 9) and click on the Student Email tile. Please note that the college only maintains student email accounts for a period of 1 year after a student stops attending. Once that period has elapsed, the account will be deleted with no recovery option. As such, it is highly recommended that students do not use their student email accounts for personal purposes.

E-Refund/Direct Deposit

To sign up for E-Refund, follow these steps:

- If you have not already done so, establish a U.S. checking or savings account at any financial institution that is a member of the Automated Clearing House and participates in the direct deposit program.
- Log into the SCC Self-Service Portal at <https://self-service.salemcc.edu/selfservice>.
- Once logged in, click on the tab labeled "Finances."
- Next, click on the link labeled "Make a Payment." This takes you to your E-Payment Portal.
- From the menu on the left, click "My Account."
- Click on the option to "Sign up for Direct Deposit Refunds."
- Read the Terms and Conditions, click on "I Agree" then continue.
- For the next step, you will need your bank routing number and account. If you need to know where to locate this information, click on the Help button next to the words Routing or Account Number.
- Once you have the information ready, enter your information into each field and click "Continue."
- Lastly click "Submit."

Now, you're enrolled in E-Refund and you will receive all refunds through direct deposit. Click "Return to Your Account Page" to go back to the main menu.

You may withdraw at any time by going back into the Direct Deposit box and editing this information.

ACCEPTABLE USE OF COMPUTING

Salem Community College provides broad access to its computing, communications and information resources. These resources support the delivery of the College's academic mission and, accordingly, they must be used responsibly. These resources include, but are not limited to, the physical data communications network and all computers, printers, scanners and other hardware attached to that network, as well as all system software, access to the Internet and other communication tools.

As a user of the computing, communications and information resources of Salem Community College, students understand and agree that:

- Salem Community College's computing, communication and information resources are provided for the support of its educational and service goals and the use of such resources for any other purpose is prohibited.
- Students are to abide by this and all campus-wide computer use guidelines, along with any local, state, and federal law that may apply. College divisions or departments can enact additional guidelines specific to their need. All users are subject to both the provisions of these guidelines, as well as any guidelines specific to the individual systems they use.
- Students must not share their passwords, access codes or account names with others and will comply with any applicable password complexity requirement.
- Most software is operated under copyright from various software developers. This software is only to be used on campus for school-related business. Any violation of the rights of a person or entity protected by copyright law, including, but not limited to, the unauthorized duplication of copyrighted software, is prohibited.
- Students are not allowed to install any software on any campus computer.
- Distribution of pornography or patently obscene material other than for authorized research or instructional purposes is prohibited.
- Student workstations are subject to monitoring. Computer screens, particularly those accessing the Internet, may be periodically viewed to monitor compliance with guidelines.
- Students found in violation of the College's computer use guidelines, including, but not limited to, the use of its resources for any unauthorized or illegal activity, such as the destruction or alteration of data, attempts to bypass security systems or obtain or alter passwords, disruption of service or any form of harassment of users, malicious introduction of a computer virus or any disrupting activity, are subject to proper disciplinary action, including, as required by law, the reporting of such activity to the appropriate authorities.
- Authorized College personnel may, while performing routine or investigative operations have access to data, including electronic mail, web browser information and any other personal or class data stored on College computers.
- Activities that place excessive strain on network resources, i.e. net radio or any other similar streaming media, along with online gaming are not allowed. Students may not use Salem Community College resources for conducting a private business or for personal financial gain. Paying College fees and making purchases from the SCC systems are examples of acceptable use. Access to the web site is available to all students at the Library by borrowing a laptop computer.
- To ensure the integrity and reliability of computer and communications resources, students are encouraged to report improper use and violations of these guidelines.

By accessing Salem Community College computing, communication, and information resources, students agree to be bound by these terms. These terms are subject to change. Students who do not agree with these terms, or with future changes to these terms, must discontinue all use of applicable College resources. A violation of these terms may result in civil, criminal, or other administrative action.

CAMPUS SAFETY

For the convenience and safety of its students, SCC's Public Safety Department is located in Room TIL 112 of Tillis Hall.

Emergency Notification System – SCC ALERT

SCC ALERT is a mass notification system that enables SCC students, faculty and staff to receive alerts as text and e-mail messages. All new students are automatically enrolled in the SCC ALERT system at the time of acceptance to the College. A message is sent to the cellular number on file for students once they are enrolled. No advertisements are sent to the registered phones and students' information is not shared with or sold to third parties. This system is used strictly for emergency alerts and announcing campus closures.

Students have the ability to opt-out of receiving SCC ALERT messages; if they choose to opt-out of the SCC ALERT system, they will no longer receive emergency messages or announcements regarding campus closures. Re-enrollment is possible by visiting the Information Technology Department located in Tillis Hall, Room TIL 208.

Emergency Closing Information

Emergency closings are announced by 6 a.m. for day classes and by 3 p.m. for evening classes.

- SCC ALERT -- For details see above.
- www.salemcc.edu -- The College Web site will announce up-to-date closing information.
- Social Media -- Closing information will be posted on the College's social media sites.

Verification of Student Identification

During registration periods, photo identification cards are issued by the Department of Public Safety after students have registered for classes and paid tuition and fees. All students are required to wear their ID cards at all times while on College property and wherever College classes are conducted. Failure to produce a current SCC ID card upon request of a College official may result in disciplinary action. ID cards are required to enter classrooms and buildings, obtain materials from the Michael S. Cettei Memorial Library, use computer laboratories, be admitted to SCC-sponsored functions and conduct any College-related business.

Student Identification Cards

To receive a Student Identification card, new students must first register for courses. Then students may visit Public Safety in Room TIL 112 of Tillis Hall to obtain their student ID card. This card contains a unique nine digit number and a photo of the student. The unique identification number is used in all future electronic and paper data systems to identify, track and service students in all transactions. It is permanently and uniquely associated with the individual to whom it is originally assigned.

Student ID cards expire on August 31 each year. Therefore, all returning students are required to secure a new ID by September 25 in Public Safety in Room TIL 112 of Tillis Hall.

Face-to-Face and Online Courses

Students registered for online or traditional courses will utilize their student ID for access. The student ID number (found on the ID badge) will act as the Username when accessing College computers, Canvas and SCC Self-Service.

Testing Center

All SCC students are required to show their student ID card to take a standardized test. When a placement test is administered to a non-college student, the student must present a form of government issued photo ID -- such as a driver's license; high school, state, or county ID card -- to take the test. For make-up tests, all students are required to show their SCC ID card.

Salem Community College is concerned about the safety and welfare of its students, faculty and staff, and seeks to provide a safe and secure environment. In addition to the procedures detailed in this handbook, the College Board of Trustees has developed a series of policies to help protect persons while they are on College property.

All College personnel assist in promoting campus safety. Public Safety personnel are on campus during hours of instruction and are available for student escorts at any time. Students requiring an escort should contact the Department of Public Safety at 856.351.2911 or pick up any red phone.

CAMPUS SAFETY

Parking Permits

All student vehicles operated on SCC property must properly display a current parking permit displayed on the back window in the lower left corner. A current vehicle registration must be presented before you can receive your permit. Permits are available at no charge from Public Safety in Room TIL 112 of Tillis Hall. Temporary permits are available through Public Safety and can be picked up at any time in TIL 112.

Parking Restrictions

All vehicles must be legally parked in a designated parking spot. There is no parking:

- along the driveway on the Klinke Green,
- in front of Davidow Hall,
- on the grass,
- in a fire lane or
- in any other location not designated as a parking space.

Students are not permitted to park in the employee parking area located in the rear of the campus between the golf course and Contini, Tillis and Donaghay Halls.

Visitors' parking spaces are for visitors only.

Vehicles parked in violation of College regulations will be **ticketed and/or towed at the owner's expense**. Failure to pay parking tickets will result in the holding of the student's account. Repeat offenders and scofflaws will forfeit their privilege of parking on College property and will have their vehicles towed at their own expense. (See parking violations section below.) Students and other members of the College community are urged not to park on side streets near the campus. Parking is prohibited on Hollywood Avenue. **Violators will be ticketed by Carneys Point Police.**

Parking Violations

Fines must be paid within 30 days of the issue date of the ticket in the Student Accounts office in Donaghay Hall.

For parking appeals, obtain an appeal form from Public Safety. The appeal must be submitted to the Director of Public Safety (Room TIL 112 of Tillis Hall) within 10 days of the issue date. If an appeal is not submitted with 10 days, it shall result in the forfeiture of the right to appeal.

All information pertaining to violations, appeals and fines is printed on the bottom of the ticket. The College reserves the right to place a hold on a student's account at any point after the issuance of a ticket regardless of the 30-day payment period.

Prohibited Actions and Behavior

Parking Hazards

At times, cars have been hit by stray golf balls from the adjoining golf course. Salem Community College is not responsible for any damage to cars parked in the College lots or for violations ticketed by the Carneys Point police. Parking is at the driver's own risk. All reported incidents of damage to property are investigated by Public Safety or law enforcement.

Bicycles, Motorcycles and Mopeds

Bike racks are provided on campus. No bicycles or motor-operated vehicles are to be ridden on walkways or grass, brought into any building or parked anywhere but designated areas.

Drugs and Alcohol

The use, possession, distribution, and/or sale of controlled substances are against the law. Possession, consumption, use without a prescription and/or transfer of controlled substances, including alcoholic beverages, are strictly forbidden on College property.

Trespassing

Access to College property is limited to students, faculty, staff and College-invited guests. Visitors must register through the Department of Public Safety, Room TIL 112 of Tillis Hall. Trespassers will be prosecuted.

Sound Amplification

Any sound amplification equipment (including radios, computers, iPods, etc.) must be played with earphones and must not disturb others.

Tobacco Use/Vaping

Salem Community College is a smoke- and tobacco-free environment. In addition to tobacco use, vaping is not permitted on campus. Smoking and vaping also are prohibited in vehicles on College property, including off-campus instructional sites.

Violations of the policy are punishable as follows:

- 1st Offense - \$25
- 2nd Offense - \$50
- 3rd Offense - \$75

Firearms, Weapons and Explosives

Firearms, ammunition and other weapons are not permitted on College property or at SCC functions, except by College Public Safety personnel who are authorized to carry firearms. In addition, explosives and firecrackers are also forbidden on College property and at events.

CAMPUS SAFETY

Children on Campus

For safety considerations, children are not authorized on College property at any time unless they are under the immediate supervision of a parent, guardian or registered student. Children are not permitted in classrooms at any time and are not to be left unsupervised.

Assistance Animals

Animals are only allowed on campus when they are providing a service or support to a member of the College or guest to campus as a reasonable documented disability accommodation. This policy applies to those individuals with disabilities who will be accompanied by a service animal or who will require a support animal while on campus. Any animal needs approval from the president to be on-campus.

Definitions of assistance animals include:

- **Service Animal:** Under the Americans with Disabilities Act (ADA), a service animal is defined as “a dog that has been individually trained to do work or perform tasks for an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items” (ADA as amended). If an animal meets the definition of a service animal, it is considered a service animal regardless of whether it has been licensed or certified by a state or local government or a training program. Service animals are generally dogs.
- **Support Animal:** An animal that is prescribed or otherwise documented by a healthcare or mental health professional as treatment for a disabled individual and that is beneficial in alleviating one or more identifiable symptoms or effects of that individual’s disability.

Service animals are permitted on-campus when accompanied by any student, employee or member of the public who has a disability as defined by the ADA or the New Jersey Law Against Discrimination. The person accompanying the animal may be asked by College staff (including Public Safety Officers) whether the animal is a service animal and what work or task the animal has been trained to perform for the disabled person. Staff are not allowed to request any documentation for the dog, require that the dog demonstrate its task, or inquire about the nature of the person’s disability. The ADA does not require service animals to wear a vest, ID tag, or specific harness. No more than one service animal per qualified individual will be permitted. Specifics on types of questions can be found at www.ada.gov/regs2010/service_animal_qa.html.

Support animals including emotional support, therapy, comfort, or companion animals are not considered service animals under the ADA and New Jersey laws and do not qualify for the same legal protection. The use of a support animal would need to be determined through an interactive process and granted as an official accommodation through the Accessibility Support Services Office.

Guidelines are established for:

- Required documentation,
- Responsibilities of owners,
- Conflicting needs,
- Removal of assistance animals from campus,
- Public etiquette of the assistance animal,
- Safety,
- Appeal procedures, and
- Etiquette by campus community and guests.

Littering

The responsibility of maintaining a healthy atmosphere and litter-free campus belongs to the entire College Community. Everyone should dispose of all trash, paper, cans and bottles in proper receptacles. Tables in the Student Union should be cleared by those who occupied them. Littering fines range from \$25 to \$75.

CAMPUS SAFETY

Other Important Information

Closed Circuit Television

Salem Community College holds the safety of students, employees and visitors at the College as one of its highest priorities. Closed Circuit Television security surveillance is an important tool to assist with keeping individuals and property as safe as possible. The Department of Public Safety monitors closed circuit television coverage of activities at the College for the purposes of crime prevention, detection and public safety.

Guests

All invited guests are expected to share the same responsibility for the community as do its members; even so, enrolled students are personally responsible for the behavior of and damages caused by their guests. Guests may not attend classes without prior permission of the instructor. Invited guests attending College programs are expected to comply with all SCC rules and regulations.

Crime Statistics

Crime statistics are reported annually to the United States Department of Education and can be reviewed online at www.salemcc.edu/public-safety.

Tips for Campus Safety

SCC is fortunate to have a very low crime rate. To maintain our good record, students are encouraged to stay alert and follow simple safety procedures. If you feel unsafe, report the situation immediately to the Department of Public Safety at 856.351.2911.

By following these safety tips, you can make yourself less vulnerable to an emergency on campus.

- Never leave valuables unattended or visible if left in your vehicle.
- Know your emergency exits and fire safety procedures for the College buildings.
- Know where fire extinguishers and alarm-pull stations are in the buildings and know how to use them.
- In the evening, walk in groups of two or more and stay away from poorly lit areas even if they are shortcuts. Salem Community College provides safety escorts. Contact the Department of Public Safety at 856.351.2911 or pick up any red emergency phone.
- Register your vehicle with the Department of Public Safety and keep it locked at all times.
- Report suspicious people and/or incidents immediately to the Department of Public Safety by using a red emergency phone or by dialing 856.351.2911.
- When preparing to leave a building, always have your keys in hand, ready to open your vehicle door.
- Pay attention to where you're going and who else is around. Don't be distracted by anything in your hands. Always be aware of your surroundings.
- Always observe the area around your vehicle while approaching it. Look inside before getting in.

CAMPUS SAFETY

In the Event of an Emergency

AED Stations

Automatic External Defibrillators (AEDs) are available for use by trained persons. These devices are near the red phones in all of the buildings on the Carneys Point campus.

Emergency Phones

Red emergency phones are in all College buildings. On the Carneys Point campus, these phones ring directly to the Department of Public Safety and are to be used to report emergencies or suspicious activity. Emergency phones in all elevators and the non-Carneys Point locations ring directly to the 911 Dispatch Center.

Eye Wash Stations

Eye wash stations are placed where there is a risk of eye contamination: science labs and the Glass Education Center. Faculty will instruct the students on the use of an eye wash station.

Fire Alarm Pull Stations

Fire alarm pull stations are found in every College building near most exits, stairwells and fire extinguisher locations.

Fire Extinguishers

- Fire extinguishers are located on each floor in every building on campus.
- Do not attempt to use a fire extinguisher unless you have had proper training.
- In the event of a fire, always pull the nearest fire alarm, call 911 or use a red emergency phone to contact the Department of Public Safety and evacuate the building immediately.

Injuries

Always contact the Department of Public Safety at 856.351.2911 to report any injuries.

Emergency Procedures Building Evacuation

In the event of a fire or emergency, the building alarms will be activated. You can expect:

- Short, loud horn blasts.
- Fire alarm lights will flash repetitively. Follow faculty or staff instructions to the nearest exit for building evacuation.
- Walk to the designated rally point (Turn to page 5 for campus map.) Do not go to your vehicle or attempt to leave campus unless told to by the Department of Public Safety Officers staff or law enforcement.

In Case of Alarm or Fire

- Remain calm.
- DO NOT attempt to fight the fire unless properly trained in the use of fire extinguishers.
- If you discover the fire, pull the nearest fire alarm pull station.
- Know two exits nearest your classroom or location.
- **DO NOT** use the elevators.
- **LEAVE THE BUILDING AT ONCE.**
- Call 911 or use a red emergency phone to contact the Department of Public Safety.
- Follow fire department and emergency responders' instructions.
- Assemble with your class in designated area.
- **DO NOT** re-enter the building until the emergency has been cleared.
- DO NOT attempt to leave campus. Attempting to leave campus will cause congestion and traffic back-ups that will block fire apparatus from accessing the buildings. It may also cause undue danger to responders who may be looking for you.

Fire Drills

Planning and preparedness are essential to campus safety. Fire drills will be conducted in every building each semester. All faculty, staff and students will immediately evacuate the building following instructions and assemble in designated areas. Students should not attempt to go to their vehicles or to leave the campus.

STUDENT LIFE

Student Organizations

The College recognizes a variety of clubs and organizations designed to meet student interests.

Chi Alpha Epsilon

Chi Alpha Epsilon is the national honor society that recognizes the academic achievement of SCC students who were admitted into the EOF program or who were enrolled in developmental courses. SCC's Delta Lambda Chapter of Chi Alpha Epsilon promotes continued high academic standards, provides leadership opportunities and fosters communication among its members and the College community. Membership is based on grade point average.

Glass Club

The Glass Club is open to all students with an interest in glass art. Members promote glass art by providing demonstrations and exhibits to the College community. Students also strive to improve their own creative skills through seminars and workshops. Members of the group also participate in SCC's annual International Flameworking Conference, which brings prominent glass artists to campus.

Oak Singers

The Oak Singers is a community chorale open to all students and community members. Winter holiday and spring concerts are performed annually.

Phi Theta Kappa

Phi Theta Kappa is the international honor society for two-year colleges. Phi Theta Kappa's purpose is to recognize and promote academic achievement among students, provide opportunities for leadership training, encourage personal growth, and foster fellowship among members and associates. Phi Theta Kappa sponsors service projects benefiting the College and the community. Membership, based on grade point average, is by invitation.

Student Activities

SCC holds multiple events throughout the year. Events include the Welcome Back Barbeque, Halloween Costume Contest, and various educational, recreational and social programs.

Athletics

The College fields teams in:

- Men's and Women's Basketball
- Men's and Women's Soccer
- Baseball
- Softball

Visit www.sccmightyoaks.com for updates.

Alumni Association

As a student, you're invited to join the SCC Alumni Association. With your free membership, you can take advantage of:

- service projects, activities and fundraisers;
- networking opportunities; and
- leadership development opportunities.

For more information, call 856.351.2602.

College Committees

As a member of the SCC community, you are encouraged to participate on College committees listed below. For more information, e-mail studentlife@salemcc.edu.

Academic Standards and Appeals Committee

Reviews academic guidelines for honors, academic probation and eligibility standards.

Curriculum Review Committee

Reviews new and existing programs of study and courses.

Diversity, Equity, and Inclusion Committee

Diversity, Equity, and Inclusion Committee (DEIC) educates the campus community about best practices and innovative methods to cultivate a safe and inclusive environment and to ensure equitable access and inclusion of opportunities, benefits, and resources for all members of the SCC community.

Student Life Committee

Makes recommendations on matters related to student life such as student activities, College services, student conduct, graduation and student development activities. Also provides activities that foster an environment of respect, understanding and acceptance for all individuals and groups.

SUPPORT SERVICES

Bookstore

The SCC bookstore, managed by Barnes & Noble College, is located in Donaghay Hall. The store sells textbooks, school supplies, and a large selection of SCC gifts and clothing.

Bookstore hours and any changes to hours of operation can be found on the website. Regular hours are also posted on the door of the bookstore. Extended hours take place the first week of fall and spring semesters.

Textbook Purchases

The store carries as many used books as possible, which costs approximately 25% less than new books. Digital versions of most textbooks are also available for purchase or rent. Access cards are also available for purchase and the publisher guarantees access for up to 365 days. Certain book titles can be rented for the entire semester and are due back the week of finals. An e-mail will be sent near the due date to remind the student to return their rentals.

Buyback and Returns

A Book Buyback Program is available at the end of the fall, spring, and summer semesters through which many titles may be purchased back for up to 50% of what the student paid. All students who wish to sell back their books at the end of the semester may return them to the bookstore. An SCC ID is **required** to sell your books.

Textbook returns **must** be made during the add/drop period to receive a full refund. A **receipt must** accompany returns. Call 856.351.2630 or visit www.salemcc.bncollege.com for more information.

Cengage

Salem Community College also partners the publisher Cengage to offer easy access to digital textbooks in most courses, at a discounted rate.

If a student registers for a class that uses a book from Cengage, students will be charged a flat fee for the calendar year. The fee covers texts for most, if not all, of students' classes. Students may also rent printed copies of books through Cengage at a discounted rate.

Books from other publishers can still be purchased at the campus bookstore.

Questions about the Cengage program can be emailed to Mary Eklund at meklund@salemcc.edu.

Housing

While SCC does not maintain residence halls, students requiring housing may request a list of local rental rooms and apartments from Student Services at 856.351.2716.

Lost and Found

The Department of Public Safety maintains a lost and found repository in Tillis Hall, Room TIL 112. Anyone who has lost property while at SCC should file a report with Public Safety immediately. All found property will be logged and maintained for 90 days. After 90 days, all items will be reassessed, donated or discarded.

Public Transportation

Salem Community College is serviced by the Salem County Transit buses which stop at the College routinely. Bus schedules are available in the Admissions Office. For more information, call Salem County Transit at 856.678.8777.

Recycling

SCC provides receptacles in each building for bottles (glass and plastic), cans and paper.

Veterans Support

Salem Community College strongly supports veterans as they continue their education. The College has reaffirmed its commitment to veterans in two tangible ways:

- a veterans lounge in Contini Hall, Room CON 105, outfitted with a desktop computer and comfortable furniture, and
- a designated parking spot for veterans in Lots C and D.

For assistance, veterans may contact the Primary Veterans Support Officer Sonia Bermudez at 856.351.2246 or sbermudez@salemcc.edu or Secondary Veterans Support Officer Jill James at 856.351.2910 or jjames@salemcc.edu.

A covered individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about educational benefits offered by VA is available at the official U.S. government web site at www.benefits.va.gov/gibill.

SUPPORT SERVICES

Advising

There are a variety of dedicated professional staff members at the College who help students work through problems that affect successful completion of college work. In addition, the career counselor can assist students find a major that best fits their personality type, interests and skills.

The career advisor, in conjunction with an online assessment tool, can assist students to select a program of study.

Students may call 856.351.2716 to schedule an appointment for any of the following services:

- academic advising,
- career advising, and
- accommodations for students with disabilities.

SCC faculty and staff collaborate to help students achieve their academics goals.

Tutoring

Tutoring/academic support for many subjects is available through the Academic Support Lab (ASL) at no cost to students. Students can access tutoring online through Canvas or by visiting the ASL in the Learning Commons in Donaghay Hall. Students can email tutoring@salebcc.edu for additional information regarding hours and appointment availability.

Students with Disabilities

SCC offers a wide range of support services and reasonable accommodations that promote the full integration of students with disabilities into the mainstream college environment. Services and accommodations are individualized to meet the needs of each student and may vary depending upon the disability and/or course content. Services, accessibility and reasonable accommodations are provided pursuant to Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008.

A disability is defined as a physical or mental impairment which substantially limits one or more major life activities, such as walking, seeing, hearing, speaking, working, caring for oneself, learning and/or performing manual tasks. Disabilities may include:

- Attention deficit disorder,
- Blindness or visual impairments,
- Cerebral palsy,
- Chronic illness,
- Deafness or hearing impairments,
- Epilepsy or seizure disorders,
- Learning disabilities,
- Orthopedic impairments,
- Psychiatric disabilities,
- Speech disorders and
- Traumatic brain injury.

Students requiring a parking accommodation are provided with designated parking spaces in all College lots.

To receive services and reasonable accommodations, students should contact the Manager of Accessibility Services at 856.351.2773 or ccizek@salebcc.edu. Students are required to provide official documentation of their disability for review.

STUDENT SERVICES

Academic Standing

The College has established standards for academic standing that apply to all students (matriculated and non-matriculated). Each student's credit completion rate will be reviewed every spring after the student has attempted 12 or more GPA credits as defined on the SCC transcript.

To maintain satisfactory academic standing, the student must meet the following standards:

Satisfactory Academic Standing

- 12-24 GPA credits: GPA at or above 1.7
- 25-45 GPA credits: GPA at or above 1.8
- 46 GPA credits – graduation: GPA at or above 2.0

Academic Warning

If the student's GPA falls below the following standards after the spring semester, the student will be placed on academic warning and notified by letter and e-mail:

- 12-24 GPA credits: GPA below 1.7
- 25-45 GPA credits: GPA below 1.8
- 46 GPA credits – graduation: GPA below 2.0

Students on academic warning are required to meet with an advisor and create an action plan for success. An action plan is a written document that outlines how the student will remove previous barriers to success and will adopt new behaviors and study skills that will result in success.

Students on academic warning will have a hold placed on their account until they have satisfied this requirement.

Students who fail to reach satisfactory academic progress after two semesters of academic warning will be placed on academic probation.

Academic Probation

Students on academic probation will be notified of their academic probation by letter and e-mail. Students on academic probation will be required to:

- Meet with an advisor to re-evaluate and update their plan for success.
- Limit their term enrollment to a maximum of 12 credits for the following semester. Course selection must be approved by an advisor.
- Achieve satisfactory progress the following semester in which they are enrolled (fall/spring, but not including summer).

Students on academic probation will have a hold placed on their account until they have satisfied these requirements.

Academic probation students who fail to meet the minimum GPA (satisfactory academic standing) in their next semester will be placed on academic suspension for the following semester (not including summer).

Academic Suspension

Suspended students may not register for classes and are recommended to seek advice about educational alternatives. Students may be reinstated after one semester of suspension but will return on academic probation status.

Students returning from academic suspension will be required to:

- Meet with an advisor to re-evaluate and update their action plan for success upon their return.
- Limit their term enrollment to a maximum of 8 credits while on probation.
- Attend three workshops or other relevant academic support activities.

Students may appeal a suspension, but they must do so in writing to the Dean of Enrollment and Student Services prior to July 15 to register for the fall semester and November 15 to register for the spring semester.

The nursing and practical nursing programs have different academic standards. See page 23 for details.

STUDENT SERVICES

Admissions

Salem Community College maintains an “open-door” policy. However, acceptance into some programs is contingent upon specific application deadline procedures, as well as space availability.

Admission Procedures

The College will e-mail admissions information upon request. For admissions materials or to arrange a campus tour, call 856.351.2716. College materials are also available at local high schools and at www.salemcc.edu.

Admission Procedure

To apply for admission:

1. Complete the admission application online at www.salemcc.edu/apply.
2. Send student’s official high school transcript or a copy of the GED (General Education Development) diploma or send official college transcript, if the student successfully completed credit courses at one or more institutions of higher education, to:
Salem Community College
Attn: Admissions
460 Hollywood Avenue
Carneys Point, NJ 08069
3. Register to take the Accuplacer Placement Test or provide proof of college readiness.

Some students may be exempt from the Accuplacer Test. See page 24 for exemptions.
4. Submit acceptable proof of immunization from measles, mumps and rubella (MMR), Hepatitis B and Meningococcal (applies to all full-time students 30 years of age and under). Immunization information is sent to all new students. See page 25 for more information.

Registering for Classes

Students must register to attend SCC classes. Registration is final only when courses are entered into the SCC Self-Service Portal by students or an advisor, and all tuition and fees are paid, or arrangements for payment have been made with Student Accounts.

Schedule changes may occur at any time during posted registration periods and during the first six days of the fall and spring semesters and during the first two days of 10-week sessions and summer sessions. See calendar for dates.

For course withdrawals, requests must be received by the official withdrawal date.

Returning Student

A returning student is any student who did not enroll for more than two consecutive semesters at Salem Community College. A returning student may be seeking a degree or certificate, or taking a class for enrichment.

Follow this procedure:

1. Complete a Returning Student form at www.salemcc.edu/admissions/readmit.
2. An admissions staff member will then contact you with the next steps.

Visiting Student

Students from another college may take courses at SCC and transfer them back to their primary college. Visiting (aka Nonmatriculated) students should follow this admissions procedure:

Follow this procedure:

1. Complete the admissions application online at www.salemcc.edu/apply.
2. Send an email to admissions@salemcc.edu with the following:
 - Full Name
 - Phone number, including area code
 - Email address
 - Semester you want to register
 - Course code and section number
 - College currently attending or have attended
 - Attach an unofficial college transcript to the email

Submitted transcripts will be securely destroyed one year after being submitted if the student does not complete the admissions process.

STUDENT SERVICES

International Student Admission Procedure

To apply for admission, an applicant residing in a country other than the United States must:

1. Complete the Salem Community College Admissions Application directly at www.salemcc.edu/apply.
2. Submit official high school and college transcripts. Photocopies are not acceptable. Documents must attest to the student's graduation status. Original credentials must be accompanied by English translations certified through a NACES accredited agency.
3. Provide proof of English language comprehension/fluency. Test of English as a Foreign Language (TOEFL) scores of 68 (iBT), 190 (CbT) or 520 (paper-based format) are required. Salem Community College does not offer intensive English as a Second Language instruction. TOEFL test scores must be submitted directly from the Educational Testing Service (ETS) to Salem Community College. Photocopies from the student are not acceptable.
4. Submit proof of age through copy of birth certificate or passport.
5. Provide an Affidavit of Support Form (USCIS Form I-134) completed by the student's sponsor and notarized at a United States Consulate or Embassy. Supporting documentation reflecting a minimum of \$16,000 must accompany the affidavit and amounts must be listed in U.S. dollars
6. Make a payment of \$300 to cover the international student processing fee. This fee is non-refundable.
7. Provide a check or money order for \$5,000 U.S. drawn on a United States bank or other financial institution made payable to Salem Community College. The money will be deposited into the student's account and will be used to pay a portion of the tuition and fees for the first two semesters.

Upon the receipt of all required material and deposits, an I-20 (Certificate of Eligibility for Non-immigration Student Status) will be processed and mailed to the student. The student will need to take the I-20 and accompanying documentation to the United States Consulate or Embassy to meet with a consular official. The decision to grant an F-1/M-1 student visa is made by the consulate or embassy staff representing the United States Department of State.

Students Admitted under an F-1/M-1 Visa

These students must enroll full-time (12 credits or more) and hold at least a 2.0 grade point average each semester in order to maintain good standing. Students failing to do so will have their enrollment ended.

Students Denied an F-1/M-1 Visa

Students must write to SCC's Dean of Enrollment and Student Services to request a refund due to visa denial. SCC will refund all tuition, fees only. The \$300 international student processing fee is non-refundable.

Students holding a B-1/B-2/Tourist Visa

These students must return to their home countries if they wish to apply for F-1/M-1 visa status.

Students holding active F-1 Visa at another Institution

International students who wish to transfer to Salem Community College must be in compliance with their student visa requirements, request a transfer release from the other institution, and complete an SCC Transfer-in form and application. Contact admissions for the Transfer-in form.

Application Deadline for International Students

- Fall (September) applicants - July 1
- Spring (January) applicants - November 1

Requirements for Selective-Admission Programs

Practical Nursing Certificate and Associate Degree in Nursing

The Practical Nursing Certificate and the Associate Degree in Nursing programs include additional requirements for admission.

The College has limited seating in the nursing programs. Therefore, the most qualified students are selected for admission.

Applicants complete a unique two-step admissions process. Applicants can review admissions procedures and steps at www.salemcc.edu/nursing/admissions.

Students must complete the Practical Nursing Program in two years from the start of the first nursing course. Students must complete the Associate Degree Nursing Program in two years from the start of the first nursing course. Students who do not complete the program within two years must wait five years before reapplying to the nursing program. Returning students must do so in the subsequent academic year.

STUDENT SERVICES

College/Program Placement Tests Accuplacer

The Accuplacer Placement Test provides information about students' reading, writing and math skills. Results are used to place students in the appropriate-level course(s). The test takes approximately three hours to complete. More information and practice questions are available at www.collegeboard.com.

The following must take the Accuplacer Test:

- All new degree/certificate-seeking students.
- All students who wish to take a math or English course, or any other course that has a math or English prerequisite.

Accuplacer Test Exemptions:

- Students who provide an official transcript of high school graduation within the past five years with an overall GPA of 2.75 or higher are exempt from taking the Accuplacer (provides placement into ENG 101 and MAT 134).
 - Students who wish to enroll in College Algebra (MAT 137) or Precalculus (MAT 153) must have an overall high school GPA of 3.0 or higher, or meet the criteria for a different exemption or placement method.
- Current high school juniors and seniors who submit an official high school transcript showing a 2.75 GPA or higher are exempt from taking the Accuplacer (provides placement into ENG 101 and MAT 134).
 - Students who wish to enroll in College Algebra (MAT 137) or Precalculus (MAT 153) must have an overall high school GPA of 3.0 or higher, or meet the criteria for a different exemption or placement method.
- Students who provide proof (official transcript) of earning a college degree are exempt from taking the Accuplacer
- Students who provide proof (official transcript) of completing a college-level English course with a grade C or higher are exempt from taking the English section of the Accuplacer.
- Students who provide proof (official transcript) of completing a college-level math course with a grade C or higher are exempt from taking the math section of the Accuplacer.
- Students who provide proof of having taken the SAT within the past five years with a score of 450 or higher in the evidence-based reading and writing section are exempt from taking the English section of the Accuplacer.
- Students who provide proof of having taken the SAT within the past five years with a score of 500 or higher in the math section are exempt from taking the math section of the Accuplacer.

- Students who have taken PARCC (valid for 18 months from the time the student graduates) and received a score of 4 or 5 on Grade 11 English Language Arts and Literacy and a score of 4 or 5 on the PARCC Algebra II test are exempt from taking the Accuplacer.
- Students who provide an official score report of completing an Accuplacer test at another N.J. college within the past three years may be exempt from taking the Accuplacer. Scores are reviewed on a case-by-case basis.

Retest Policy

Students who tested within the past three years and did not place into college-level math and English, may choose to retake the Accuplacer to improve their placement. The highest scores will be used for placement.

- Scores older than three years, from the date of testing, will not be utilized for placement.
- Students who tested more than three years ago and did not enroll in college-level courses must retake the Accuplacer placement test.
- Transfer students who enrolled in developmental courses at another college or university must retest using the Salem Community College Accuplacer placement test.

STUDENT SERVICES

New Student Orientation

Attending New Student Orientation is encouraged for all new students. The orientation program, held prior to the fall semester, provides information about curriculum offerings, advisement procedures, student support and general College policies.

Advantages of attending New Student Orientation include:

- making connections on campus,
- interacting with fellow new students,
- learning how to successfully transition to college,
- exploring ways to get involved,
- receiving an ID card and parking tag, and
- touring the campus.

Immunization

New Jersey law (NJAC 8:57-6.1 through 6.21) requires that all new students who are enrolled full-time (12 credits or more) present acceptable proof of immunization from measles, mumps and rubella (MMR), Hepatitis B and Meningococcal. This applies to all students 30 years of age and under.

This proof must be presented either before the beginning of the student's first semester of full-time enrollment or within 60 days of enrollment. The State of New Jersey may deny continued enrollment to those students who do not comply with this regulation.

High schools must retain student health records for seven years after graduation, which is an easy way to obtain them at no cost.

Students may be exempt from this requirement if one or more of the following apply:

- They are attending as a part-time student (11 or fewer credits) -- this applies only to Hepatitis B. Part-time students must present proof of immunization for MMR and Meningococcal.
- They are 31 years of age or older (23 and older for Meningococcal).
- They have a medical reason in writing from a physician for not being immunized.
- They have a written religious objection to immunization.

Nursing students require additional immunizations.

Students needing assistance obtaining the required immunization can contact SCC's health care partner:

Southern Jersey Family Medical Center
238 E. Broadway, Salem, NJ 08079
856.935.7711
www.sjfmc.org/salem-center

Service charges/payment may be required.

STUDENT SERVICES

Programs for High School Students

High School students may take college courses in a variety of ways. Students taking courses outside the College Acceleration Program (CAP) may pay a reduced rate. Some course fees may apply.

Academy Programs

Students can take advantage of career oriented academy programs, offered on various Salem County high school campuses through Salem County Vocational and Technical School. Students take high school and college courses in their chosen specialty area. Current offerings are:

Salem Tech High School (SCVTS)

- Academy of Biological/Medical Science
- Academy Energy Applications

Penns Grove High School

- Engineering

Pennsville Memorial High School

- GMT
- Instrumental Music
- Vocal Music

Arthur P. Schalick High School

- Dance
- Drama
- Visual Arts

Woodstown High School

- Communications
- Finance & Business

College Acceleration Program (CAP)

Each Salem County high school has a dual-credit agreement with SCC that allows their students to receive college credits for approved courses taken at each school. High school students may begin their freshman year, at a discounted rate. Students must complete the appropriate forms by each yearly deadline.

High School Advanced Placement Courses

SCC accepts credits for high school advanced placement (AP) courses when completed through the College Acceleration Program (CAP) or when earning a score of 3, 4 or 5 on the AP exam.

JumpStart

While designed slightly differently, both Pennsville Memorial and Woodstown High Schools offer Jump Start. These programs allow qualified high school seniors to earn as many as 26 college credits during their final year of high school. These programs are intended to offer the most universally transferable classes and, should the student choose to take a few extra classes, can allow them to start college with sophomore standing. Interested students should contact administration and/or guidance at their respective high schools.

High School Option

This program encourages high school students to take college-level, general education courses.

Upon high school graduation, students may transfer their college credits to a four-year college or continue toward an associate degree at SCC.

To begin the planning process, students should speak to their high school counselor and complete the admissions application at www.salemcc.edu/apply.

GEAR UP/College Bound

GEAR UP/College Bound is a free program that supports students in the Penns Grove-Carneys Point School District to increase their college and career readiness. The grant-funded program is coordinated by Salem Community College. The program serves students and parents throughout the calendar year."

For more information, call 856.351.2690.

Transition Services

Transitioning to a Career

Employment assistance -- including how to write a résumé, complete a job application and prepare for an interview is available. Students are encouraged to attend and interview at job fairs when offered.

Transitioning to a Four-Year College

Salem Community College graduates have a wide variety of excellent opportunities for transfer to four-year institutions of higher education. Colleges and universities with which SCC has signed articulation agreements are listed on the following pages. Student Services keeps information about other four-year colleges and universities on file and can assist students with transfer preparation. Advisors will help students plan a course of study to parallel the first two years at the chosen four-year institution. Students should be familiar with the specific course requirements of the institution of their choice. Students interested in transferring should discuss their plans with their advisor.

Students planning to transfer must also meet the admission requirements of their selected college. During the transfer process, students must submit an official copy of their SCC transcript to their transfer institution.

STUDENT SERVICES

Transfer within New Jersey

New Jersey's transfer law (known as the Lampitt Law) established a statewide agreement for students transferring from a New Jersey community college to a New Jersey public four-year college or university.

Students can now seamlessly transfer their academic credits – as half of those required for a basic four-year degree – from a completed community college Associate of Arts (A.A.) or Associate of Science (A.S.) degree program to Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) programs, respectively.

To transfer successfully, community college students should select an associate degree program that aligns with their anticipated bachelor's degree major. Five-year degree programs require transfer students to complete all credits required for the bachelor's degree beyond the initial 60-64 credits that will transfer with the associate degree.

New Jersey's statewide transfer agreement does not guarantee admission to any four-year institution, and admission requirements vary. While the law does not cover New Jersey's private colleges and universities, many of those institutions have established similar policies that allow community college graduates to transfer with full junior standing.

Students have the right to appeal decisions regarding the acceptance of their transfer credits at four-year public institutions of higher education in New Jersey. Appeals will be considered within 30 days of completion of the student's transfer credit evaluation. Students must contact their transfer institution for its appeal process.

Students planning to transfer to a New Jersey college or university can use *NJ Transfer* (see below), an online information system that allows students to check the transferability of their SCC courses, as well as plan a program of study that is transferable to the New Jersey college of their choice.

NJ Transfer

NJ Transfer - www.njtransfer.org - helps students who are enrolled or planning to enroll at a community college then transfer to a four-year college in New Jersey. While on the site, students enter their community college courses, their final grades and the college to which they plan to transfer. Students learn which courses transfer and, if so, each course's equivalency at the transfer college.

For details, visit Students Services or call 856.351.2716.

Articulation Agreements

Salem Community College has established articulation agreements with the regional and national colleges and universities:

- Alfred University
- Aspen University
- Ball State University
- Camden County College (partnership)
- Chestnut Hill College
- Delaware State University
- Drexel University
- Excelsior College
- Grand Canyon University
- Immaculata University
- Kaplan University
- Rowan College at Burlington County (partnership)
- Rowan University
- Rutgers University-Camden
- Savannah College of Art and Design
- Stevenson University
- Strayer University
- Thomas Edison State University
- Wilmington University

Details for some follow.

Alfred University

Salem Community College has established a transfer articulation agreement with Alfred University. The agreement guarantees admission with full junior standing into the Alfred University B.F.A. degree program to students who:

- Graduate from SCC with an Associate in Fine Arts (A.F.A.) degree in glass art,
- Have achieved a minimum overall grade point average of 2.75 for all courses taken,
- Complete the required portfolio submission and receive an acceptable rating on the portfolio rubric. This portfolio submission should include 3 observational drawings and 12 other pieces in any medium.

Alfred University will accept individual course credits for courses awarded a C or higher. Alfred will accept all credits required for the SCC Associate in Fine Arts in Glass Art degree, in transfer, in fulfillment of requirements for the bachelor's degree. The number of credits that must be taken through the Alfred degree completion program for B.F.A. must be a minimum total of 128 through SCC and Alfred. Alfred's graduation requirements for the program stipulate that a portion of these credits, to be determined by Alfred, must be completed in residence on the Alfred main campus. Alfred will accept a limit of 75 transfer credits, but a minimum of 70 credits must still be completed at Alfred.

Students considering transfer should consult their advisor. For information about Alfred University, visit www.alfred.edu.

STUDENT SERVICES

Aspen University

Salem Community College and Aspen University have established an agreement to facilitate transfer. Graduates of SCC's Associate in Applied Science Nursing program who have earned no less than a "C" grade in any course, possess an unencumbered Registered Nurse (RN) license, and meet the other application requirements of Aspen University, shall:

- be awarded 60 nursing course credits in recognition of possession of an unencumbered RN license;
- be awarded 27 general education transfer credits for the following courses: BIO 211, BIO 220, BIO 221, ENG 101, ENG 102, PSY 101, PSY 111, SOC 101;
- be pre-approved for acceptance into Aspen University's 10-course (30 credit) Bachelor of Science in Nursing Completion Program (RN to BSN);
- receive a 10 percent tuition discount for the RN to BSN program.

Aspen University's RN-BSN degree requires a total of 120 credits: 30 general education credits, 60 nursing course credits plus the 30 credits earned in the Aspen University RN-to-BSN completion program.

If fewer than 30 general education transfer credits are earned in Salem's Associate in Applied Science Nursing program, it will be necessary for students to:

- submit transcripts confirming the completion of the balance of 30 general education courses earning no less than a "C" grade in any course from other accredited institutions, or
- complete additional general education courses with a "C" grade or higher at Salem Community College, or at Aspen University, or at another accredited institution.

For information about Aspen University, visit www.apsen.edu.

Ball State University

Ball State University has created a guaranteed admission agreement with Salem Community College. Graduates of SCC's glass art program would be eligible to pursue the corresponding bachelor's degree once they are enrolled at BSU as juniors. BSU will accept all program credits, in transfer, in which a grade C or higher has been earned.

Students considering transfer should consult their advisor. For information about Ball State University, visit www.bsu.edu.

Chestnut Hill College

Under the dual-admission agreement with Chestnut Hill College, Salem Community College students will be guaranteed admission into a bachelor's degree program in Chestnut Hill College's School of Continuing and Professional Studies or the School of Undergraduate Studies with a third-year (junior) status on the condition they:

- graduate from SCC with an associate in science or associate in arts,
- earn a minimum grade point average of 2.0,
- complete the dual-admission intent form by the time they apply to Chestnut Hill College and
- satisfy all other Chestnut Hill College admissions requirements. Chestnut Hill College scholarships are available to SCC transfer students with a GPA of 3.0 or higher and who are enrolled full-time.

For more information about Chestnut Hill College, visit www.chc.edu.

Delaware State University

Salem Community College has established a dual-admissions agreement with Delaware State University. Through the agreement, SCC students can begin one of the following bachelor's degree programs at DSU:

- Biology/Chemistry (pre-professional),
- Business Administration (Accounting),
- Criminal Justice (Law Enforcement),
- Liberal Arts, Psychology,
- Sociology.

This agreement enables participating students to receive Academic Support Service and advising from DSU while at SCC. SCC graduates will seamlessly transfer into one of the programs at DSU for their junior and senior years.

SCC students enrolled in a dual admission program with DSU meet with a transfer advisor to help prepare for their transition. For information about Delaware State University, visit www.desu.edu.

STUDENT SERVICES

Drexel University

Salem Community College has an articulation agreement with Drexel University Online. Students wishing to transfer into specific programs at Drexel Online will receive reduced tuition rates. Students will also have the opportunity to receive a more individualized transfer credit evaluation that provides specific information on how that student's individual scores will transfer to Drexel Online. Students should contact the Office of Academic Affairs for specific information. Visit www.online.drexel.edu for more information.

Excelsior College

Salem Community College has established an articulation agreement with Excelsior College. Graduates of SCC's Associate in Applied Science degree in Nuclear Energy Technology may transfer into Excelsior's bachelor of science in Nuclear Engineering Technology. In addition, graduates of SCC's Associate in Applied Science degree in Sustainable Energy Technology may transfer into Excelsior's bachelor of professional studies in Technology Management. In order for a course to be considered for transfer, students must have earned a C or higher. Students may transfer a maximum of 88 specified credits. For more information about Excelsior College, visit www.excelsior.edu.

Grand Canyon University

Salem Community College has established a partnership agreement with Grand Canyon University. Graduates of SCC's associate degree in nursing program may continue in GCU's bachelor of science in nursing (BSN) program. For full details, contact an SCC advisor. For information about GCU, visit, www.gcu.edu.

Immaculata University

Salem Community College and Immaculata University have developed two separate agreements to facilitate the transfer of students. Students interested in attending Immaculata after graduation from SCC should contact an advisor at Immaculata as soon as possible after making their transfer decision.

Articulation Agreement

SCC students may transfer into Immaculata's semester-based day and evening programs on the main campus and earn a bachelor's degree in one of the 40 majors offered by the University's various departments. Students who transfer 54 or more credits will be classified as a junior. Students are required to have a minimum GPA of 2.0. Courses with a C or higher will be brought into Immaculata as transfer credits.

Dual Admission Agreement

SCC students admitted to any of the SCC Associate in Arts (A.A.) or Associate in Science (A.S.) degree programs are eligible to complete a "Dual Admission Intent to Enroll Form." This agreement entitles them to be admitted to an undergraduate program at Immaculata through either the College of Undergraduate Studies (as a full-time student) or through the College of Lifelong Learning's programs.

Students should complete the "Dual Admission Program Intent to Enroll Form" before they have completed 30 college transferrable credits. Students must graduate from SCC with a minimum GPA of 2.0 and meet all other Immaculata admission requirements. Visit www.immaculata.edu for more information.

Kaplan University

Salem Community College has established an articulation agreement with Kaplan University. Kaplan University will facilitate the transfer of SCC associate-degree graduates to baccalaureate programs at Kaplan. This advanced start baccalaureate program (also known as a "2+2 option") is designed to maximize a student's transfer credit award.

SCC students in good standing and eligible graduates will be reviewed as pre-qualified applicants for Kaplan University degree programs. Applicants will be required to complete all Kaplan University admissions requirements in force at the time of application.

To be eligible for application to an advanced start bachelor's program, a student must be an associate-degree graduate or must submit a letter from SCC indicating that the student is in good standing, the expected date of graduation and the degree expected to be earned. Upon graduation, the student must submit proof of having been awarded an associate degree.

Kaplan University will complete a course-by-course review of all transfer credits submitted on official transcripts from SCC. Kaplan University reserves the right to make a final determination on all matters related to transferability and course equivalencies.

Kaplan offers a 10 percent tuition reduction to SCC graduates, reduced tuition to active military and veterans, and scholarships.

Kaplan University, which offers over 100 degree programs, is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools.

For more information about Kaplan University, visit www.kaplanuniversity.edu or call 1.866.397.9456.

Rowan University

Salem Community College has established a partnership agreement with Rowan University called "2+2 A.S. in Business Administration - Supply Chain Management at Salem Community College to B.S. in Supply Chain and Logistics at Rowan University."

An SCC student in the aforementioned program shall be admitted to Rowan, to complete a bachelor's degree in that program, provided the student:

- has successfully obtained or will obtain an associate degree before enrolling at Rowan,
- has satisfied all other applicable Rowan admissions and program-specific requirements, and
- and is in good standing with SCC.

Students considering transfer should consult their advisor for full details. For information about Rowan University, visit www.rowan.edu.

STUDENT SERVICES

Rutgers University-Camden

Rutgers University, Camden (RU-C) and SCC have an articulation agreement for Health Science. SCC Health Science graduates may transfer to the RU-C Health Sciences bachelor's degree program with junior status. To do so, graduates from SCC must submit an official transcript indicating that the associate degree has been conferred and showing a minimum cumulative grade point average of 2.8. SCC graduates must complete all regular admission requirements as determined by RU-C, including but not limited to the completion of an admission application, submission of an official SCC transcript, and the submission of official transcripts from all other institutions previously attended.

In addition, Rutgers University-Camden offers merit-based scholarships to all SCC graduates based on grade point average. Candidates must have completed an SCC associate degree. Candidates must apply, and be accepted, to Rutgers University-Camden. Recipients must attend full-time. The scholarship may be renewed for one year provided that the recipient remains in good academic standing.

For full details, contact an SCC advisor.

Savannah College of Art and Design

Salem Community College has established an articulation transfer agreement with Savannah College of Art and Design (SCAD). Graduates of SCC's Associate in Fine Arts degree program in Computer Graphic Art may transfer into SCAD's bachelor of arts in visual communication with graphic design concentration program. In order for a course to be considered for transfer, students must have earned a C or higher.

Students may transfer a maximum of 18 courses. For more information about Savannah College of Art and Design, visit www.scad.edu.

Stockton University

Stockton University offers Transfer Pathways, a dual-admission option in partnership with Salem Community College. Students entering this program receive conditional acceptance to Stockton while they work on their associate degree at Salem.

This innovative partnership makes higher education more affordable for students by providing a direct, cohesive route to a bachelor's degree with easy transfer of credits.

Students have two pathway options to a Stockton education:

1. For students who applied to Stockton but were not accepted as a freshman, Transfer Pathways offers the opportunity for conditional acceptance during their freshman and sophomore years at Salem.
2. Students already enrolled at Salem can apply for conditional Transfer Pathways acceptance, continue working toward their associate degree at Salem, and be assured of acceptance prior to the term in which they are ready to transfer to Stockton.

Benefits include:

- Advising services at both institutions to help ensure a seamless transition to Stockton.
- Housing eligibility in one of Stockton's residential living locations as early as the first year in the program. For more information, contact: housing@stockton.edu.
- Use of academic, technology and support services on Salem or Stockton campuses.
- Participation in Stockton student clubs and organizations.
- Waiver of all Stockton application fees when ready to transfer.

In addition, Stockton will provide annual scholarships of \$2,000 for up to five Salem graduates who enroll at Stockton through this agreement each year.

Transfer Pathways is open to all conditionally accepted New Jersey students.

For more information, email pathways@stockton.edu or visit www.stockton.edu/pathways.

STUDENT SERVICES

Stevenson University

Salem Community College has established a partnership agreement with Stevenson University. Graduates of SCC's associate degree in nursing program may continue in Stevenson's bachelor of science in nursing (BSN) program. Stevenson University will offer SCC graduates registered its Adult Online Undergraduate program a 20 percent tuition discount. The discount is for tuition only and cannot be applied to supplies, books, fees or other costs associated with the program. For full details, contact an SCC advisor. For information about Stevenson University, visit, www.stevenson.edu.

Strayer University

Salem Community College has established an articulation agreement with Strayer University. Through the agreement, SCC students will be guaranteed admission into a related baccalaureate degree program at Strayer University, provided they:

- graduate with an associate degree and
- hold a minimum cumulative grade point average of 2.0.

Once admitted, students are subject to all other policies and procedures, including the residency requirement of Strayer University, as outlined in the Strayer University Catalog.

SCC students, who have completed or will complete an associate degree by the time they enroll in classes at Strayer University, will be exempted from paying the Strayer application fee.

Strayer University offers undergraduate and graduate programs in business, education, information systems and public administration at campuses in 11 states and the District of Columbia. Strayer also offers undergraduate and graduate programs in fields such as accounting, business, health services administration, information systems and public administration in an online format.

For more information about Strayer University, visit www.strayer.edu.

Thomas Edison State University

Salem Community College has established an articulation agreement with Thomas Edison State University. Graduates of SCC's Associate in Applied Science degree in Nuclear Energy Technology may transfer into Thomas Edison's bachelor of science in Nuclear Engineering Technology or bachelor of science in Applied Science and Technology – Energy Systems Technology or bachelor of science in Applied Science and Technology – Technical Studies. In order for a course to be considered for transfer, students must have earned a C or higher. Students may transfer a maximum of 80 specified credits.

In addition, graduates of SCC's Associate in Applied Science degree in Nursing may transfer into TESU's Bachelor of Science in Nursing (BSN) program. Students may also take additional classes at SCC before transferring. For details, consult an SCC academic advisor.

For more information about Thomas Edison State University, visit www.tesu.edu.

STUDENT SERVICES

Wilmington University

Salem Community College has developed a dual-enrollment agreement with Wilmington University. Through this agreement, SCC students who earn an associate degree and meet all terms of the agreement will continue in a corresponding bachelor's degree program with junior status at Wilmington University.

To enroll in one of the following dual-admission programs, students must sign a letter of intent.

The agreement covers the following programs of study:

Associate in Science (AS)

- AS in Business Administration to BS in Business Management
- AS in Business Administration to BS in Finance
- AS in Business Administration to BS in Sports Management
- AS in Game Design and Development to BS in Game Design and Development

Associate in Fine Arts (AFA)

- AFA in Computer Graphic Art to BS in Interactive Multimedia Design

Associate in Applied Science (AAS)

- AAS in Nursing to Accelerated RN to BS in Nursing
- AAS in Nursing to BS in Nursing

Associate in Arts (AA)

- AA in Criminal Justice to BS in Criminal Justice
- AA in Education to BS in Elementary Education, Grades K-6, with minor in Special Education (Grades 1-8)
- AA in Liberal Arts to BS in General Studies
- AA in Social Science, Psychology Option, to BS in Behavioral Science
- AA in Social Science, Psychology Option, to BS in Psychology

Other

- Any SCC degree to Accelerated BS in Organizational Dynamics
- Any SCC degree to Accelerated BS in Organizational Management

Students interested in a WU bachelor's degree program in a different field of study from their conferred associate degree may be required to complete prerequisite courses. SCC students entering WU are encouraged to meet with a WU academic advisor to clarify the course requirements for their chosen major.

For more information about Wilmington University, visit www.wilmu.edu.

FINANCIAL AID

The primary purpose of financial aid is to provide assistance to students who, without aid, would be unable to attend or remain in college. In selecting recipients of financial aid, the College places emphasis on students with the greatest financial need, as determined by a needs-analysis formula.

The Financial Aid Office processes and administers all federal, state, private and institutional aid received by students. Salem Community College administers financial aid under federal and state nondiscriminatory guidelines. Special federal requirements apply to foreign nationals.

SCC expects students and/or their families to make a maximum effort to help defray the costs of attending college and views financial aid as a partnership shared proportionately by the students, the family and the institution.

Three types of financial assistance are available: gift aid (grants and scholarships), loans and campus employment. Aid may be offered from one source or from a combination of sources. The primary considerations used to determine a financial situation are family income, family assets, student assets, student income, family size and the number of family members in college. The total amount of financial aid offered to students may not exceed their established need.

Eligibility

To receive financial aid, a student must meet the following eligibility requirements:

1. be a U.S. citizen (or eligible non-citizen);
2. be registered with Selective Service (if required);
3. have attained a high school diploma or GED;
4. be accepted in a program of study leading to a degree or certificate;
5. not be in default status on a student loan;
6. maintain satisfactory academic progress;
7. demonstrate financial need; and
8. have registered for at least one credit.

To receive financial aid from the state of New Jersey, a student must comply with the general eligibility requirements and also must be:

1. a New Jersey resident for at least one year and
2. registered for at least six credits.

How to Apply

To ensure consideration in time to use financial aid as a credit toward tuition and fees, applications should be submitted by June 1 for the full academic year and by October 1 for the spring semester.

In order to seek financial aid, the following procedure must be strictly followed:

1. Each student requesting financial aid must follow SCC's admission procedure and enroll in a program leading to an associate degree or certificate.
2. Each student must complete an SCC Financial Aid Application.
3. Each student must complete a Free Application for Federal Student Aid (FAFSA). Funds administered by SCC will not be disbursed to any student who does not have a correct needs-analysis report on file.
4. The student must respond to any requests for additional information before awards will be final. Failure to comply will result in the loss of any eligibility.

The student is notified of his/her eligibility through an award letter. Correspondence from the Financial Aid Office may come in the form of e-mails to the address provided by the student/applicant or traditional mail.

Confidentiality

All records and conversations between aid applicants, their families and the Financial Aid staff are confidential and entitled to the protection given to a counseling relationship. No public announcements shall be made of amounts awarded to an individual student. No information concerning a student's financial aid records may be released to anyone outside Financial Aid without permission of the student, his/her parent(s) or the Director of Financial Aid.

Financial Aid Procedure

Students who have received notification that they are eligible for financial aid will have their financial aid award credited to their account as anticipated aid. If funds are sufficient to cover the cost of tuition and fees, a bookstore credit will be issued.

The student must have completed registration and must be enrolled as a degree- or certificate-seeking student. Any changes in the student's registration, such as adding or dropping courses, will require that the student notify the Financial Aid Office of the change, including courses cancelled by the College. Failure to notify the office may result in the reduction or loss of previously awarded funds.

FINANCIAL AID

Verification

Verification is a detailed review of the information that students provided on their Free Application for Federal Student Aid (FAFSA) to determine their eligibility for federal/state aid. Students may need to provide certain documents to the Financial Aid office in order to complete this process. The law requires the College to complete the process of verification before disbursing any grant or loan funds to students. SCC will compare information from students' FAFSA with, if applicable, copies of their U.S. Federal Tax Return Transcripts, or with W-2 forms or other financial documents. Information retrieved using the Internal Revenue Service (IRS) Data Retrieval Process and not subsequently changed, is considered acceptable documentation for IRS-related information, and their Federal Tax Return will not be required.

Verification is complete when an applicant has submitted all requested documents, all necessary corrections have been made, and SCC receives the student's corrected Financial Aid Application from the Department of Education.

Students who fail to submit the required documentation may lose financial aid for that semester or academic year.

Completion of Verification

Once the Financial Aid Office has completed verification one of two things will happen:

1. If conflicting information is found, the office may ask for additional documentation.
2. An award letter will be sent to the email address the student provided on his or her FAFSA.

Corrections

If the Financial Aid Office identifies conflicting information between the students' application information and their financial documents, staff will need to make corrections. Students may receive a follow-up request for additional documentation, via email. The documents required to complete verification varies based on the conflicting information reported on the FAFSA. If students do not submit all of the required documents requested, the office will not be able to complete the students' financial aid processing.

Referrals

If, during verification, the FA Office determines that students have engaged in fraud or criminal misconduct in connection with their FAFSA, this information will be reported to the U.S. Department of Education. Examples of the type of information that the office must refer are:

- False claims of independent student status
- False claims of citizenship
- Use of false identities
- Forgery of signatures or certifications
- False statements of income

State (HESAA) Verification

Independently from the SCC Financial Aid office, the New Jersey Higher Education Student Assistance Authority (HESAA) may verify students' information to determine if they are eligible for a Tuition Aid Grant (TAG). Students will be notified directly by HESAA of what documentation they require. Students may submit information directly through their website, www.hesaa.org.

Summary

The selection of an application for verification does not necessarily mean the FA office believes a student's information is incorrect. Most applications are randomly selected for verification to maintain the integrity of the Federal Student Aid programs. Some applications are selected based upon a set of common edits which check data for consistency and logic.

While a file is being reviewed for verification, no Financial Aid funds can be disbursed (paid) to an account. Holds may be placed on an account preventing a student from scheduling future courses or viewing grades if he or she has not completed the verification process.

FINANCIAL AID

Sources of Financial Aid

SCC participates in the federal and state financial aid programs listed below. Detailed information pertaining to all programs may be obtained from Financial Aid.

Federal

- Pell Grant
- Supplemental Educational Opportunity Grant (SEOG)
- Federal Work-Study (FWS)
- Direct Loan Programs
- PLUS Loan Program

State

- Tuition Aid Grant (TAG) -- available to full- and part-time students
- Educational Opportunity Fund Grant (EOF)
- Community College Opportunity Grant (pending approval by legislature)
- New Jersey Class Loan Program
- NJ STARS Program
- Survivor Tuition Benefits Program

State and Federal Veterans' Programs

- Selected Reserve Educational Assistance Program
- VA Work Study
- Veterans' Benefits
- Veterans' Deferrals
- Veterans' Tuition Credit Program
- New Jersey National Guard Tuition Credit Program

Other Program

- Salem Community College Foundation Scholars

Financial Aid Refund Process

All aid is credited to a student's account. After all institutional charges are deducted, reimbursement monies for miscellaneous educational expenses are disbursed to students after midterm and after attendance has been verified. Federal law requires Salem Community College to refund unearned tuition, fees and other charges to the federal government if students totally withdraw, drop out or otherwise fail to complete the program. This policy relates to students receiving Pell, SEOG or Direct Loans. The written policy is available from Student Accounts or Financial Aid.

Veterans' Certification

As an official certifying agent for veteran (VA) education assistance purposes, SCC provides VA education information and assistance to student veterans. Veterans' benefits are processed through Student Accounts, which monitors academic progress, class standing and attendance. To receive benefits, veterans are required to verify class attendance. Failure to complete financial transactions with Student Accounts will negatively affect enrollment status.

Salem Community College has reaffirmed its commitment to veterans in two tangible ways. First, the veterans lounge has opened in Contini Hall, Room CON 105. The space is outfitted with a desktop computer and comfortable furniture. Second, designated parking spots for veterans are available in Lots C and D.

For assistance, veterans may contact the Primary Veterans Support Officer Sonia Bermudez at 856.351.2246 or sbermudez@salemcc.edu or Secondary Veterans Support Officer Jill James at 856.351.2910 or jjames@salemcc.edu.

Financial Aid Academic Standards Policy

All students must be making satisfactory academic progress toward a degree or certificate to be eligible for aid under federal and state programs. Progress is evaluated annually and is determined using established standards and timeframe in compliance with federal and state guidelines. Charts are available in Financial Aid.

Satisfactory academic progress to maintain financial aid is determined by the establishment of a cumulative grade point average that meets the required standards and the accumulation of the number of credits required for program completion within a specified time frame.

Failure to accomplish the standards of progress can lead to a student being placed on:

- Financial Aid Academic Probation - Indicates that the student has not attained the required credits and cumulative grade point average appropriate for the number of credits attempted.
- Financial Aid Suspension - Ends the student's eligibility for financial aid.

FINANCIAL AID

Financial Aid Appeal Procedure

Appeals of financial aid suspension must be made in writing to the Director of Financial Aid. The student must include a detailed Action Plan of the ways in which the student has or will improve academically to prevent being placed on financial aid suspension again. Students must contact an advisor to create the Action Plan.

A committee, chaired by the Director of Financial Aid, will review the student's materials including financial aid history, and will notify the student by letter within 10 business days, to indicate if financial aid has been re-instated or if a meeting with the Committee is needed. Should the student wish to appeal the letter or the results of the meeting with the Committee, he or she must submit a written request to the Chief Academic Officer within 10 business days of receiving notification from the Financial Aid Appeals Committee. This is the final step in the appeals process.

Additional Sources of Financial Support

NJ STARS

NJ STARS (Student Tuition Assistance Reward Scholarship) is a scholarship program that covers the cost of tuition for New Jersey residents at Salem Community College.

Students who graduate in the top 15 percent of their high school class may be eligible.



Students must complete a rigorous series of high school courses as a first step toward eligibility, as determined by the New Jersey Commission on Higher Education in consultation with the New Jersey Commissioner of Education.

Students must take at least 12 college-level credits each semester and are allowed to take up to 18 credits per semester if they are able to handle the course load and wish to accelerate their graduation.

Students have five semesters of eligibility for NJ STARS. Students are permitted to take fewer than 12 credits in their final semester if they need fewer than 12 credits to graduate.

Students majoring in areas that require an additional sixth semester pay for the additional semester, but are able to retain their eligibility for NJ STARS II status.

Students must take a college placement test selected by the New Jersey Council of County Colleges when they receive their conditional eligibility letter from the New Jersey Higher Education Student Assistance Authority. SCC will administer the test and may create partnerships with districts to have on-site testing as well.

Students who do not achieve the required placement test scores will be notified by SCC that they are currently in need of remediation prior to pursuing college coursework through the NJ STARS program. Students will be able to take appropriate courses while still in high school to improve their skills, or they can take developmental courses at SCC while still in high school.

Students who graduate from high school and still need remediation will be given up to one year at their own cost or using other non-STARS funds to gain the skills they need to be college ready. They will not be considered NJ STARS scholars until they meet the requirement, but they will still have five semesters of eligibility upon meeting the requirements during that year.

Students who have earned college credits during high school will be able to submit those credits for consideration to Salem Community College, and upon meeting the established criteria should have those credits applied to their degree. Those students who have earned an associate degree with a 3.25 grade point average or higher while enrolled in high school will be eligible to apply directly to a New Jersey public college or university for inclusion in NJ STARS II.

Dependent students of military families assigned to a military base and whose parents have established New Jersey as their state of residence will be eligible for NJ STARS as long as all other conditions are met.

Students who meet the top 15 percent requirement must first apply for all other federal and state financial aid available to them by filing a Free Application for Federal Student Aid (FAFSA) annually within New Jersey's deadline. If a student receives financial aid, NJ STARS will cover the tuition balance. If a student is not eligible for the aid, NJ STARS will cover the cost of up to 18 credits of tuition.

NJ STARS students must be enrolled in an associate degree program at Salem Community College.

NJ STARS students must have a 3.0 or higher grade point average moving from freshman to sophomore years to be eligible for scholarship renewal for the second year.

Students must earn a 3.25 cumulative grade point average upon graduation from SCC to possibly be eligible for NJ STARS II.

For more information and updates on NJ STARS II, visit **HESAA.org**.

NJ STARS is annually funded through state of New Jersey legislation, which is subject to change.

For more information, call the Financial Aid Office at 856.351.2699.

FINANCIAL AID/EOF

Salem Community College Foundation Scholars

In the Salem Community College Foundation Scholars program, Salem County high school students who meet the following criteria will qualify for an SCC scholarship:



- Earn a GPA of C or higher, or the students' school's numeric equivalent.
- Complete high school in four years.
- Submit at least one letter of recommendation.
- Participate in at least one extracurricular activity.
- Miss no more than 10 days per school year including absences and lateness. This is based on New Jersey attendance requirements used on the State Report Card, not individual school calculations of excused and unexcused absences.
- Complete a Financial Aid Application.

Students must complete a Salem Community College Foundation Scholars application (available from their high school guidance office) at the beginning of their freshman year.

For details, call 856.351.2716.

Hope Scholarship Tax Credit

The Hope Scholarship, established by the federal government's Taxpayer Relief Act of 1997, provides a tax credit of up to \$1,500 per year for students from middle-income families for the first two years of college. The tax credit will be available in an amount of 100 percent for the first \$1,000 of qualified tuition and related expenses paid, plus 50 percent of the next \$1,000. The amount of tuition and fees covered by the Hope Scholarship Tax Credit is reduced by other grant and scholarship aid received.

Other Opportunities

In addition to the financial aid opportunities listed, certain students are eligible to receive aid from the Veterans Administration, Job Training Partnership Act, New Jersey Rehabilitation Commission and private organizations or clubs. Institutional, state or federal aid may be reduced if outside aid is received.

Financial aid information and scholarship searches are available online. Students may also pick up a copy of the College's scholarship booklet in Student Services.

Educational Opportunity Fund (EOF)

The Educational Opportunity Fund Program gives disadvantaged students of New Jersey an opportunity for higher education, particularly students who would not be able to attend or succeed in college without the additional services and benefits of the EOF program. The program serves students who demonstrate potential and promise, but who have documented economic hardship and minimal resources to achieve in college.



EOF supports innovative educational initiatives, supplemental instruction, support services and leadership development activities to improve the student's chance of academic success. In concert with other sources of student financial assistance, EOF also attempts to make college affordable for those students who find the costs of higher education an impediment to access and student persistence.

To participate in the EOF program, a student must:

- apply for college admission,
- reside in New Jersey for one full year and
- have completed a Free Application for Federal Student Financial Aid (FAFSA).

All Educational Opportunity Fund students are expected to meet with their EOF counselor twice a month during the fall and spring semesters to discuss their progress.

For more information, visit www.salemcc.edu/eof.

Scholarships

Salem Community College provides several scholarships each year. Scholarship booklets -- containing an up-to-date list of scholarships and an application -- are available in Student Services and at www.salemcc.edu/scholarships. Scholarship applications should be submitted in June for priority consideration for the following year.

SCC scholarships are intended to help students achieve their educational goals and can be applied toward direct educational expense only (tuition and fees). A student's scholarship amount will be determined after all federal and state grant aid and other external scholarship have been deducted from his or her direct educational expenses. If a student's educational expenses do not exceed his or her federal or state grant aid, he or she may not have a need for scholarship funds.

TUITION

TUITION

Tuition (per credit):

Fall 2024 - Summer 2025

County Resident.....	\$ 212.00
Out-of-County Resident Employed..... in Salem County	\$ 212.00
New Jersey Resident, Out-of-County.....	\$ 246.00
Delaware Resident.....	\$ 285.00
Out-of-State Resident, Other than Delaware.....	\$ 342.00
International Student.....	\$ 342.00

Fees

Registration/College Fees:

Late Registration Fee.....	\$ 25.00
Schedule Change Fee (during add/drop period)..	\$ 50.00
Nursing fee for Practical Nursing and Nursing students (per semester).....	\$2,350.00
Summer Nursing Program Fee.....	\$ 500.00
International Student Processing Fee (one time, nonrefundable).....	\$ 300.00
Open Studio/Lab Fee for Students Enrolled in a Glass Course (per semester, Spring and Fall).....	\$ 350.00
Open Studio/Lab Fee for Students Enrolled in a Glass Course (per semester, Summer).....	\$ 150.00

Administrative Fees:

Accuplacer Scores.....	\$ 5.00
Cengage Fee.....	\$ 180.00
Course Test-Out Fee.....	\$ 35.00
Duplicate/Lost Degree and/or Certificate.....	\$ 35.00
Late Graduation Fee (nonrefundable).....	\$ 35.00
Late Payment Fee.....	\$ 35.00
Payment Plan Fee.....	\$ 30.00
Proctoring Fee (if applicable).....	\$ 30.00
Returned Check Fee.....	\$ 40.00
Transcript - National Student Clearinghouse....	\$ 8.50

Licensing and Materials Fee:

Select courses have additional fees to cover materials and licensing costs. See course descriptions.

Account Holds

The account of any student with outstanding financial balances or SCC property will be placed on hold, and the outstanding issues must be addressed immediately by the student. Students with accounts placed on hold will not receive any face-to-face services except academic advising, or access to the SCC Self-Service Portal and all records.

Types of account holds include:

- Chargeback – Student has not provided chargeback documentation.
- Check – If payment for a prior semester is made by check, a 7-10 day hold will occur until check clears.
- Collection – Account has been turned over to an outside collection agency.
- Drop – Student has conducted more than five drop transactions in any drop/add period.
- Equipment/Materials – Items have not been returned to the department from which they were borrowed.
- Expired Address – Student must provide current mailing and permanent address.
- Immunization – Student must provide immunization records.
- Library – Student has excessive fines or has checked out items that are now overdue.
- Past Due – Student has a past-due balance.
- Traffic Violation – Student has outstanding SCC parking fines.

Payment

SCC has several payment options from which to choose:

- online (for returning students) at www.salemcc.edu/pay
- cash
- check
- money order
- VISA/MasterCard/American Express
- Discover (online only)
- Deferred Payment Plan

Credit Card Payments

Students paying their tuition and associated fees with a credit or debit card will be assessed a transaction fee. The credit/debit card fees that would be passed on/charged to the user are 2.85% for domestic cards and 4.25% for foreign cards. Payments via cash, check, or online deductions from a checking account will not be subject to this fee. The minimum service fee for card transactions over \$20 and less than \$106 will be \$3.

Deferred Payment Plan

Through the Deferred Payment Plan, students may spread their tuition and fee payments over four months for the fall and spring semester and three months for the summer session. Students taking as few as three credits may participate. There is a \$30 service fee to participate in the plan. Payments are due on the fifteenth day of each month, and a late payment fee of \$35 will be charged for all payments not made by their due dates. This late fee will be charged for each month payment is not received, and applies both to amounts due under the Deferred Payment Plan and to amounts not covered by the Plan. **Any student who makes a partial payment will automatically be enrolled in the payment plan.** Once you are on the payment plan, you are responsible for making payments on or by the due date (15th). For more information, call Student Accounts at 856.351.2606.

Schedules Changes

Student making schedule changes during 15-,10-,7- or 5-week sessions may do so before the drop/add period ends.

If you are dropping a course there will be a \$50 drop fee for each course dropped. In order to avoid the fee charged, you must exchange classes course for course in the same session. Example: 15W for 15W or 10W for 10W and so forth. Any cost difference resulting from this drop/add will be paid by the student.

TUITION

Refunds

In the event that a course is canceled by the College, all related tuition and fees will be refunded. **No tuition or fee refunds will be issued if the student withdraws after the drop/add period.** Students on the payment plan must still pay in full after the drop/add period. It is the students' responsibility to complete the necessary paperwork for course withdrawal.

The tuition and fee refund schedule is:

- 100% of tuition and fees returned for dropping a class before the first day of the semester/session and
- 100% of tuition and fees (minus \$50 per course) returned for dropping a class during the drop/add period.

Students should expect to receive refunds six to eight weeks from the first day of classes. In order to receive a refund, students must be enrolled in Direct Deposit. See details on page 11.

Tuition Credit Appeal Procedure

1. In extenuating circumstances, a tuition credit appeal may be considered. Complete an appeal form, available in the Admissions Office, and provide documentation to explain mitigating circumstances:
 - **If medical/emergency:** The documentation must be dated and include the dates that pertain to the medical/emergency. The documentation must be provided on medical/official letterhead and must be an original unless it is a police report or similar document, wherein the original is maintained by the issuing agency.
 - **If death:** The documentation should include an original death certificate, an obituary or funeral program. The relationship to the deceased must be clearly indicated in the documentation or the student statement.
 - **If personal:** Documentation must clearly indicate the relationship of the issue to the student's inability to attend classes.
 - **If military:** Documentation of summons to active duty and a written statement of special consideration must be provided.
2. Submit required forms to the Student Services front desk in Donaghay Hall. The deadline to submit forms is the last day of the semester following the semester for which an appeal is being filed.
 - For fall semester appeals: by the last day of the spring semester
 - For spring semester appeals: by the last day of the summer semester
 - For summer semester appeals: by the last day of the fall semester

Appeals are reviewed by the Tuition Credit Appeal Committee. Students receive responses in writing to their appeals within two months of submitting all required information. Denied appeals will indicate a reason for the denial. Appeal decisions are final.

Senior Adult Policy

Salem County residents who are 60 years of age or older will be permitted to enroll in regular scheduled credit courses without payment of any tuition charges and registration fees. They are still responsible for paying any applicable fees and for books/supplies.

Seniors who are eligible for and receive financial aid will not be eligible for a waiver of tuition for the same costs. Senior adults utilizing this policy may register in person for classes for which they are academically qualified on a space-available basis beginning the first day of the current semester. Any senior who registers before the first day of classes will be charged at the regular tuition rate. Waivers will not be approved after the fact.

Chargebacks

Out-of-County Residents

Out-of-county students may be eligible to receive chargeback assistance under the provisions of the Chargeback Assistance Law (Chapter 179, Public Laws of New Jersey, 1968; N.J.S.A. 18A: 64A-23).

All out-of county students are required to process a chargeback with the respective community college in their county for every semester of attendance. Failure to comply will result in the student's account being placed on hold, assessed additional fees, and/or restrictions on registration.

Visit the SCC website for additional information.

Out-of-County and Out-of-State Residents Employed in Salem County

Students who provide verification of current employment in Salem County will be charged the in-county rate. The College will require proof of employment, such as an affidavit from the employer's Human Resources department, each semester the student is enrolled. The higher tuition rate may apply for failure to comply.

In addition, students whose employers are members of the **Salem County Chamber of Commerce** may receive the in-county rate, with a \$40 per credit discount.

Salem County Residents Attending Another New Jersey Community College

Salem Community College approves a chargeback for Salem County residents attending another New Jersey community college if they are enrolled in a program not offered at SCC. For details, call the Registrar at 856.351.2910.

New Jersey Tuition Equality Act

Salem Community College is in compliance with the New Jersey Tuition Equality Act - also known as the Dream Act - which allows undocumented Salem County high school graduates to attend SCC at the in-county tuition rate. Contact Financial Aid for information on the procedure.

Residency

Per state regulations, college students cannot change their address for the sole intent of reduced tuition rates. Additionally, dependent students are legally domiciled in the state that their parents/guardians reside. Therefore, they cannot qualify for in-county (or out-of-county) rates because a residence established solely for the purpose of attending a particular college.

ACADEMICS

Academic Advising

The College encourages strong student-faculty relationships to help students move smoothly through their academic programs. Students must meet with their assigned faculty advisor each semester. All faculty members maintain a schedule of advising and office hours to meet with students. Current students should contact their faculty advisor for an advising appointment. New students can contact Student Affairs advisors at 856.351.2635 or advising@saalemcc.edu to schedule an appointment.

Academic Amnesty

Students whose initial experience at SCC was unsuccessful are given an opportunity to resume their academic careers with the academic amnesty policy.

Students must meet the following criteria:

- Not be enrolled for a period of two consecutive years.
- Not have been previously granted academic amnesty at SCC.
- Returned to SCC and completed at least 12 or more college-level credits with a grade of C (2.0) or higher in each course.

Students who meet these criteria must complete a "Request for Academic Amnesty" form.

Academic amnesty cannot be granted for coursework that has been used to satisfy degree requirements.

Final approval for academic amnesty is granted by the Chief Academic Officer. Students are notified in writing of the decision. If granted amnesty, all grades earned attributable to the identified amnesty period are changed to W and the GPA is reset to 0.0. Students may apply only one time for academic amnesty.

Academic Excellence

Dean's List

At the end of the fall and spring semesters, the Dean's List is announced as official recognition of outstanding academic accomplishments at both the full- and part-time levels.

Qualifications are as follows:

- Full-time students must have successfully completed 12 or more college-level credits and no more than one developmental course in the given semester.
- Part-time students must have successfully completed six or more college-level credits and no more than one developmental course in the given semester.
- Earn a semester grade point average (GPA) of 3.5 or higher.
- Have no grade below a C in the given semester, including the developmental course.
- Have no I grades in any course in the given semester, including the developmental course.
- P, AU, W, TR and CR grades are not calculated in the GPA or credit total.

Courses numbered below 100 are not included in the calculation of a student's GPA, and final grades in these courses are not considered when determining a student's qualification for the Dean's List.

The President's Citation

At the end of the spring semester, the President's Citation for Outstanding Scholarship is announced as official recognition for meritorious academic achievement in the past academic year (fall and spring semesters).

Qualifications are as follows:

- Maintain a cumulative GPA of 3.75 or higher.
- A full-time student with at least 12 college-level credits and no more than one developmental course in each semester under evaluation.
- Have no grade below a C in the given academic year, including developmental courses.
- Have no I grades in any course in the given academic year, including developmental courses.
- P, AU, W, TR and CR grades are not calculated in the GPA or credit total.

Courses numbered below 100 are not included in the calculation of a student's GPA, and final grades in these courses are not considered when determining a student's qualification for President's Citation recognition.

ACADEMICS

Academic Standards and Restrictions

Salem Community College students are expected to take responsibility for their own academic success and achievement within the program of study.

Academic Status

A student who has earned 29 or fewer credits is considered to be a freshman. A student who has earned 30 or more credits is considered a sophomore. A full-time student is a student who is registered for 12 or more credits during the semester. A part-time student is one who is registered for 11 or fewer credits during the semester.

Auditing Courses

Students who wish to audit a course must obtain permission from the Chief Academic Officer. Students who audit a course must register during the registration period on a noncredit basis and must pay full tuition and all applicable fees. Students may not receive an audit for a course after the late registration period. Credit for an audited course cannot be established later, except by enrolling in the course (for credit) in a later semester, paying for the course and completing all course requirements.

Change of Major

Students who wish to change their major shall adhere to the following procedure:

1. Make an appointment to see a designated advisor. During the meeting, review the reasons for the desired change.
2. After making a decision, discuss with an advisor the transferability of courses taken from the previous program to the new one, the length of time it will take to complete the new program and the remaining courses needed to be completed. During the meeting, a new plan of study will be developed.
3. Complete and sign the Declaration of Major (matriculation) form. Students who matriculate into a program of study are making a commitment to complete the requirements of that program. Changing a program of study could result in additional course requirements that may necessitate more time to complete the program.

Course Load

Students may register for up to 19 credits in the fall and spring semesters. Students may register for up to 8 credits in any summer session for a maximum of 19 credits for the entire summer semester. No student may register for more than the maximum number of credits in a given semester without prior approval. Students seeking to register for more than the standard course load must complete an **Academic Overload Permit** request form from the Office of Academic Affairs. Completed forms should be submitted to the Office of Academic Affairs in Room TIL 215. Students may not register for additional credits before their request has been approved by an academic dean in the Office of Academic Affairs. Tuition and fees apply to every credit for which a student is enrolled.

Course Substitutions or Waivers

Students are expected to take the courses required by the program of study in which they are enrolled. When there is justifiable reason to change a program of study outlined in the catalog, a course substitution or waiver may be processed for a student to be able to graduate. Substitutions and waivers of required courses in college curricula are permitted only upon approval of an academic dean in the Office of Academic Affairs.

Students requesting course substitutions or course waivers are required to complete the appropriate form before enrolling in the course in question. Note that a requested substitution or waiver cannot diminish the required number or distribution of general education credits for a particular program of study. Forms are available in the Offices of Academic Affairs and Student Services.

ACADEMICS

Course Withdrawal

There is only one way to officially withdraw from a course without academic penalty. Students must complete the appropriate withdrawal form and consult with their advisor by the deadline listed in the front of the Catalog.

- Since course withdrawal could affect the time for program completion and student's financial aid, an advisor or faculty member signature is required to withdraw from a course after the add/drop period ends.
- Failure to complete the official form will result in an F or FA grade for those courses.
- There are no refunds for a course withdrawal and students on the payment plan must pay in full.
- Students who request to withdraw from a course after the withdrawal deadline and can provide documentation of extenuating circumstances should schedule an appointment to meet with an academic dean in the Office of Academic Affairs for consideration.

Declaration of Major (Matriculation)

Students should declare a major prior to completing 24 credits toward graduation. As part of the declaration of major process, students should schedule an appointment with an advisor to discuss their educational and career goals. Students will receive a program of study that outlines the course of study for the program's duration.

Repeating Courses

Students may take the same course a maximum of three times, and the highest grade attained will be used in calculating the GPA. However, all courses and grades will remain part of the official transcript. An academic dean in the Office of Academic Affairs must approve any request to repeat a course more than two times.

Achieving College Credits through Advanced Standing

SCC recognizes that much learning takes place outside the traditional classroom setting and, therefore, awards credit for demonstrated competencies in areas related to College programs. Students may earn credits a variety of ways.

Credit for educational experiences in the military services, military occupational specialty (MOS) experience and courses sponsored by noncollegiate organizations (business, industry, professional organizations, etc.) may be accepted in transfer, according to the recommendations of the American Council on Education. Only those credits which may be applied to the students' program at SCC will be accepted in transfer. For more information, call the Academic Affairs Office at 856.351.2910.

Advanced Placement Program of the College Board

A student who completes advanced work in a secondary school may take Advanced Placement Examinations, which are based on college-level studies. SCC cooperates with the College Board in this program.

Credit may be awarded for Advanced Placement Examinations; depending upon the score earned on the examination (3, 4 or 5) and the equivalent SCC course, students may receive three to eight credits.

The schedule of credit awarded for Advanced Placement Examinations may be revised annually upon review by the faculty. Limitations of credit earned through the Advanced Placement Examinations are:

- the credit must be useful in the student's program of study,
- duplicate credit in the same subject is not awarded in any case, and
- no more than 20 total credits.

Credit by Examination

In limited and specific areas, a student may be granted credit for previous learning obtained through formal or informal coursework, independent study, portfolio assessment, job-related experiences or life experiences by taking a departmental examination that addresses specific learning objectives. Note that credit awarded for life experience or by examination does not transfer to all institutions of higher education. A student earning credit by examination must pay the appropriate tuition before the credit is applied. Information and request forms may be obtained from the Academic Affairs Office. Call 856.351.2910 for more information.

ACADEMICS

Credit for Work/Life Experience

SCC is a member of the New Jersey Prior Learning Assessment Network (NJ PLAN). Because of membership in NJ PLAN, students may work through Thomas Edison State University to assess work and life experiences as they relate to their program of study. Through portfolio documentation, interviews, and theory and performance testing, students may obtain college credit in a nontraditional way. A student earning credit by work and life experience must pay the appropriate tuition before the credit is applied. Note that credit awarded for work and life experience or by examination does not transfer to all institutions of higher education. For details, call the Office of Academic Affairs at 856.351.2910.

Attendance

Faculty

In the event a faculty member is late for class, students must remain in class at least 15 minutes after the time the class is scheduled to begin.

Students

Regular and prompt attendance in all classes is expected of students. Students absent from class for any reason are responsible for making up any missed work. Faculty members establish an attendance policy for each course, and this policy is documented on the course syllabus. It is the student's responsibility to honor and comply with that policy.

Grades

The following +/- grading policy is used for all courses for which a letter grade is assigned:

Letter Grade	Numerical Value	Grade Points
A	93-100	4.0
A-	90-92	3.7
B+	88-89	3.3
B	83-87	3.0
B-	80-82	2.7
C+	78-79	2.3
C	73-77	2.0
C-	70-72	1.7
D+	68-69	1.3
D	60-67	1.0
F	Below 60	0
FA*	Below 60	0
P/F	Credit Granted/No Credit Granted	0
I	Incomplete	0
W	Withdrawal	0
AU	Audit	0

*The FA grade is given for failing a course and missing 30 percent or more of the classes.

Individual course grading policies may vary depending on the competencies required for particular academic programs. Students are urged to see the appropriate faculty member regarding specific courses and programs.

Additional Grades

TR Transfer

This grade is awarded as transfer credit for program requirements successfully completed at another institution of higher education.

CR - Test-out Credit

This grade is awarded for credit by exam such as CLEP, College Board AP, and SCC test-out exams or credit awarded by SCC/test.

I - Incomplete Work

This is a conditional grade given at the discretion of the faculty member when extenuating circumstances prevent the completion of all course requirements by a student. In order to be eligible to be considered for an Incomplete, the student must have satisfactorily completed at least 75% of the required assignments with the minimum overall grade of C. The student must complete all requirements within 30 days of the last day of classes of the semester. If this condition is not met, the I automatically becomes an F grade after the 30 days have expired.

ACADEMICS

P - Pass

This grade is given to students who satisfactorily meet the course requirements for courses not using the letter grade system. P grades are not calculated into a student's GPA.

AU - Audit

This is not a grade but indicates a student took the course for no credit and, therefore, no grade.

W - Withdrawal

This grade signifies official withdrawal from a course after the drop/add period.

Credit Hours

A credit hour is the unit by which academic work is measured. In a 15-week semester, a minimum of 50 minutes spent in class per week represents a credit hour. For students taking a three-credit course (with no lab) during a 15-week semester, they can expect to attend class once a week for a minimum of 150 minutes, twice a week for a minimum of 75 minutes or three times a week for a minimum of 50 minutes. Students should expect to prepare two hours per week outside of class for every credit enrolled.

Hours Attempted and Earned

Hours attempted is the total number of credit hours in all courses for which a student attempts, including withdrawals.

Grade Point Average (GPA)

The grade point average is used to determine a student's academic standing, eligibility for academic honors and progress toward graduation. Students must have a cumulative GPA of 2.0 to be eligible for graduation. Courses numbered below 100, those using the pass/fail grading system, and transferred or credit-awarded courses, are not calculated into a student's GPA.

The following method is used to determine the grade point average:

1. List all letter grade courses taken at SCC and grade points. (Do not include courses transferred from other colleges.)
2. Convert the letter grade to grade points, using the chart below.
3. Multiply grade points for each course by the number of credits attempted for each course to arrive at quality points.
4. Total the number of credits attempted for all courses.
5. Total the number of quality points for all courses.
6. Divide the total number of quality points by the number of credits attempted. Carry the quotient to two places.

The result is the grade point average. Below is an example of how a student would determine his or her GPA after taking the following courses and receiving the grades shown.

Course	Final Grade	Grade Points	Credits Attempted	Quality Points
ENG 101	A	4.0	3	12.0
MAT 134	A-	3.7	3	11.1
ART 104	B+	3.3	3	9.9
BIO 101	B	3.0	4	12.0
SOC 101	B-	2.7	3	8.1

Total Quality Points = 53.1

Total Credits Attempted = 16

Total quality points divided by total credits attempted = GPA (53.1 ÷ 16 = 3.32)

Quality points for transferred or credit-awarded courses do not count toward calculation of GPA at SCC.

Withdrawal grades are not calculated into a student's GPA.

ACADEMICS

Graduation

Graduation Requirements

The ultimate responsibility for meeting graduation requirements rests with the individual student. Advisors and Academic Affairs make every effort to assist the student so that all required college work for a particular degree or certificate may be completed within the desired period. SCC cannot assume responsibility for ensuring that the right courses are taken at the right time. It is the student's responsibility to provide missing transcripts, make schedule changes, and, if necessary and appropriate, obtain approved course substitutions/waivers to complete the program requirements for graduation.

The College reserves the right to make necessary course and program changes in order to meet current educational standards. To qualify for an associate degree or certificate from Salem Community College, students must:

- Complete all specified curriculum requirements, including all general education requirements. Developmental courses do not count toward graduation.
- Achieve a final cumulative GPA of at least 2.0.
- Earn a minimum of 15 residence credits (Salem Community College credits) toward completion of each degree and/or certificate pursued. Credit for prior learning, including credit by exam and transfer credit, may not be used as residence credit.
- Students in the Practical Nursing and Nursing programs must maintain a minimum of a C+ (78%) **in all nursing courses**, and C (73%) in general education courses to graduate from the programs.
- Fulfill all departmental and/or program requirements as designated in the program of study. See options below.

Graduation Options

- Students maintaining continuous enrollment at Salem Community College may graduate according to the requirements in effect at the time they enrolled or the requirements in effect at the time of graduation.
- Students who change their major while enrolled may graduate according to the requirements of their major in effect at the time they changed their major or the requirements in effect at the time of graduation.

Continuous Enrollment

Continuous enrollment is defined as enrollment in at least one course per semester during the academic year (fall and spring semester). Students who have a break in enrollment for two or more semesters and apply for graduation must satisfy the degree requirements in effect at the time of re-admittance (or the time of graduation).

Application for Graduation

All graduating students must complete the following steps, regardless of whether they intend to participate in Commencement and/or whether they wish to receive a diploma.

1. Complete an Application for Graduation at www.salemcc.edu/graduation-application by the posted deadline.

It is the student's responsibility to file a completed Application for Graduation on time. Deadlines are posted on the SCC website.

Students who submit an Application for Graduation after the deadline must pay a nonrefundable late graduation fee of \$35. If payment is not received within two weeks of the deadline, the student will not be able to graduate until the next semester.

Students who fail to file an Application for Graduation by the deadline date cannot be guaranteed inclusion in the Commencement program.

Degrees or certificates will not be awarded until all program requirements have been met, including the payment of all fees owed to Salem Community College.

2. Clear any account holds.

ACADEMICS

Graduation Processing

Students must file an Application for Graduation to initiate the formal certification process. The final review of students' academic records occurs once grade processing is complete. All documents that affect a student's degree or certificate, such as transcripts for transfer work, course substitutions, grade changes, requirements, and waivers must be on file.

Commencement Ceremony

Salem Community College holds one Commencement ceremony in May for students completing certificate and degree programs. Graduates from August and December are invited to participate in the ceremony and are included in the Commencement program. Students must complete all program requirements in order to be eligible to participate in Commencement.

Multiple Degrees and Certificates

Students seeking to earn more than one associate degree at Salem Community College must:

- Meet all program requirements for each degree.
- Meet general education requirements for each degree.
- Complete a minimum of 15 program-specific credits in one degree program that are different from the second degree program.

Students seeking to earn an associate degree and a certificate at Salem Community College must:

- Meet all program requirements for each degree and certificate.
- Meet general education requirements for each degree and certificate.

Students seeking to earn more than one certificate at Salem Community College must:

- Meet all program requirements for each certificate.
- Meet general education requirements for each certificate.
- Complete a minimum of six program-specific credits in one certificate program that are different from the second certificate program.

Graduating with Honors

At Commencement, honors graduates are presented with a gold cord, double strands for High Honors and a single strand for Honors. Graduates with a cumulative GPA of 3.75 or higher will be designated High Honors graduates; those with a cumulative GPA of 3.50-3.749 will be designated Honors graduates.

Faculty-Student Ratio

Salem Community College's faculty-student ratio is 15:1.

ACADEMICS

Learning Options

Formats

Salem Community College has three terms -- fall, spring and summer -- in which students can earn credits in a variety of formats. Alternative formats offer flexibility in the scheduling of a course, in the method used to convey the instructional material to students and in the testing of their comprehension of the material.

- **Accelerated Sessions**

Select courses are offered in ten weeks and seven weeks during the fall and spring semesters. Offerings may vary by semester.

- **Online Courses**

For students who are unable to attend traditional, classroom-based courses, the College offers several online courses each semester. Because these courses are taught entirely on the Web, without set meeting times, students must be motivated and self-disciplined to be successful. To participate in online courses, students must have access to a computer with an Internet connection. One on-campus test may be required.

- **Hybrid Courses**

In hybrid courses, some classroom-based instruction is replaced with Web-based instruction which must be done online. To participate in hybrid courses, students must have access to a computer with an Internet connection.

Both online and hybrid courses use Canvas. For details, see page 11.

Independent Study

A request for an Independent Study is considered when the student is graduating after the next semester, submits their request at least 30 days prior to the start of classes, and needs a course that is not offered that semester.

The course requested must be one that, in the opinion of the faculty member and an Academic Affairs Dean, can be learned effectively via Independent Study.

An Independent Study requires an agreement whereby the student agrees to achieve the objectives of a specific course primarily through his/her own activities apart from a regular schedule of class meetings.

Students requesting an Independent Study must submit their requests to the Office of Academic Affairs. If the request is approved and a faculty member is available, an Academic Affairs representative will contact the student who is then responsible for completing the independent study contract.

Michael S. Cettei Memorial Library

The Michael S. Cettei Memorial Library is located in the Learning Commons in Donaghay Hall. The hours of operation and other important information are posted on the Library's web page available at www.salemcc.edu/library.

The Library's collection includes books, e-Books, periodicals, audiovisual items, streaming videos and online databases, as well as other materials selected to support and enrich SCC's academic programs. The following services are also available through the Library's web page:

- Over 15,000 circulating books and DVDs;
- Over 50,000 downloadable e-Books;
- More than 60 online subscription databases and encyclopedias which offer access to general, art related, business, legal and nursing/allied health periodicals;
- Inter-library loans with JerseyCat, a statewide union catalog that offers loan services from N.J. academic, public, and school libraries; and
- Access to online tutorials on how to use the subscription databases.

The Library also provides:

- In-library loanable laptops with full network access (current SCC student ID required);
- Desktop computers (both PC and Mac) with full network access (student account required);
- Take-home rentable laptops (subject to availability; fee applies; see website);
- Private study room and carrels, large study tables and comfortable reading areas; and
- In-person instruction on how to use library resources.

In 2013, SCC established the Contemporary Glass Resource Center (CGRC) in the Library. The CGRC features works from world-renowned artists and resources donated by several benefactors. The Center is a source of inspiration for creative people of all ages and includes videos of featured artists' demonstrations from the SCC International Flameworking Conference from 2001 on. The CGRC was made possible by Distinguished Alumnus Paul J. Stankard's generous donation of more than 500 books and 30 retrospective examples of his work. Glass pieces can be viewed at the Glass Education Center.

For more information, contact the Library staff at 856.351.2681.

ACADEMICS

Student Complaints & Conflict Resolution

In the event a student has a dispute over an assigned course grade or course practice, the Conflict Resolution process as outlined below must be followed:

Level 1

- Submit a Student Grievance Tracking Form, available on the College's web site at www.salemcc.edu/current-students/grievance-form.
- Request a meeting with the instructor within four weeks of the event occurrence.
- Complaints brought forth after the designated timeframe will be dismissed.
- Discuss the issue with the instructor. If the matter is resolved, the process ends and there is no need to proceed further.
- If the issue is not resolved, if the instructor is no longer working at the College, or the student is requesting to bypass the informal meeting, the student may request to proceed to level 2. Please complete the Student Grievance Tracking Form and select the check box at the bottom of the form requesting to NOT schedule an informal meeting. Please note that you will need to explain why you cannot have an informal meeting.
- Discuss all evidence related to unresolved issue. A completed Student Grievance Tracking Form documenting the previous discussion with the faculty member is required.

Level 2

- If the issue is not resolved, the student may appeal to level two, within two weeks of the level 1 meeting with the employee. Please have ready any documentation that you may have from the informal meeting (level 1). Appointments are usually scheduled within one week. Please continue to check your student email. If you would like to check status of your grievance, you may contact the Office of Academic Affairs at 856.351.2670.
- At this meeting, discuss all evidence related to the unresolved issue.

Level 3

- If the issue is still not resolved, the student may request a meeting with the Chief Academic Officer within one week after the level 2 formal meeting. The student must provide a complete Student Grievance Form indicating prior meetings and/or discussions with the instructor and the appropriate Division Supervisor and any other necessary documentation to the Office of Chief Academic Officer. The Chief Academic Officer will schedule a meeting with the student within one month of receiving the student's request, review all relevant facts and render a final decision.
- You can request this level 3 meeting by contacting the Office of Academic Affairs at 856.351.2670.

Failure to follow this process as outlined will result in the dismissal of your complaint.

ACADEMICS

Transfer of Credits from Other Institutions

Official transcripts must be forwarded to Student Services from previously attended institutions of higher education. Most college-level course work regardless of educational delivery mode (face to face, hybrid, online, accelerated) will be eligible for evaluation. After the transcripts are evaluated, transfer credit will be granted, provided that:

- the course(s) is/are applicable to the student's selected program of study at SCC **and it is not determined that the course must be taken at SCC;**
- a grade of C or higher was awarded for the course(s) by the prior institution of higher education;
- course content is essentially equivalent to a similar course at SCC or to a course commonly offered by other colleges and universities during the first two years of study;
- the number of credits is the same (or greater) than the number of credits awarded for the similar course at SCC;
- the courses have not exceeded the allowed time period for transfer at SCC, if applicable (see Time Limits);
- the transfer limit (i.e., the maximum number of credits applicable to a degree or certificate at SCC) has not been reached; and
- the prior institution that awarded the credits is accredited to offer college-level courses (see Accreditation).

Transcript evaluations will not be processed if a hold exists on a student's account.

Applicable to Program

Transfer credit will be awarded only if directly applicable to the student's current program of study at SCC. Transfer evaluations will not be processed for students who are listed as undecided or taking courses for enrichment.

Transfer credit will not be awarded for developmental- or remedial-level courses (for SCC - any course numbered below 100). Credit will also not be accepted for any course which the transferring institution would not count toward the calculation of a grade point average at that institution.

Minimum Grade

Courses will only be considered for transfer credit if a grade of C or higher was achieved. If two components are required for a specific transfer (such as a lecture and a lab for a science course), then both components must have the minimum grade of C (or Pass if no more than one component is a Pass/Fail course).

Except for military transcripts, courses with a non-letter grade system will not be considered for transfer. For the purposes of this policy, non-letter system means any system not using A, B, C, etc. Pass, satisfactory, credit and other such non-letter grades will not be accepted (except as noted above).

Content and Credits

In some cases where course content is divided differently between two or more courses at another institution of higher education, SCC may require that two courses be taken in order to transfer credits for one course at SCC.

The number of credits awarded for a particular course at the transferring institution must be equivalent to or greater than the number of credits being sought for the equivalent course at SCC. Greater credit will not be awarded for courses from the transferring institution with more credits than the equivalent SCC course. For example, if the transferring institution has an Anatomy & Physiology course worth 5 credits, it will only transfer for 4 credits at SCC.

For courses taken at institutions of higher education not using the semester-hour system, credits will be converted to semester hours. Quarter-hour credits are converted using the standard "1 quarter hour times .67" to determine semester-hour equivalency. All other systems are considered on an individual basis.

Certain specialty courses will not transfer, including, but not limited to, the following SCC course codes: EME, FNA (except FNA 101 and FNA 102), LPN, NET, NUR, PRT, SET and SGT.

A syllabus or portfolio may be required for certain courses, as determined by the Office of Academic Affairs. It is the student's responsibility to provide any additional information or documentation, if requested. Requests for syllabi or other documentation does not guarantee acceptance upon review.

ACADEMICS

Time Limits

Credits will not be accepted for transfer if the course is too old, even if the course is otherwise normally accepted for transfer.

At the time of transfer:

- Statistics courses must have been taken less than ten years ago
- Computer courses must have been taken less than five years ago
- Human Anatomy & Physiology courses must have been taken less than five years ago
- CLEP and other exams must have been taken less than five years ago

Military transcripts will be reviewed, and credits accepted, based on recommendation from a review by the American Council on Education (ACE). Time and credit limits still apply, but non-letter grades may be accepted if considered passing by ACE.

Foreign transcripts must be evaluated by a NACES-accredited evaluation agency before submission to SCC (to learn more, visit www.naces.org).

CLEP and AP credits will be accepted if the minimum recommended score is achieved, and the exam topic follows all other guidelines herein.

Transfer Limits

The total transfer limit for any student is 45 credits (including any courses for which a student has received grades of CR, CR+, TR or TR+ at SCC), regardless of program changes or use of credits within any program. **A course will not be transferred if it is determined that the course must be taken at SCC** for a specific program, as determined by the Office of Academic Affairs. Once awarded, transfer credits are not removed from the SCC transcript.

A maximum of 20 credits total is allowed for CLEP, AP and test-out credits.

For an associate degree, the total number of credits accepted in transfer may not exceed 45. For certificate programs, the maximum number of credits accepted in transfer may not exceed one half of the total program credits, generally 15-18 credits. **A minimum of 15 credits in the student's major field must be earned by completing courses at SCC.** For joint degrees, the total number of credits accepted in transfer must not exceed half the total of SCC credits.

Accreditation

Only credits successfully completed at an institution of higher education accredited by one of the following accrediting agencies will be considered for transfer to SCC:

- Higher Learning Commission
- Middle States Commission on Higher Education
- New England Association of Colleges and Schools
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges
- Board of Regents of the State of New York (if designated as the sole or primary agency)

Transcript Evaluation Results

The College will endeavor to evaluate transcripts within four weeks of receipt. Once a transcript evaluation has been completed, students may view the results of the transcript evaluation via SCC's Self-Service Portal.

Courses accepted for transfer credit with a letter grade of C+ or higher will be designated as TR+. CLEP, AP and other test or courses with a higher than minimum score listed will be designated as CR+.

Appeals Process

Students who wish to appeal the denial of transfer credits may do so in writing to the Chief Academic Officer within three months of the original transfer evaluation. Along with a detailed explanation of why the student believes that the credits should be considered for transfer, students must provide a copy of a syllabus (matching the year and term the course was taken) for each contested course from the prior institution of higher education and any other relevant documentation supporting their claim.

Transcript Requests

The college transcript is a student's permanent academic record. It contains confidential information, which cannot be released to anyone except the student, unless the student has signed a specific request.

Transcript requests are processed online through the National Student Clearinghouse -- www.studentclearinghouse.org -- using a credit or debit card. Transcripts ordered online cost \$8.50.

ACADEMIC HONESTY AND INTEGRITY

Salem Community College proudly recognizes students for their academic achievements. Therefore, the College rejects work that is falsified, plagiarized, or completed by someone else, including the use of online services. The College mandates that grades for all academic work must be based solely on the personal academic attainment of each student.

When completing the admissions application, students certify that they agree to abide by the rules and regulations of Salem Community College as outlined in the Student Handbook. For students under 18 years of age, the parent or guardian certifies on their student's behalf. Upon acceptance to SCC, students are expected to demonstrate academic honesty, and to report other students who violate these guidelines.

Examples of academic dishonesty and integrity breaches include, but are not limited to, the following:

Cheating on Tests

Prior to taking a test, a student may not obtain test information from another student who has already taken the test. In this situation, both students would be guilty of cheating. During testing situations, students may not look at another student's test, talk to another student, nor use unauthorized notes or calculators. Students may not use their cell phones or any other unauthorized device during testing situations.

Students may not collaborate on take-home tests, unless this activity is authorized by the instructor.

Test or Document Tampering

Changing grades, names or other information on tests, College forms or documents -- both online and on hard copy -- is a dishonest, punishable act.

Plagiarism

Plagiarism -- both subtle and blatant -- is unacceptable. Plagiarism is the misrepresentation of the words or ideas of another as one's own in any academic exercise. Misrepresentation is a serious offense and has severe consequences. Any questions about what constitutes plagiarism should be discussed with the instructor. It is each student's responsibility to learn the various forms of plagiarism and to avoid violating the rules.

Students may not submit someone else's paper or project under the pretense that it is their work, including work that was purchased online or elsewhere. In addition, students must not ask others to conduct research or prepare other work for them. All students would be guilty of cheating -- whether they completed the work for someone else or submitted it. Students also must acknowledge a reference source using a documentation method or style approved by the instructor.

Acknowledgment is required when material is obtained from another source -- which includes information found in print, electronic or other medium -- even if that information is paraphrased or summarized. Information that is common knowledge (information that can be found in a variety of sources) does not have to be documented. Before preparing any document that requires references sources, students must be aware of documentation rules.

Penalties and Procedures

An act of academic dishonesty -- even a first offense -- places the student in jeopardy of dismissal from the College.

1. A faculty member who has observed an act of dishonesty, or has other evidence that a student has committed such an act, shall initiate the process of determining whether the student is in violation. No penalty shall be imposed until the student has been informed of the charge, been informed of the evidence on which it is based and been given the opportunity to respond.
2. Unintentional Offenses: After speaking with the student, the faculty member may consider the offense minor. Minor offenses are ones in which there was no intent to deceive. In such cases, the faculty member may clarify the standards of the assignment and reassign it. This is considered the minimum penalty.
3. Intentional Offenses: If the faculty member classifies the offense as major due to intent to deceive the instructor may assign a failing grade for the assignment or, in more serious cases, the faculty member may fail the student for the course. Faculty may not take further disciplinary action.

ACADEMIC HONESTY AND INTEGRITY

- a. If the faculty member recognizes this as a second occurrence or an intentional offense, the faculty member will provide material pertinent to this offense to the Chief Academic Officer.
 - b. Each intentional offense will be reported to the Chief Academic Officer's Office by submission of the Academic Honesty and Integrity Violation Report within two working days after identifying the offense. A record of the offense will be maintained at the Chief Academic Officer's Office to ensure that multiple occurrences are tracked. The Chief Academic Officer may take any action deemed appropriate related to suspending the student from the College.
 - c. The Chief Academic Officer may convene a fact-finding committee. Within 10 business days, this fact-finding committee will recommend action to the Chief Academic Officer, and the Chief Academic Officer will make the final decision within 10 business days of receiving the committee's report. The sanction recommended by the committee must be agreed upon by a majority vote of members present. The Chief Academic Officer has the right to suspend the student while the matter is investigated. The student will be informed by letter from the Chief Academic Officer stating the formal record of the offense and any action to be taken.
4. If the sanction is permanent dismissal from the College, the student may appeal the decision in writing to the President's Office within 10 days of notification. The student must state the specific procedure(s) violated and provide information/documentation to support the appeal. The filing of an appeal shall not act as a stay of any suspension or dismissal. The President shall review the appeal and determine, at his or her discretion, whether the appeal should be considered upon the written/provided material. The President's decision will be made within 30 days of the appeal. If no decision is rendered, the appeal will be deemed denied.

Sanctions for Violations of Academic Honesty and Integrity

Sanctions imposed may include but are not limited to one or more of the following:

- Probation
- Suspension from the College
- Dismissal from the College with permission to reapply
- Permanent dismissal from the College

A letter will be placed in the student's permanent file that will be reported in letters of recommendation.

There will be **NO FINANCIAL REFUNDS** in decisions involving suspensions or dismissal.

No student shall be allowed to withdraw from a course or from the College to avoid receiving a failing grade based upon academic dishonesty.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Under Section 438 of the General Educational Provision Act (as amended) and Part 99, Family Education Rights and Privacy Act (FERPA), subsection 99.6, an educational institution may disclose to the public personally identifiable information about students, provided it is classified as “directory information.” Only directory information may be released without students’ prior written consent. Directory information may be released by SCC, unless students notify Student Services in writing within the first 10 days of each semester that they do not wish directory information released to any third party.

FERPA designates the following items as directory information:

- Student name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Dates of attendance
- Degrees and awards received
- Participation in officially recognized activities and sports
- Student athlete’s weight and height

FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Student Records

It is the policy of Salem Community College to ensure the right of privacy and access to the student of his/her educational records in accordance with the provisions of FERPA and its amendments.

Any person who attends or who has attended Salem Community College has the right to inspect and review any directly related educational records maintained by SCC or agent thereof, except:

- A personal record kept by a staff member, if it is kept in the possession of the individual who made the record, and information contained in the record that has never been revealed or made available to any person except the maker’s temporary substitute;
- An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual’s employment; and
- Alumni records that contain information about a student after he or she is no longer in attendance at the College and when the records do not relate to the person as a student.

The student should submit to the Registrar a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The student will be granted access to the records within 45 days after the request has been made.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The student has the right to ask to have records corrected when he or she believes the records are inaccurate, misleading or in violation of his or her privacy rights. The following is the procedure for the correction of records:

1. A student must request in writing that the Registrar amend an academic record. In so doing, the student should identify the part of the record to be changed and specify why it is inaccurate, misleading or in violation of his or her privacy or other rights.
2. Salem Community College may or may not comply with the request. If it decides not to comply, SCC will notify the student of the decision and advise him or her of the right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's rights.
3. If requesting a hearing, the student may submit a written request to the Chief Academic Officer.
4. Upon receiving the student's request, the Chief Academic Officer will arrange for a hearing and notify the student in advance of the date, place and time of the hearing.
5. The hearing will be conducted by the Chief Academic Officer or designee. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by a representative.
6. The Chief Academic Officer will issue a written decision within 10 business days of the hearing. The written decision will be shared with the student.
7. If Salem Community College decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
8. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Salem Community College discloses the contested portion of the record to any entity or person outside of the College, it must also disclose the statement.
9. If Salem Community College decides that the information is inaccurate, misleading or in violation of the student's right of privacy, it will amend the record and notify the student in writing that the record has been amended.

Student records may be released to official persons or agencies who are authorized by law to have access to those records. All other persons, agencies or organizations desiring access to the record of a student must present the Manager of Academic Programs with a release form signed by the student. This form shall be kept permanently in the student's file.

Test scores, student transcripts, financial records, placement records, progress records and disciplinary records are stored in Student Services and overseen by its staff.

The fee for copies of student records will be \$0.05 per page for letter-size pages and smaller, and \$0.07 per page for legal-size pages and larger. Electronic copies shall be provided free of charge. Information about obtaining these records is available from Student Services.

STUDENT CONDUCT

All students must show courtesy and respect for each other and for faculty and other College employees. Students are expected to respect College property as well as the property of others. Students are expected to comply with the direction of faculty in the conduct of their instructional activities.

Students are prohibited from engaging in any type of harassment, intimidation, or bullying due to membership in a protected class in accordance with the New Jersey Anti-Bullying Bill of Rights Act of 2010.

This Act is not intended to alter or reduce the rights of any SCC students with disabilities. Harassment, intimidation, or bullying are defined as any gesture or act -- written, verbal, or physical, or any electronic communication -- that is reasonably perceived as motivated by any distinguishing characteristic that substantially disrupts or interferes with the College's orderly operation, including SCC-sponsored events, or the rights of students.

These distinguishing characteristics include but are not limited to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability.

A reasonable person should know that such intimidation may physically or emotionally harm a fellow student or group of students. Effects may include but are not limited to placing reasonable fear of physical or emotional harm to oneself or damage to personal property, insulting or demeaning a student or a group, creating a hostile environment, or infringing on the rights of fellow students.

Students who are on College property and under the influence of alcoholic beverages or controlled substances are liable for disciplinary action. Possession, consumption and use or transfer of controlled substances or alcoholic beverages are violations of "Student Conduct Guidelines."

Salem Community College reserves the right to discipline a student for behavior on or off College property, if the College determines that the misconduct may affect the academic environment or safety of members of the College community.

Any student who acts in a manner contrary to the best interests of the College will be subject to such sanctions as the circumstances justify, including suspension or dismissal. Students are subject to the regulations of Salem Community College on campus or off, whenever they are participating in College-sponsored activities. The College reserves the right to suspend or dismiss a student at any time. Students subject to disciplinary action may be dismissed without any refund, partial or otherwise.

There is usually little need for disciplinary action on the College level; however, when the need arises, the Dean of Enrollment and Student Services may call for a hearing of the Committee on Student Conduct and Discipline. This Committee will hear all serious cases. In emergency situations, the Dean of Enrollment and Student Services has the authority to act until a meeting of the Committee can be arranged.

Normally, students charged with an infraction of personal student conduct shall attempt to resolve the allegation through the following channels:

- Dean of Enrollment and Student Services and
- Committee on Student Conduct and Discipline

Committee on Student Conduct and Discipline

The Committee on Student Conduct and Discipline is established to guarantee "due process" to students who are accused of a violation of College policies and to hear faculty and administration grievances against students. The Committee consists of one student, two staff and two faculty appointed by the Dean of Enrollment and Student Services and chaired by the Chief Academic Officer (non-voting). It is the responsibility of the committee to receive cases through the Dean of Enrollment and Student Services to provide a fair hearing in an orderly and expeditious manner and to recommend disciplinary penalties to the College.

The range of disciplinary actions, which may be invoked as a consequence of rule infractions, runs from warning through suspension or dismissal. The action taken depends upon the severity of the infraction of the rule or regulation; the degree to which the student has participated or been involved; the motivation and intent in connection with the infraction; and the student's potential for changing his/her behavior; as well as consideration of all other factors of the specific, individual situation.

The student shall be afforded the following:

- written notification of the charges sent by certified mail to the student, and in the case of a minor, to the parent or guardian;
- sufficient notice of the time and place of the hearing;
- the right to an impartial committee;
- the right to be represented;
- the right to a translator, if necessary
- the right to be presented with the names of the witnesses adverse to the student and copies of their statements;
- the right to confront adverse witnesses; and
- the right to testify and produce witnesses on his/her behalf.

Also, a record of the proceeding must be kept and the student is entitled to a copy of the transcript at his/her own expense.

Results of campus disciplinary proceedings will be provided to victims of crimes of violence upon written request.

STUDENT CONDUCT

Sanctions for Violation of Student Conduct Guidelines and Harassment Policy

If a formal hearing is necessary, a meeting of the Committee on Student Conduct and Discipline is convened by the Dean of Enrollment and Student Services and chaired by the Chief Academic Officer. The evidence is presented to the committee, and the student involved is given every opportunity to make a defense by presenting evidence, questioning witnesses or making a supporting statement. The committee weighs all evidence and testimony to reach a decision. If a guilty finding occurs, the committee recommends a penalty to the Dean of Enrollment and Student Services. The student has the right to appeal the finding, penalty, or both, to the College President, whose decision shall be final.

On occasion, College officials are faced with an immediate situation, the facts of which indicate that a student's continued presence on College property constitutes a clear and convincing danger to the normal functions of the institution, to property, to others, or to the student him/herself. Case law (Stricklin vs. Regents of University of Wisconsin, 1969; Woodruff vs. West Virginia Board of Regents, 1971) has established that administrators have the authority in such situations to suspend the student immediately on an emergency basis until a regular hearing can be held.

Students should be provided a preliminary hearing before the suspension takes effect, unless it is impossible or unreasonably difficult to accord it. In this situation, notice outlining the reasons for the action should be given to the student, and a place and time should be set for the regular hearing. Usually, the regular hearing is held within 21 days of the original rule infraction or misconduct, and no later than 10 business days after an emergency suspension or dismissal.

Once it has been determined that a student has violated the Salem Community College Student Code of Conduct, the Committee on Student Conduct and Discipline will recommend a course of action to the Dean of Enrollment and Student Services, who will communicate the information to the student. Recommended courses of action can be in the form of a fine, disciplinary probation, formal reprimand, suspension or expulsion.

Fines

Students who damage or deface College property will be held financially liable for the cost associated with the replacement and/or repair of the damaged item(s).

Disciplinary Probation

Disciplinary probation is a formal warning to students. Although they are permitted to continue their education at SCC, any additional violation of rules or regulations may result in a more serious sanction including suspension or dismissal.

Disciplinary probation may be coupled with other sanctions if deemed necessary by the Committee on Student Conduct and Discipline.

Disciplinary probation may include restrictions from any extracurricular activities on or off campus if deemed advisable by the Committee on Student Conduct and Discipline.

Disciplinary probation may be sanctioned for a period of time ranging from one semester to a student's entire educational experience at SCC. The length of probation will be determined by the Committee on Student Conduct and Discipline.

Formal Reprimands

Examples of infractions of rules and regulations made known to College authorities and the state of New Jersey that may lead to verbal and/or written reprimand of students are:

- littering;
- noise violations; and
- abusive or obscene language, writing or gesture.

Short-Term Suspension

Examples of infractions of rules and regulations made known by College authorities and the state of New Jersey that may lead to short-term suspension of students are:

- open defiance of College authorities,
- continued willful disobedience,
- unauthorized demonstration,
- unauthorized possession or use of College property and
- defacing College property.

Short-term suspension means denying a student the right to class attendance for a period up to 10 school days. Each student charged with an infraction and subject to short-term suspension shall be afforded procedural due process protection through a hearing by the Committee on Student Conduct and Discipline prior to suspension. Usually, the regular hearing is held within 21 days of the original rule infraction or misconduct, and no later than 10 business days after an emergency suspension or dismissal.

Prior to the determination of this hearing, the student has the right to attend his/her classes, unless his/her attendance prevents normal functioning of these classes. If he/she is thereafter found innocent of the charges, he/she may request that any written entry referring to the incident be removed from the College records.

STUDENT CONDUCT

Full Suspension

Examples of infractions of rules and regulations made known to College authorities and the state of New Jersey that may lead to full suspension of students are:

- continued prohibited behavior;
- vandalism;
- possession or use of unauthorized substances, i.e. drugs, alcohol;
- petty theft (less than \$25.00);
- assaulting fellow students or College employees;
- flagrant violations of College's rules and regulations; and
- lewdness or indecent exposure.

The above list is not exclusive of the acts or conduct that can result in full suspension of the student. The College reserves the right to amend and expand the list.

Full suspension means denying a student the right of class attendance for period of up to 21 calendar days. Each student charged with an infraction and subject to full suspension shall be afforded procedural due-process protection through a hearing of the Committee on Student Conduct and Discipline prior to suspension. Usually, the regular hearing is held within 21 days of the original rule infraction or misconduct, and no later than 10 business days after an emergency suspension or dismissal.

Prior to the hearing, the student has no right to attend his/her classes or take part in any College-sponsored activity. If he/she is thereafter found innocent and is not expelled, he/she may request the written entry referring to the incident be removed from the College record and an opportunity be granted to make up assignments. Time passed will be credited toward suspension.

Expulsion

Examples of violations of rules and regulations made known to College authorities and the state of New Jersey that may lead to expulsion of students are:

- continued flagrant misconduct;
- extortion, or attempted extortion;
- bomb threats;
- arson or attempted arson;
- inciting or participating in a riot;
- theft;
- possession or sale of stolen property;
- possession or use of a deadly weapon;
- distribution or sale of controlled substances;
- vandalism;
- any criminal conduct; and
- any other violation of federal, state or local laws.

This list is not exclusive of the acts or conduct that result in expulsion of the student. The College reserves the right to amend and expand the list.

Expulsion means the dismissal of a student for breach of a regulation or requirement of the College authorities for a period exceeding 21 days. Each student charged with an infraction and subject to expulsion shall be afforded procedural due-process protection through a hearing of the Committee on Student Conduct and Discipline prior to expulsion. Usually, the regular hearing is held within 21 days of the original rule infraction or misconduct. However, expulsion may be immediate.

POLICIES, PROCEDURES AND GUIDELINES

Compliance with U.S. Dept. of Education and U.S. Dept. of Justice Regulations

Salem Community College reaffirms its compliance with the following U.S. Dept. of Education regulations:

- Title VII of the Civil Rights Act of 1964, prohibiting discrimination on the basis of race, color, or national origin in any program or activity receiving Federal financial assistance;
- Title IX of the Education Amendments of 1972, prohibiting discrimination on the basis of sex in any education program or activity receiving Federal financial assistance;
- Section 504 of the Rehabilitation Act of 1973, prohibiting discrimination on the basis of handicap in any program or activity receiving Federal finance assistance; and
- Vocational Education Programs Guidelines for Eliminating Discrimination and Denial of Services on the basis of race, color, national origin, sex and handicap.

SCC also reaffirms its compliance with the U.S. Dept. of Justice regulations implementing:

- The Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008.
- Affirmative Action Officer for student matters: Kelly Schimpf, Dean of Enrollment Management and Student Services, 856.351.2247
- Manager of Accessibility Services: Calvin Cizek, 856.351.2773

Distribution/Posting Materials

All posting or distribution of materials must be approved. No one may personally distribute materials of any kind on campus without prior approval from the Dean of Enrollment and Student Services.

Promoting the use of alcohol is prohibited. All posted material comes under College control and may be disposed of at the discretion of the Dean of Enrollment and Student Services.

Nondiscrimination Policy (Board of Trustees Policy 3.11)

Salem Community College is fully committed to the goal of equal opportunity, and the benefits of a diverse community college. This commitment applies to all aspects of the College operation, including employment practices, as well as admissions and services to students. Therefore, not only does the College refrain from discrimination on the basis of race, color, national origin, gender, disability, age, marital status, religion, sexual orientation and veteran status, but takes positive action to ensure equal opportunity.

This commitment is reflected in the College's diversity statement included on the website and in College publications.

To implement this commitment, Salem Community College shall develop and maintain procedures to include regular reviews of current practices.

All members of the College community share responsibility for implementation of this policy. This policy is strongly supported by the Board of Trustees and the President. An Affirmative Action Officer and Manager of Accessibility Services have been appointed to ensure adherence to its standards.

POLICIES, PROCEDURES AND GUIDELINES

Drugs and Alcohol

The use, possession, distribution, and/or sale of controlled substances, including alcohol, is against state law and College policy and is strictly prohibited on College property.

Salem Community College is an educational institution committed to maintaining an environment which allows students to enjoy the full benefits of their learning experience and to understand the negative consequences of the illicit use of alcohol and drugs on their lives. In accordance with College policy and in accordance with P.L. 101-226, the College declares that it will make every effort to provide its students with an environment that is free of the problems associated with the unauthorized use and abuse of alcohol and illegal drugs.

The College is committed to promoting the wellness and positive self-development of to its students and employees. Any violations of state law or College Policy will be enforced. Offenders may be prosecuted criminally or through the College's disciplinary code. Sanctions for violations of this policy can range from suspension to expulsion from the College. Criminal sanctions can include fines, imprisonment, or both.

Health Risks

Every drug has multiple effects that depend on the properties of the drug and the dosage taken. When two or more drugs are taken together, or in sequence, their effects may be stronger than their additive sum. The effects of drug use are highly individualized. Drug use or abuse can affect a person's physical, emotional and social health. It can cause accidents, illnesses, drug dependence, overdose and even death. It can cause legal problems, economic problems, school or work problems, and relationship problems. Drug use and abuse can cause serious harm.

The following is a partial list of the common health effects of alcohol and drug use and abuse:

Alcohol

- Blackouts
- Gastritis
- Cirrhosis of liver
- Mouth, throat and liver cancer
- Heart disease
- Accidents
- In pregnant women, Fetal Alcohol Syndrome (birth defect)

Marijuana

- Confusion and distortion of time perception
- Increased heart rate
- Short term memory loss
- Loss of motivation
- Damaged lung tissue
- Tolerance and psychological dependence

Amphetamines

- Elevated blood pressure
- Nervousness, panic states
- Hyperactivity
- Insomnia
- Malnutrition
- Acute psychoses
- Death

Cocaine/Crack

- Painful nosebleeds and nasal erosion
- "Coke blues," and intense depression after the high
- Psychological dependence
- Heart attack
- Seizures, coma and death
- In pregnant women, miscarriage or stillbirth

Barbiturates

- Confusion
- Loss of coordination
- Psychological and physical dependence
- Seriously-impaired driving skills
- Coma
- Death
- Especially dangerous when taken in combination with other drugs

Opiates

- Loss of judgment and self-control
- Diminished sex drive and sexual performance
- Tolerance
- Physical and psychological dependence
- Malnutrition
- Infections, including hepatitis
- Overdose can cause convulsions, coma and death

Hallucinogens

- Hallucinations
- Panic attacks
- Violent behavior, especially with PCP
- Flashbacks
- Tolerance
- Birth defects in user's children
- High dosage can cause convulsions, coma and death

POLICIES, PROCEDURES AND GUIDELINES

Salem Community College does not have in-house pastoral or professional counseling, drug or alcohol counseling, treatment, or rehabilitation programs available to students or employees on campus or instructional sites. Students requesting these services will be referred to:

Healthcare Commons

500 Pennsville-Auburn Road
Carneys Point
856.299.3200

Employees requesting these services will be referred to SCC's Employee Assistance Program.

Other Local Resources

- Alcoholics Anonymous
www.snjaa.org
856.848.5744 Woodbury
866.920.1212 Cherry Hill
- Addiction Recovery Programs
www.recovery.org
- Salem County Health Department
856.935.7510, Ext. 485
- Camden County Health Department
856.374.6000 or 800.999.9045
- Gloucester County Health Department
856.218.4101
- Cumberland County Health Department
856.327.7602

Drug Violations

Under the Higher Education Act (Title IV Section 485(k)), students become ineligible for federal student aid programs upon a conviction under state or federal statutes during any period of enrollment of any offense involving the possession or sale of illegal drugs. These programs include Federal Pell Grants, Direct Loans, Direct PLUS Loans, Direct Graduate PLUS Loans, Supplemental Educational Opportunity Grants, ACG Grants, SMART Grants, TEACH Grants, Work Study, and Perkins Loans. All convictions occurring after submission of the FAFSA require immediate notification of the financial aid administration, forfeiture of future eligibility and repayment of all federal financial aid received after the conviction.

Exclusions

A previous conviction does not automatically result in ineligibility for federal student aid. Previous convictions do not include those that have been removed from a student's record or those which occurred before the student turned 18, unless the student was tried as an adult. Count only federal or state convictions for the possession or sale of illegal drugs if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or work-study). Contact the U.S. Department of Education for more information on convictions related to drug offenses.

Penalties

Any conviction for any offense involving the possession or sale of a controlled substance while enrolled at Salem Community College and receiving federal student aid, shall result in a student not being eligible to receive federal student aid beginning on the date of such conviction and ending after the interval specified below:

Ineligibility resulting from illegal possession of a controlled substance:

- 1st Offense: 1 year from the date of conviction.
- 2nd Offense: 2 years from the date of conviction.
- 3rd Offense: Indefinite. (See Rehabilitation below)

Ineligibility resulting from sale of a controlled substance:

- 1st Offense: 2 years from the date of conviction.
- 2nd Offense: Indefinite. (See Rehabilitation below)

Rehabilitation and Reinstated Eligibility:

Eligibility may be reinstated prior to the end of the penalty period by completing a drug rehabilitation program that is approved by the U.S. Secretary of Education, including passing at least two unannounced drug tests.

In addition to drugs and alcohol, the College prohibits tobacco use and vaping.

POLICIES, PROCEDURES AND GUIDELINES

Solicitation by Off-Campus Individuals or Organizations

No individual (including students) or organization may distribute literature, advertise, or otherwise solicit customers, seek donations, or make sales on campus without the express authorization of the Dean of Enrollment and Student Services.

Commercial Sales: The Chief Financial Officer may grant permission for solicitations and sales by off-campus business concerns only when specifically requested to do so by a recognized College, faculty member, student or employee organization. Such permission, when granted, will be subject to such limitations as the Chief Financial Officer may prescribe.

Charitable, Political or Religious

Solicitation: As a general rule, representatives of off-campus political, religious, and charitable groups will not be permitted to solicit on campus. If permitted, individuals acting on behalf of candidates for public office or of bona fide political or religious organizations selling or distributing their political or religious literature must abide by the following guidelines:

- Nonmembers of the College community who are acting on behalf of candidates for public office or of bona fide political or religious organizations and who wish to seek permission to distribute and/or sell political or religious literature on the campus must apply to the Dean of Enrollment and Student Services between 9 a.m. and 4 p.m. Monday through Friday.
- The sites where political and religious literature may be sold or distributed will be those areas designated by the Dean of Enrollment and Student Services and will be limited to those areas that do not interfere with established academic and administrative functions.
- Permission for the sale or distribution of political and religious literature may be granted only for the hours between 9 a.m. and 4 p.m. Monday through Friday.
- The total number of persons/groups distributing or selling literature on any one occasion will be limited to one person per distribution. When several groups wish to distribute literature at the same time, preference in use of campus facilities will be given to members of the College community. In acting on requests from members of outside political or religious groups and representatives of candidates, individuals who are sponsored by members of the College community will be preferred.
- Harassment of members of the College community by those selling or distributing literature, or sale or distribution outside of the hours or locations for which permission has been granted, will be cause for the immediate revocation of permission for the sale or distribution of literature by those involved.
- Decisions regarding requests under these guidelines will need to take into account any special circumstances that may relate to College activities and the burden that permission to sell or distribute political or religious literature may place on the College administrative staff.

Sexual Assault Policy

(Board of Trustees Policy 3.13)

Salem Community College shall NOT tolerate sexual assault in any form. Sexual assault includes any forcible or nonforcible sex offense, including date/acquaintance rape. The FBI Uniform Crime Reporting Handbook defines a forcible sex offense to be: "Any sexual act directed against another, forcibly and/or against that person's will OR not forcibly or against that person's will where the victim is incapable of giving consent. This includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling."

Nonforcible sexual offenses are defined as acts of: "Unlawful, nonforcible sexual intercourse, including incest and statutory rape."

Any individual charged with sexual assault on campus can be prosecuted under New Jersey criminal statutes, and if a student, disciplined under SCC's disciplinary code as outlined in the College Catalog. Campus disciplinary action, which may lead to expulsion, can be pursued in conjunction with or separate from criminal sanctions. In the event of a sexual assault, the College shall adhere to Clery Act guidelines.

Procedure in the Event of a Sexual Assault

1. Notify:
 - Use campus RED PHONE or dial 856.351.2911.
 - Call 911.
 - Give your name, the nature of the emergency, the exact location and any other pertinent information.
2. Attempt to get a description of the suspect and report the description immediately as he/she may still be in the area.
3. Do not allow the victim to change clothing, eat or drink, or shower as this will destroy physical evidence.
4. Follow instructions from Department of Public Safety and law enforcement personnel.

The victim shall be provided with information about local medical, counseling and support services.

- Salem County Women's Services -
24-hour Crisis Hotline.....856.935.6655
 - Salem County Victim Witness
Advocacy Office.....856.935.7510
(ext. 8333)
5. The rights of the victim are to be protected and honored. However, SCC is obligated to report the incident to law enforcement. Salem Community College abides by the Bill of Rights for Victims of Sexual Assault/ Harassment. Copies are available in Student Services.

POLICIES, PROCEDURES AND GUIDELINES

Violence Against Women Reauthorization Act

The Violence Against Women Reauthorization Act (“VAWA”) imposes new obligations on colleges and universities under its Campus Sexual Violence Act (“SaVE Act”) provision, Section 304. Those obligations—which to some extent refine and clarify, and to some extent change, existing legal requirements and government agency enforcement statements—likely will require revision of institutional policy and practice. Counsel should be consulted on this complex, sensitive area of institutional law compliance.

Under VAWA, colleges and universities are required to:

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates;
- Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
- Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.

The interplay of VAWA and other pronouncements—notably the April 4, 2011 Dear Colleague Letter under Title IX issued by the Office for Civil Rights of the Department of Education (“ED”) (“OCR Guidance Letter”) and prevailing institutional policy—warrants legal risk management judgment by institutional counsel and compliance officers, and implicates a range of management steps. Key points include:

New Reporting Requirements

VAWA’s SaVE Act provision imposes new reporting requirements:

The Clery Act requires annual reporting of statistics for various criminal offenses, including forcible and non-forcible sex offenses and aggravated assault. VAWA’s SaVE Act provision adds domestic violence, dating violence, and stalking to the categories that, if the incident was reported to a campus security authority or local police agency, must be reported under Clery. Parsed for clarity, these offenses are defined:

1. “Domestic violence” includes asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
2. “Dating violence” means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
3. “Stalking” means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress.

The provision adds “national origin” and “gender identity” to the hate crime categories, involving intentional selection of a victim based on actual or perceived characteristics, that must be reported under the Clery Act.

The provision requires, with respect to the “timely reports” the Clery Act mandates for crimes considered a threat to other students and employees, that victims’ names be withheld.

POLICIES, PROCEDURES AND GUIDELINES

New Student Discipline Requirements

Current requirements in the Clery Act are that institutions inform students of procedures victims should follow, such as preservation of evidence and to whom offenses should be reported. VAWA adds that institutional policy must also include information on:

1. Victims' option to, or not to, notify and seek assistance from law enforcement and campus authorities.
2. Victims' rights and institutional responsibilities regarding judicial no-contact, restraining, and protective orders.

VAWA prescribes standards for investigation and conduct of student discipline proceedings in domestic violence, dating violence, sexual assault, and stalking cases.

1. Institutional policy must include a "statement of the standard of evidence" used. Unlike some earlier drafts of the legislation, VAWA does not prescribe the evidentiary standard. The OCR Guidance Letter directs a standard of "preponderance of the evidence." That letter, although not positive law, authoritatively represents OCR enforcement policy. Whether OCR's position would withstand judicial review is an open question.
2. Institutional officials who conduct the proceeding must be trained on how to investigate and conduct hearings in a manner that "protects the safety of victims" and "promotes accountability."
3. Institutional policy must identify "sanctions or protective measures" the institution may impose following a final determination of rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking.
4. "The accuser and the accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice...."
5. Accuser and accused must be notified "simultaneously" 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.
6. Institutional policy must address how victims' confidentiality will be protected, including record-keeping that excludes personally-identifiable information on victims.

New Requirements to Educate Students and Employees on Sexual Violence

Under VAWA, new students and new employees must be offered "primary prevention and awareness programs" that promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. The training programs must include:

1. A statement that the institution prohibits those offenses.
2. The definition of those offenses in the applicable jurisdiction.
3. The definition of consent, with reference to sexual offenses, in the applicable jurisdiction.
4. "Safe and positive" options for bystander intervention an individual may take to "prevent harm or intervene" in risky situations.
5. Recognition of signs of abusive behavior and how to avoid potential attacks.
6. Ongoing prevention and awareness campaigns for students and faculty on all of the above.

Conclusion

VAWA's ramifications include that institutions will need to review and modify policies and procedures for handling asserted sexual offenses, and train carefully personnel responsible in this area. This memo primarily addresses VAWA. Requirements under the OCR Guidance Letter, the Clery Act, Title IX, Title VII, State employment laws, local human rights ordinances, or the sundry apposite regulations and agency pronouncements are also relevant and should be reviewed. College and university counsel expert on those and on faculty, student, and staff rights under institutional handbooks, manuals, and other policies should be consulted. In light of acute sensitivities on campus in this sphere, and by parents of students involved in these situations, and the common prospect of related civil and criminal litigation as well as often extensive publicity, university leadership should give close reading and attention to VAWA and its requirements.

POLICIES, PROCEDURES AND GUIDELINES

Sexual Harassment/Title IX

Salem Community College reaffirms its commitment to a positive academic/work environment for all students, faculty, staff, student employees, contractors, vendors, volunteers and visitors. All members of the College community have the right to expect an equitable opportunity environment which promotes them to experience the full benefits of their work and learning experiences. Therefore, the unlawful discrimination, implicit or explicit coercive sexual behavior/harassment, and sexual misconduct will be not tolerated.

Salem Community College complies with Title IX of the Education Amendments of 1972, which is a federal law that prohibits sex discrimination in education. As stated by the U.S. Department of Education, Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance.

Title IX states: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Sexual harassment includes, but is not limited to, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decision affecting such individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile or offensive working or educational environment; or
- Such verbal or physical conduct interferes with an individual's work, professional or academic performance, productivity, physical security, extracurricular activities, academic or career opportunities or other services.

Other sexually harassing conduct (also includes conduct via email and/or social media), whether committed by peers or supervisors includes, but is not limited to:

- Unwelcome sexual flirtations, touching, advances or propositions;
- Slurs or other verbal abuse of a sexual nature;
- Graphic or suggestive comments about an individual's dress or body;
- Sexually degrading works to describe an individual;
- The display in the workplace of sexually suggestive objects or pictures;
- Off-color language or jokes of a sexual nature;
- Questions regarding an individual's sexual conduct, orientation or preferences; or
- Physical assault. (Any criminal sexual assault will be addressed in compliance with the Sexual Assault Policy.)

The College's policy to provide a work and academic environment free of sexual harassment applies to the conduct of students, faculty, vendors, contractors, visitors, volunteers, and other persons who enter upon College property. No such person shall engage in sexually harassing conduct, as defined in this policy, while on College premises or while taking part in any College-sponsored activity or function.

To report sexual harassment or a Title IX violation, students should complete the SCC Title IX Sexual Misconduct and Harassment Complaint form, available at **www.salemcc.edu/current-students/misconduct-form**.

All forms may be submitted directly to the Title IX Coordinator:

Kelly Schimpf, Title IX Coordinator
856.351.2247
kaschimpf@salemcc.edu

POLICIES, PROCEDURES AND GUIDELINES

Preferred Name Policy

Salem Community College recognizes that many individuals use and are known by a name other than their legal first name, because of their gender identity, cultural background, or other aspects of their social or personal identity.

Students may wish to request a provisional name change while attending Salem Community College. This change is not permanent and is intended for students who have not yet changed their name legally or have chosen not to do so. The provisional change will utilize your "Preferred Name" in the following areas: class rosters, email and self-service. Upon submission of your preferred name, your choice of preferred name will be reviewed by Salem Community College's Registrar. Once your preferred name is approved, it will appear in the Nickname section in Power Campus and Self-Service. If your preferred name is not approved, your legal name will remain the only name on your record at the college.

Examples of preferred names that will **NOT** be approved:

- Names used for the purpose of misrepresentation
- Names containing non alpha characters
- Names containing foul or inappropriate language

Salem Community College requires legal names for official College records. Legal name changes must be made through state authorities and will be required for the following College documents and records:

- College Transcripts
- Salem Community College ID card
- Admissions records
- Financial Aid documents
- Employment and payroll records
- Enrollment data
- Financial aid documents and mailing information
- Loan documents
- Tax forms
- Checks issued by the College

Students may request a provisional or official name change by completing the Preferred Name Change Form, which is available in Student Services.

GENERAL EDUCATION

As required by New Jersey Administrative Code, Salem Community College includes a general education component in its programs of study. The general education component is designed to ensure students develop a broad base of knowledge, communicate effectively, and think analytically, critically and creatively. Approved courses for each category are below. A course that has more than one category of General Education status may count only one time (in one category) for purposes of fulfilling required General Education distribution requirements for graduation.

COURSE CATEGORIES	AA	AS	AAS AFA	Certificate
Communication (Written & Oral Communication)	9	6	6	3
Mathematics - Science - Technology Mathematics: 3-8 credits (Quantitative Knowledge & Skills) Science: 3-8 credits (Scientific Knowledge & Skills) Technological Competency 0-4 credits	7	9	3	3
Social Science (Society & Human Behavior)	6	3	3	
Humanities (Humanistic Perspective)	9	3		
History (Historical Perspective)	3			
Diversity (Global and Cultural Awareness)	3			
Unassigned General Education Credit		6	8	
<i>General Education Foundation Total</i>	<i>37</i>	<i>30</i>	<i>20</i>	<i>6</i>

Cultural and Global Awareness

DIV 101	Diversity and Multiculturalism in the U.S.
GEO 101	World Regional Geography
PHL 222	Comparative Religions
SOC 101	Introduction to Sociology

History

HIS 161	World History I
HIS 162	World History II
HIS 201	United States History I
HIS 202	United States History II

Social Science

ECO 201	Macroeconomics
ECO 202	Microeconomics
GEO 101	World Regional Geography
POL 101	Introduction to Political Science
POL 102	American Government
PSY 101	General Psychology
PSY 111	Human Growth and Development
PSY 201	Child and Adolescent Psychology
SOC 101	Introduction to Sociology

Technological Competency

CSC 115	Computer Applications
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Humanities

ART 101	Art Appreciation
ENG 210	Introduction to Drama
ENG 211	Studies in the Short Story
ENG 221	American Literature I
ENG 222	American Literature II
ETH 200	Ethics in the Modern World
FNA 101	Art History I
FNA 102	Art History II
FRE 101	Elementary French I
HIS 161	World History I
HIS 162	World History II
HIS 201	United States History I
HIS 202	United States History II
HUM 101	Introduction to the Humanities
ITL 101	Introduction to Italian
MUS 101	Music Appreciation
MUS 104	Introduction to Musical Theater
PHL 101	Introduction to Philosophy
PHL 222	Comparative Religions
SPA 101	Elementary Spanish I
SPA 102	Elementary Spanish II

Mathematics

MAT 134	Contemporary Mathematics
MAT 137	College Algebra
MAT 153	Precalculus
MAT 201	Statistics
MAT 231	Calculus I
MAT 232	Calculus II
MAT 233	Calculus III

Oral and Written Communication

ENG 101	English Composition I
ENG 102	English Composition II
ENG 122	Business and Occupational Writing (for AAS programs only)
ENG 202	Introduction to Speech Communication

Science

BIO 101	General Biology I
BIO 102	General Biology II
BIO 103	Environmental Science I
BIO 104	Environmental Science II
BIO 110	Human Biology
BIO 121	Foundations of Biology
BIO 122	Connections in Biology
BIO 150	Fundamentals of Anatomy & Physiology
BIO 211	Principles of Microbiology
BIO 213	General Ecology
BIO 220	Human Anatomy & Physiology I
BIO 221	Human Anatomy & Physiology II
CHM 100	Basic Chemistry
CHM 101	College Chemistry I
CHM 102	College Chemistry II
CHM 130	Basic and Organic Chemistry
CHM 201	Organic Chemistry I
CHM 205	Organic Chemistry II
PHY 101	Physics I
PHY 102	Physics II
PHY 221	Calculus-Based Physics I
PHY 222	Calculus-Based Physics II

GENERAL EDUCATION LEARNING GOALS AND OBJECTIVES

Salem Community College has adopted the General Education Learning Goals agreed upon by all 19 New Jersey community colleges and adds the following General Education Learning Objectives for each goal that reflects SCC's General Education philosophy.

New Jersey Community College General Education Philosophy: Students are empowered to meet twenty-first century challenges through learning processes that lead to knowledge acquisition, skills mastery, critical thinking, and the exercise of personal, social, and civic responsibilities.		
The Colleges maintain responsibility for offering a general education program whose learning objectives facilitate attainment of all NJCC Gen Ed Learning Goals . Course-level learning objectives must be consistent with the Individual College-Wide Learning Objectives that fulfill the NJCC Gen Ed Learning Goals . (Local general education courses must also be consistent with NJCC GE Course Criteria for satisfying requirements.)		
NJCC Goal Categories (Course Category)	NJCC Gen. Ed. Learning Goals (Critical thinking is embedded)	Suggested Individual College-Wide Learning Objectives: Colleges have discretion in the establishment of Individual College-Wide Learning Objectives that support the achievement of the NJCC Learning Goals . The following is a list of examples.
1. Written and Oral Communication (Communication)	Students will communicate effectively in both speech and writing.	a. Students will explain and evaluate what they read, hear, and see. b. Students will state and evaluate the views and findings of others. c. Students will logically and persuasively state and support orally and in writing their points of view or findings. d. Students will evaluate, revise, and edit their communication.
2. Quantitative Knowledge and Skills (Mathematics)	Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.	a. Students will translate quantifiable problems into mathematical terms and solve these problems using mathematical or statistical operations. b. Students will construct graphs and charts, interpret them, and draw appropriate conclusions.
3. Scientific Knowledge and Reasoning (Science)	Students will use the scientific method of inquiry, through the acquisition of scientific knowledge.	a. Applying the scientific method, students will analyze a problem and draw conclusions from data and evidence. b. Students will distinguish between scientific theory and scientific discovery, and between science and its scientific technological applications, and they will explain the impact of each on society.
4. Technological Competency (Technology)	Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.	a. Students will use computer systems and/or other appropriate forms of technology to present information. b. Students will use appropriate forms of technology to identify, collect, and process information.
5. Society and Human Behavior (Social Science)	Students will use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens.	a. Students will analyze and discuss behavioral or societal issues using theories and concepts from a social science perspective. b. Students will explain how social institutions and organizations influence individual behavior. c. Students will describe and demonstrate how social scientists gather and analyze data and draw conclusions. d. Students will apply civic knowledge both locally and globally and engage in activities that exercise personal, social, and civic responsibility.
6. Humanistic Perspective (Humanities)	Students will analyze works in the fields of art, music, or theater; literature; and philosophy and/or religious studies; and will gain competence in the use of a foreign language.	a. Students will describe commonly used approaches and criteria for analyzing works*. b. Students will analyze works* and applying commonly used approaches and criteria. c. Students will demonstrate a value added competence in the production and comprehension of a foreign language. * in the fields of art, music, or theater; literature; philosophy and/or religious studies and possibly within the context of studying and using a language other than English.
7. Historical Perspective (History)	Students will understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.	a. Students will state the causes of a major historical event and analyze the impact of that event on a nation or civilization. b. Students will discuss a major idea, movement, invention or discovery, and how it affected the world or American society. c. Students will demonstrate how writers' interpretations of historical events are influenced by their time, culture, and perspective.
8. Cultural and Global Awareness (Diversity)	Students will understand the importance of a global perspective and culturally diverse peoples.	a. Students will link cultural practices and perspectives with geographic and/or historical conditions from which they arose. b. Students will explain why an understanding of differences in people's backgrounds is particularly important to American society. c. Students will recognize and explain the possible consequences of prejudicial attitudes and discriminatory actions. d. Students will recognize and assess the contributions and impact of people from various nations and/or cultures.
9. Ethical Reasoning and Action	Students will understand ethical issues and situations.	a. Students will analyze and evaluate the strengths and weaknesses of different perspectives on an ethical issue or a situation. b. Students will take a position on an ethical issue or a situation and defend it.
10. Information Literacy	Students will address an information need by locating, evaluating and effectively using information.	a. Students will identify and address an information need. b. Students will access information effectively and efficiently. c. Students will evaluate and think critically about information. d. Students will use information effectively for a specific purpose. e. Students will use information ethically and legally.

(1997 Adopted, August 15, 2007 Revision, September 6, 2011 Revision)

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Semester Offered Key

 Fall	 Summer
 Spring	 Winter

BIOLOGY/CHEMISTRY

Associate in Science

The Biology/Chemistry program prepares students for further study in the biological and physical sciences. The program provides students with a solid foundation in basic scientific principles, as well as mathematics. Students in this program develop a strong scientific foundation that will enable them to pursue advanced studies in specific biological and chemical disciplines.

Upon successfully completing this program, students should be able to:

- demonstrate competency in laboratory skills related to biology;
- demonstrate competency in laboratory skills related to chemistry;
- communicate effectively in a scientific manner; and
- demonstrate an understanding of biological and chemical theory and application.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	14				
BIO 101 - General Biology I	4	Pre- or corequisite: ENG 101	🍁		
CHM 101 - College Chemistry I	4	Pre- or corequisite: MAT 137	🍁		
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	🍁		
Humanities/Social Science Elective	3	Varies	🍁🌻☀️		
Second Semester	17				
BIO 102- General Biology II	4	Pre- or corequisite: ENG 101	🌻		
CHM 102 - College Chemistry II	4	CHM 101	🌻		
ENG 102 - English Composition II	3	ENG 101	🍁🌻☀️		
ETH 200 - Ethics in the Modern World	3	Pre- or corequisite: ENG 101	🍁🌻☀️		
PSY 101 - General Psychology	3	Pre- or corequisite: ENG 101	🍁🌻☀️		
Third Semester	15				
BIO 213 - General Ecology	3	BIO 101, BIO 102	Varies		
MAT 231 - Calculus I	4	MAT 153	🍁🌻		
PHY 101 - Physics I	4	Pre- or corequisites: ENG 101 and MAT 137	🍁		
Science Elective (200 level)*	4	Varies	Varies		
Fourth Semester	14				
ENG 202 - Introduction to Speech Communication	3	Pre- or corequisite: ENG 101	🍁🌻☀️		
MAT 232 - Calculus II	4	MAT 231	🌻		
PHY 102 - Physics II	4	PHY 101	🌻		
Science Elective (200 level)*	3	Varies	Varies		
Total Credits: 60					

* Students are required to take either BIO 220 and BIO 221 (Human Anatomy & Physiology I and II) or CHM 201 and CHM 205 (Organic Chemistry I and II) for best transfer toward a bachelor's degree.

N.J. General Education Component

Communication - ENG 101, ENG 102
 Math/Science/Technological Competency - MAT 231, BIO 101, CHM 101
 Social Science - PSY 101, Humanities/Social Science Elective
 Humanities - ETH 200
 History - not required
 Cultural/Global Awareness - not required
 Unassigned - ENG 202

Transfer of Credits

Biology/Chemistry graduates may transfer credits to a bachelor's degree program at a four-year college or university. Please direct specific questions to an advisor.

BIOLOGY/CHEMISTRY - AGRICULTURAL SCIENCE

Associate in Science

The Agricultural Science option is designed for students who are pursuing a career in one of the various fields of agriculture. The program provides students with a strong foundation in the biological and physical sciences. Students will study the disciplines of plant and animal science and develop a solid fundamental knowledge of genetics and microbiology. Students completing this program will be well prepared to transfer to a university program in a wide array of agricultural disciplines.

Upon successfully completing this program, students should be able to:

- demonstrate an understanding of the fundamental concepts of plant and animal science;
- demonstrate competency in laboratory skills related to agricultural science;
- demonstrate competency in laboratory skills related to biology and chemistry;
- communicate effectively in a scientific manner; and
- demonstrate an understanding of agricultural, biological, and chemical theory and application.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	16				
AGR 101 - Intro to Agricultural Science	3	Corequisite: ENG 101	☀		
BIO 101 - General Biology I	4	Pre- or corequisite: ENG 101	☀		
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	☀ ☀ ☀		
PSY 101 - General Psychology	3	Pre- or corequisite: ENG 101	☀ ☀ ☀		
Humanities Elective	3	Varies	Varies		
Second Semester	14				
AGR 111 - Animal Science	4	AGR 101 or permission from Academic Affairs	☀		
BIO 102- General Biology II	4	Pre- or corequisite: ENG 101	☀		
ENG 102 - English Composition II	3	ENG 101	☀ ☀ ☀		
Humanities/Social Science Elective	3	Varies	Varies		
Third Semester	15				
AGR 121 - Plant Science	4	AGR 101 or permission from Academic Affairs	☀		
CHM 101 - College Chemistry I	4	Pre- or corequisite: MAT 137	☀		
BIO 213 - General Ecology	3	BIO 101, BIO 102	☀		
PHY 101 - Physics I	4	Pre- or corequisite: ENG 101 and MAT 137	☀		
Fourth Semester	15				
BIO 230 - Genetics	3	BIO 101	☀		
CHM 102 - College Chemistry II	4	CHM 101	☀		
MAT 231 - Calculus I	4	MAT 153	☀ ☀		
PHY 102 - Physics II	4	PHY 101	☀		
Total Credits: 60					

N.J. General Education Component

Communication - ENG 101, ENG 102
 Math/Science/Technological Competency - MAT 231, BIO 101, CHM 101
 Social Science - PSY 101, Humanities/Social Science Elective
 Humanities - ETH 200
 History - not required
 Cultural/Global Awareness - not required
 Unassigned - ENG 202

Transfer of Credits

Agricultural Science graduates may transfer credits to a bachelor's degree program at a four-year college or university. Please direct specific questions to an advisor.

BIOLOGY/CHEMISTRY - PRE-PROFESSIONAL

Associate in Science

The Pre-Professional option is perfect for students who are interested in professional careers such as medicine, dentistry, physical therapy, and veterinary science. This program will provide students with a solid foundation in the biological and physical sciences. Students also develop a sound knowledge of mathematics and other foundational sciences such as genetics and microbiology. Graduating students will be well prepared to transfer into a corresponding program at a four-year institution.

Upon successfully completing this program, students should be able to:

- demonstrate competency in laboratory skills related to biology;
- demonstrate competency in laboratory skills related to chemistry;
- communicate effectively in a scientific manner; and
- demonstrate an understanding of biological and chemical theory and application.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	14				
BIO 101 - General Biology I	4	Pre- or corequisite: ENG 101	🍁		
CHM 101 - College Chemistry I	4	Pre- or corequisite: ENG 101	🍁		
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	🍁🌻☀️		
Humanities / Social Science Elective	3	Varies	Varies		
Second Semester	17				
BIO 102- General Biology II	4	Pre- or corequisite: ENG 101	🌻		
CHM 102 - College Chemistry II	4	CHM 101	🌻		
ENG 102 - English Composition II	3	ENG 101	🍁🌻☀️		
ETH 200 - Ethics in the Modern World	3	Pre- or corequisite: ENG 101	🍁🌻☀️		
PSY 101 - General Psychology	3	Pre- or corequisite: ENG 101	🍁🌻☀️		
Third Semester	15				
CHM 201 - Organic Chemistry I	4	CHM 102	🍁		
ENG 202 - Introduction to Speech Communication	3	Pre- or corequisite: ENG 101	🍁🌻☀️		
MAT 231 - Calculus I	4	MAT 153	🍁🌻		
PHY 101 - Physics I	4	Pre- or corequisites: ENG 101 and MAT 137	🍁		
Fourth Semester	14				
BIO 230 - Genetics	3	BIO 101	🌻		
CHM 205 - Organic Chemistry II	4	CHM 201	🌻		
MAT 201 -Statistics	3	MAT 134 or MAT 137	🍁🌻☀️		
PHY 102 - Physics II	4	PHY 101	🌻		
Total Credits: 60					

N.J. General Education Component

Communication - ENG 101, ENG 102
 Math/Science/Technological Competency - MAT 231, BIO 101, CHM 101
 Social Science - PSY 101, Humanities/Social Science Elective
 Humanities - ETH 200
 History - not required
 Cultural/Global Awareness - not required
 Unassigned - ENG 202

Transfer of Credits

Pre-Professional graduates may transfer credits to a bachelor's degree program at a four-year college or university. Please direct specific questions to an advisor.

BUSINESS ADMINISTRATION

Associate in Applied Science

The Business Administration (A.A.S.) program provides the general skills that can transfer into a wide array of careers in business. Graduates are prepared to succeed as the future managers and leaders within the community. Course work includes the study of business concepts such as accounting, business law, economics, management and marketing. This course work focuses on the skills necessary for those students wanting to own and/or operate a business. Upon graduation, students are prepared to find job opportunities in any industry, both large and small. Technology is a key factor in the success of any business, this program includes opportunities for students to build a skill-set of the latest software applications, and on multiple platforms.

Upon successfully completing this program, students should be able to:

- demonstrate the ability to communicate effectively, using technology, in all business environments that require discussion and/or presentation of concepts, strategies, and/or data;
- demonstrate an understanding of the role of accounting and financial management in business;
- describe the role of marketing in the business environment and apply core marketing principles to the development of business strategy and decision-making process;
- analyze various micro- and macroeconomic principles and articulate the impact that those economic principles have on the organizational decision-making process; and
- explain the ethical and legal implications of managerial decisions and the effect of those decisions on organizational stakeholders.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	15				
ACC 131 - Principles of Accounting I	3	Pre- or corequisite: ENG 101	🍁		
BUS 102 - Introduction to Business	3		🍁🌸		
BUS 106 - Business Mathematics	3	MAT 092, if required	🍁		
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	🍁🌸☀️		
Technical Competency Elective	3	Varies	Varies		
Second Semester	15				
ACC 132 - Principles of Accounting II	3	ACC 131	🌸		
BUS 103 - Principles of Management	3		🌸		
CGA 101 - Intro to Computer Art	3		🍁🌸		
ENG 122 - Business and Occupational Writing	3	ENG 101	🍁🌸		
ACC/BUS/CSC/ECO/SCM Elective	3	Varies	Varies		
Third Semester	15				
BUS 205 - Legal Environment of Business	3	Pre- or corequisite: ENG 101	🍁🌸		
BUS 212 - Principles of Marketing	3	Pre- or corequisite: ENG 101	🍁🌸		
ECO 201 - Macroeconomics	3	Pre- or corequisite: ENG 101	🍁🌸☀️		
ENG 202 - Introduction to Speech Communication	3	Pre- or corequisite: ENG 101	🍁🌸☀️		
ACC/BUS/CSC/ECO/SCM Elective	3	Varies	Varies		
Fourth Semester	15				
ACC 250 - Computerized Accounting with Quickbooks	3		🌸		
BUS 203 - Management Information Systems	3		Varies		
ECO 202 - Microeconomics	3	Pre- or corequisite: ENG 101	🍁🌸☀️		
Humanities Elective	3	Varies	Varies		
Open Elective	3	Varies	Varies		
Total Credits: 60					

N.J. General Education Component

Communication - ENG 101, ENG 122
 Math/Science/Technological Competency - Technological Competency Elective
 Social Science - not required
 Humanities - Humanities Elective
 History - not required
 Cultural/Global Awareness - not required
 Unassigned - ECO 201, ECO 202, ENG 202

Transfer of Credits

Although this program is designed for immediate career preparation, graduates may transfer credits to a bachelor's degree program at a four-year college or university. Please direct specific questions to an advisor.

BUSINESS ADMINISTRATION

Associate in Science

The Associate in Science degree in Business Administration prepares students to begin and/or advance their careers in the world of business. It can also be a major step towards transferring to a four-year college to complete a Bachelor of Science degree in Business at that institution. This program is designed for students interested in a career in business and who plan to continue their studies toward a baccalaureate degree in business at a four-year college or university. This program curriculum provides students with a general comprehensive understanding of basic business law, management, marketing, economics, accounting, and leading-edge technology. The degree offers flexibility, too. Many courses are offered in a variety of formats: traditional, condensed, online and hybrid, allowing students to complete their degree quickly.

Upon successfully completing this program, students should be able to:

- demonstrate the utilization of quantitative techniques, computer applications and statistics to business and managerial situations;
- demonstrate the ability to communicate effectively, using technology, in all business environments that require discussion and/or presentation of concepts, strategies, and/or data;
- demonstrate an understanding of the role of accounting and financial management in business;
- describe the role of marketing in the business environment and apply core marketing principles to the development of business strategy and decision-making process;
- analyze various micro- and macroeconomic principles and articulate the impact that those economic principles have on the organizational decision-making process; and
- explain the ethical and legal implications of managerial decisions and the effect of those decisions on organizational stakeholders.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	16				
ACC 131- Principles of Accounting I	3	Pre- or corequisite: ENG 101	🍁		
BUS 102 - Introduction to Business	3		🍁🌸		
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	🍁🌸🌻		
MAT 153 - Precalculus	4	College placement test	🍁🌸🌻		
Technical Competency Elective	3	Varies	Varies		
Second Semester	16				
ACC 132 - Principles of Accounting II	3	ACC 131	🌸		
BUS 103 - Principles of Management	3		🌸		
ENG 102 - English Composition II	3	ENG 101	🍁🌸🌻		
MAT 231 - Calculus I	4	MAT 153	🍁🌸		
Social Science Elective	3	Varies	Varies		
Third Semester	16				
BUS 205 - Legal Environment of Business	3	ENG 101	🍁		
BUS 212 - Principles of Marketing	3	Pre- or corequisite: ENG 101	🍁		
ECO 201 - Macroeconomics	3	Pre- or corequisite: ENG 101	🍁🌸🌻		
MAT 201 - Statistics	3	MAT 134 or MAT 137, or written permission from Asst. Dean of A.A.	🍁🌸🌻		
Science Elective	4	Varies	Varies		
Fourth Semester	12				
BUS 203 - Management Information Systems	3		Varies		
ECO 202 - Microeconomics	3	Pre- or corequisite: ENG 101	🍁🌸🌻		
ENG 202 - Introduction to Speech Communication	3	Pre- or corequisite: ENG 101	🍁🌸🌻		
Humanities Elective	3	Varies	Varies		
Total Credits: 60					

N.J. General Education Component

Communication - ENG 101, ENG 102
 Math/Science/Technological Competency - MAT 153, MAT 201, MAT 231
 Social Science - ECO 201
 Humanities - Humanities Elective
 History - not required
 Cultural/Global Awareness - not required
 Unassigned - ENG 202, ECO 202, Science Elective

Transfer of Credits

Business Administration graduates may transfer credits to a bachelor's degree program at a four-year college or university. Please direct specific questions to an advisor.

BUSINESS ADMINISTRATION - ONLINE

Associate in Science

The Associate in Science degree in Business Administration prepares students to begin and/or advance their careers in the world of business. It can also be a major step towards transferring to a four-year college to complete a Bachelor of Science degree in Business at that institution. This program is designed for students interested in a career in business and who plan to continue their studies toward a baccalaureate degree in business at a four-year college or university. This program curriculum provides students with a general comprehensive understanding of basic business law, management, marketing, economics, accounting, and leading-edge technology. The degree offers flexibility, too. Many courses are offered in a variety of formats: traditional, condensed, online and hybrid, allowing students to complete their degree quickly.

Upon successfully completing this program, students should be able to:

- demonstrate the utilization of quantitative techniques, computer applications and statistics to business and managerial situations;
- demonstrate the ability to communicate effectively, using technology, in all business environments that require discussion and/or presentation of concepts, strategies, and/or data;
- demonstrate an understanding of the role of accounting and financial management in business;
- describe the role of marketing in the business environment and apply core marketing principles to the development of business strategy and decision-making process;
- analyze various micro- and macroeconomic principles and articulate the impact that those economic principles have on the organizational decision-making process; and
- explain the ethical and legal implications of managerial decisions and the effect of those decisions on organizational stakeholders.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	16				
ACC 131- Principles of Accounting I	3	Pre- or corequisite: ENG 101	🍁		
BUS 102 - Introduction to Business	3		🍁🍁		
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	🍁🍁☀️		
MAT 153 - Precalculus	4	College placement test	🍁🍁☀️		
Technical Competency Elective	3	Varies	Varies		
Second Semester	16				
ACC 132 - Principles of Accounting II	3	ACC 131	🍁		
BUS 103 - Principles of Management	3		🍁		
ENG 102 - English Composition II	3	ENG 101	🍁🍁☀️		
MAT 231 - Calculus I	4	MAT 153	🍁🍁		
Social Science Elective	3	Varies	Varies		
Third Semester	16				
BUS 205 - Legal Environment of Business	3	ENG 101	🍁		
BUS 212 - Principles of Marketing	3	Pre- or corequisite: ENG 101	🍁		
ECO 201 - Macroeconomics	3	Pre- or corequisite: ENG 101	🍁🍁☀️		
MAT 201 - Statistics	3	MAT 134 or MAT 137, or written permission from Asst. Dean of A.A.	🍁🍁☀️		
Science Elective	4	Varies	Varies		
Fourth Semester	12				
BUS 203 - Management Information Systems	3		Varies		
ECO 202 - Microeconomics	3	Pre- or corequisite: ENG 101	🍁🍁☀️		
ENG 202 - Introduction to Speech Communication	3	Pre- or corequisite: ENG 101	🍁🍁☀️		
Humanities Elective	3	Varies	Varies		
Total Credits: 60					

N.J. General Education Component

Communication - ENG 101, ENG 102
 Math/Science/Technological Competency - MAT 153, MAT 201, MAT 231
 Social Science - ECO 201
 Humanities - Humanities Elective
 History - not required
 Cultural/Global Awareness - not required
 Unassigned - ENG 202, ECO 202, Science Elective

Transfer of Credits

Business Administration graduates may transfer credits to a bachelor's degree program at a four-year college or university.

BUSINESS ADMINISTRATION - ACCOUNTING

Associate in Science

In this program, students focus on accounting principles and practices, while learning skills such as management, economics and marketing for eventual entrance into the business world. Designed to provide the first two years of a four-year program leading to a baccalaureate degree, the program can be tailored to meet the requirements of regional colleges for freshman- and sophomore-level courses.

The program emphasizes the development of skills in critical thinking and problem solving, extensive computer use and information literacy activities applied to business applications, frequent group assignments to develop abilities to work as a team and significant experiences developing communication skills.

Upon successfully completing this program, students should be able to:

- demonstrate general competencies in oral and written communication and knowledge of college-level subject matter in accounting and business administration; and
- demonstrate an understanding of accounting principles and practices, ethics and computer applications in accounting; and pursue transfer to a baccalaureate program in business, accounting or finance, or function at a paraprofessional level in the fields of business and accounting.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	16				
ACC 131 - Principles of Accounting I	3	Pre- or corequisite: ENG 101	🍁		
BUS 102 - Introduction to Business	3		🍁🌸		
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	🍁🌸☀️		
MAT 153 - Precalculus	4	College Placement Test	🍁🌸☀️		
Technical Competency Elective	3	Varies	Varies		
Second Semester	16				
ACC 132 - Principles of Accounting II	3	ACC 131	🌸		
BUS 103 - Principles of Management	3		🌸		
ENG 102 - English Composition II	3	ENG 101	🍁🌸☀️		
ENG 202 - Introduction to Speech Communication	3	Pre- or corequisite: ENG 101	🍁🌸☀️		
MAT 231 - Calculus	4	MAT 153	🍁🌸		
Third Semester	15				
ACC 211 - Intermediate Accounting I	3	ACC 122	🍁		
BUS 205 - Legal Environment of Business	3	Pre- or corequisite: ENG 101	🍁		
BUS 212 - Principles of Marketing	3	Pre- or corequisite: ENG 101 enrollment in ENG 101	🍁		
ECO 201 - Macroeconomics	3	Pre- or corequisite: ENG 101	🍁🌸☀️		
MAT 201 - Statistics	3	MAT 134 or MAT 137, or written permission from Asst. Dean of A.A.	🍁🌸☀️		
Fourth Semester	13				
ACC 212 - Intermediate Accounting II	3	ACC 211	🌸		
ECO 202- Microeconomics	3	Pre- or corequisite: ENG 101	🍁🌸☀️		
Humanities Elective	3	Varies	Varies		
Science Elective	4	Varies	Varies		
Total Credits: 60					

N.J. General Education Component

Communication - ENG 101, ENG 102

Math/Science/Technological Competency - MAT 153, MAT 201, MAT 231

Social Science - ECO 201

Humanities - Humanities Elective

History - not required

Cultural/Global Awareness - not required

Unassigned - ENG 202, ECO 202, Science Elective, Technological Competency Elective

Transfer of Credits

Business Administration/Accounting graduates may transfer credits to a bachelor's degree program at a four-year college or university. Please direct specific questions to an advisor.

BUSINESS ADMINISTRATION - SUPPLY CHAIN MANAGEMENT

Associate in Science

The Supply Chain Option in Business Administration provides students with knowledge and skills essential in today's modern economy. This curriculum provides students with a general comprehensive understanding of basic business law, management, marketing, economics, accounting, supply chain management and leading-edge technology.

Businesses are looking for supply chain professionals to continually increase the organization's capability by reducing costs and improving the efficiency of relationships, both internal and external. Career possibilities for students who complete the Supply Chain Option include, but are not limited to, entry level positions in procurement, transportation and warehousing, manufacturing, marketing, retail and sales. This program is designed for students interested in a career in logistics and distribution and who plan to continue their studies toward a baccalaureate degree in Supply Chain Management at a four-year college or university. The degree offers flexibility, too. Many courses are offered in a variety of formats: traditional, condensed, online and hybrid, allowing students to complete their degree quickly.

Upon successfully completing this program, students should be able to:

- demonstrate a basic knowledge of all functional areas in supply chain management,
- critically analyze and interpret information to solve problems and make business decisions,
- apply quantitative methods and forecasting models as a basis to examine business situations,
- recognize and evaluate increasing demands of sustainability and corporate responsibility,
- demonstrate effective business communication, and
- apply business management concepts in a practical setting.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	16				
ACC 131 - Principles of Accounting I	3	Pre- or corequisite: ENG 101	🍁		
BUS 102 - Introduction to Business	3		🍁		
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	🍁 ⚙️		
MAT 153 - Precalculus	4	College placement test	🍁 ⚙️		
Humanities Elective	3	Varies	Varies		
Second Semester	16				
ACC 132 - Principles of Accounting II	3	ACC 131	⚙️		
BUS 103 - Principles of Management	3		⚙️		
ENG 102 - English Composition II	3	ENG 101	🍁 ⚙️		
MAT 231 - Calculus I	4	MAT 153	⚙️		
SCM 101 - Introduction to Supply Chain Management	3	ENG 101	⚙️		
Third Semester	16				
BUS 205 - Legal Environment of Business	3	ENG 101	🍁		
BUS 212 - Principles of Marketing	3	Pre- or corequisite: ENG 101	🍁		
ECO 201 - Macroeconomics	3	Pre- or corequisite: ENG 101	🍁 ⚙️		
MAT 201 - Statistics	3	MAT 134 or MAT 137 or written permission from Asst. Dean of A.A.	🍁 ⚙️		
Science Elective	4	Varies	Varies		
Fourth Semester	12				
BUS 203 - Management Information Systems	3		Varies		
ECO 202 - Microeconomics	3	Pre- or corequisite: ENG 101	🍁 ⚙️		
ENG 202 - Introduction to Speech Communication	3	Pre- or corequisite: ENG 101	🍁 ⚙️		
SCM 210 - Supply Chain Operations Management	3	SCM 101, BUS 103	⚙️		
Total Credits: 60					

N.J. General Education Component

Communication - ENG 101, ENG 102
 Math/Science/Technological Competency - MAT 137, MAT 201
 Social Science - ECO 201
 Humanities - Humanities Elective
 History - not required
 Cultural/Global Awareness - not required
 Unassigned - ECO 202, ENG 202, Science Elective

Transfer of Credits

Graduates of the program may transfer credits to a bachelor's degree at a four-year college or university.

COMMUNICATIONS/JOURNALISM

Associate in Arts

The Communications/Journalism program explores the communications media from a liberal arts perspective. Students analyze media issues and influences and are introduced to journalistic techniques. Students explore a variety of academic disciplines and modes of inquiry, and engage in a variety of learning experiences designed to improve their communication and critical-thinking skills. This program encourages the development of an independent lifelong learner who recognizes the media's role in shaping our culture.

Upon successfully completing this program, students should be able to:

- exhibit the ability to compose, revise, and edit print and web materials that meet the professional standards of various media outlets;
- demonstrate the ability to produce stylistically and technologically appropriate materials for publication in various media outlets;
- locate, retrieve, critically evaluate, and synthesize information and information sources; and
- analyze and evaluate the exchanges of influence between mass media and individuals, society, and culture.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	13				
CSC 115 - Computer Applications	3	Pre- or corequisite: ENG 101	☀️🌸🌻		
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	☀️🌸🌻		
HIS 161 - World History I or HIS 162 - World History II	3	Pre- or corequisite: ENG 101	☀️🌸🌻		
PSY 101 - General Psychology	3	Pre- or corequisite: ENG 101	☀️🌸🌻		
SCO113 - Success Strategies	1		Varies		
Second Semester	15				
CGA 101 - Introduction to Computer Art	3		☀️🌸		
ENG 102 - English Composition II	3	ENG 101	☀️🌸🌻		
SOC 101 - Introduction to Sociology	3	Pre- or corequisite: ENG 101	☀️🌸🌻		
ENG, ETH, or PHL Elective	3	Varies	Varies		
Mathematics Elective	3	Varies	Varies		
Third Semester	16				
ENG 202 - Introduction to Speech Communication	3	Pre- or corequisite: ENG 101	☀️🌸🌻		
ENG 242 - Introduction to Journalism	3	ENG 101	🌻		
CGA 141 - Web Design	3	CGA 101	🌻		
HUM 101 - Introduction to the Humanities	3	ENG 101	Varies		
Science Elective	4	Varies	Varies		
Fourth Semester	16				
ENG 232 - Introduction to Communications Media	3	Pre- or corequisite: ENG 101	🌻		
POL 102 - American Government	3	Pre- or corequisite: ENG 101	☀️🌸		
ENG or CGA Elective	3	Varies	Varies		
Humanities Elective	3	Varies	Varies		
Science Elective	4	Varies	Varies		
Total Credits: 60					

N.J. General Education Component

Communication - ENG 101, ENG 102, ENG 202
 Math/Science/Technological Competency - Mathematics Elective, 2 Science Electives, CSC 115
 Social Science - POL 102, PSY 101
 Humanities - ENG/PHL Elective, HUM 101, Humanities Elective
 History - HIS 161 or HIS 162
 Cultural/Global Awareness - SOC 101

Transfer of Credits

Communications/Journalism graduates may transfer credits to a bachelor's degree program at a four-year college or university.

Please direct specific questions to an advisor.

COMPUTER GRAPHIC ART

Associate in Fine Arts

The Computer Graphic Art program establishes both the technical skills and creative concepts related to the design industry. Through its two year program, students work with page layout, image manipulation, illustration, and web design. Students understand how to develop and execute a design concept. Students develop portfolio quality artwork for transfer to a four year program. A student with this program may have a career path such as photography, graphic design, web design, illustration and most digital media.

Upon successfully completing this program, students should be able to:

- demonstrate a competency in industry leading software, such as that used for page layout, image editing, vector drawing, and web design;
- apply problem solving and critical thinking to a variety of design projects;
- deduce a design strategy and creative working process; and
- create a portfolio of graphic work.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	15				
ART 104 - Drawing	3		☀️		
ART 115 - Two-Dimensional Design	3		☀️		
ART 116 - Three-Dimensional Design	3		☀️		
ART 205 - Basic Digital Photography	3		☀️		
CGA 101 - Introduction to Computer Art	3		☀️		
Second Semester	15				
ART 119 - Color Theory	3		☀️		
ART 130 - Figure Drawing	3	ART 104	☀️		
CGA 110 - Digital Image Editing	3	CGA 101	☀️		
CGA 132 - Digital Illustration	3	CGA 101	☀️		
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	☀️☀️☀️		
Third Semester	15				
ART 225 - Portfolio & Professional Practices	3	ART 104, ART 115, ART 116, ART 130 and enrollment in Computer Graphic Art, Glass Art, or Studio Art	☀️		
CGA 122 - Intro to Electronic Publishing	3	CGA 101	☀️		
CGA 141 - Web Page Design	3	CGA 101	☀️		
ENG 102 - English Composition II	3	ENG 101	☀️☀️☀️		
FNA 101 - Art History I	3	ENG 101	☀️		
Fourth Semester	15				
ART 105 - Painting or	3	ART 104	Varies		
ART 140 - Printmaking			Varies		
ENG 202 - Introduction to Speech Communication	3	Pre- or corequisite: ENG 101	☀️☀️☀️		
FNA 102 - Art History II	3	ENG 101	☀️		
General Education Elective	3	Varies	Varies		
Math/Science Elective	3	Varies	Varies		
Total Credits: 60					

N.J. General Education Component

Communication - ENG 101, ENG 102
 Math/Science/Technological Competency - Math/Science Elective
 Social Science - not required
 Humanities - FNA 101, FNA 102
 History - not required
 Cultural/Global Awareness - not required
 Unassigned - ENG 202, General Education Elective

Transfer of Credits

Computer Graphic Art graduates may transfer credits to a bachelor's degree program at a four-year college or university. Please direct specific questions to an advisor.

COMPUTER SCIENCE

Associate in Science

The Computer Science program is designed for students who plan to transfer to a four-year college or university to pursue a bachelor's degree in computer science. Students obtain a solid base of fundamentals in problem solving, oral and written communication, and object-oriented design and programming.

Upon successfully completing this program, students should be able to:

- employ tools to develop a user-friendly interface,
- create or use efficient structures for storing data,
- reduce complicated problems to manageable units,
- use common programming control structures, and
- employ object-oriented programming techniques.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	15				
CSC 131 - Computer Hardware and Operation	3		Varies		
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	☀️🌸🌻		
MAT 170 - Discrete Mathematics	3	MAT 137	☀️🌸		
History Elective	3	Varies	Varies		
Humanities Elective	3	Varies	Varies		
Second Semester	17				
CSC 140 - Computer Programming	4	MAT 231	Varies		
ECO 201 - Macroeconomics	3	Pre- or corequisite: ENG 101	☀️🌸		
ENG 102 - English Composition II	3	ENG 101	☀️🌸🌻		
MAT 153 - Precalculus	4		☀️🌸🌻		
Open Elective	3	Varies	Varies		
Third Semester	14				
CSC 251 - Intro to JAVA Programing	3	ENG 098, if required	Varies		
ENG 202 - Introduction to Speech Communication	3	Pre- or corequisite: ENG 101	☀️🌸🌻		
MAT 231 - Calculus I	4	MAT 153	☀️🌸🌻		
PHY 221 - Calculus-Based Physics I	4	MAT 231			
Fourth Semester	14		☀️		
CSC 252 - Advanced JAVA Concepts	3	CSC 251	Varies		
ECO 202 - Microeconomics	3	Pre- or corequisite: ENG 101	☀️🌸🌻		
MAT 232 - Calculus II	4	MAT 231	🌸		
PHY 222 - Calculus-Based Physics II	4	PHY 221	🌸		
Total Credits: 60					

N.J. General Education Component

Communication - ENG 101, ENG 102
 Math/Science/Technological Competency - MAT 153, MAT 231, PHY 221
 Social Science - ECO 201, ECO 202
 Humanities - Humanities Elective
 History - not required
 Cultural/Global Awareness - not required
 Unassigned - MAT 232

Transfer of Credits

Computer Science graduates may transfer credits to a bachelor's degree program at a four-year college or university. Please direct specific questions to an advisor.

CRIMINAL JUSTICE - CYBER SECURITY

Associate in Science

This program provides Criminal Justice students with comprehensive knowledge and training in the implementation and management of the security measures required to protect computer resources from unauthorized access or attack. In particular, this program is designed to provide students with the technical expertise needed to protect enterprise information and computing assets connected to the Internet. Classroom work provides students with extensive hands-on experience and training using state-of-the-art security tools and techniques to identify security risks to computing resources, assess potential threats to computing resources, develop effective countermeasures aimed at protecting data, and framing effective countermeasures aimed at protecting computer assets.

Upon successful completion of the program, students should be able to:

- demonstrate an understanding of the core concepts, tools, and methods used to secure computer systems;
- identify and present indicators that a cyber security incident has occurred;
- apply criminal justice methods to cyber security and computer forensic investigations;
- plan, implement, and evaluate penetration testing and ethical hacking of computer systems;
- identify, analyze, and mitigate threats to internal computer systems;
- collect, process, analyze, and present computer forensic evidence;
- work in teams to analyze and resolve cyber security issues; and
- apply critical thinking skills to risk analysis of computer systems.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	15				
CRJ 101 - Introduction to Criminal Justice	3		🍁		
CSC 115 - Computer Applications	3	Pre- or corequisite: ENG 101	🍁 ⚙️ 🔧		
CSC 131 - Computer Hardware and Operation	3		Varies		
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	🍁 ⚙️ 🔧		
MAT 137 - College Algebra	3	Corequisite: MAT 037, if required	🍁 ⚙️ 🔧		
Second Semester	13				
ENG 102 - English Composition II	3	ENG 101	🍁 ⚙️ 🔧		
MAT 153 - Precalculus	4	College placement test	🍁 ⚙️		
POL 102 - American Government	3	Pre- or corequisite: ENG 101	🍁 ⚙️		
PSY 101 - General Psychology	3	Pre- or corequisite: ENG 101	🍁 ⚙️ 🔧		
Third Semester	17				
BUS 102 - Introduction to Business	3		🍁 ⚙️		
CRJ 232 - Introduction to Computer Forensics	4		Varies		
ENG 202 - Introduction to Speech Communication	3	Pre- or corequisite: ENG 101	🍁 ⚙️ 🔧		
MAT 201 - Statistics	3	MAT 134 or MAT 137, or permission from Dean of Academic Affairs	🍁 ⚙️ 🔧		
Science Elective	4	Varies	Varies		
Fourth Semester	15				
BUS 103 - Principles of Management	3		⚙️		
CRJ 206 - Fundamentals of Criminal Investigation	3	Pre- or corequisite: ENG 101	Varies		
CRJ 235 - Computer Network Security Fundamentals	3	Pre- or corequisite: MAT 137	⚙️		
CRJ 237 - Electronic Discovery	3		⚙️		
ETH 200 - Ethics in the Modern World	3	Pre- or corequisite: ENG 101	🍁 ⚙️ 🔧		
Total Credits: 60					

N.J. General Education Component

Communication:	ENG 101, ENG 102
Math/Science/	
Technological Competency:	MAT 137, MAT 153, Science Elective
Social Science:	POL 102, PSY 101
Humanities:	ETH 200
History:	not required
Cultural/Global Awareness:	not required
Unassigned:	CSC 115, ENG 202

Transfer of Credits

Criminal Justice graduates may transfer credits to a bachelor's degree program at a four-year college or university. Please direct specific questions to an advisor.

CRIMINAL JUSTICE - LAW ENFORCEMENT

Associate in Science

This program provides students with a variety of career opportunities in law enforcement including state and local law enforcement, school resource officers, park rangers, and sheriff's deputies as well as in federal agencies such as U.S. Border Patrol, U.S. Marshalls, U.S. Secret Service, and Transportation Security Administration while meeting the needs of society for personnel capable of entry and advancement into these career opportunities. Students will gain an understanding of forensic investigations, acquire basic knowledge of criminal investigations, and obtain a basic knowledge of the criminal court system.

Upon successful completion of the program, students should be able to:

- apply mathematical and analytical thinking skills necessary to process a crime scene;
- apply the use of scientific method to analyze and compare physical evidence to determine its properties and possible origin;
- provide detailed analyses of the criminal justice system and process including penal laws, criminal procedure and policies involved in processing offenders;
- identify, analyze, compare, and contrast the philosophy, function, and roles of law enforcement in American society; and
- demonstrate awareness by analyzing, comparing, and contrasting the distinctions between individual psychological behaviors and group sociological behaviors.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	16				
BIO 101 - General Biology I <i>or</i>	4		☀		
BIO 103 - Environmental Science I		Pre- or corequisite: ENG 101	☀		
CRJ 101 - Introduction to Criminal Justice	3		☀		
CRJ 103 - Principles of Law Enforcement	3	Pre- or corequisite: ENG 101	☀		
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	☀☀☀		
SOC 101 - Intro to Sociology	3	Pre- or corequisite: ENG 101	☀☀☀		
Second Semester	16				
BIO 102 - General Biology I <i>or</i>	4		☀		
BIO104 - Environmental Science II		Pre- or corequisite: ENG 101	☀		
CRJ 112 - Criminology	3	Pre- or corequisite: ENG 101	☀		
ENG 102 - English Composition II	3	ENG 101	☀☀☀		
POL 221 - Public Administration	3	Pre- or corequisite: ENG 101	☀		
PSY 101 - General Psychology	3	Pre- or corequisite: ENG 101	☀☀☀		
Third Semester	15				
CRJ 208 - Criminal and Correctional Law	3	CRJ 112 or SOC 101	☀		
ENG 202 - Introduction to Speech Communication	3	Pre- or corequisite: ENG 101	☀☀☀		
ETH 200 - Ethics in the Modern World	3	Pre- or corequisite: ENG 101	☀☀☀		
MAT 134 - Contemporary Mathematics	3	College Placement Test, Corequisite: MAT 094, if required	☀☀☀		
POL 102 - American Government	3	Pre- or corequisite: ENG 101	☀☀		
Fourth Semester	13				
BIO 140 - Forensic Science	4	Pre- or corequisites: ENG 101 and MAT 134	Varies		
CRJ 206 - Fund of Criminal Investigation	3	Pre- or corequisite: ENG 101	Varies		
CRJ 250 - Police Services	3		☀		
CRJ 255 - Criminal Justice Seminar	3		☀		
Total Credits: 60					

N.J. General Education Component

Communication - ENG 101, ENG 102
 Math/Science/Technological Competency - MAT 134, BIO 101/102 or BIO 103/104
 Social Science - PSY 101, SOC 101
 Humanities - ETH 200
 History - not required
 Cultural/Global Awareness - not required
 Unassigned - ENG 202, POL 102

Transfer of Credits

Criminal Justice graduates may transfer credits to a bachelor's degree program at a four-year college or university. Please direct specific questions to an advisor.

CULINARY ARTS

Associate in Applied Science | Joint degree in partnership with Rowan College at Burlington County

The Culinary Arts program provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of food service settings including fullservice restaurants, hotels, resorts, clubs, catering operations, contract food services and healthcare facilities. Course offerings emphasize professionalism, practical application and a strong theoretical knowledge base that provides the critical competencies necessary to successfully meet industry demands. Graduates should qualify for entry-level positions such as line cook, station chef and assistant pastry chef. With experience, graduates may advance to positions such as sous-chef, executive chef or food service director.

Students who complete the first-year requirements at SCC and maintain a cumulative grade point average of 2.0 or higher will be accepted into the Culinary Arts program at Rowan College at Burlington County (RCBC). Students who successfully complete the remaining portion of the program at RCBC will be awarded an Associate in Applied Science Degree in Culinary Arts jointly from SCC and RCBC.

Upon successfully completing this program, students should be able to:

- identify the characteristics of various ethnic cuisines;
- discuss the basic principles and techniques used in the professional kitchen;
- practice sanitary food handling;
- analyze recipes according to the science of nutrition;
- create recipes using fundamental culinary techniques, processes and methods;
- manage a meal event from its planning to service;
- critique a meal and its recipes for their culinary qualities;
- identify and implement factors required in running a successful food service operation; and
- obtain an entry-level position as a cook in foodservice establishments across all business lines.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester - SCC	12				
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	☀️🌻🌻		
FSM 125 - Food Service Sanitation & Accident Prevention*	3		🌻		
Humanities Elective	3	Varies	☀️🌻🌻		
Social Science Elective	3	Varies	☀️🌻🌻		
Second Semester - SCC	13				
ENG 202 - Introduction to Speech Communication	3	Pre- or corequisite: ENG 101	☀️🌻🌻		
MAT 201 - Statistics	3	MAT 134 or MAT 137, or written permission from Dean of Academic Affairs	☀️🌻🌻		
Cultural Global Awareness Elective	3	Varies	🌻☀️🌻		
Science Elective	4	Varies	🌻☀️🌻		
Summer - RCBC	7				
CUL 107 - Culinary Arts	4		☀️		
HOS 110 - Introduction to Hospitality	3		☀️		
Third Semester - RCBC	15				
CUL 122 - Techniques & Traditions	4				
CUL 125 - Foundations of Professional Baking	3				
CUL 211 - Purchasing & Menu Planning	3				
FSM 215 - Elementary Nutrition	2				
Culinary Elective**	3				
Fourth Semester - RCBC	17				
CUL 203 - Garde Manger	4				
CUL 206 - Italian Traditions & American Regional Cuisine	4				
CUL216 - A la Carte	3				
CUL 230 - Culinary Arts Practicum	3				
Culinary Elective**	3				
Total Credits: 64					

*Online course taken through Rowan College at Burlington County.

**Culinary Electives - Students may select, in consultation with an advisor, any 3 or 4 credit course in Casino Resort Management (CRM), Culinary Arts (CUL) or Hospitality (HOS) that is not already required for the program.

N.J. General Education Component

- Communication - ENG 101, ENG 202
- Math/Science/Technological Competency - MAT 201
- Social Science - Social Science Elective
- Humanities - not required
- History - not required
- Cultural/Global Awareness - not required
- Unassigned - Humanities Elective, Science Elective, Cultural and Global Awareness Elective

Transfer of Credits

Although this program is not designed for transfer, some credits may be transferable to a bachelor's degree program. Please direct specific questions to an advisor.

EDUCATION

Associate in Arts

The Education program is designed for students who plan to transfer to a four-year college or university to pursue a baccalaureate degree in elementary education. With course work that explores a variety of academic disciplines and modes of inquiry, students have opportunities to increase self-awareness, communication skills, creativity and civic awareness. Students also should expect to develop frames of reference necessary for critical thinking and problem solving.

Upon successfully completing this program, students should be able to:

- appraise the value of an awareness of the historical/philosophical foundations of American education,
- construct a vision/mission statement that articulates a personal philosophy of education,
- construct a developmentally-appropriate instructional plan and assessment rubric, and
- evaluate current trends and challenges in the teaching profession.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	13				
EDU 101 - Introduction to the Teaching Profession	3	Pre- or corequisite: ENG 101	☀		
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	☀☀☀		
HIS 161 - World History I*	3	Pre- or corequisite: ENG 101	☀☀☀		
PSY 101 - General Psychology	3	Pre- or corequisite: ENG 101	☀☀☀		
SCO 113 - Success Strategies	1		Varies		
Second Semester	16				
ENG 102 - English Composition II	3	ENG 101	☀☀☀		
MAT 134 - Contemporary Math	3	MAT 092, if required Corequisite: MAT 090, if required	☀☀☀		
PSY 201 - Child and Adolescent Psychology	3	Pre- or corequisite: ENG 101	☀☀		
SOC 101 - Introduction to Sociology*	3	Pre- or corequisite: ENG 101	☀☀☀		
Humanities Elective*	3	Varies	Varies		
Third Semester	16				
ENG 202 - Introduction to Speech Communication	3	Pre- or corequisite: ENG 101	☀☀☀		
GEO 101 - World Regional Geography	3	Pre- or corequisite: ENG 101	☀☀		
HPE 102 - Health & Wellness	3		☀☀		
PSY 220 - Psychology of the Exceptional Child	3	PSY 101 or PSY 111	Varies		
Science Elective*	4	Varies	Varies		
Fourth Semester	16				
EDU 110 - History and Philosophy of Education*	3	EDU 101	☀		
ENG 221/222 - American Literature I or II*	3	ENG 101	☀☀		
HIS 202 - United States History II	3	Pre- or corequisite: ENG 101	☀		
Humanities Elective*	3	Varies	Varies		
Science Elective*	4	Varies	Varies		
Total Credits: 61					

* Students planning to transfer to Wilmington University should make the following substitutions:

- HIS 201 instead of HIS 161
- ECO 201 or ECO 202 instead of SOC 101
- BIO 101 and PHY 101 as Science Electives
- CSC 115 instead of EDU 110
- POL 102 instead of ENG 221 or 222
- Humanities Electives should be selected from the following: ART 101, ART 102, ART 104, ART 115, ART 116, ART 205, CGA 101, MUS 101, MUS 104

N.J. General Education Component

Communication - ENG 101, ENG 102, ENG 202
 Math/Science/Technological Competency - MAT 153, 2 Science Electives,
 Social Science - PSY 101, SOC 101
 Humanities - ENG 221/222, 2 Humanities Electives
 History - HIS 161, HIS 162
 Cultural/Global Awareness - GEO 101

Transfer of Credits

This program is designed for transfer since a bachelor's degree is necessary for the state teaching certification in New Jersey. Please direct specific questions to an advisor.

GAME DESIGN AND DEVELOPMENT

Associate in Science

The Game Design and Development program combines both the programming and design aspects of creating video games for major platforms, consoles and mobile devices. The program further provides preparation in virtualization for medical, educational and military applications, as well as the next round of interactive applications. Combining the skills of graphic design, interactive design, and 3D skills and programming, this interdisciplinary degree program prepares students for the exciting world of game design and development.

Upon successfully completing this program, students should be able to:

- demonstrate an understanding of the workflow involved in designing and developing a game or training simulation environment;
- demonstrate the ability to use game engine platforms;
- create user interfaces;
- design user experiences;
- employ programming techniques to create complex environments with physics, logic and purpose; and
- locate, discern and effectively use information to solve problems in the design and development of games.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	15				
ART 101 - Art Appreciation	3	Pre- or corequisite: ENG 101	☀️🌸🌻		
ART 104 - Drawing	3		☀️🌸		
CGA 101 - Introduction to Computer Art	3		☀️🌸		
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	☀️🌸🌻		
MAT 137 - College Algebra	3	College placement test, Corequisite: MAT 037, if required	☀️🌸🌻		
Second Semester	15				
CGA 110 - Introduction to Digital Image Editing	3	CGA 101	🌸		
CGA 132 - Digital Illustration	3	CGA 101	🌸		
CGA 164 - Audio and Video for Game Design	3	CGA 101	🌸		
ENG 102 - English Composition II	3	ENG 101	☀️🌸🌻		
MAT 170 - Discrete Math	3	MAT 137	🌸		
Third Semester	16				
CGA 160 - Introduction to Game Engines	3	CGA 101	☀️🌸		
CGA 162 - Introduction to Game Programming	3	CGA 101	🌸		
HIS 161/162 - World History I or II	3	Pre- or corequisite: ENG 101	☀️🌸🌻		
PHY 101 - Physics I	4	Pre- or corequisites: ENG 101 and MAT 137	🌸		
PSY 101 - General Psychology	3	Pre- or corequisite: ENG 101	☀️🌸🌻		
Fourth Semester	15				
CGA 135 - Introduction to 3-D Modeling Techniques	3	CGA 101	🌸		
CGA 161 - Game Engines II	3	CGA 160	🌸		
CGA 167 - Fundamentals of Motion Graphics	3	CGA 101	Varies		
ECO 202 - Microeconomics	3	Pre- or corequisite: ENG 101	☀️🌸🌻		
ETH 200 - Ethics in the Modern World	3	Pre- or corequisite: ENG 101	☀️🌸🌻		
Total Credits: 61					

N.J. General Education Component

Communication - ENG 101, ENG 102
 Math/Science/Technological Competency - MAT 137, MAT 153, PHY 101
 Social Science - PSY 101
 Humanities - ART 101, HIS 161/162
 History - not required
 Cultural/Global Awareness - not required
 Unassigned - ECO 201, ETH 200

Transfer of Credits

Game Design and Development graduates may transfer credits to a bachelor's degree program at a four-year college or university. Please direct specific questions to an advisor.

GLASS ART

Associate in Fine Arts

The Glass Art program embraces an approach to design rooted in the history and culture of making. The curriculum provides students with a carefully planned program of study that focuses on exploring contemporary glass; the acquisition of traditional hand skills in varied glassmaking techniques; and complementary studies in art history, digital imaging and professional presentation. The program -- in which design, collaboration, community and creative expression play an integral part -- allows students to see their work develop from initial idea to finished product, under technical and creative guidance.

Upon successfully completing this program, students should be able to:

- demonstrate the ability to work collaboratively with professional designers, artists, fabricators and manufacturers, as well as clients and colleagues;
- demonstrate critical-thinking and problem-solving abilities;
- demonstrate an understanding of contemporary craft and design practice, project development strategies, and glass-forming processes and techniques; and
- outline and successfully execute a project plan from initial idea or inspiration to the design, fabrication and marketing of a product.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	15				
ART 104 - Drawing	3		☀️		
ART 115 - Two-Dimensional Design	3		☀️		
ART 116 - Three-Dimensional Design	3		☀️		
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	☀️☀️☀️		
FNA 110 - Creative Principles of Flameworked Glass	3		☀️☀️		
Second Semester	15				
ART 130 - Figure Drawing	3	ART 104	☀️		
ENG 102 - English Composition II	3	ENG 101	☀️☀️☀️		
FNA 120 - Cold Glass Assemblage & Surface Treatment	3		☀️☀️		
FNA 210 - Sculptural Approaches to Flameworked Glass	3	FNA 110 or written permission from GEC Administrator	☀️☀️		
Social Science Elective	3	Varies	☀️☀️☀️		
Third Semester	15				
ART 205 - Basic Digital Photography	3		☀️☀️		
ART 225 - Portfolio & Professional Practices	3	ART 104, ART 115, ART 116 and ART 130, and enrollment in CGA or Glass Art	☀️		
FNA 101 - Art History I	3	ENG 101	☀️		
FNA 150 - Glassblowing	3		☀️☀️		
FNA 221 - Glass Kiln Techniques	3		Varies		
Fourth Semester	15				
FNA 102 - Art History II	3	ENG 101	☀️		
FNA 222 - Glass Kiln Casting	3		Varies		
FNA 250 - Glassblowing II	3	FNA 150	☀️☀️		
General Education Elective	3	Varies	Varies		
Math/Science Elective*	3	Varies	Varies		
Total Credits: 60					

* Students may substitute a four-credit math/science elective.

N.J. General Education Component

Communication - ENG 101, ENG 102
 Math/Science/Technological Competency - Math/Science Elective
 Social Science - Social Science Elective
 Humanities - not required
 History - not required
 Cultural/Global Awareness - not required
 Unassigned - FNA 101, FNA 102, General Education Elective

Transfer of Credits

Glass Art graduates may transfer credits to a bachelor's degree program at a four-year college or university. Please direct specific questions to an advisor.

HEALTH INFORMATION TECHNOLOGY

Associate in Applied Science | Joint degree in partnership with Camden County College

The Health Information Technology (HIT) program prepares graduates for employment in the field of health information management technology. Entry-level health information technicians may be employed in a variety of healthcare settings. These may include hospitals, physician's offices, long-term care facilities, ambulatory surgical centers, home health agencies, public health departments, insurance companies and software vendors. This program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) in cooperation with the American Health Information Management Association (AHIMA).

Students who complete the first-year requirements at SCC and maintain a cumulative grade point average of 2.0 or higher will be accepted into the Health Information Technology program at Camden County College (CCC). Students who successfully complete the remaining portion of the program at CCC will be awarded an Associate in Applied Science Degree in Health Information Technology jointly from SCC and CCC.

Upon successfully completing this program, students should be able to:

- compute, interpret and analyze healthcare statistics;
- gather, interpret, analyze and monitor data used for quality management and performance improvement programs that relate to Health Information Technology and Health Information Management; and
- assign, analyze and validate coding and coding data for accuracy and compliance with federal coding guidelines.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester - SCC	16				
BIO 220 - Human Anatomy & Physiology I	4	BIO 101 or BIO 150	☀️🌱🌿		
CSC 115 - Computer Applications	3	Pre- or corequisite: ENG 101	☀️🌱🌿		
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	☀️🌱🌿		
HIT 101 - Introduction to Health Information	3	Pre- or corequisite: ENG 101	Varies		
HSC 211 - Medical Terminology	3	Pre- or corequisite: ENG 101	☀️🌱🌿		
Second Semester - SCC	16				
BIO 221 - Human Anatomy & Physiology II	4	BIO 220	☀️🌱🌿		
ENG 102 - English Composition II	3	ENG 101	☀️🌱🌿		
HSC 150 - Pharmacology for Health Services	3	MAT 092, if required	Varies		
MAT 201 - Statistics	3	MAT 134 or MAT 137, or written permission from Dean of AA	☀️🌱🌿		
General Education Elective+	3	Varies	Varies		
Third Semester - CCC	19				
HIT 110 - Health Informatics	4				
HIT 115 - Health Reimbursement	3				
HIT 130 - Introduction to Ambulatory Coding	3				
HIT 134 - Basic Pathophysiology	3				
HIT 140 - Diagnostic & Procedural Coding I	3				
HIT 150 - Technical Practice Experience	1				
HIT 205 - Legal and Ethical Issues in HIT	2				
Fourth Semester - CCC	16				
HIT 202 - Statistical Methods for Health Info	3				
HIT 215 - Advanced Ambulatory Coding	3				
HIT 220 - Professional Practice Experience	2				
HIT 235 - Organizational Resources, QI & PI	4				
HIT 240 - Diagnostic & Procedural Coding II	4				
Total Credits: 67					

+ Students should choose one of the following: FNA 101, FNA 102, GEO 101, HIS 161 or HIS 162.

Transfer of Credits

Although this program is not designed for transfer, some credits may be transferable to a bachelor's degree program. Please direct specific questions to an advisor.

The Camden County College portion of the program is offered completely online as well as in the classroom.

Clinical placements are a required part of the curriculum and a requirement for graduation. Clinical placements may require a criminal background check, health clearance and/or drug testing before participation is allowed. Clinical sites may deny a student's participation in the event of a positive finding. Individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding eligibility may be obtained from the appropriate credentialing body.

N.J. General Education Component

Communication - ENG 101, ENG 102
 Math/Science/Technological Competency - CSC 115
 Social Science - Social Science Elective or
 Humanities - Humanities Elective
 History - not required
 Cultural/Global Awareness - not required
 Unassigned - BIO 220, BIO 221, General Education Elective

HEALTH SCIENCE

Associate in Science

The Health Science program explores the diverse field of health science and introduces liberal arts studies. Students are exposed to the various disciplines of health science and are challenged to develop their critical-thinking and problemsolving skills. Students gain the scientific skills required and learn the theory and methodology required to continue in the field. The program also allows students with previous training in a specific health science discipline to continue their education and earn an Associate in Science degree.

Upon successfully completing this program, students should be able to:

- demonstrate an advanced understanding of scientific inquiry and application as it applies to health science,
- demonstrate an understanding of the theories and methodology of health sciences,
- apply and put into practice the theories and methodology of health sciences, and
- evaluate the ethical dimensions of health science.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	16				
HSC 103 - Introduction to the Health Sciences	3		☀️		
BIO 150 - Fundamentals of A&P	4		☀️🌱		
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	☀️🌱		
HSC 211 - Medical Terminology	3	Pre- or corequisite: ENG 101	☀️🌱		
PSY 101 - General Psychology	3	Pre- or corequisite: ENG 101	☀️🌱		
Second Semester	15				
BIO 220 - Human Anatomy & Physiology I	4	BIO 101 or BIO 150 with a C or higher	☀️🌱		
ENG 102 - English Composition II	3	ENG 101	☀️🌱		
PSY 111 - Human Growth & Development	3	Pre- or corequisite: ENG 101	☀️🌱		
SOC 101 - Introduction to Sociology	3	Pre- or corequisite: ENG 101	☀️🌱		
HSC 200 - Standard First Aid & CPR	2		☀️🌱		
Third Semester	16				
BIO 221 - Human Anatomy & Physiology II	4	BIO 220	☀️🌱		
ENG 202 - Introduction to Speech Communication	3	Pre- or corequisite: ENG 101	☀️🌱		
HSC 168 - Nutrition	3	Pre- or corequisite: ENG 101	☀️🌱		
MAT 134 - Contemporary Math	3	Prerequisites: Placement Test and MAT 092, if required	☀️🌱		
or		Corequisite: MAT 094, if required			
MAT 137 - College Algebra	3	Prerequisites: Placement Test and MAT 092, if required	☀️🌱		
		Corequisite: MAT 037, if required			
Humanities Elective	3	Varies	☀️🌱		
Fourth Semester	13				
MAT 201 - Statistics	3	MAT 134 or MAT 137, or written permission from Dean of AA	☀️🌱		
ETH 200 - Ethics in the Modern World	3	Pre- or corequisite: ENG 101	☀️🌱		
Program Elective*	3	Pre- or corequisite: ENG 101	Varies		
Science Elective	4	Varies	☀️🌱		
Total Credits: 60					

*Program Electives include HSC 150, HPE 102, HPE 141, HPE 145.

N.J. General Education Component

Communication - ENG 101, ENG 102
 Math/Science/Technological Competency - BIO 220, BIO 221, MAT 134 or MAT 137
 Social Science - PSY 101, SOC 101
 Humanities - ETH 200
 History - not required
 Cultural/Global Awareness - not required
 Unassigned - ENG 202, PSY 111

Transfer of Credits

Students who complete the requirements for the Associate in Science in Health Science may transfer credits to a bachelor's degree program at a four-year college or university. Please direct specific questions to an advisor.

LIBERAL ARTS

Associate in Arts

The Liberal Arts program explores a variety of subjects in the humanities, social sciences and natural sciences in preparation for transfer to a traditional baccalaureate degree program. Taking courses in most of the major academic disciplines and using various methods of inquiry, students have opportunities to increase self-awareness, interpersonal skills, creativity and civic awareness. Students are encouraged to develop frames of reference necessary for critical thinking and problem solving.

Upon successfully completing this program, students should be able to:

- analyze major themes in liberal studies including social sciences, natural sciences and humanities;
- apply principles from the natural and social sciences and from the humanities to analyze their society and culture; and
- demonstrate an appreciation of cultural diversity.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	13				
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	☀️🌱🌻		
HIS 161 - World History I or HIS 162 - World History II	3	Pre- or corequisite: ENG 101	☀️🌱🌻		
SOC 101 - Introduction to Sociology	3	Pre- or corequisite: ENG 101	☀️🌱🌻		
SCO 113 - Success Strategies	1		Varies		
Open Elective	3	Varies	☀️🌱🌻		
Second Semester	15				
ENG 102 - English Composition II	3	ENG 101	☀️🌱🌻		
ART or CGA Elective	3	Varies	Varies		
Mathematics Elective*	3	Varies	☀️🌱🌻		
Open Elective	3	Varies	Varies		
Social Science Elective	3	Varies	☀️🌱🌻		
Third Semester	16				
HUM 101 - Introduction to the Humanities	3	ENG 101	☀️🌱🌻		
POL 101 - Introduction to Political Science or POL 102 - American Government	3	Pre- or corequisite: ENG 101	Varies		
ETH/PHL/ENG Elective	3	Varies	Varies		
Humanities Elective	3	Varies	☀️🌱🌻		
Science Elective	4	Varies	🌱🌻		
Fourth Semester	16		☀️		
ENG 202 - Introduction to Speech Communication	3	Pre- or corequisite: ENG 101	☀️🌱🌻		
Humanities Elective	3	Varies	☀️🌱🌻		
Open Elective	3	Varies	☀️🌱🌻		
Science Elective	4	Varies	☀️🌱🌻		
Social Science Elective	3	Varies	☀️🌱🌻		
Total Credits: 60					

*Students must successfully complete one of the following college-level math courses: MAT 134, MAT 137, MAT 145, MAT 153, MAT 201, MAT 231, MAT 232, MAT 233.

N.J. General Education Component

Communication - ENG 101, ENG 102, ENG 202
 Math/Science/Technological Competency - Mathematics Elective, 2 Science Electives
 Social Science - 2 Social Science Electives
 Humanities - 3 Humanities Electives
 History - HIS 161 or HIS 162
 Cultural/Global Awareness - SOC 101

Transfer of Credits

Liberal Arts graduates may transfer credits to a bachelor's degree program at a four-year college or university. Please direct specific questions to an advisor.

LIBERAL ARTS - ONLINE

Associate in Arts

The Liberal Arts program explores a variety of subjects in the humanities, social sciences and natural sciences in preparation for transfer to a traditional baccalaureate degree program. Taking courses in most of the major academic disciplines and using various methods of inquiry, students have opportunities to increase self-awareness, interpersonal skills, creativity and civic awareness. Students are encouraged to develop frames of reference necessary for critical thinking and problem solving.

Upon successfully completing this program, students should be able to:

- analyze major themes in liberal studies including social sciences, natural sciences and humanities;
- apply principles from the natural and social sciences and from the humanities to analyze their society and culture; and
- demonstrate an appreciation of cultural diversity.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	13				
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	☀️🌱🌻		
HIS 161 - World History I or HIS 162 - World History II	3	Pre- or corequisite: ENG 101	☀️🌱🌻		
SOC 101 - Introduction to Sociology	3	Pre- or corequisite: ENG 101	☀️🌱🌻		
SCO 113 - Success Strategies	1		Varies		
Open Elective	3	Varies	☀️🌱🌻		
Second Semester	15				
ENG 102 - English Composition II	3	ENG 101	☀️🌱🌻		
ART or CGA Elective	3	Varies	Varies		
Mathematics Elective*	3	Varies	☀️🌱🌻		
Open Elective	3	Varies	Varies		
Social Science Elective	3	Varies	☀️🌱🌻		
Third Semester	16				
HUM 101 - Introduction to the Humanities	3	ENG 101	☀️🌱🌻		
POL 101 - Introduction to Political Science or POL 102 - American Government	3	Pre- or corequisite: ENG 101	Varies		
ETH/PHL/ENG Elective	3	Varies	Varies		
Humanities Elective	3	Varies	☀️🌱🌻		
Science Elective	4	Varies	☀️🌱🌻		
Fourth Semester	16				
ENG 202 - Introduction to Speech Communication	3	Pre- or corequisite: ENG 101	☀️🌱🌻		
Humanities Elective	3	Varies	☀️🌱🌻		
Open Elective	3	Varies	☀️🌱🌻		
Science Elective	4	Varies	☀️🌱🌻		
Social Science Elective	3	Varies	☀️🌱🌻		
Total Credits: 60					

*Students must successfully complete one of the following college-level math courses: MAT 134, MAT 137, MAT 145, MAT 153, MAT 201, MAT 231, MAT 232, MAT 233.

N.J. General Education Component

Communication - ENG 101, ENG 102, ENG 202
 Math/Science/Technological Competency - Mathematics Elective, 2 Science Electives
 Social Science - 2 Social Science Electives
 Humanities - 3 Humanities Electives
 History - HIS 161 or HIS 162
 Cultural/Global Awareness - SOC 101

Transfer of Credits

Liberal Arts graduates may transfer credits to a bachelor's degree program at a four-year college or university. Please direct specific questions to an advisor.

MATHEMATICS

Associate in Arts

The Mathematics program prepares students for further study in mathematics and/or its applications. The program provides students with a solid foundation in basic mathematical principles. Students in this program develop a strong mathematical foundation that will enable them to pursue advanced studies in mathematics or related disciplines such as physics or engineering.

Upon successfully completing this program, students should be able to:

- demonstrate an understanding of scientific inquiry and application,
- demonstrate skill in performing advanced mathematics,
- demonstrate the ability to apply advanced mathematics, and
- demonstrate the ability to do statistical analysis.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	16				
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	🍁⚙️		
HIS 161 - World History I	3	Pre- or corequisite: ENG 101	🍁⚙️		
MAT 170 - Discrete Mathematics	3	MAT 137	🍁		
MAT 231 Calculus I	4	MAT 153	🍁⚙️		
SOC 101 - Introduction to Sociology	3	Pre- or corequisite: ENG 101	🍁⚙️		
Second Semester	16				
ENG 102 - English Composition II	3	ENG 101	🍁⚙️		
HIS 162 - World History II	3	Pre- or corequisite: ENG 101	🍁⚙️		
MAT 232 - Calculus II	4	MAT 231	🍁		
Humanities Elective	3	Varies	🍁⚙️		
Social Science Elective	3	Varies	🍁⚙️		
Third Semester	14				
ENG 202 - Introduction to Speech Communication	3	Pre- or corequisite: ENG 101	🍁⚙️		
MAT 233 - Calculus III	4	MAT 232	Varies		
PHY 221 - Calculus-Based Physics I	4	Corequisite: MAT 231	🍁		
Humanities Elective	3	Varies	🍁⚙️		
Fourth Semester	14				
CSC 140 - Computer Programming	4	CSC 127 or MAT 231	⚙️		
PHY 222 - Calculus-Based Physics II	4	PHY 221	⚙️		
Humanities Elective	3	Varies	🍁⚙️		
Social Science Elective	3	Varies	🍁⚙️		
Total Credits: 60					

N.J. General Education Component

Communication - ENG 101, ENG 102, ENG 202
 Math/Science/Technological Competency - MAT 231, MAT 232, PHY 221
 Social Science - 2 Social Science Electives
 Humanities - 3 Humanities Electives
 History - HIS 161, HIS 162
 Cultural/Global Awareness - SOC 101
 Unassigned - not required

Transfer of Credits

Mathematics graduates may transfer credits to a bachelor's degree program at a four-year college or university. Please direct specific questions to an advisor.

NUCLEAR ENERGY TECHNOLOGY

Associate in Applied Science

The Nuclear Energy Technology program prepares students to move directly into the workforce upon graduation. Students will be qualified for entry-level positions in nuclear power maintenance and technology. Courses provide students with a solid foundation in basic scientific principles as well as mathematics. Students are exposed to the theory, materials and equipment necessary to work in the nuclear technology field. Special emphasis is placed on nuclear safety and procedures.

Upon successfully completing this program, students should be able to:

- communicate effectively in a professional manner,
- demonstrate an understanding of scientific inquiry and application,
- demonstrate an understanding of nuclear power fundamentals,
- work safely and effectively in the field of nuclear maintenance,
- demonstrate an understanding of the basic operation of a nuclear power plant, and
- demonstrate readiness for employment in the nuclear energy field.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	16				
CSC 115 - Computer Applications	3	Pre- or corequisite: ENG 101	☀️🌿🌱		
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	☀️🌿🌱		
NET 111 - Mathematics for Energy Technicians	4		🌿		
NET 115 - Mechanical Sciences	3		🌿		
Social Science or Humanities Elective+	3	Varies	☀️🌿🌱		
Second Semester	17				
ENG 122 - Business and Occupational Writing	3	ENG 101	☀️🌿		
MAT 137 - College Algebra	3	Prerequisites: College placement test and MAT 092, if required Corequisite: MAT 037, if required	☀️🌿🌱		
NET 130 - Applied Physics & Chemistry	4	NET 111, NET 115	☀️		
NET 131 - Nuclear Industry Fundamental Concepts	3	NET 111, NET 115	☀️		
NET 133 - Electrical Science	4	NET 111, NET 115	☀️		
Third Semester	16				
NET 211 - Heat Transfer & Fluid Flow	3	NET 130, NET 131, NET 133	🌿		
NET213 - Instrumentation & Control I	3	NET 130, NET 131, NET 133	🌿		
NET 251 - Maintenance: Electrical Systems	3	NET 130, NET 131, NET 133	🌿		
NET 261 - Nuclear Plant Systems & Components - PWR	3	NET 130, NET 131, NET 133	🌿		
PHY 101 - Physics I	4	Pre- or corequisites: ENG 101, MAT 137	☀️🌿		
Fourth Semester	17				
ENG 202 - Introduction to Speech Communication	3	Pre- or corequisite: ENG 101	☀️🌿🌱		
NET 221 - Nuclear Science	3	NET 211, NET 213, NET 215	☀️		
NET 223 - Reactor Plant Protection and Safety	4	NET 211, NET 213	☀️		
NET 225 - Instrumentation and Control II	4	NET 211, NET 213	☀️		
NET 263 - Nuclear Plant Systems and Components - BWR	3	NET 211, NET 213, NET 261	☀️		
Total Credits: 66					

+Students should select from the following: ECO 201, ECO 202, ETH 200, GEO 101, POL 101, POL 102, PSY 101, PSY 111 or SOC 101.

N.J. General Education Component

Communication - ENG 101, ENG 122
 Math/Science/Technological Competency - MAT 137
 Social Science - Social Science Elective
 or
 Humanities - Humanities Elective
 History - not required
 Cultural/Global Awareness - not required
 Unassigned - CSC 115, ENG 202, PHY 101

Transfer of Credits

Although this program is designed for immediate career preparation, some credits may transfer to an associate or bachelor's degree program. Please direct specific questions to an advisor.

NURSING

Associate in Applied Science

Designed for students who are licensed practical nurses (LPNs), the Associate in Applied Science Degree in Nursing is a 37-week program that includes general education and core nursing courses. The Quality Safety Education for Nursing (QSEN) competencies are used to enhance the student's knowledge of assessment, attitudes, and accompanying skills that reflect professional practice to improve quality and safety in health care. The integration of theory and practice provide students with experiences that enhance and elevate them to their highest learning potential. The program prepares students to meet the demands of an increasingly competitive and intellectually challenging future. Clinical exposures address the management of clients throughout the lifespan. Graduates are prepared to take the NCLEX-RN exam. The program is accredited by:

Accreditation Commission for Education in Nursing

3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326 | 404.975.5000 | www.acenursing.org

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at www.acenursing.com/accreditedprograms/programsearch.htm

The New Jersey Board of Nursing

124 Halsey Street, Newark, NJ 07102 | 973.504.6430 | www.njconsumeraffairs.gov/nur

Upon successfully completing this program, students should be able to:

- integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care;
- function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care;
- recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs;
- use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems;
- minimize risk of harm to patients and providers through both system effectiveness and individual performance.
- use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

All nursing courses in this program require a minimum grade of C+ (78 percent). All general education course require a minimum grade of C (73 percent).

Course	Credits	Prerequisites	Offered	Semester	Grade
Summer	16				
BIO 220 - Human Anatomy & Physiology I	4	BIO 101 or BIO 150 with a C or higher	☀️🌸🌻		
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	☀️🌸🌻		
NUR 210 - Introduction to Nursing Success	3	PN Licensure	☀️		
PSY 101 - General Psychology	3	Pre- or corequisite: ENG 101	☀️🌸🌻		
PSY 111 - Human Growth & Development	3	Pre- or corequisite: ENG 101	☀️🌸🌻		
Fall Semester	22				
BIO 221 - Human Anatomy & Physiology II	4	BIO 220	☀️🌸🌻		
ENG 102 - English Composition II	3	ENG 101	☀️🌸🌻		
NUR 230 - Nursing Concepts in Global Health & Diversity	2	NUR 221	☀️		
NUR 231 - Professional Nursing I	13	BIO 220, ENG 101, NUR 210, PSY 101, PSY 111	☀️		
Spring Semester	22				
BIO 211 - Microbiology	4	BIO 101 or BIO 220	☀️🌸🌻		
NUR 240 - Concepts of Leadership in Healthcare Systems	2	NUR 230, NUR 231	🌸		
NUR 241 - Professional Nursing II	13	NUR 230, NUR 231	🌸		
SOC 101 - Introduction to Sociology	3	Pre- or corequisite: ENG 101	☀️🌸🌻		
Total Credits: 60					

N.J. General Education Component

Communication - ENG 101, ENG 102
 Math/Science/Technological Competency - BIO 211
 Social Science - PSY 101
 Humanities - not required
 History - not required
 Cultural/Global Awareness - not required
 Unassigned - BIO 220, SOC 101

Transfer of Credits

Nursing graduates may transfer credits to a bachelor's degree program at a four-year college or university. Please direct specific questions to an advisor from the transfer target institution.

PHYSICS/ENGINEERING

Associate in Science

The Physics/Engineering program prepares students for further study in physics and/or engineering. The program provides students with a solid foundation in basic mathematical and scientific principles. Students in this program will develop a strong mathematical foundation that will enable them to pursue advanced studies in mathematics or related disciplines such as physics or engineering.

Upon successfully completing this program, students should be able to:

- demonstrate an understanding of scientific inquiry and application;
- demonstrate skill in performing advanced mathematics;
- demonstrate the ability to use mathematics for physics applications;
- perform force analysis of simple beams, structures and trusses; and
- perform stress analysis on beams, columns and structural members.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	14				
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	☀️🌱		
MAT 231 - Calculus I	4	MAT 153	☀️🌱		
CHM 101 - College Chemistry I	4	Pre- or corequisite: MAT 137	☀️		
Social Science Elective	3	Varies	☀️🌱		
Second Semester	15				
CSC 140 - Computer Programming	4	CSC 127 or MAT 231	🌱		
ENG 102 - English Composition II	3	ENG 101	☀️🌱		
MAT 232 - Calculus II	4	MAT 231	🌱		
CHM 102 College Chemistry II	4	CHM 101	🌱		
Third Semester	16				
ENS 221 - Engineering Statics	3	MAT 153	☀️		
SOC 101 - Introduction to Sociology	3	Pre- or corequisite: ENG 101	☀️🌱		
PHY 221 - Calculus-Based Physics I	4	MAT 231	☀️		
MAT 233 - Calculus III	4	MAT 232	Varies		
ENS 160 - Engineering Clinic I	2	Varies	Varies		
Fourth Semester	15				
ENG 202 - Introduction to Speech Communication	3	Pre- or corequisite: ENG 101	☀️🌱		
ENS 231 - Engineering Dynamics	3	ENS 221	🌱		
PHY 222 - Calculus-Based Physics II	4	Varies	🌱		
ENS 161 - Engineering Clinic II	2	Varies	Varies		
Humanities Elective	3	Varies	☀️🌱		
Total Credits: 60					

N.J. General Education Component

Communication - ENG 101, ENG 102
 Math/Science/Technological Competency - MAT 231, PHY 221, PHY 222,
 Social Science - SOC 101, Social Science Elective
 Humanities - 1 Humanities Elective
 History - not required
 Cultural/Global Awareness - not required
 Unassigned - ENG 202

Transfer of Credits

Physics/Engineering graduates may transfer credits to a bachelor's degree program at a four-year college or university. Please direct specific questions to an advisor.

SCIENTIFIC GLASS TECHNOLOGY

Associate in Applied Science

Scientific glassblowers create glass apparatus for scientific research in laboratories, universities and industry. The only program of its kind in the nation, Scientific Glass Technology combines classroom study and hands-on laboratory techniques, technical drawing and advanced fabrication. Students develop a solid understanding of scientific glassblowing so that they are able to fabricate apparatus according to technical specifications.

Upon successfully completing this program, students should be able to:

- utilize and improve skills to fabricate more intricately designed glass apparatus;
- fabricate functional apparatus according to research and industrial technical specifications;
- demonstrate the ability to produce, read and understand glass shop drawings; and
- demonstrate knowledge of function of individual glass apparatus as well as chemical systems.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	15				
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	☀️🌱🔧		
FNA 120 - Cold Glass Assemblage & Surface Treatment	3		☀️🌱		
SGT 113 - Introduction to Scientific Glass	6	Pre- or corequisite: ENG 101	☀️🌱		
Mathematics Elective	3	Varies	☀️🌱🔧		
Second Semester	15				
BUS 102 - Introduction to Business	3	Pre- or corequisite: ENG 101	☀️🌱		
ENG 122 - Business & Occupational Writing	3	ENG 101	☀️🌱		
SGT 114 - Basic Apparatus Fabrication	6	SGT 113	☀️🌱		
SGT 115 - Technical Drawing & CAD for Glassblowers	3	SGT 113	☀️		
Third Semester	15				
BUS 212 - Principles of Marketing	3	Pre- or corequisite: ENG 101	☀️		
CHM 130 - Basic & Organic Chemistry	3	Pre- or corequisite: ENG 101	☀️		
SGT 210 - Advanced Fabrication I	6	Prerequisites: SGT 114, SGT 115 Corequisite: CHM 130	☀️🌱		
Humanities Elective	3	Varies	☀️🌱🔧		
Fourth Semester	15				
CHM 108 - Organic Chemistry for Glassblowers	4	CHM 130	☀️		
SGT 211 - Advanced Fabrication II	6	Prerequisites: CHM 130, SGT 210 Corequisite: CHM 108	☀️🌱		
Social Science Elective	3	Varies	☀️🌱🔧		
Open Elective	2	Varies	☀️🌱🔧		
Total Credits: 60					

N.J. General Education Component

Communication - ENG 101, ENG 122
 Math/Science/Technological Competency - Mathematics Elective
 Social Science - Social Science Elective
 Humanities - not required
 History - not required
 Cultural/Global Awareness - not required
 Unassigned - CHM 130, Humanities Elective

Transfer of Credits

Although this program is designed for immediate career preparation, some credits may transfer to a four-year college or university. Please direct specific questions to an advisor.

SOCIAL SCIENCE - HISTORY/POLITICAL SCIENCE

Associate in Arts

The Social Science-History/Political Science program explores topics in the historical development of world civilizations, with a focus on political and social institutions. Students are introduced to the historian's craft, the core principles of political science and the liberal arts. The program emphasizes diversity of thought and cultures, analytical ability, and effective communication skills. With course work that examines a variety of academic disciplines and modes of inquiry, students have opportunities to increase social and political consciousness, interpersonal skills, and cultural awareness. Students are expected to grapple with historiographical and political issues, and develop frames of reference necessary for critical thinking and problem solving.

Upon successfully completing this program, students should be able to:

- demonstrate an understanding of historical research involving disparate primary sources and academic secondary texts;
- evaluate current trends in the field of history;
- persuasively write about the complexity of historical events, issues, and/or personalities; and
- analyze the operation of large-scale forces responsible for causing change over time, such as politics, economics, and culture.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	15				
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	☀️🌱🌻		
HIS 161 - World History I	3	Pre- or corequisite: ENG 101	☀️🌱🌻		
POL 101 - Introduction to Political Science	3	ENG 101	🌱		
SOC 101 - Introduction to Sociology	3	Pre- or corequisite: ENG 101	☀️🌱🌻		
Humanities Elective	3	Varies	Varies		
Second Semester	15				
ART 101 - Art Appreciation or MUS 101 - Music Appreciation	3	ENG 101	☀️🌱🌻 🌱🌻		
ENG 102 - English Composition II	3	ENG 101	☀️🌱🌻		
GEO 101 - World Regional Geography	3	Pre- or corequisite: ENG 101	🌱🌻		
HIS 162 - World History II	3	Varies	☀️🌱🌻		
MAT 134 - Contemporary Math	3	Prerequisites: Placement Test and MAT 092, if required Corequisite: MAT 094, if required	☀️🌱🌻		
Third Semester	15				
ENG 202 - Introduction to Speech Communication	3	Pre- or corequisite: ENG 101	☀️🌱🌻		
HIS 201 - United States History I or HIS 202 United States History II	3	Pre- or corequisite: ENG 101	🌱 🌻		
Foreign Language Elective I	3	Varies	Varies		
Open Elective	2	Varies	Varies		
Science Elective	4	Varies	Varies		
Fourth Semester	15				
ECO 201 - Macroeconomics or ECO 202 - Microeconomics	3	Pre- or corequisite: ENG 101	☀️🌱🌻 ☀️🌱🌻		
MAT 201 - Statistics	3	Pre- or corequisite: ENG 101	☀️🌱🌻		
POL 102 - American Government	3	Pre- or corequisite: ENG 101	🌱🌻		
Foreign Language Elective II (same language as previous semester)	3	Varies	Varies		
History Elective	3	Varies	Varies		
Total Credits: 60					

N.J. General Education Component

Communication - ENG 101, ENG 102, ENG 202
 Math/Science/Technological Competency - MAT 134, MAT 201, Science Elective
 Social Science - POL 101, PSY 101
 Humanities - 1 Humanities Elective, 2 Foreign Language Electives
 History - HIS 161, HIS 201
 Cultural/Global Awareness - SOC 101

Transfer of Credits

Social Science - History/Political Science graduates may transfer credits to a bachelor's degree program at a four-year college or university. Please direct specific questions to an advisor.

SOCIAL SCIENCE - PSYCHOLOGY

Associate in Arts

The Social Science-Psychology program explores psychology, human behavior and contemporary societal studies, and introduces liberal arts studies. Students are exposed to a diversity of thought and people. With course work that examines a variety of academic disciplines and modes of inquiry, students have opportunities to increase self-awareness, interpersonal skills, creativity and civic awareness. Students are expected to recognize and analyze ethical dilemmas, and also develop frames of reference necessary for critical thinking and problem solving.

Upon successfully completing this program, students should be able to:

- evaluate three competing theories of human behavior demonstrating a knowledge base of psychology;
- research and create a computer presentation demonstrating the ability to communicate to a group extensive knowledge of a specific issue affecting human behavior;
- evaluate three basic research methods used in psychology;
- evaluate the sociocultural impact on individual behavior; and
- logically argue how common psychological principles can be used in their own or others personal development.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	15				
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	☀️🌻🌻		
HIS 161 - World History I	3	Pre- or corequisite: ENG 101	☀️🌻🌻		
PSY 101 - General Psychology	3	Pre- or corequisite: ENG 101	☀️🌻🌻		
Humanities Elective	3	Varies	☀️🌻🌻		
SOC 101 - Introduction to Sociology	3	Pre- or corequisite: ENG 101	☀️🌻🌻		
Second Semester	16				
ENG 102 - English Composition II	3	ENG 101	☀️🌻🌻		
HIS 162 - World History II	3	Pre- or corequisite: ENG 101	☀️🌻🌻		
PSY 111 - Human Growth & Development	3	Pre- or corequisite: ENG 101	☀️🌻🌻		
Mathematics Elective	3	Varies	☀️🌻🌻		
Science Elective	4	Varies	☀️🌻🌻		
Third Semester	15				
ENG 202 - Introduction to Speech Communication	3	Pre- or corequisite: ENG 101	☀️🌻🌻		
ETH 200 - Ethics in the Modern World	3	Pre- or corequisite: ENG 101	☀️🌻🌻		
PSY 212 - Educational Psych & Assessment	3	PSY 101 or PSY 111	🌻		
MAT 201 - Statistics	3	MAT 134 or MAT 137	☀️🌻🌻		
Social Science Elective	3	Varies	☀️🌻🌻		
Fourth Semester	14				
HSC 200 - Standard First Aid and CPR	2		☀️🌻		
POL 102 - American Government	3	Pre- or corequisite: ENG 101	☀️🌻		
PSY 211 - Abnormal Psychology	3	Pre- or corequisites: ENG 101 and PSY 101 or PSY 111	🌻		
Humanities Elective	3	Varies	☀️🌻🌻		
Open Elective	3	Varies	Varies		
Total Credits: 60					

N.J. General Education Component

Communication - ENG 101, ENG 102, ENG 202
 Math/Science/Technological Competency - MAT 201, Mathematics Elective, Science Elective
 Social Science - POL 102, PSY 101
 Humanities - 1 Humanities Elective, ETH 200, HIS 162
 History - HIS 161
 Cultural/Global Awareness - SOC 101

Transfer of Credits

Social Science - Psychology graduates may transfer credits to a bachelor's degree program at a four-year college or university. Please direct specific questions to an advisor.

SOCIAL SCIENCE - SOCIOLOGY/SOCIAL SERVICE

Associate in Arts

The Sociology/Social Service program explores sociology and the application of history, sociology and psychology to the field of social services. Students are exposed to a diversity of thought and people. With course work that examines a variety of academic disciplines and modes of inquiry, students have opportunities to increase self-awareness, interpersonal skills, creativity and civic awareness. Students are expected to recognize ethical dilemmas, and also develop frames of reference necessary for critical thinking and problem solving.

Upon successfully completing this program, students should be able to:

- demonstrate the ability to acquire sociological information through use of technology and multimedia;
- demonstrate knowledge of at least 5 multicultural principles of sociology and psychology;
- compile a directory of information resources for identifying providers in a specific area; and demonstrate basic skills in information gathering specific to social services; and
- debate the appropriateness of five different types of services or modalities for treatment of a social service issue.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	15				
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	☀️🌻🌻		
HIS 161 - World History I	3	Pre- or corequisite: ENG 101	☀️🌻🌻		
SOC 101 - Introduction to Sociology	3	Pre- or corequisite: ENG 101	☀️🌻🌻		
PSY 101 - General Psychology	3	Pre- or corequisite: ENG 101	☀️🌻🌻		
Humanities Elective	3	Varies	☀️🌻🌻		
Second Semester	16				
ENG 102 - English Composition II	3	ENG 101	☀️🌻🌻		
HIS 162 - World History II	3	Pre- or corequisite: ENG 101	☀️🌻🌻		
SOC 214 - Interviewing & Counseling Skills	3	Pre- or corequisite: ENG 101	☀️		
Mathematics Elective	4	Varies	☀️🌻🌻		
Science Elective	4	Varies	☀️🌻🌻		
Third Semester	15				
ENG 202 - Introduction to Speech Communication	3	Pre- or corequisite: ENG 101	☀️🌻🌻		
ETH 200 - Ethics in the Modern World	3	Pre- or corequisite: ENG 101	☀️🌻🌻		
MAT 201 - Statistics	3	MAT 134 or MAT 137	☀️🌻🌻		
SOC 121 - Introduction to Social Services	3	Pre- or corequisite: ENG 101	🌻		
SOC 201 - The Family	3	Pre- or corequisite: ENG 101	🌻		
Fourth Semester	14				
HSC 200 - Standard First Aid and CPR	2		☀️🌻🌻		
POL 102 - American Government	3	Pre- or corequisite: ENG 101	☀️🌻		
PSY 211 - Abnormal Psychology	3	Pre- or corequisites: ENG 101 and PSY 101 or PSY 111	☀️		
SOC 102 - Contemporary Social Problems	3	Pre- or corequisite: ENG 101	☀️		
Open Elective	3	Varies	Varies		
Total Credits: 60					

N.J. General Education Component

Communication - ENG 101, ENG 102, ENG 202
 Math/Science/Technological Competency - Mathematics Elective, Science Elective
 Social Science - POL 102, PSY 101
 Humanities - 3 Humanities Electives
 History - HIS 161 or HIS 162
 Cultural/Global Awareness - SOC 101

Transfer of Credits

Social Science - Sociology/Social Service graduates may transfer credits to a bachelor's degree program at a four-year college or university. Please direct specific questions to an advisor.

SPORT MANAGEMENT

Associate in Science

The Sport Management program explores the growing field of sport management by focusing on sport management principles and practices while teaching business skills, and strengthening oral and written communication skills. The option also introduces students to general liberal arts studies and challenges them to develop their critical-thinking and problem-solving skills.

Upon successfully completing this program, students should be able to:

- explain and evaluate the concepts of management and leadership and describe the various skills, roles and functions of sports managers;
- demonstrate an understanding of basic accounting and business principles;
- demonstrate an understanding of the cultural, social and psycho-social experience of sport; and
- evaluate and apply principles and methodology of media communication related to sport management.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	15				
BUS 102 - Introduction to Business	3		☀️		
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	☀️☀️☀️		
HPE 141 - Principles and Science of Coaching	3		☀️		
PSY 101 - General Psychology	3	Pre- or corequisite: ENG 101	☀️☀️☀️		
SOC 101 - Introduction to Sociology	3	Pre- or corequisite: ENG 101	☀️☀️☀️		
Second Semester	15				
BUS 103 - Principles of Management	3		☀️		
ENG 102 - English Composition II	3	ENG 101	☀️☀️☀️		
ENG 232- Intro to Communications Media	3	ENG 101	☀️		
HPE 145 - Sports Psychology	3		☀️		
MAT 134 - Contemporary Math	3	Prerequisites: Placement Test and MAT 092, if required Corequisite: MAT 094, if required	☀️☀️☀️		
Third Semester	16				
ACC 131 - Principles of Accounting I	3	Pre- or corequisite: ENG 101	☀️		
ECO 201 - Macroeconomics	3	Pre- or corequisite: ENG 101	☀️☀️☀️		
ENG 202 - Introduction to Speech Communication	3	Pre- or corequisite: ENG 101	☀️☀️☀️		
BUS 212 - Principles of Marketing	3	Pre- or corequisite: ENG 101	☀️		
Science Elective	4	Varies	☀️☀️☀️		
Fourth Semester	14				
ACC 132 - Principles of Accounting II	3	Pre- or corequisite: ENG 101	☀️		
ETH 200 - Ethics in the Modern World	3	Pre- or corequisite: ENG 101	☀️☀️☀️		
HPE 140 - Sport Management	3		☀️		
HSC 200 - Standard First Aid & CPR	2		☀️☀️		
MAT 201 - Statistics	3	MAT 134 or MAT 137	☀️☀️☀️		
Total Credits: 60					

N.J. General Education Component

Communication - ENG 101, ENG 102
 Math/Science/Technological Competency - MAT 134, MAT 201, Science Elective
 Social Science - ECO 201, SOC 101
 Humanities - ETH 200
 History - not required
 Cultural/Global Awareness - not required
 Unassigned - ENG 202, PSY 101

Transfer of Credits

Sport Management graduates may transfer credits to a bachelor's degree program at a four-year college or university. Please direct specific questions to a Student Affairs advisor.

STUDIO ART

Associate in Fine Arts

The Studio Art program is designed for students who plan to transfer to a university or art school and major in art or design. This degree focuses on art foundation classes and general education requirements that will transfer to other institutions. Students in the program combine artistic creativity and hands-on experience, with emphasis placed on the production and development of artwork. Students enroll in art and fine art courses and supplement their program by taking with Computer Graphic Art electives or Glass Art electives.

Upon successfully completing this program, students should be able to:

- demonstrate knowledge of visual literacy and translation in regard to drawing and or painting utilizing perceptual means,
- understand the elements and principles of design for two-dimensional design and three-dimensional design,
- practice critical thinking skills through the production and evaluation of artwork, and
- produce a portfolio of artworks that demonstrates visual literacy and hands on skills required in fine arts.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	15				
ART 104 - Drawing	3		☀️		
ART 115 - Two-Dimensional Design	3		☀️		
ART 116 - Three-Dimensional Design	3		☀️		
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	☀️☀️☀️		
CGA 101 or FNA Elective*	3	Varies	☀️☀️☀️		
Second Semester	15				
ART 119 - Color Theory	3	Pre- or corequisite: ENG 101	☀️		
ART 130 - Figure Drawing	3	ART 104	☀️		
ENG 102 - English Composition II	3	ENG 101	☀️☀️☀️		
SOC 101 - Introduction to Sociology	3	Varies	☀️☀️☀️		
CGA Elective or FNA Elective*	3	Varies	☀️☀️☀️		
Third Semester	15				
ART 105 - Painting or	3	ART 104	Varies		
ART 140 - Printmaking	3		Varies		
ART 225 - Portfolio & Professional Practices	3	ART 104, ART 115, ART 116, ART 130	☀️		
FNA 101 - Art History I	3	ENG 101	☀️		
CGA Elective or FNA Elective*	3	Varies	☀️☀️☀️		
Math/Science Elective+	3	Varies	☀️☀️☀️		
Fourth Semester	15				
ART 105 - Painting or	3	ART 104	Varies		
ART 140 - Printmaking	3		Varies		
ART 205 - Basic Digital Photography	3		☀️☀️		
ENG 202 - Introduction to Speech Communication	3	Pre- or corequisite: ENG 101	☀️☀️☀️		
FNA 102 - Art History II	3	ENG 101	☀️		
CGA Elective or FNA Elective*	3	Varies	☀️☀️☀️		
Total Credits: 60					

*CGA electives include CGA 101, CGA 110, CGA 122, CGA 132.

*FNA electives include FNA 110, FNA 120, FNA 150, FNA 210, FNA 221, FNA 222, FNA 250.

+Students may substitute a four-credit math/science elective.

N.J. General Education Component

Communication - ENG 101, ENG 102

Math/Science/Technological Competency - Math/Science Elective

Social Science - SOC 101

Humanities - not required

History - not required

Cultural/Global Awareness - not required

Unassigned - ENG 202, FNA 101, FNA 102

Transfer of Credits

Studio Art graduates may transfer credits to a bachelor's degree program at a four-year college or university. Please direct specific questions to an advisor.

SUAS (DRONES) FIELD TECHNICIAN

Associate in Applied Science | Joint degree in partnership with Atlantic Cape Community College

This program prepares students for a career as a small-unmanned aircraft systems technician. Upon successful completion of the program students will demonstrate basic proficiency in the area of small UAS operations, general maintenance and repair, the use of a small UAS for the collection of and pre- and post-processing of aerial images and videos, and geospatial data collection.

Students are required to sit for, and pass a Federal Aviation Administration aeronautical knowledge examination. Passing the examination leads to the earning of the FAA's Remote Pilot Certificate with a Small Unmanned Aircraft Systems Rating. The certificate allows the holder to commercially operate a drone in the National Airspace System.

Upon successfully completing this program, students should be able to:

- earn a Federal Aviation Administration Remote Pilot Certificate with a Small Unmanned Aircraft Systems Rating;
- safely execute the rights and privileges of a remote pilot in command of a less-than-55-pound, small unmanned aircraft system;
- safely maintain and repair a small unmanned aircraft system;
- perform safety inspections and explain the benefits of recordkeeping;
- effectively support the collection of various types of data and process that data into actionable intelligence.

Students complete the first-year courses at SCC, then transfer to ACCC to complete the second-year courses.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester - SCC	16				
CSC 115 - Computer Applications	3	Pre- or corequisite: ENG 101	☀️🌸🌻		
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	☀️🌸🌻		
ACC 131, AGR 101, BUS 103, BUS 205, CSC 131 or CRJ 101		Varies	Varies		
Humanities or Social Science Elective		Varies	Varies		
Open Elective		Varies	Varies		
Second Semester - SCC	14				
ENG 102 - English Composition II	3	ENG 101	☀️🌸🌻		
ENG 122 - Business & Occupational Writing	3	ENG 101	☀️🌸		
CSA 101, ENS 160 or BUS Elective	Varies	Varies	Varies		
General Education Elective	4	Varies	Varies		
General Education Elective	4	Varies	Varies		
Third Semester - ACCC	15				
AVIT 140 - Small Unmanned Aircraft Systems Operation-Multi-Rotor	3				
AVIT 185 - Remote Sensing Using sUAS	4				
ENGR - Introduction to Electronics	4				
GIST 101 - Introduction to Geographic Information Systems	4				
Fourth Semester - ACCC	15				
AVIT 225 - Mobilizing a Drone-Powered Economy	3				
AVIT 245 - Professional sUAS Operations	3				
AVIT 250 - sUAS Maintenance & Repair	4				
AVIT 263 - Aerial Video Production	1				
AVIT 290 - Unmanned Aircraft Systems Capstone Project	1				
ENVL 122 - Agricultural Technology	3				
Total Credits: 60					

N.J. General Education Component

Communication - ENG 101 and ENG 102 or ENG 122
 Math/Science/Technological Competency - CSC 115
 Social Science - Social Science or Humanities Elective
 Humanities - Social Science or Humanities Elective
 History - not required
 Cultural/Global Awareness - not required
 Unassigned - 2 General Education Electives

Transfer of Credits

Transfer for this joint program is required in order to complete the degree. Please direct specific questions to an SCC or ACCC advisor.

TECHNICAL STUDIES

Associate in Applied Science

The Associate in Applied Science program in Technical Studies provides a way for students to acquire college credits based on technical training within their employing organization. Credit will be granted to individuals who have successfully completed courses in a corporate, industrial or military training program. In addition, credit may be granted for education received in community-based organizations and government agencies.

Upon successfully completing this program, students should be able to:

- apply mathematics, science and technical principles to solve problems;
- demonstrate knowledge of and concern for ethical, safety, environmental, social, economic and global issues faced by practicing trade workers;
- demonstrate integrated knowledge and interpersonal skills to function effectively on an interdisciplinary team in order to successfully analyze and solve problems; and
- apply the concepts and methodology of a specific building or construction trade.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	39				
Technical Studies Credits*	24				
Technical Electives**	15				
General Education Requirements	21				
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	☀️🌻🌻		
ENG 122 - Business and Occupational Writing	3	ENG 101	☀️🌻		
Technological Competency Elective	3	Varies	☀️🌻🌻		
Humanities Elective	3	Varies	☀️🌻🌻		
Mathematics Elective	3	Varies	☀️🌻🌻		
Science Elective	3	Varies	☀️🌻🌻		
Social Science Elective	3	Varies	☀️🌻🌻		
Total Credits: 60					

* Three to 24 Technical Studies may be awarded for corporate, industrial or military training programs based on American Council on Education (ACE) review and evaluation by a faculty assessor of a related program.

**Technical electives may be selected from the following areas: BIO, BTC, BUS, CAD, CGA, CHM, CSC, ENS, MAT, NET, PHY, PRT, SET, and SGT. All courses should be selected with assistance from a faculty advisor.

New Jersey residents who meet the requirements for the Technical Studies degree program may attend at the in-county rate, the New Jersey county college of their choice, regardless of actual county residence.

Prospective students who believe they meet the program requirements must meet with a staff member in the Office of Academic Affairs.

N.J. General Education Component

Communication - ENG 101, ENG 122

Math/Science/Technological Competency - Mathematics Elective

Social Science - Social Science Elective

Humanities - not required

History - not required

Cultural/Global Awareness - not required

Unassigned - Computer Science Elective, Humanities Elective, Science Elective

VETERINARY TECHNOLOGY

Associate in Applied Science | Joint degree in partnership with Camden County College

This program provides both theoretical knowledge and practical skills. The degree in Veterinary Technology gives students a solid foundation in the medical areas concerned with animals. Graduates of Veterinary Technology are prepared to work in entry-level positions in animal health fields. Working under the supervision of a Veterinarian, students perform laboratory and clinical procedures such as surgical assisting, radiology, and anesthesia as part of this unique and challenging career. The program is designed to give the student the most experience during their tenure. Students are prepared to participate in every aspect of animal care and veterinary nursing.

Upon successfully completing this program, students should be able to:

- demonstrate entry-level competence in the skills and tasks required by the accreditation agency;
- take and to qualify for recognition of superior skills and education by achieving a qualifying score on the National Board Exam for veterinary technicians;
- be able to communicate with and educate the general and animal owning public on humane principles and quality health care for their companion and working animals; and
- understand the necessity for continuing education in the field for individual growth and participation in local and national professional organizations for the advancement of the profession.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester - SCC					
BIO 101 - General Biology	4	Pre- or corequisite: ENG 101	🍁		
CHM 101 - College Chemistry I	4	Pre- or corequisite: MAT 137	🍁		
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	🍁🌻🌻		
MAT 137 - College Algebra	3	Prerequisite: MAT 092, if required Corequisite: MAT 037, if required	🍁🌻🌻		
Second Semester - SCC					
BIO 211 - Principles of Microbiology	4	BIO 101 or BIO 220	🍁🌻🌻		
CSC 115 - Computer Applications	3	Pre- or corequisite: ENG 101	🍁🌻🌻		
ENG 102 - English Composition II	3	ENG 101	🍁🌻🌻		
Humanities or Social Science Elective	3	Varies	🍁🌻		
Program Courses - CCC					
ASC 106 - Office Procedures for Veterinary Technicians	2				
ASC 107 - Calculations for Veterinary Technicians	1				
ASC 111 - Animal Biology	4				
ASC 112 - Principles of Animal Husbandry	2				
ASC 115 - Small Animal Nursing I for Veterinary Techs	3				
ASC 200 - Dental Techniques for Veterinary Techs	1				
ASC213 - Laboratory Animal Science	3				
ASC 214 - Small Animal Nursing II	2				
ASC 215 - Farm Animal Nursing	1				
ASC 220 - Hematology for Veterinary Techs	3				
ASC 235 - Clinical Laboratory for Veterinary Techs	2				
ASC 236 - Radiology for Veterinary Technicians	2				
ASC 240 - Parasitology	3				
ASC 261 - Pathology for Veterinary Techs	2				
ASC 270 - Veterinary Pharmacology	2				
ASC 292 - Small Animal Co-op	3				
Total Credits: 60					

N.J. General Education Component

Communication - ENG 101, ENG 102
 Math/Science/Technological Competency - CSC 115
 Social Science - Social Science Elective or
 Humanities - Humanities Elective
 History - not required
 Cultural/Global Awareness - not required
 Unassigned - BIO 101, BIO 220, BIO 221

MEDICAL CODING

Certificate | Joint certificate in partnership with Camden County College

The Medical Coding certificate program prepares students for immediate placement in a variety of areas that require coding expertise. Students learn to analyze medical records and assign the appropriate medical codes using healthcare coding and classification schedules. This program is approved by the American Health Information Management Association (AHIMA).

Students who complete the first semester requirements at SCC and maintain a cumulative grade point average of 2.0 or higher will be accepted into the Medical Coding certificate program at Camden County College (CCC). Students who successfully complete the remaining portion of the program at CCC will be awarded a certificate in Medical Coding jointly from SCC and CCC.

Upon successfully completing this program, students should be able to assign, analyze and validate coding and coding data for accuracy and compliance with federal coding guidelines.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester - SCC	16				
BIO 150 - Fundamentals of Anatomy & Physiology	4	Pre- or corequisite: ENG 101	☀️🌸🌻		
CSC 115 - Computer Applications	3	Pre- or corequisite: ENG 101	☀️🌸🌻		
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	☀️🌸🌻		
HIT 101 - Introduction to Health Information*	3	Pre- or corequisite: ENG 101	Varies		
HSC 211 - Medical Terminology	3	Pre- or corequisite: ENG 101	☀️🌸🌻		
Second Semester - CCC	22				
HIT 115 - Healthcare Reimbursement	3				
HIT 130 - Introduction to Ambulatory Coding	3				
HIT 134 - Basic Pathophysiology	3				
HIT 140 - Diagnostic and Procedural Coding I	3				
Third Semester - CCC	15				
HIT 132 - Basic Pharmacology	3				
HIT 135 - Medical Coding Internship	2				
HIT 215 - Advance Ambulatory Coding	3				
HIT 240 - Diagnostic and Procedural Coding II	4				
Total Credits: 40					

* Camden County College online course

N.J. General Education Component

- Communication - ENG 101
- Math/Science/Technological Competency - CSC 115
- Social Science - not required
- Humanities - not required
- History - not required
- Cultural/Global Awareness - not required

Transfer of Credits

Although this program is not designed for transfer, some credits may be transferable to an associate or bachelor's degree program. Please direct specific questions to an advisor.

The Camden County College portion of the program is offered completely online as well as in the classroom.

Clinical placements are a required part of the curriculum and a requirement for graduation. Clinical placements may require a criminal background check, health clearance and/or drug testing before participation is allowed. Clinical sites may deny a student's participation in the event of a positive finding. Individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding eligibility may be obtained from the appropriate credentialing body.

OFFICE MANAGEMENT

Certificate

The Office Management certificate program prepares students for immediate employment in an office environment. Students gain hands-on experience using word processing, database management, spreadsheet and presentation software. The program emphasizes the development of skills in creative thinking and problem solving, and simulates office activities.

Upon successfully completing this program, students should be able to:

- demonstrate current computer and software skills to accomplish assigned tasks with efficiency and effectiveness;
- utilize appropriate skills and techniques to organize, prioritize and complete tasks, and produce associated documents in a professional office environment; and
- apply managerial theory and office procedures for diverse business environments.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	15				
ACC 131 - Principles of Accounting I	3		☀		
BUS 102 - Introduction to Business	3		☀☀		
BUS 106 - Business Mathematics	3		☀		
CSC 115 - Computer Applications	3	Pre- or corequisite: ENG 101	☀☀☀		
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	☀☀☀		
Second Semester	15				
ACC 250 - Computerized Accounting with Quickbooks	3		☀		
BUS 103 - Principles of Management	3		☀		
Open Elective	3	Varies	Varies		
ENG 122 - Business and Occupational Writing	3	ENG 101	☀☀		
ENG 202 - Introduction to Speech Communication	3	Pre- or corequisite: ENG 101	☀☀☀		
Total Credits: 30					

N.J. General Education Component

Communication - ENG 101
 Math/Science/Technological Competency - Technological Competency Elective
 Social Science - not required
 Humanities - not required
 History - not required
 Cultural/Global Awareness - not required

Transfer of Credits

Although this program is designed for immediate career preparation, many credits may transfer to an associate or bachelor's degree program. Please direct specific questions to an advisor.

PHARMACY TECHNICIAN

Certificate

The Pharmacy Technician certificate program prepares students for immediate placement in the field. Comprehensive training is provided to instruct students in the basics of pharmacology, human biology, medical terminology and modern ethical practices. Upon completion of the program, students will be prepared to take the national certification exam for pharmacy technicians.

Upon successfully completing this program, students should be able to:

- successfully complete the national certification exam to become a pharmacy technician, and
- communicate effectively in a professional manner.

Course	Credits	Prerequisites	Offered	Semester	Grade
First Semester	16				
BIO 150 - Fundamentals of Anatomy & Physiology	4		☀️🌱🔬		
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	☀️🌱🔬		
HSC 150 - Pharmacology for Health Services	3	MAT 092, if required	Varies		
HSC 211 - Medical Terminology	3	Pre- or corequisite: ENG 101	☀️🌱🔬		
Program Elective*	3	Varies	Varies		
Second Semester	15				
BUS 102 - Intro to Business	3		☀️🌱		
CSC 115 - Computer Applications	3	Pre- or corequisite: ENG 101	☀️🌱🔬		
ENG 202 - Intro to Speech Communication	3	Pre- or corequisite: ENG 101	☀️🌱🔬		
ETH 200 - Ethics in the Modern World	3	Pre- or corequisite: ENG 101	☀️🌱🔬		
HSC 238 - Certification Review for Pharmacy Technicians	3	HSC 150	☀️		
Total Credits: 31					

* HPE 102 or HSC 168

N.J. General Education Component

Communication - ENG 101
 Math/Science/Technological Competency - BIO 150
 Social Science - not required
 Humanities - not required
 History - not required
 Cultural/Global Awareness - not required

Transfer of Credits

Although this program is designed for immediate career preparation, some credits may transfer to an associate or bachelor's degree program. Please direct specific questions to an advisor.

PRACTICAL NURSING

Certificate

The Practical Nursing certificate program is a forty-four week program. The Quality Safety Education for Nursing (QSEN) competencies are used to enhance the student's knowledge of assessment, attitudes, and accompanying skills that reflect professional practice to improve quality and safety in health care. Students explore the theory of basic nursing care, pharmacology, disease process and specialty nursing. Students practice nursing skills in a simulated lab designed to model the clinical setting. Newly learned skills are then applied in clinical settings such as long-term care facilities and rehabilitation units. Student practical nurses are exposed to a variety of departments within each setting to provide a better understanding of the care clients receive, and to expose students to potential career opportunities. Clinical and lab simulation exposures address the management of clients throughout the lifespan. The Practical Nursing program is accredited by:

The New Jersey Board of Nursing

124 Halsey Street, Newark, NJ 07102 | 973.504.6430 | www.njconsumeraffairs.gov/nur

Upon successfully completing this program, students will be able to:

- demonstrate essential Practical Nursing knowledge, skills and values necessary for the provision and coordination of basic promotion and maintenance for individuals, family, groups and specialized populations.
- engage in effective communication and collaboration with registered nurses and other healthcare providers in a variety of written and verbal skills, along with maintaining continuity of care and improving patient care.
- apply quality, safe patient-centered practical nursing care through evidence-based practice.
- participate in implementation of evidence-based data, quality-improvement processes, and current technologies to reduce patient risks and promote a safe and quality patient-care environment.
- demonstrate clinical reasoning and decision-making skills to provide safe quality care.
- demonstrate the use of informatics to formulate clinical judgments and support decision-making.

All nursing courses in this program require a minimum grade of C+ (78 percent). All general education course require a minimum grade of C (73 percent).

Course	Credits	Prerequisites	Offered	Semester	Grade
Summer	5				
ENG 101 - English Composition I	3	Corequisite: ENG 090, if required	☀️🌸🌻		
LPN 110 - Introduction to Foundations of Practical Nursing	2	Acceptance into PN Program Pre- or corequisite: ENG 101	☀️		
Fall Semester	15				
BIO 220 -Anatomy & Physiology I	4	BIO 150	☀️🌸🌻		
LPN 120 - Practical Nursing I	11	LPN 110	🍁		
Winter Session	3				
PSY 101 - General Psychology	3	Pre- or corequisite: ENG 101	☀️🌸🌻❄️		
Spring Semester	13				
LPN 121 - Practical Nursing II	13	LPN 120	🌸		
Total Credits: 36					

N.J. General Education Component

Communication - ENG 101
 Math/Science/Technological Competency - BIO 220
 Social Science - PSY 101
 Humanities - not required
 History - not required
 Cultural/Global Awareness - not required

Transfer of Credits

Students are encouraged to transfer seamlessly from this program into SCC's Associate Degree in Nursing program.

BUSINESS PARAPROFESSIONAL MANAGEMENT

Career Certificate | Certificate of Achievement

The career certificate in Business Paraprofessional Management is a collaborative effort between the New Jersey Community College Consortium for Workforce and Economic Development and New Jersey community colleges to deliver an educational career ladder program for all education support professionals who desire career advancement in management positions.

Candidates for acceptance into this program must have completed a Certificate of Competency in Educational Support before being admitted into the program.

Upon successfully completing this program, students should be able to:

- communicate effectively in a professional manner,
- demonstrate the skills necessary to perform basic business applications on a computer, and
- demonstrate a basic knowledge and understanding of business and management concepts.

Course	Credits	Prerequisites	Offered	Semester	Grade
Prerequisites	12				
Certificate of Competency in Educational Support Professional (ESP) Services including:					
Module 1: Communication					
Module 2: Cultural Competence					
Module 3: Child Development and Identifying Abuse and Neglect					
Module 4: Student and Staff Safety and Health					
56 hours of NJEA-approved ESP Career Development Training					
24 months employment in school district	12				
First Semester	9				
BUS 102 - Introduction to Business	3		🍁		
CSC 115 - Computer Applications	3	Pre- or corequisite: ENG 101	🍁🔧		
ENG 202 - Introduction to Speech Communication	3	Pre- or corequisite: ENG 101	🍁🔧		
Second Semester	6				
BUS 103 - Principles of Management	3		🍁		
PSY 101 - General Psychology	3	Pre- or corequisite: ENG 101	🍁🔧		
Total Credits: 27					

Transfer of Credits

Although this program is designed for career advancement, some credits may be transferable to an associate or bachelor's degree program. Please direct specific questions to an advisor.

COURSE DESCRIPTIONS

ACC - Accounting

ACC 131 Principles of Accounting I

Provides an introduction to accounting, emphasizing how general purpose financial statements communicate information about the business corporation's performance and position for users external to management. Emphasis is placed on how the accountant processes and presents financial information and includes exposure to recording transactions, adjusting account balances and preparing financial statements for service and merchandise firms according to GAAP (Generally Accepted Accounting Principles). The course further examines major elements of the statements such as cash, receivables, inventory, long-lived assets, depreciation, long-term liability, as well as stockholder equity management. Microsoft Excel is used to provide students with an introduction to spreadsheet software and reinforce key concepts while further developing decision-making abilities. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Fall

ACC 132 Principles of Accounting II

Continues with the overall topics and objectives of ACC 131 with emphasis on partnerships, corporations and manufacturing firms. New topics introduced are cost accounting and managerial accounting. The latter includes full-cost accounting, differential accounting and responsibility accounting. The study of computerized accounting systems is continued, and electronic spreadsheets are used extensively. **3 lecture hours per week. 3 credits.**

Prerequisite: ACC 131

Offered: Spring

ACC 211 Intermediate Accounting I

Is the first in a two-course sequence that provides for the preparation and understanding of financial information. Topics include accounting theory and practice, the conceptual framework of United States generally accepted accounting principles, recognition of economic transactions, the preparation and analysis of financial statements and the related disclosures. Intermediate Accounting I focuses on the role of accounting as an information system and the measurement, recognition, presentation, and disclosure of economic transactions focusing on the following: basic financial statements, time value of money, cash and receivables, inventories, property, plant, and equipment, depreciation and impairment, and current liabilities and contingencies. **3 lecture hours per week. 3 credits.**

Prerequisite: ACC 132

Offered: Fall

ACC 212 Intermediate Accounting II

Is a continuation of Intermediate Accounting I, with emphasis on shareholders' equity, investments, plant assets, income determination and preparation and analysis of financial statements. **3 lecture hours per week. 3 credits.**

Prerequisite: ACC 211

Offered: Spring

ACC 250 Computerized Accounting with QuickBooks

Familiarizes students with QuickBooks Online software. Mastery of this course will allow students to effectively utilize the latest version of QuickBooks Online in a small to midrange business environment. QuickBooks is a great program that facilitates transaction recording, posting to ledgers, writing checks, preparing invoices, performing reconciliation and preparing the company financial statements. Students should have a basic understanding of financial accounting before registering for this course, successful completion of Principles of Accounting I should be sufficient to ensure success with this course but it is not required. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Offered: Spring

AGR - Agricultural Science

AGR 101 Introduction to Agricultural Science

Introduces students to the various fields of agricultural science from a biological perspective. The majority of the course is spent introducing the disciplines of plant and animal sciences. Students will also become familiar with the science of genetics and how it is applied to the study of agriculture. Additional topics covered include: plant and animal diseases, soil science, agricultural entomology, aquaculture, food preservation and production, and organically grown products. **3 lecture hours per week. 3 credits.**

Corequisite: ENG 101

Offered: Fall

AGR 111 Animal Science

Introduces students to the fascinating field of animal science. The course focuses on the role of animal science in the lives of humans; the biological basis of animal science; various animal industries; and the place of animals and animal science in modern society. The laboratory portion of the class will concentrate on the biological basis of animal science and the wide variety of organisms involved in animal industries. **2 lecture hours per week. 4 laboratory hours per week. 4 credits.**

Prerequisite: AGR 101 or permission from Academic Affairs

Offered: Spring

Fee: \$149

AGR 121 Plant Science

Provides students with a solid foundation in the discipline of plant science. Topics include the biology of plant growth and reproduction; genetics and biotechnology; traditional crops and ornamentals; the roles of soil and water; fruits and nuts; wood; and pastures and grasses. The laboratory portion of the class will concentrate on the biological and chemical basis of plant science and the application of these fields to agricultural production.

2 lecture hours per week. 4 laboratory hours per week. 4 credits.

Prerequisite: AGR 101 or permission from Academic Affairs
Offered: Fall *Fee: \$149*

ART - Art**ART 101 Art Appreciation**

Introduces the importance of art in today's world and the various purposes art has served from prehistoric through modern times. Surveys of two- and three-dimensional media, analysis of elements and principles of design in art, and a brief chronological history of art from ancient through modern times are reviewed. By providing some measurable standards for understanding artistic intent and expression, students may increase their appreciation of the role of the arts in today's society and add to their visual awareness through formal analysis. A museum visit is required. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101
Offered: Fall, Spring, Summer

ART 104 Drawing

Introduces drawing at the beginner level with an emphasis on drawing from observation. This course employs various techniques and media including pencil and charcoal. Students practice hand-eye coordination while drawing from life. Students are introduced to contour line and tone as principal conveyors of form and space. This basic course assumes that there has been no prior artistic or technical experience and begins on an introductory level. Course work will include both classroom assignments and outside projects. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Offered: Fall, Spring *Fee: \$112*

ART 105 Painting

Is an introductory course in painting using acrylic paints. Emphasis is on color theory and its relationship with form. Traditional styles and attitudes are surveyed in order to familiarize students with various approaches to painting from past to present. Studio subjects will be predominantly still-life, landscape and abstraction. This basic course assumes that there has been no prior painting experience and begins on an introductory level. Course work will include both classroom assignments and outside projects. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Prerequisite: ART 104
Offered: Varies

Fee: \$112

ART 115 Two-Dimensional Design

Develops students' awareness of the visual elements of art and principles of organization. Through problem solving, critical analysis and execution of design projects, students learn how to improve their aesthetic sense. Students employ the visual elements of line, shape, texture, value, space and color to produce successful design projects that utilize the organizational components of unity and variety, balance, proportion, dominance, repetition and movement. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Offered: Fall

Fee: \$112

ART 116 Three-Dimensional Design

Is a basic foundation course that introduces students to space shaping through fundamental problem-solving exercises. Students deploy simple tools and inexpensive materials to develop an awareness of the visual elements of art and principles of organization as they apply to the dynamic aspects of three-dimensionality. Students employ form, space, line, light, texture, color and value, as well as time and movement to produce effective design studies. To achieve visual unity within these problem-solving assignments, students learn to utilize the organizational principles of design that include repetition, variety, rhythm, emphasis and economy, visual balance and proportion. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Offered: Fall, Spring

Fee: \$112

ART 119 Color Theory

Introduces the study of color, which supports the understanding of all visual media. This studio-based course features a hands-on approach to color study as students work with color hues, values, color harmony, and their importance in design and graphic communications. Color theory covers the basic principles of color usage, color harmony, color psychology, and different systems of organization. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Offered: Spring

Fee: \$112

ART 130 Figure Drawing

Introduces drawing through various techniques and media. Students examine the basic elements of form and design as applied to drawing the nude human figure. Drawing problems and techniques specific to the human figure are presented. Course work includes both classroom assignments and outside projects. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Prerequisite: ART 104

Offered: Spring

Fee: \$259

ART 140 Printmaking

Introduces students to four printmaking techniques: silkscreen printing, zinc plate dry point intaglio, woodcut and monotype printing. The course emphasizes developing and mastering these basic printmaking techniques with attention to the design of the composition and to the aesthetic qualities of each medium, and how this translates to the printed image. Students visit a museum or gallery as part of the course. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Offered: Varies

Fee: \$112

ART 205 Basic Digital Photography

Is an introduction to photography, utilizing the digital camera. All concepts learned are directly applied through classroom exercises and critique. Students examine basic digital technology in a historical context, as well as digital camera functions and use. Photographic aesthetics as an art form and a means of self-expression and self-examination with this new technology are approached through the critiquing process. This basic course in digital photography assumes no previous technical experience and begins on an introductory level. The larger part of the course is devoted to application of technical knowledge learned from lectures. Basic computer applications may be introduced. Students have access to a state-of-the-art digital camera, but supplies such as printer paper, batteries and memory cards may be required. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Offered: Fall, Spring

Fee: \$112

ART 225 Portfolio and Professional Practices

Introduces the student and aspiring artist/designer to the practical aspects of being self-employed. The course covers topics such as choosing art as a professional career; marketing work; creating, documenting, and presenting a portfolio; and writing a résumé, cover letter, and artist statement. Additional topics of study include working with galleries, packaging and presentation, selling work, researching and writing grants, and the legalities of being self-employed. The course culminates in a session whereby students present their portfolio to the class. It is recommended that students have a portfolio of five or more pieces before taking the course. **3 lecture hours per week. 3 credits.**

Prerequisites: ART 104, ART 115, ART 116 and ART 130; and enrollment in Computer Graphic Art, Glass Art or Studio Art program

Offered: Fall

Fee: \$112

BIO - Biology**BIO 101 General Biology I**

Is the beginning of a two-semester biology sequence with BIO 102. During this semester, emphasis is placed on the following biological topics: the five kingdoms of organisms, simple chemistry, the cell as a unit of structure and function, photosynthesis, cellular respiration, cellular reproduction, control of cell growth and activities, and genetics. These topics are covered for the various kingdoms. Selected laboratory investigations are coordinated with the lecture topics. The topics cover much of the chemistry-of-life process and how various organisms have developed specialized systems advantageous to survival. **2 lecture hours per week. 4 laboratory hours per week. 4 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Fall

Fee: \$149

BIO 102 General Biology II

Is a continuation of BIO 101. The course includes the origin and classification of plants and animals. Emphasis is placed on animal and plant anatomy, and physiology. Evolutionary relationships between animal species, including human, are also examined. The course's laboratory portion relates to the lecture by observation of various organisms in the animal and plant kingdoms, including dissection of a fetal pig, frog, starfish, grasshopper, crayfish, clam, earthworm, roundworm and various plant specimens. Students use microscopes to examine different tissue types, and computer programs and videos for study of selected topics within the animal and plant kingdoms. (BIO 102 can be taken before BIO 101.) **2 lecture hours per week. 4 laboratory hours per week. 4 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Spring

Fee: \$149

BIO 103 Environmental Science I

Focuses on the principles of ecology, population and interactions, the food chain, energy flow and nutrient cycling. Lab experience includes field trips to study various ecosystems. This course is intended for non-science majors. **2 lecture hours per week. 4 laboratory hours per week. 4 credits.**

Offered: Fall, Spring

Fee: \$149

BIO 104 Environmental Science II

Focuses on environmental issues and their effect on planet life. This course is intended for non-science majors.

2 lecture hours per week. 4 laboratory hours per week. 4 credits.

Offered: Fall, Spring

Fee: \$149

BIO 121 Foundations of Biology

Provides non-biology/non-science majors with a strong foundation in basic biological principles. This course will introduce students to scientific method and the structure and function of cells including cell metabolism and genetics. Current topics such as cancer and genetic research will be addressed. The course will use online text resources and adaptive learning tools, as well as real life examples and applications drawn from current events. The lab portion of the courses will utilize a variety of virtual lab exercises as well as hands on, instructor guided lab activities. **2 lecture hours per week. 4 laboratory hours per week. 4 credits.**

Offered: Varies

Fee: \$149

BIO 122 Connections in Biology

Provides non-biology/non-science majors the knowledge to use the scientific method and evolution as the defining concepts to explore biodiversity, life strategies, and the relationships in ecosystems. Environmental issues and human impacts will also be addressed. The course will use online text resources and adaptive learning tools, as well as real life examples and applications drawn from current events. The lab portion of the courses will utilize a variety of virtual lab exercises as well as hands on, instructor guided lab activities. **2 lecture hours per week. 4 laboratory hours per week. 4 credits.**

Offered: Varies

Fee: \$149

BIO 140 Forensic Science I

Introduces students to forensics both in the theoretical and in laboratory methods. Forensics focuses on learning the techniques for the scientific examination of physical evidence such as fibers, glass, hair, soil, bullets, fingerprints and shoeprints. Students review theoretical methods of comparison and their influence on scientific interpretation. The course focuses on the chemical, biological and physical methods used in forensic examination. Topics include microscopy, serology, imprints, impressions, tool marks, gunshot residue, cordage and textile examinations, blood spatter, hair examination and crime scene reconstruction. **2 lecture hours per week. 4 laboratory hours per week. 4 credits.**

Prerequisites: Prior or concurrent enrollment in ENG 101 and MAT 134

Offered: Varies

Fee: \$149

BIO 150 Fundamentals of Anatomy and Physiology

Introduces students to the fundamental concepts of human anatomy and physiology. The course covers the chemical and biochemical foundations involved in the study of anatomy and physiology. The major organ systems of the body are studied with a focus on structure and function. The importance of homeostasis is emphasized throughout the course. Laboratory exercises and dissections reinforce the lecture material. **2 lecture hours per week. 4 laboratory hours per week. 4 credits.**

Offered: Fall, Spring, Summer

Fee: \$149

BIO 211 Principles of Microbiology

Explores the world of microorganisms, including bacteria, viruses, fungi, protists and other microbes. Immunology is also studied. Emphasis is placed on the nature and behavior of these microorganisms and their interrelationship with the human body in health and disease. The principles of prevention and control of infectious diseases are presented. Laboratory experience develops techniques in the preparation, handling and identification of a variety of microbial cultures. **2 lecture hours per week. 4 laboratory hours per week. 4 credits.**

Prerequisite: BIO 101 or BIO 220

Offered: Fall, Spring, Summer

Fee: \$149

BIO 213 General Ecology

Explores the interrelationships between organisms and their biotic and abiotic environments. Ecological theories and concepts will be presented at the species, population, community and ecosystem levels. Time will also be spent examining the relationship between humans and the environment. **3 lecture hours per week. 3 credits.**

Prerequisites: BIO 101 and BIO 102

Offered: Varies

BIO 220 Human Anatomy & Physiology I

Is the first course of the Anatomy and Physiology sequence. It focuses on the comprehensive study of the structure and function of the gross and microscopic organization of the human body. Emphasis is placed on the language of anatomy, the integumentary, skeletal, muscular, and nervous systems, along with a review of chemistry and cell biology. Laboratories are designed to supplement the lecture material and include the dissection of a sheep brain and use of histology slides, models, charts, computer programs, collection of laboratory data, and clinical data case studies pertinent to the systems covered. **2 lecture hours per week. 4 laboratory hours per week. 4 credits.**

Prerequisites: BIO 101 or BIO 150 with a C or higher, or test out of BIO 150; MAT 092, if required. LPNs with a current license are exempt from the BIO 101/BIO 150 prerequisite.

Offered: Fall, Spring, Summer

Fee: \$149

BIO 221 Human Anatomy & Physiology II

Is a continuation of Human Anatomy and Physiology I. It focuses on the gross and microscopic structure and function of the sensory organs, endocrine system, blood and circulatory system, the heart, blood vessels, lymphatic and immune systems, respiratory, and urinary systems, homeostasis, digestive system, metabolism and reproductive systems. Laboratories are designed to supplement the lecture material and include the dissection of a multiple preserved specimens and use of histology slides, models, charts, computer programs, collection of laboratory data, and clinical data case studies pertinent to the systems covered. **2 lecture hours per week. 4 laboratory hours per week. 4 credits.**

Prerequisite: BIO 220

Offered: Fall, Spring, Summer

Fee: \$149

BIO 230 Genetics

Introduces students to the principles and concepts of genetics. The fundamentals of Mendelian genetics provide the foundation for further study into the field. The course also covers the areas of sex determination, gene linkage, mapping, genetic regulation, expression and regulation. Students will also study the structure and function of DNA and chromosomes. **3 lecture hours per week. 3 credits.**

Prerequisite: BIO 101

Offered: Spring

BUS - Business**BUS 102 Introduction to Business**

Surveys the various aspects of the contemporary business environment, including economics, finance, management, marketing, accounting, business law, international business and entrepreneurship. The course helps students appreciate the interrelationship of these business functions and, more generally, the role and context of business in society. The course also examines career opportunities within each of these areas. **3 lecture hours per week. 3 credits.**

Offered: Fall, Spring

BUS 103 Principles of Management

Explores the basic concepts and processes of management. Students explore the functional roles and processes of a manager: planning, leading, organizing and controlling. Students develop skills required to function in this role in today's competitive environment. **3 lecture hours per week. 3 credits.**

Offered: Spring

BUS 106 Business Mathematics

Provides a comprehensive introduction to the concepts and applications of mathematics to personal and commercial applications found in a typical business environment. Topics include pricing, investments, payroll, supply chain and home financing. **3 lecture hours per week. 3 credits.**

Prerequisite: MAT 092, if required

Offered: Fall

BUS 109 Keyboarding/Word Processing

Teaches students how to use a computer and a word processing application. The course activities focus on developing the touch method of keyboarding and basic word processing formatting of business documents. Activities are self-paced. Students increase straight-copy speed and develop mastery of word processing skills. Accuracy and editing are emphasized in the preparation of business correspondence, reports, tables and employment documents. **4 lecture hours per week. 3 credits.**

Offered: Varies

BUS 203 Management Information Systems

Offers an introduction into the latest trends in Information Technology used by contemporary businesses. The focus will be on new business initiatives and how technology supports these initiatives to ensure a competitive advantage. Topics include achieving business success, exploring business intelligence, streamlining business operations, building innovation and transforming organizations. Students will utilize commonly used business software tools. **3 lecture hours per week. 3 credits.**

Offered: Varies

BUS 205 Legal Environment of Business

Examines the legal environment in which business operates. The influences of ethical, social and political considerations on business decisions and practices are discussed. The legal process and the effect of legal decisions on individual rights and business decisions are examined. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Fall

BUS 212 Principles of Marketing

Examines the business function of marketing. Students learn how marketers deliver value in satisfying customer needs and wants, determine which target markets the organization can best serve, and decide upon appropriate products, services and programs to serve these markets. Topics include branding and product development, pricing strategies, marketing research, promotion, supply chain management and service marketing. Marketing institutions are studied in relation to the formulation and implementation of policies. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Fall

CGA - Computer Graphic Art**CGA 101 Introduction to Computer Art**

Introduces students to the basic technical skills and design concepts needed to begin a career in graphic arts or enhance a business and marketing career. Students will create projects using Adobe InDesign, Adobe Photoshop, and Adobe Illustrator. Students will best identify the strength and weakness of each program, and the appropriate use of each program. Additionally, students will gain experience using a web-content driven site builder, such as Wix or Wordpress to generate a custom website without any knowledge of coding. This course includes both lecture and lab projects compatible with an introductory level to graphic design. Technical skills are introduced and applied in real life conceptual design projects. Students develop a standardized vocabulary of common design and graphic terminologies. This introductory course does not assume prior drawing, painting, photography, computer graphic, or web site creation experience. However, familiarity with a Mac or Windows environment will be helpful. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Offered: Fall, Spring

Fee: \$112

CGA 110 Introduction to Digital Image Editing

Using techniques for creating bitmap art and design, this course will introduce the student to the digital image application, Adobe Photoshop and will cover lessons including color corrections, image manipulation, montage techniques, working with type, and mastering layers. To this end, the student will become proficient in the use of this industry leading application and will be able to create professional designs. Equal emphasis will be placed on the development of professional work practices, creative problem solving techniques, and critical thinking skills. Competency will reflect a mastery and control of the technologies and an ability to apply learned skills to creative projects. Via assigned projects, students will create portfolios of quality art that can be shown on a job interview. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Prerequisite: CGA 101

Offered: Spring

Fee: \$125

CGA 122 Introduction to Electronic Publishing

Introduces the student to using the computer for electronic publishing. Basic design and layout concepts necessary to complete documents for publication will be covered. Utilizing Adobe InDesign, the student will create documents, select fonts, format and edit text, import graphics, scan and manipulate digital images, and prepare documents for printing. Design projects may include type design, logos, letterhead, envelopes and business cards, flyers, newsletters, and package design. The student should be familiar with how menu-driven graphics programs work in general. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Prerequisite: CGA 101

Offered: Fall

Fee: \$112

CGA 132 Digital Illustration

Using techniques for creating vector art, design, and illustration, this course will introduce students to the vector art application, Adobe Illustrator, and will cover lessons including basic shapes, stroke, fill, gradients, pen tool, brushes, transforms, type, and layers. To this end the student will become proficient in the use of this industry leading application and will be able to create original art. Equal emphasis will be placed on the development of professional work practices, creative problem solving techniques and critical thinking skills. Competency will reflect a mastery and control of the technologies and an ability to apply learned skills to creative projects. Via assigned projects, students will create portfolio quality art that can be shown on a job interview. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Prerequisite: CGA 101

Offered: Spring

Fee: \$125

CGA 135 Introduction to 3-D Modeling Techniques

Is a theme-based course in which students gain knowledge of working with the user interface of Cinema 4D software. Students learn the modeling techniques of nurbs, splines, polygons and the powerful features of mograph with the Cinema 4D effectors. Students are guided through the process of UV mapping, adding materials to their model, and texturing using Cinema 4D and the built-in Body Paint texture suite. The course also includes rigging a model and preparing the model for animation. Following completion of the animation process, students set the scene up for lighting and rendering of the final image sequence. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Prerequisite: CGA 101

Offered: Spring

Fee: \$125

CGA 141 Web Design

Introduces students to the basic principles of design and type as they apply to the web and mobile devices. Students will learn basic HTML and CSS code. Students will understand the architecture and wireframe involved in creating a website. Students will analyze and define web and mobile related terminology. Plans for organizing a site, discovery of what constitutes good and bad design, and an emphasis on navigation will be applied. Students will use the computer and websites to present information. A working knowledge of Adobe Photoshop is required since this program will be used for all image manipulation and editing associated with this course. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Prerequisite: CGA 101

Offered: Fall

Fee: \$112

CGA 160 Introduction to Game Engines

Introduces the workflow needed to build playable games using the assets created in other areas of the Game Design and Development Program. Activities include the creation of design documents and the development of playable prototypes. Key concepts in game design and development such as game world design, level design, level balancing, and game character development are addressed. Students explore limitations of game engines. Students also study and exercise production methodologies and practices utilized by development studios to create stand-alone gaming applications. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Prerequisite: CGA 101

Offered: Spring

Fee: \$125

CGA 161 Game Engines II

Focuses on the issues involved in programming for three-dimensional engines. Topics include programming object and camera motions, collision detection and collision response, integration, performance analysis and special effects such as particle systems. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Prerequisite: CGA 160

Offered: Spring

Fee: \$160

CGA 162 Introduction to Game Programming

Introduces the scripting language of JavaScript. Primarily used to develop interactivity on websites, for the purposes of this class, JavaScript will apply to the Unity game engine to create game/environment functionality. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Prerequisite: CGA 101

Offered: Fall

Fee: \$112

CGA 164 Audio and Video for Game Design

Introduces sound characteristics, acoustics, basic audio technology and professional practices. In relation to video, the course also includes the importance of a team approach to media production. Instruction is given on basic techniques, including pre-production planning, camera control, recording and lighting. Basic editing also is covered. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Prerequisite: CGA 101

Offered: Spring

Fee: \$112

CGA 167 Fundamentals of Motion Graphics

Covers the history and evolution of animation, as well as the theory and principles behind it. Students will practice timing, rhythm, and movement while exploring their design implications. Digital technology and basic computer animation software will be introduced through demonstration and practice. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Prerequisite: CGA 101

Offered: Varies

Fee: \$112

CHM - Chemistry**CHM 100 Basic Chemistry**

Teaches students the basic principles of chemistry, including basic atomic theory, chemical bonding, naming of inorganic compounds, units of measurement, use of dimensional analysis to convert from one unit to another, drawing and interpreting graphs, calculation of chemical quantities, describing solutions using various units of concentrations, interpreting chemical equations, and acids and bases. The course is taught by lecture, discussion, demonstrations and cooperative group problem solving. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in MAT 134

Offered: Spring, Summer

CHM 101 College Chemistry I

Combines the basic principles and theories of chemistry with calculating the solution of mathematical problems involving measurements, properties of matter, chemical reactions, gas laws, thermochemistry, chemical bonding and solutions. Students use scientific calculators. In the laboratory portion of class, students apply manipulative techniques which allow first-hand observations of chemical transformations. The course is taught through lecture, discussion, demonstrations, video discs, manipulative lab practice, computer-simulated lab practice and cooperative group problem solving. **2 lecture hours per week. 4 laboratory hours per week. 4 credits.**

Prerequisite: Prior or concurrent enrollment in MAT 137

Offered: Fall

Fee: \$149

CHM 102 College Chemistry II

Begins with periodic relationship and chemistry bonding. It deals with the molecular structure, various properties and formations of solutions, chemical kinetics, chemical equilibrium, organic chemistry, chemical thermodynamics and nuclear chemistry. Lab experiments reinforce the lecture portion of the class as well as introduce students to basic chemical techniques, such as making buffer solutions and performing titrations. **2 lecture hours per week. 4 laboratory hours per week. 4 credits.**

Prerequisite: CHM 101

Offered: Spring

Fee: \$149

CHM 108 Organic Chemistry For Glassblowers

Is a continuation of Basic and Organic Chemistry for students enrolled in the Scientific Glass Technology program. This course begins by covering solution chemistry, including theory of formation, as well as calculations involving concentration. It continues with coverage of nomenclature, bond theory, properties and reactions of a variety of classes of organic compounds. The final portion of the class relates biochemistry to organic chemistry by covering properties and functions of lipids, proteins, and nucleic acids. Organic laboratory techniques are emphasized in the laboratory portion of the course. Students also perform tests for functional groups, synthesis reactions, purification of a substance by recrystallization, and silver deposition of glassware. **2 lecture hours per week. 4 laboratory hours per week. 4 credits.**

Prerequisite: CHM 130

Offered: Spring

Fee: \$149

CHM 130 Basic and Organic Chemistry

Teaches students the basic principles of inorganic and organic chemistry. Students learn the theory as well as solve mathematical problems involving atomic theory, conversions, measurements, density, specific heat, nomenclature, types of reactions, stoichiometry, gasses, and acids and bases. Emphasis is placed on organic chemistry applications, as well as some biology applications. The laboratory portion of the class uses manipulative techniques to reinforce the lecture portion. Students learn the types of glassware used in a chemistry lab. The course is taught using lecture, discussion, problem solving, demonstrations, and manipulative and computer-based labs. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Fall

Fee: \$112

CHM 201 Organic Chemistry I

Is the beginning of a two-semester organic chemistry sequence. During this semester, emphasis is placed on structure, nomenclature, bonding, molecular properties, and stereochemistry of organic compounds. Greater detail, as well as synthesis and reaction mechanisms, is stressed for alkanes, cycloalkanes, alkenes, alkynes and alkyl halides. The laboratory portion of the course reinforces the lecture by illustrating chemical reactions and synthesis on a microscale as well as macroscale level. Basic organic chemistry laboratory techniques -- such as determinations of boiling points and melting points, recrystallizations, distillations and extractions -- are practiced. **2 lecture hours per week. 4 laboratory hours per week. 4 credits.**

Prerequisite: CHM 102

Offered: Fall

Fee: \$149

CHM 205 Organic Chemistry II

Is a continuation of CHM 201. It deals with the nature of organic reactions, with an emphasis on synthesis. It also deals with the theoretical aspect of spectroscopy, including NMR, IR, UV-Vis and Mass spectroscopy. The laboratory portion of the course reinforces the lecture by illustrating chemical reactions and molecular structure. **2 lecture hours per week. 4 laboratory hours per week. 4 credits.**

Prerequisite: CHM 201

Offered: Spring

Fee: \$149

CRJ - Criminal Justice**CRJ 101 Introduction to Criminal Justice**

Is a comprehensive study of the development of criminal justice systems and operations in the United States. This course includes detailed examination, analysis and evaluation of the major components of the criminal justice system. **3 lecture hours per week. 3 credits.**

Offered: Fall

CRJ 103 Principles of Law Enforcement

Offers theoretical as well as practical knowledge of the law enforcement profession. Students are taught the demands of a career in law enforcement, the educational requirements for entering the field and the procedures to begin a career in law enforcement. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Fall

CRJ 112 Criminology

Offers theoretical as well as practical knowledge of criminology by familiarizing students with the sociology of law, causes of crime and the control of crime. Criminal behavior patterns, social structures, responses to crime and treatment of offenders are also explored and considered through lectures, research and visual aids. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Spring

CRJ 206 Fundamentals of Criminal Investigation

Addresses the basic aspects of criminal investigations. Students are presented with an overview of the crimes and their elements as well as the skills needed to solve those crimes. The course discusses various investigative techniques and the investigators' relationship with individuals and other agencies. The course is appropriate for law enforcement personnel or anyone interested in the field of criminal investigations. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Varies

CRJ 208 Criminal and Correctional Law

Examines criminal and correctional law, including its historical development. The course also explores the impact of current judicial decisions on law enforcement and correctional agencies' personnel. **3 lecture hours per week. 3 credits.**

Prerequisite: CRJ 112 or SOC 101

Offered: Fall

CRJ 224 Criminal Justice Internship

Provides students an opportunity to integrate classroom theory and knowledge with practices of the criminal justice system or social services agencies. The course is designed to promote professional development and expose students to the real world of work in a professional environment. Specifically, students are taught what a career in law enforcement demands, what students need to bring to the profession, and how a student may begin a career. Students meet for a one-hour seminar each week and must complete at least 90 work hours at an assigned internship placement. Student internship placement may include municipal, county, state and federal law enforcement agencies; courts; social service; and commercial establishments. **1 lecture hour per week. 3 credits.**

Prerequisites: CRJ 112 or CRJ 208 with a grade of C or higher, successful completion of at least 40 college credits, and written permission from the Office of Academic Affairs. A background check also may be required for placement at some agencies.

Offered: Varies

CRJ 232 Introduction to Computer Forensics

Provides students with the tools and techniques of computer forensics and investigation including personal computer operating system architectures and disk structures. Students will learn the investigative process, examine the profession, set up an investigator's office and laboratory, and learn forensic hardware and software tools. Learning the importance of digital evidence controls and how to process crime and incident scenes will also be presented and discussed. Students will learn the details of data acquisition, computer forensic analysis, email investigations, image file recovery, investigative report writing, and expert witness requirement. **3 lecture hours per week. 2 laboratory hours per week. 4 credits.**

Offered: Varies

Fee: \$149

CRJ 235 Computer Network Security Fundamentals

Provides the student with network security principles and implementation including the technologies and principles used in creating a secure computer networking environment as well as authentication, the types of attacks and malicious codes that may be used against networks, the threats, and countermeasures for e-mail, Web applications, remote access, and file and print services. A variety of security topologies will be discussed, as well as technologies and concepts used for providing secure communications channels, secure internetworking devices, and network medium. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in MAT 137

Offered: Spring

CRJ 237 Electronic Discovery

Looks at the structure and scope of system and records regulation in various industries, the process of discovery within the legal system and its likely impact on a systems administrator. Topics include: technologies for handling electronic discovery, computer forensics, identifying media types, and best practices for data collection.

3 lecture hours per week. 3 credits.

Prerequisite: MAT 095, if required

Offered: Spring

CRJ 250 Police Services

Provides students with an overview of the services that police agencies provide to the community. Programs, practices and techniques are presented with an emphasis on lawful behavior, efficiency and effectiveness. The topics include, but are not limited to, the importance of effective communication, arrest procedures, patrol strategy, enforcement of vehicle and traffic laws, dealing with violent behavior, terrorism, juvenile crime, disaster preparedness, and ethical behavior.

3 lecture hours per week. 3 credits.

Offered: Spring

CRJ 255 Criminal Justice Seminar

Offers students an opportunity to have a practical field experience with a criminal justice agency of their choice. The student observes and participates in the daily functioning of an agency, shares information with other students, and provides the participating agency with a valuable commodity – their time as volunteers. This course may take one of two forms, either a practicum or library research, as agreed upon by both the student and the instructor. The library research option allows the student to conduct research on a criminal justice agency to gain a more in-depth understanding of the function of said agency.

3 lecture hours per week. 3 credits.

Offered: Spring

CSC - Computer Science**CSC 115 Computer Applications**

Provides a general introduction to the objectives of the course; computer hardware and the Windows operating system; database use; the efficient and business-like use of electronic spreadsheets, word processing, and computerized presentations; and other applications. Extensive hands-on training is the primary mode of instruction used in this course. The online format of the course requires a Windows system. It is not possible to take the course on a Mac computer. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Fall, Spring, Summer

CSC 131 Computer Hardware and Operation

Provides an in-depth knowledge of the internal operations of personal computers. Emphasis is placed on understanding the relationship between various computer parts and peripherals, troubleshooting problems, customer service skills and safety practices. This course maps to the CompTIA A+ Certification. **3 lecture hours per week. 3 credits.**

Offered: Varies

CSC 140 Computer Programming

Introduces programming from an object-oriented perspective. Students will specify, design, write, debug, and execute assigned programming projects. Topics include simple data types, control structures, and array and string and file data structures. Sorting and search algorithms will be examined to further develop understanding and skills in programming with a variety of data structures. The course emphasizes good software engineering principles and developing fundamental programming skills in the context of a language that supports the object-oriented paradigm. **3 lecture hours per week. 2 laboratory hours per week. 4 credits.**

Prerequisite: MAT 231

Offered: Spring

CSC 251 Introduction to Java Programming

Introduces a basic discussion of object-oriented programming using the Java programming language. The development of Java building blocks takes an objects first approach focusing on data types, variables, arithmetic expressions, conditional statements, loops, collections, and the Java class library.

3 lecture hours per week. 3 credits.

Prerequisites: ENG 101 (or above) placement and MAT 95 (or above) placement.

Offered: Varies

DIV - Diversity**DIV 101 Diversity and Multiculturalism in the U.S.**

Examines perspectives and issues of the multicultural and multiracial world in which we live. The goals are to focus on groups that traditionally have been under-represented. These groups might be characterized by race, ethnicity, gender, age, political and/or religious traditions. The course also explores both the historical and contemporary experiences of various groups and global society. **3 lecture hours per week. 3 credits.**

Offered: Fall, Spring

ECO - Economics

ECO 201 Macroeconomics

Provides an analytical framework for the understanding of the economy at the national level. The course also analyzes the purpose and functions of national income accounting, the components of Gross Domestic Product, the determinants of long-run economic growth, the causes and costs of inflation, and unemployment. In addition, the course covers the economic impacts of fiscal and monetary policies, and the differences between short-run and long-run macroeconomic aspects of the economy. Finally, the course examines the importance of the U.S. financial system, the macroeconomic effects of international trade and the determination of interest and exchange rates. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Fall, Spring, Summer

ECO 202 Microeconomics

Concentrates on microeconomic concepts. These include supply and demand, theories of pricing resources and final products under various competitive conditions, antitrust actions and the impact of labor unions. International economics and other economic systems also are examined. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Fall, Spring, Summer

EDU - Education

EDU 101 Introduction to the Teaching Profession

Is an introductory course for students considering a career in teaching. It guides students through various elements of the profession, including its foundations, realities, challenges and rewards. Particular emphasis is placed on student diversity issues, family and societal influences, and the interconnectedness of school, family and community. Students explore and develop a personal vision and mission with regard to their own professional practice through collaborative learning projects, case studies, videos, online resources, and classroom discussion. Students complete 10 hours of teaching observations. **3 lecture hours per week. 3 credits.**

3 credits.

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Fall

EDU 110 History and Philosophy of Education

Examines the history and philosophy of education in America from colonial times to the present. Current trends and contemporary problems, as well as the science and art of teaching, are examined. Students have an opportunity to explore various aspects of education to assist in career decision-making. **3 lecture hours per week. 3 credits.**

Prerequisite: EDU 101

Offered: Spring

ENG - English

ENG 090 Success Strategies for Composition I

Is a developmental course linked to English Composition I, designed to provide additional guidance to students who need to strengthen their academic preparedness. This course emphasizes strategies for success in college, such as organizational skills, active reading strategies, and the four-step writing process used to complete assignments for English Composition I and other writing-intensive college courses. An in-depth focus on college success strategies, English grammar and mechanics, syntax, vocabulary development, and academic documentation will provide students a foundation in those areas to enable them to be successful in English Composition I and other writing-intensive courses. (Course does not apply toward graduation.) **3 lecture hours per week. 3 credits.**

Prerequisite: One of the following: College Placement Test, Recommendation from sending school

Corequisite: ENG 101

Offered: Fall, Spring, Summer

ENG 101 English Composition I

Emphasizes the transition from secondary-school writing to college-level writing, focusing on the essay. A stress is placed upon the following writing-based topics: recognizing and implementing the components of the writing process, understanding the concepts of voice and audience as they apply to writing, differentiating between various writing situations, and creating error-free writing. In addition to these writing-based topics, the course introduces students to the basics of documentation and citation, as well as, critical reading skills such as analysis and evaluation as they apply to more complex, college-level texts. **3 lecture hours per week. 3 credits.**

Corequisite: ENG 090, if required

Offered: Fall, Spring, Summer

ENG 102 English Composition II

Emphasizes critical thinking, reading, and writing as they relate to research and argumentation. Evaluation of information as well as exercises in critical thinking and research design build upon skills achieved in English Composition I; however, English Composition II focuses more on writing for academic audiences. Students spend significant time learning about different types of argumentation, evaluating arguments and writing arguments. In addition, the research process is a significant part of the course. Students will perform all aspects of the academic research process from topic selection to source evaluation, synthesis of multiple points of view and source documentation. **3 lecture hours per week. 3 credits.**

Prerequisite: ENG 101

Offered: Fall, Spring, Summer

ENG 122 Business and Occupational Writing

Helps improve written and oral technical and business communications. Instruction is provided in the techniques of efficiently and effectively composing letters, memos, proposals, reports, procedures, processes, summaries, abstracts, descriptions, specifications, résumés and oral presentations. In addition to completing independent research projects, students attend lectures and participate in small-group activities. **3 lecture hours per week. 3 credits.**

Prerequisite: ENG 101

Offered: Fall, Spring

ENG 202 Introduction to Speech Communication

Provides a forum for students to analyze and practice the techniques common to effective personal communication and public speaking. Students improve their verbal and body language skills, engage in critical listening and thinking activities, and prepare and deliver presentations and speeches to the class. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Fall, Spring, Summer

ENG 210 Introduction to Drama

Surveys the development of drama from the classic Greek plays to contemporary productions. Major tragedies and comedies by authors such as Sophocles, Euripides, Aristophanes, Shakespeare, Jonson, Moliere, Chekhov, Ibsen, Shaw, Brecht, O'Neill, Williams, Miller, Pirandello, Albee, Beckett, Pinter, Baraka, Merriam, Norman, Hansbury and Wilson are studied. In addition, students explore a sampling of appropriate critical essays examining dramatic theory and style. Emphasis is placed on analysis and contrast of dramatic technique as demonstrated in theme, conflict, irony, character development, symbolism, dialog and stage directions. Each selection is related to its appropriate historic and literary period. **3 lecture hours per week. 3 credits.**

Prerequisite: ENG 101

Offered: Varies

ENG 211 Studies in the Short Story

Emphasizes the development of the short story by examining the elements comprising the genre such as plot, theme, point of view, character, setting, symbol and irony. Readings include selections from masters from around the world, including pieces from contemporary authors. **3 lecture hours per week. 3 credits.**

Prerequisite: ENG 101

Offered: Varies

ENG 221 American Literature I

Surveys major American writers and their works from colonial times to the end of the Civil War. Puritan and colonial writing, romanticism and transcendentalism are examined through the works of such authors as Bradford, Mather, Bradstreet, Franklin, Rowlandson, Cooper, Hawthorne, Wheatley, Poe, Melville, Emerson, Thoreau, Whitman, Dickinson and Douglas. **3 lecture hours per week. 3 credits.**

Prerequisite: ENG 101

Offered: Fall

ENG 222 American Literature II

Examines developments in American literature from the Civil War to the present. Realism, naturalism and modern literary movements are considered through the works of authors, such as Twain, James, Crane, Dreiser, Frost, Fitzgerald, Hemingway, O'Connor, O'Neill, Williams, Hughes, Wright, Brooks and Walker. **3 lecture hours per week. 3 credits.**

Prerequisite: ENG 101

Offered: Spring

ENG 232 Introduction to the Communications Media

Critically examines the major communications media (print, radio, television, film, advertising, Internet) to develop an understanding of the media's function in our culture. While emphasis is placed on the media's influence, issues relating to the development, organization, ethics, economics and potential of each media form also are explored. **3 lecture hours per week. 3 credits.**

Prerequisite: ENG 101

Offered: Spring

ENG 242 Introduction to Journalism

Offers the basic principles of journalism. While developing an awareness of news values, journalistic style and story types, students practice composing and editing a variety of stories on personal computers and learn to adhere to the accepted standards of professional ethics and responsibility. The course is taught through lecture, discussion, practice, simulation and guest lecture, depending on availability. **3 lecture hours per week. 3 credits.**

Prerequisite: ENG 101

Offered: Fall

ENG 252 Communications Internship

Is available to a limited number of qualified students interested in demonstrating competence in a communications media or business career. Students work in a community broadcast, publications or other acceptable medium, either on-site or on-assignment, and are supervised by a responsible member of the medium's staff, as well as by an SCC faculty member. Students meet for a one-hour seminar each week and must complete at least 90 work hours at an assigned internship placement. **1 lecture hour per week. 3 credits.**

Prerequisites: ENG 232, ENG 242 and written permission from the Office of Academic Affairs.

Offered: Varies

ENS - Engineering

ENS 160 Engineering Clinic I

Presents an introduction to the practice of engineering through application problems drawn from engineering disciplines. The course provides an introductory overview to the engineering profession and design process. Problem solving, measurement and data collection, teamwork, communication, the engineering design process, and safety, professionalism and ethics in engineering will be covered. **1 lecture hour per week. 2 laboratory hours per week. 2 credits.**

Offered: Varies

Fee: \$75

ENS 161 Engineering Clinic II

Builds on the fundamentals from the Engineering Clinic I course and provides students with an opportunity to integrate engineering principles with practices of the engineering design process. The course exposes the student to the engineering design process and includes a series of team based design challenges. The course includes a variety of technical communication topics, analytic and computer-based tools, including the design process, engineering ethics, safety, and team work.

1 lecture hour per week. 2 laboratory hours per week. 2 credits.

Offered: Varies

Fee: \$75

ENS 221 Engineering Statics

Introduces students to the study of the equilibrium of bodies (both solids and fluids) under the influence of various kinds of loads. Forces, moments, couples, equilibrium of a particle, equilibrium of a rigid body, analysis of trusses, frames and machines, internal forces in structural members, friction, center of gravity, centroids, composite bodies, and fluid pressure are topics which will be considered. Vector and scalar methods are used to solve problems. Conceptual understanding will be integrated with problem-solving. **3 lecture hours per week. 3 credits.**

Prerequisite: MAT 153

Offered: Fall

ENS 231 Engineering Dynamics

Introduces students to the study of systems of heavy particles and rigid bodies at rest and in motion. Force, acceleration, work-energy, and impulse-momentum relationships, motion of one body relative to another in a plane and in space are topics which will be considered. Vector and scalar methods are used to solve problems. Conceptual understanding will be integrated with problem-solving. **3 lecture hours per week. 3 credits.**

Prerequisite: ENS 221

Offered: Spring

ETH - Ethics

ETH 200 Ethics in the Modern World

Provides an overview of the laws and ethics for a student entering into scientific research or into a medical career. Topics include medical bioethics, ethics in research, genetic engineering, stem cell research, cloning, and bioethics and public policy. Each of these issues is explored utilizing a variety of ethical theories and a variety of ethical decision-making processes. This course can also serve as a guide to help students resolve the many legal and ethical questions that may arise as a student and, later, as a researcher/technician or a professional in the field. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Fall, Spring, Summer

FNA - Fine Arts

FNA 101 Art History I

Surveys the history of architecture, sculpture, painting, and crafts in Western art from the Paleolithic through Gothic eras. At the end of this course students will be able to identify, describe, and analyze artwork from different periods in art history. Analysis of style and impact of the social, economic and religious environment will be examined. One museum visit and extensive reading is required. **3 lecture hours per week. 3 credits.**

Prerequisite: ENG 101

Offered: Fall

FNA 102 Art History II

Surveys the history of architecture, sculpture, and painting in Western art from the Gothic era through late 20th century. At the end of this course students will be able to identify, describe, and analyze artwork from different periods in art history. Analysis of style and impact of the social, economic and religious environment will be examined. A museum visit and extensive reading is required. **3 lecture hours per week. 3 credits.**

Prerequisite: ENG 101

Offered: Spring

FNA 110 Creative Principles of Flameworked Glass

Introduces the tools and techniques of flameworking. Hands-on experience and technical instruction will enable students to explore, investigate, and excel in a variety of techniques in borosilicate glass, and gain the hand skills necessary to pursue further course work in flameworked glass. Class projects emphasize both the technical and artistic elements necessary for creating well-crafted glass artwork, with a focus on structural integrity, three-dimensional design, and the unique material properties of glass. Studio time is allotted in and out of class. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Offered: Fall, Summer

Fee: \$396

FNA 120 Cold Glass Assemblage and Surface Treatment

Provides comprehensive instruction pertaining to glass cold-working processes, materials, and tools. Students explore a variety of techniques for creating, enhancing, and finishing glass work. Students gain experience and confidence in the basic methods used in surface treatment, assemblage, and finishing of glass. Safe and efficient cold-working methods, as well as artistic and professional presentation methods, are stressed in this course. Surface treatment techniques addressed include cutting, grinding, polishing, sandblasting, adhesives, and “cold” color application. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Offered: Fall, Spring, Summer

Fee: \$396

FNA 150 Glassblowing I

Is intended for those interested in learning the basic design and techniques of glassblowing. Students develop an understanding of the wide range of possibilities that exist when working with glass in the fields of fine art, craft, design and architecture. The course offers a comprehensive education in techniques, materials, history and philosophy relating to glass. Students learn the basics of drawing for design, and the use of plan and two-point perspective to refine and communicate visual ideas. Students develop basic glassblowing skills by learning how to form simple blown shapes such as the sphere, cylinder, disk and various vessel forms. The course is open to students in all majors; no prior glassblowing experience is necessary. Students may not take this course if they have taken FNA 250. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Offered: Fall, Spring

Fee: \$538

FNA 210 Sculptural Approaches to Flameworked Glass

Helps students develop a concept-driven intent to their work. Class assignments allow students to develop their personal artistic voice through the medium of flameworked glass. Emphasis is paid to conceptual development, ideation, and design. Students utilize the physical and conceptual properties of glass to produce finished artworks, while considering glass as an art medium through a craft-based and contemporary art perspective. The course serves as the final flameworking class in the Glass Art curriculum and is intended to build on the technical lessons taught in FNA 110. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Prerequisite: FNA 110

Offered: Spring

Fee: \$396

FNA 221 Glass Kiln Techniques

Caters to the beginning glass student focusing on the methods by which glass can be formed and cast in the kiln. Several small-scale projects are completed to gain technical knowledge allowing for time to complete a substantial project pursuing one of the techniques more thoroughly. The techniques covered may vary from semester to semester, but include a selection of the following processes: fusing, relief slumping, slumping into mold-forms, draping, dropping sagging, open face, multi-part, and hollow forms. Other technical components also cover non-glass inclusions, rubber molds, refractory mold making, and investment options. Requisite lectures throughout the semester cover information on kilns, kiln set-up, types of glass, compatibility, mold-making processes and materials, firing and annealing theory, computer usage, and finishing/presentation techniques and options. Objectively, students are encouraged to strive for a high level of proficiency with regard to technique and familiarity with and respect for glass as a material that can be “sculpted” by the administration of heat in a kiln.

Although the course primarily stresses technical concerns, critical assessment of the work produced is addressed, as is the conceptual development of each student. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Offered: Varies

Fee: \$453

FNA 222 Glass Kiln Casting

Focuses on a variety of glass kiln-casting techniques. The class is structured around three to five basic kiln-casting processes, however, no more than three or four major projects will be assigned. The techniques to be covered may include: traditional pâte de verre casting, hollow-form frit casting, lost wax frit casting, ingot casting, and drip casting. Topics include kiln composition, kiln set-up, types of glass, compatibility, mold-making processes and materials, incorporation of non-glass materials, firing and annealing theory, computer controller usage, and finishing/presentation techniques and options. Objectively, students are encouraged to strive for a high level of proficiency with regard to technique and familiarity with respect to glass as a material that can be “sculpted” in a kiln. Although the course stresses technical concerns due to the technical parameters of the material, critical assessment of the work produced is addressed, as is the conceptual development of each student. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Offered: Varies

Fee: \$453

FNA 230 Individual Projects in Glass

Is a course in which students work with the Glass Art program faculty member as their primary mentor, and with that instructor’s guidance, individually develop their own semester’s coursework schemata. Students meet weekly with the instructor and are required to compile a portfolio prior to course completion in addition to their self-directed studies. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Prerequisite: Written permission from the instructor

Offered: Varies

Fee: \$566

FNA 250 Glassblowing II

Is a concept-oriented course that expands on the skills acquired in FNA 150. The instructional emphasis at this level is on a continual analysis and critical approach to works in progress and concluded projects. Students should already be able to demonstrate a high degree of independence, commitment and technical proficiency. Students are required to develop a substantial body of work, calling upon their unique accumulation of knowledge and experience, that is expressive, original and of the highest quality. In conjunction with the instructor, students follow an independent study of their own design. It is recommended that they develop a critical discourse with students and faculty from other disciplines. The course includes critiques, group dialogue, readings, slide lectures, field trips and visiting artists. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Prerequisite: FNA 150

Offered: Fall, Spring

Fee: \$566

FRE - FRENCH**FRE 101 Elementary French I**

Is an introduction to the pronunciation, basic comprehension, and communication of French through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had no more than one year of previous high school study and is also appropriate for students with no prior experience with this language. **3 lecture hours per week. 3 credits.**

Offered: Varies

GEO - Geography**GEO 101 World Regional Geography**

Is a global survey of world regions that presents students with basic physical geography concepts as well as ideas for studying and comparing cultural traditions, resources, economies, landscapes, and origins. The interaction of countries and regions, their global roles, issues of globalization and cultural diversity are discussed. Contrasts between developed and underdeveloped countries are explored. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Fall, Spring

HIS - History**HIS 161 World History I**

Is a survey of world history from its origins until the sixteenth century C.E. The course emphasizes social and cultural, economic, political developments on the Asian, American, European, African and the Pacific island landmasses. A special emphasis is given to comparing cultures over time and space. The rise and decline of major civilizations, the transition from an agrarian to an urban economy, the role of women, and the origins of globalization are some of the major features discussed in the course. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Fall, Spring, Summer

HIS 162 World History II

Is a survey of world history from the seventeenth century to the present. The course emphasizes social and cultural, economic, political developments on the Asian, American, European, African and the Pacific island landmasses. A special emphasis is given to comparing cultural and social forms through time and space. The rise and decline of major empires and states, the transition to a modern political economy, the role of women, the cause and effects of colonialism and imperialism and world wars, and the rise of globalization are some of the major features discussed in the course. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Fall, Spring, Summer

HIS 201 United States History I

Examines on an interpretive basis and from the perspective of a conceptual approach, the history and culture of the United States from the colonial period to the Civil War. The course explores the interrelationships that make the past, present and future a dynamic continuity. The course is geared to help students understand the period's events, ideals, traditions, institutions and forces which have shaped the country so that students may more clearly understand the present and gain perspective that is valuable in formulating possible solutions to the country's problems. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Fall

HIS 202 United States History II

Examines, on an interpretive basis and from the perspective of a conceptual approach, the history and culture of the United States from 1865 to the present and formulates projections for the future. The course explores the interrelationships that make the past, present and future a dynamic continuity. The course is geared to help students understand the period's events, ideals, traditions, institutions and forces that have shaped the country so that students may more clearly understand the present and gain perspective that is valuable in formulating possible solutions to the country's problems. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Spring

HIT - Health Information Technology

HIT 101 Introduction to Health Information

Examine the aspect of taking health data and presenting it as information. Focus will be on the concepts of health data that include data elements, data sets, data dictionaries, data quality management and the usages of health data. Governmental requirements for data reporting will be reviewed. Data analysis that results in application of information will be emphasized. Basics of health records, format, and documentation will also be discussed. Students will receive instruction on qualitative and quantitative analysis and abstraction with the opportunity to practice from actual health records in the lab. Chart management software will be incorporated into this course for the student to use in the lab. *This is an online course taken through Camden County College in conjunction with the Health Information Technology Program.* **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101
Offered: Varies

HIT 205 Legal & Ethical Issues in HIT

Examine the legal and ethical environment for the field of Health Information Management. Case studies will be used throughout the course to allow students to apply and analyze the content areas of the course. *This is an online course taken through Camden County College in conjunction with the Health Information Technology Program.* **2 lecture hours per week. 2 credits.**

Prerequisite: HIT 101
Offered: Spring

HPE - Health and Exercise Science

HPE 102 Health and Wellness

Is designed for college students to understand the need and assume the responsibility for maintaining a healthful lifestyle. Physical fitness, the ability to carry out daily tasks with vigor and alertness, is one component of positive lifestyle management. The other aspects are health and wellness. Wellness includes activities, behaviors, and attitudes which improve the quality of life and contributes to longevity. Health is physical, mental and social well-being and not merely the absence of disease or infirmity. Course content includes physical activity, stress management, a balanced nutritional program, and a positive self-image. The course also addresses health problems to include the negative influence of socially transmitted diseases and substances abuse on health and wellness. **3 lecture hours per week. 3 credits.**

Offered: Fall, Spring

HPE 140 Sport Management

Focuses on sport management, while exploring business skills and strengthening students' oral and written communication skills. Students investigate a variety of disciplines and have opportunities to increase self-awareness and interpersonal skills. The course also emphasizes the development of critical-thinking and problem-solving skills. **3 lecture hours per week. 3 credits.**

Offered: Spring

HPE 141 Principles and Science of Coaching

Provides students with a fundamental understanding of the sport science and management skills necessary in becoming a successful coach. Students compare and contrast a variety of objectives used to define success, then examine and redefine their individual philosophies. Topics include motivation, goal setting, organization, learning/teaching styles and team management, as well as a coach's responsibility to incorporate life lessons while teaching sport skills. **3 lecture hours per week. 3 credits.**

Offered: Fall

HPE 145 Sports Psychology

Examines psychological theories and research related to sport and exercise behavior. The course introduces students to the field of sport and exercise psychology by providing a broad overview of the major topics in the area. **3 lecture hours per week. 3 credits.**

Offered: Spring

HSC - Health Science

HSC 103 Introduction to the Health Sciences

Provides students with the opportunity to explore the field of health science. The course provides an introduction to the U.S. health care system and careers in the field of health. Utilizing a research based approach, the course helps students understand the complexities of inter-professional health care, population and public health initiatives, and factors that affect health outcomes. Students have the opportunity to evaluate and reflect on their own skills, interests and values to determine how they might shape their educational and career paths. **3 lecture hours per week. 3 credits.**

Offered: Fall, Spring

HSC 150 Pharmacology for Health Services

Is designed to prepare the participant for eligibility to become a pharmacy technician. It makes up part of the pharmacy technician certificate. This course will introduce the student to pharmacology and its use in the pharmacy setting, both in a retail and hospital setting. **3 lecture hours per week. 3 credits.**

Prerequisite: MAT 092, if required
Offered: Varies

HSC 168 Nutrition

Teaches fundamentals of nutrition and health maintenance through good nutrition and diet. Lecture, discussion, videos and small-group exercises are used to assist the students in mastering the course objectives. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Fall, Spring, Summer

HSC 200 Standard First Aid and CPR

Instructs students how to recognize life-threatening situations, give proper care during the emergency and prevent situations that lead to an emergency. The course involves both cognitive and motor skills. Successful completion of the course leads to American Heart Association Basic Life Support (BLS) for Health Care Providers and Heartsaver First Aid Certification.

2 lecture hours per week. 2 credits.

Offered: Fall, Spring, Summer

Fee: \$75

HSC 211 Medical Terminology

Is the study of words that pertain to body systems, anatomy, physiology, medical processes and procedures, and a variety of diseases. The course emphasizes the learning of root words along with prefixes and suffixes, enabling students to translate new terms. Lecture, discussion and the pronunciation of key terms are some of the classroom strategies. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Fall, Spring, Summer

HSC 238 Certification Review for Pharmacy Technician

Prepares the Pharmacy Technician student to be able to sit for either of the national certification tests. These certifications are recognized by major pharmacies and are used as a requirement for hiring. **3 lecture hours per week. 3 credits.**

Prerequisite: HSC 150

Offered: Spring

HUM - Humanities**HUM 101 Introduction to the Humanities**

Is an interdisciplinary course that introduces students to the value and function of the humanities in modern life. Through an examination of the history, process, issues and techniques of the humanities, students realize that many of the problems and uncertainties faced in the modern world can be better understood in the light of man's accomplishments and failures as reflected by the humanities. **3 lecture hours per week. 3 credits.**

Prerequisite: ENG 101

Offered: Varies

ITL - Italian**ITL 101 Elementary Italian I**

Focuses on basic vocabulary, pronunciation, sentence structure and grammar. Students also learn the basics of oral and written communication and gain insight into the Italian culture. The primary goal of the course is to teach students by engaging them in basic conversational Italian. **3 lecture hours per week. 3 credits.**

Offered: Varies

LPN - Practical Nursing**LPN 110 Foundations of Practical Nursing**

Provides the introductory theory base for the practical nurse, the basic philosophy of practical nursing, the nursing process and fundamental nursing skills. The laboratory component provides demonstration and practice of skills in simulated patient-care settings with a pass/fail grade. The Quality Safety Education for Nursing (QSEN) competencies are introduced to enhance students' knowledge of assessment, attitude, and accompanying skills that reflect professional practice to improve quality and safety in health care. This course must be passed with a minimum grade of 78% (C+) to progress in the PN program. **1 lecture hour. 2 laboratory hours. 2 credits. 2 credits.**

Prerequisite: Acceptance into Practical Nursing program

Corequisite: ENG 101

Offered: Summer

LPN 120 Practical Nursing I

Provides an in-depth theory base of fundamentals of nursing content including the nursing process, introduction to pharmacology, and nursing math. This course builds on principles of fundamentals of nursing and basic skills learned from the Foundations of Practical Nursing lab. Practical Nursing I focuses on the care of various patients with medical surgical conditions including disorders of all body systems, structure and functions. The nursing process, pharmacology and nursing math are reinforced. Psychobiological disorders are discussed and focus on patient psychological needs and skilled communication. Laboratory and clinical experiences are introduced and offered in long-term care settings to build upon on the care and management of various clients across the lifespan in a long-term care facility. The clinical component provides real-world experiences in patient care with a pass/fail grade. The Quality Safety Education for Nursing (QSEN) competencies are used throughout to enhance students' knowledge of assessment, attitude, and accompanying skills that reflect professional practice to improve quality and safety in health care. **7.5 lecture hours. 3 laboratory hours. 90 clinical hours. 11 credits.**

Prerequisites: LPN 110, ENG 101

Corequisite: BIO 220

Offered: Fall

LPN 121 Practical Nursing II

Focuses on maintaining optimal functioning of the client with complex health conditions including disorders of all body systems, structure and functions. The course includes a focus on maternity and the nursing care from the antepartum to the postpartum periods. Practical Nursing II focuses on the care of various patients with medical surgical conditions including disorders of all body systems, structure and functions. The nursing process, pharmacology and nursing math are reinforced. The laboratory component provides demonstration and practice of skills in simulated patient-care settings with a pass/fail grade. The clinical component provides real-world experiences in patient-care setting with a pass/fail grade. The Quality Safety Education for Nursing (QSEN) competencies are used throughout to enhance students' knowledge of assessment, attitude, and accompanying skills that reflect professional practice to improve quality and safety in health care. **7.5 lecture hours. 3 laboratory hours. 180 clinical hours. 13 credits.**

Prerequisites: LPN 120, PSY 101, BIO 220
Offered: Spring

MAT - Mathematics**MAT 037 College Algebra Enhancement**

Is designed to help students to become proficient in analyzing linear, quadratic, polynomial, rational, exponential, and logarithmic functions. Students will also be able to solve both linear and nonlinear systems. Students will investigate topics both analytically and graphically. A TI-83 or 84 series graphing calculator is required. Credits do not apply toward graduation.

3 lecture hours per week. 3 credits.

Prerequisite: College Placement Test or MAT 092, if required

Corequisite: MAT 137

Offered: Fall, Spring, Summer

MAT 092 Pre-Algebra

Provides students with the concepts and skills necessary for further study in Elementary Algebra. Topics include integers, prime numbers, fractions, decimals, percents, algebraic equations, graphing and geometry. The concepts and skills of MAT 092 are introduced through lecture, perspective learning and individualized instruction, that reinforce and continue the content presented in class. (Course does not apply toward graduation.) **4 lecture hours per week. 4 credits.**

Prerequisite: College Placement Test into MAT 092

Offered: Fall, Spring, Summer

MAT 094 Contemporary Math Enhancement

Enables students to become very proficient in the manipulative skills of traditional mathematics that are required for student proficiency in MAT 134, Contemporary Mathematics. Students investigate both mathematics and algebraic principles at a level that supports these applications in MAT134. Topics include linear equations and properties of lines, numerical and variable exponents, fractions and rational expressions. **2 lecture hours per week. 2 credits.**

Prerequisite: College Placement Test or MAT 092

Offered: Fall, Spring, Summer

MAT 134 Contemporary Mathematics

Enables students to develop an appreciation of mathematics and an awareness of how it is used today. The course investigates transformational geometry, statistics and discrete mathematical models (graph theory). In addition, the instructor may choose from the following topics: voting theory, fair division, apportionment, fractal geometry and real numbers as related to continuous mathematics. **3 lecture hours per week. 3 credits.**

3 credits.

Corequisite: MAT 094, if required

Offered: Fall, Spring, Summer

MAT 137 College Algebra

Enables students to become proficient in analyzing linear, quadratic, polynomial, rational, exponential, and logarithmic functions. Students also learn to solve both linear and nonlinear systems. Students investigate topics both analytically and graphically. A TI-83 or 84 series graphing calculator is required. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Prerequisite: College Placement Test

Corequisite: MAT 037, if required

Offered: Fall, Spring, Summer

MAT 153 Precalculus

Prepares students for the study of Calculus. This course reviews algebraic techniques and enables students to become proficient in analyzing linear, quadratic, polynomial, rational, exponential, and logarithmic and trigonometric functions. Students are required to have a TI-83, TI-83 Plus or TI-84 Plus calculator. **4 lecture hours per week. 4 credits.**

Prerequisite: College Placement Test

Offered: Fall, Spring

MAT 170 Discrete Math

Is directed toward mathematics and computer science majors. The course provides tools for formal reasoning as well as providing an early look at the connections between mathematics and computer science and the applications they generate. Topics include counting rules, propositional and first-order logic, set theory, functions (with an emphasis on recursive functions), basic equivalence relations, algorithms, proofs, graphs and trees. An introduction to Boolean algebra and switching circuits is included. **3 lecture hours per week. 3 credits.**

Prerequisite: MAT 137

Offered: Fall

MAT 201 Statistics

Teaches basic statistical methods with an emphasis on business applications. The principles of both descriptive and inferential statistics are taught, with topics including the normal distribution, hypothesis testing, correlation and regression, analysis of variance and probability theory. **3 lecture hours per week. 3 credits.**

Prerequisites: Either MAT 134 or MAT 137, or written permission of Assistant Dean of Academic Affairs
Offered: Fall, Spring, Summer

MAT 231 Calculus I

Is designed for students who need a calculus background for their major area of study, future career or as preparation for higher levels of mathematics. Topics include functions and graphs, limits, continuity, the derivative of algebraic functions, curve sketching, related rates, maxima and minima, Rolle's Theorem, the Mean Value Theorem, integration and applications of the definite integral. A TI-83 Plus graphing calculator is required. **4 lecture hours per week. 4 credits.**

Prerequisite: MAT 153
Offered: Fall, Spring

MAT 232 Calculus II

Is designed for students who need additional calculus for their major area of study or as preparation for higher levels of mathematics. Topics include the analytic geometry of the conic sections, exponential and logarithmic functions, other transcendental functions, techniques and applications of integration, improper integrals, Taylor's Formula and infinite series. A TI-83 Plus graphing calculator is required. **4 lecture hours per week. 4 credits.**

Prerequisite: MAT 231
Offered: Spring

MAT 233 Calculus III

Is designed for students who need a calculus background for their major area of study, future career, or as preparation for higher levels of mathematics. Topics include vector treatment of three-dimensional geometry, partial derivatives of functions of two or more variables, polar coordinates, parametric equations, multiple integrals, elementary differential equations and vector fields. **4 lecture hours per week. 4 credits.**

Prerequisite: MAT 232
Offered: Varies

MUS - Music**MUS 101 Music Appreciation**

Considers the principal musical forms. These forms include symphony, musical drama, jazz, folk music and experimental music. **3 lecture hours per week. 3 credits.**

Offered: Fall, Spring

MUS 104 Introduction to Musical Theater

Is a survey and analytical look at musical theater, specifically in the United States. A brief history of the origins of musical theater -- including areas such as passion plays, opera, operetta and other related media -- is covered. The course emphasizes the development of American musical theater beginning with the operetta and early minstrel shows through the Broadway hits of the Twentieth Century. Additionally, this course introduces students to the art of critique in regard to musical theater. Students view several film versions of musicals to understand the societal influences that brought them about, as well as investigate the lives and careers of several major contributors to American musical theater. The course is neither a comprehensive study of the history of theater, nor is it a technical course in production, direction and performance **3 lecture hours per week. 3 credits.**

Offered: Varies

NET - Nuclear Energy Technology**NET 111 Mathematics for Energy Technicians**

Reviews fundamental mathematics concepts, algebra, manipulations of equations and scientific notation as a prerequisite to the upcoming science courses where these calculation methods are used. **4 lecture hours per week. 4 credits.**

Prerequisite: All developmental courses must be completed before enrolling in NET core courses.

Offered: Fall

Fee: \$57

NET 115 Mechanical Sciences

Examines the design, construction and operation of various mechanical components such as valves, pumps, heat exchangers, air compressors and HVAC. The course also discusses the principles of lubrication and looks at steam and diesel engines. **3 lecture hours per week. 3 credits.**

Prerequisite: All developmental courses must be completed before enrolling in NET core courses.

Offered: Fall

Fee: \$57

NET 130 Applied Physics and Chemistry

Reviews the concepts of units and measurement, velocity and acceleration, gravity and Newton's Law, momentum, work, energy and conservation of energy, and power as applied in a power plant. Additionally, it covers chemistry principles, acids and bases, demineralizers and ion exchangers, corrosion and chemistry hazards. **4 lecture hours per week. 4 credits.**

Prerequisites: NET 111 and NET 115. Students must take the NET core courses in the proper semester sequence.

Offered: Spring

Fee: \$57

NET 131 Nuclear Industry Fundamental Concepts

Introduces the fundamental concepts used throughout the nuclear industry as an integral part of gaining access and performing work in the plant as well as the human performance fundamentals and associated tools. Topics include a plant overview, organization and administration, security, safety, quality programs, emergency planning and fire protection. Radiation worker training includes sources, types and measurement of radiation as well as biological effects, limits and guidelines. In addition, it will cover dosimetry, contamination control, postings and alarms, and individual rights and responsibilities.

3 lecture hours per week. 3 credits.

Prerequisites: NET 111 and NET 115. Students must take the NET core courses in the proper semester sequence.
Offered: Spring Fee: \$57

NET 133 Electrical Science

Provides exposure to the fundamentals of both direct current (DC) and alternating current (AC) electrical theory. These skills will find application in measurement, controls and electronics, and provide a springboard for further study in AC power generation. **4 lecture hours per week. 4 credits.**

Prerequisites: NET 111 and NET 115. Students must take the NET core courses in the proper semester sequence.
Offered: Spring Fee: \$57

NET 211 Heat Transfer and Fluid Flow

Presents the basic concepts of thermodynamics and heat transfer as they apply to power plant applications. It covers the topics of energy, entropy, thermodynamic cycles and heat transfer. This course also discusses the basics of heat exchangers. **3 lecture hours per week. 3 credits.**

Prerequisites: NET 130, NET 131 and NET 133. Students must take the NET core courses in the proper semester sequence.
Offered: Fall Fee: \$57

NET 213 Instrumentation and Control I

Presents the basic concepts of instrumentation and control for temperature, pressure, level and flow sensors and detectors, valve actuators and position indicators and radiation detectors. **3 lecture hours per week. 3 credits.**

Prerequisites: NET 130, NET 131 and NET 133. Students must take the NET core courses in the proper semester sequence.
Offered: Fall Fee: \$57

NET 221 Nuclear Science

Provides an understanding of the principles of reactor theory including the fission process, the neutron life cycle, the concepts of subcritical multiplication, criticality and reactivity, and thermal limits and their importance to operation. This information is key to understanding the response of the plant to various transients. **3 lecture hours per week. 3 credits.**

Prerequisites: NET 211 and NET 213. Students must take the NET core courses in the proper semester sequence.
Offered: Spring Fee: \$57

NET 223 Reactor Plant Protection and Safety

Explains the basic concepts related to reactor plant protection, accident analysis, transient prevention and mitigation of damage and accident management. The course also reviews some of the major industry operating experiences from across the country. **4 lecture hours per week. 4 credits.**

Prerequisites: NET 211 and NET 213. Students must take the NET core courses in the proper semester sequence.
Offered: Spring Fee: \$57

NET 225 Instrumentation and Control II

Presents the basic concepts of instrumentation and control applied in a lab setting. Electrical measurement, temperature, pressure, level and flow sensors, valve actuators and position indicators are discussed and demonstrated. Lab equipment, measuring devices and small hand tools are used within the guidelines of stringent safety standards to give the student an opportunity to apply in the lab the lessons of the classroom. **3 lecture hours per week. 2 laboratory hours per week. 4 credits.**

Prerequisites: NET 211 and NET 213. Students must take the NET core courses in the proper semester sequence.
Offered: Spring Fee: \$206

NET 251 Maintenance: Electrical Technicians

Builds upon the initial exposure to the fundamentals of electrical theory and applies these skills of measurement, controls and electronics to provide a practical understanding of electrical applications in a nuclear power facility. **3 lecture hours per week. 3 credits.**

Prerequisites: NET 130, NET 131 and NET 133. Students must take the NET core courses in the proper semester sequence.
Offered: Fall Fee: \$57

NET 261 Nuclear Plant Systems and Components: PWR

Provides a detailed study of the systems comprising a pressurized water reactor, one of the predominant reactor designs in use in the United States. Each system is examined for purpose, function, limitations and parameters. Key components, set points, emergency operations and failure modes are studied in order to obtain a comprehensive understanding. Tasks associated with each system are presented and discussed in order to familiarize the student with the requirements and responsibilities of non-licensed operator in a working power plant. Comparisons to other technologies, such as BWR, and the new advanced reactor designs are made as applicable. **3 lecture hours per week. 3 credits.**

Prerequisites: NET 130, NET 131 and NET 133. Students must take the NET core courses in the proper semester sequence.
Offered: Fall Fee: \$57

NET 263 Nuclear Plant Systems and Components: BWR

Provides a detailed study of the systems comprising a pressurized water reactor, one of the predominant reactor designs in use in the United States. Each system is examined for purpose, function, limitations and parameters. Key components, set points, emergency operations and failure modes are studied in order to obtain a comprehensive understanding. Tasks associated with each system are presented and discussed in order to familiarize the student with the requirements and responsibilities of non-licensed operator in a working power plant. Comparisons to other technologies, such as PWR, and the new advanced reactor designs are made as applicable. **3 lecture hours per week. 3 credits.**

Prerequisites: NET 211, NET 213 and NET 261. Students must take the NET core courses in the proper semester sequence.

Offered: Spring

Fee: \$57

NUR - Nursing**NUR 210 Introduction to Nursing Success**

Is designed to augment the newly licensed practical nurse's basic knowledge and skills with professional concepts and skills required of a registered nurse. The Quality Safety Education for Nursing (QSEN) is used throughout to enhance the student's knowledge of assessment and the accompanying skills that reflect professional practice. This course is designed to differentiate the scope of practice of the RN from LPN. Nursing care plans with teaching plans are developed to enhance critical thinking. The realm of the registered professional nurse is provided through theoretical and clinical lab content. Upon successful completion of this course, the student will be eligible for the Associate Degree in Nursing Program. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Prerequisites: Successful completion of a practical nursing program, completion of the NCLEX-PN and proof of current license. Licensure requirement may be waived by the instructor to enroll in the course; however, licensure is required to take the course for credit.

Offered: Summer

NUR 230 Nursing Concepts in Global Health and Diversity

Provides an introduction to the practice of global health nursing, the political, economic, and cultural processes of globalization and their impact on population health and health care systems. This course offers an appreciation of a global health ethical framework based on human rights, cultural diversity, and social justice (multiculturalism, inclusiveness, tolerance). **2 lecture hours. 2 credits.**

Prerequisite: NUR 210

Corequisites: NUR 231

Offered: Fall

NUR 231 Professional Nursing I

Focuses on maintaining optimal functioning of the client with complex health conditions including disorders of all body systems, structure and functions. The course includes a focus on maternity and the nursing care from the antepartum to the postpartum periods. Practical Nursing II focuses on the care of various patients with medical surgical conditions including disorders of all body systems, structure and functions. The nursing process, pharmacology and nursing math are reinforced. The laboratory component provides demonstration and practice of skills in simulated patient-care settings with a pass/fail grade. The clinical component provides real-world experiences in patient-care setting with a pass/fail grade. The Quality Safety Education for Nursing (QSEN) competencies are used throughout to enhance students' knowledge of assessment, attitude, and accompanying skills that reflect professional practice to improve quality and safety in health care. **8 lecture hours. 2 laboratory hours. 180 clinical hours. 13 credits.**

Prerequisites: BIO 220, ENG 101, NUR 210, PSY 101, PSY 111

Corequisites: BIO 221, ENG 102, NUR 230

Offered: Fall

NUR 240 Concepts of Leadership in Healthcare Systems

Focuses on current nursing issues with an emphasis on legal, ethical and political processes on professional nursing care and healthcare delivery. Safety and quality improvement (QSEN), including core measures and HCAHPS (Hospital Consumer Assessment of Healthcare Providers and Systems), will be explored. Responsibility for continued professional development is emphasized with an opportunity to explore management and leadership within an area of interest. **2 lecture hours per week. 2 credits.**

Prerequisites: NUR 230, NUR 231

Corequisites: NUR 241, SOC 101

Offered: Spring

NUR 241 Professional Nursing II

Focuses on maintaining optimal functioning of the client. This course includes theory, technical skills, and clinical components. Laboratory and clinical experiences in various settings facilitate the application of theory to the management of acutely ill clients with complex health deviations. Nursing care of clients with selected physiologic health deviations in traumatic injury and critical care will be addressed. QSEN is used throughout to enhance the student's knowledge of assessment and the accompanying skills that reflect professional practice. **8 lecture hours. 225 clinical hours. 13 credits.**

Prerequisites: NUR 210, NUR 230, NUR 231

Corequisites: NUR 240, SOC 101

Offered: Spring

PHL - Philosophy

PHL 101 Introduction to Philosophy

Offers an overview of the western philosophic tradition, including topics such as logic, metaphysics, epistemology, theology, ethics, freedom and justice. Students examine recognized philosophers' classic theories, explanations and arguments relating to each topic. Students are encouraged to analyze and critique each philosopher's position. Emphasis is placed on examining one's own views, confronting alternative views and developing an understanding of one's own beliefs and of their relationship to the world. **3 lecture hours per week. 3 credits.**

Prerequisite: ENG 101

Offered: Varies

PHL 222 Comparative Religions

Examines the world's major religions, with emphasis on their development, beliefs, practices and contemporary status. The course explores Hinduism, Judaism, Buddhism, Christianity and Islam, as well as the native religions of North America, Africa, China and Japan. By examining the diversity of religious beliefs, students better understand how religion is an influence upon and a result of the community of believers. The course encourages an appreciation of the diverse cultures where the world's great religions flourish. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Fall, Spring

PHY - Physics

PHY 101 Physics I

Explores the basic principles of classical physics including measurement systems and such areas of mechanics as work and energy, force and motion, and basic machines. This laboratory-oriented course will cover non-calculus problem solving. Weekly laboratory reports are included in the course requirements. **2 lecture hours per week. 4 laboratory hours per week. 4 credits.**

Prerequisites: Prior or concurrent enrollment in ENG 101 and MAT 137

Offered: Fall

Fee: \$149

PHY 102 Physics II

Is a continuation of Physics I, covering such classical physics subjects as sound, heat, light, electro-magnetic radiation and electricity. This laboratory-oriented course covers non-calculus problem solving. Weekly laboratory reports are included in the course requirements. **2 lecture hours per week. 4 laboratory hours per week. 4 credits.**

Prerequisite: PHY 101 or permission of instructor

Offered: Spring

Fee: \$149

PHY 221 Calculus-Based Physics I

Involves using calculus to solve problems in mechanics. Topics include those studied in PHY 101 but extended into problems that require calculus and/or additional physics understanding. Material is presented in integrated laboratory lecture format. **2 lecture hours per week. 4 laboratory hours per week. 4 credits.**

Corequisite: MAT 231

Offered: Fall

Fee: \$149

PHY 222 Calculus-Based Physics II

Studies electricity and magnetism through the use of calculus. Topics include electrostatics, DC circuits, magnetic forces, AC circuits, Maxwell's equations and electromagnetic waves. This course is recommended for transfer students planning to major in engineering, physics or mathematics. **2 lecture hours per week. 4 laboratory hours per week. 4 credits.**

Prerequisite: PHY 221

Offered: Spring

Fee: \$149

POL - Political Science

POL 101 Introduction to Political Science

Is an analytical examination of the basic principles, theories, institutions, processes, concepts and methods of political science. The course emphasizes their relevance to the contemporary world and today's problems. In addition, the course aims to provide the background essential in political analysis. **3 lecture hours per week. 3 credits.**

Offered: Fall

POL 102 American Government

Is an analytic study of the theory, organization, functions, politics, and problems of the United States political system. Emphasis is placed upon the federal level of government, but the state and local levels also receive attention, especially with regard to the state-local-federal interrelationship. The course focuses on such matters as how this system is supposed to work, how it does work, its achievements and shortcomings, and what might be done to make it better. Topics include the legislative, executive, and judicial branches of government; political parties, campaigns, elections, the bureaucracy; the media, public opinion and the formulation of public policy. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Fall, Spring

POL 221 Public Administration

Is an analytic survey of the theories, practices and relationships in public administration. Leadership, decision making, personnel and budgetary functions within governmental agencies are examined. The role of the public administrator in contemporary government is analyzed and attention is given to the implementation of public policy at all levels of government. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Spring

PSY - Psychology**PSY 101 General Psychology**

Introduces the basic foundations of human behavior. Major topics are drawn from developmental psychology, physiological psychology, motivation, emotion, learning, sensation, perception, and the basic concepts of personality and adjustment. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101
Offered: Fall, Spring, Summer

PSY 111 Human Growth and Development

Examines the major developmental stages from birth to old age. Emphasis is placed on the biological, sociological and psychological aspects of growth and development. Topics include personality development, physiology of behavior, child-rearing practices, adolescence, adjustments in adulthood, and death and dying. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101
Offered: Fall, Spring, Summer

PSY 201 Child and Adolescent Psychology

Is an extensive study of the growth, development and behavior of children, including physical, intellectual, social and emotional developments and their interactions. Topics include motor development problems, methods of child study, heredity and environment, individual differences and theories of personality development.

3 lecture hours per week. 3 credits.

Prerequisite: Prior or concurrent enrollment in ENG 101 and PSY 101
Offered: Fall, Spring

PSY 211 Abnormal Psychology

Introduces the study of the origin, definition, diagnosis and treatment of various behavioral deviances, including the traditional psychiatric classifications. A history of the treatment of mental disorders also is covered. **3 lecture**

Prerequisite: Prior or concurrent enrollment in ENG 101, and PSY 101 or PSY 111

Offered: Spring

PSY 212 Educational Psychology and Assessment

Is concerned with the psychological basis of educational theory and practice, including the basic study of human development, principles of learning, assessment of learning and the development of effective teaching.

3 lecture hours per week. 3 credits.

Prerequisite: PSY 101 or PSY 111
Offered: Fall

PSY 220 Psychology of the Exceptional Child

Provides information and strategies for individuals working with exceptional children. Emphasis is on identification, assessment, and intervention appropriate to various types of exceptionalities, as well as the impact of these exceptionalities on the social-emotional development of the child. **3 lecture hours per week.**

3 credits.

Prerequisite: PSY 212
Offered: Varies

SCM - Supply Chain Management**SCM 101 Introduction to Supply Chain Management**

Is an introduction to the field of supply chain management and logistics. Topics include the roles and functions of purchasing, inventory control, physical distribution, transportation methods, and logistics.

3 lecture hours per week. 3 credits.

Corequisite: ENG 101
Offered: Spring

SCM 205 Supply Chain Management Technology

Is a study of current technology generally used in supply chain management. Topics include creating spreadsheets, analyzing data and charts, creating databases, navigating tables, forms, queries, and reports. **3 lecture hours per week. 3 credits.**

Prerequisites: SCM 101, CSC 115
Offered: Fall

SCM 210 Supply Chain Operations Management

Studies the concepts of operations which is an essential function in every business. Topics include process design, service systems, quality management, enterprise resource programs (ERP), inventory control, and scheduling.

3 lecture hours per week. 3 credits.

Prerequisites: SCM 101, BUS 103
Offered: Spring

SCO - Success Course**SCO 113 College Success Strategies**

Is a one-credit course designed for new college students. Students learn about and apply strategies linked to academic success. Topics include developing time-management and organizational skills, applying active reading strategies, conducting thorough research and writing for an academic audience, study and test-taking strategies, managing stress, and seeking out supplemental resources. **1 lecture hour per week. 1 credit.**

Offered: Varies

SGT - Scientific Glass Technology**SGT 113 Introduction to Scientific Glass**

Covers glass lab set-up, the fundamental skills and techniques of glassblowing, the operations of plant equipment, and safety procedures. Emphasis is placed on manipulative skills and dexterity, as well as on basic tools, materials and equipment. Students learn through lectures, demonstration and individual instruction.

3 lecture hours per week. 6 laboratory hours per week. 6 credits.

Prerequisite: Prior or concurrent enrollment in ENG 101
Offered: Fall, Spring *Fee: \$566*

SGT 114 Basic Apparatus Fabrication

Is designed to utilize and improve skills to fabricate more intricately designed glass apparatus. Use of the glass lathe as applied to basic apparatus, nomenclature and use of ground glass joints, stopcocks and high vacuum valves are taught. Students learn advanced techniques required for preparation of more difficult glass designs. Metric and English measurements, drafting and symbolic representation of glass parts also are covered. **3 lecture hours per week. 6 laboratory hours per week. 6 credits.**

Prerequisite: SGT 113

Offered: Fall, Spring

Fee: \$566

SGT 115 Technical Drawing and CAD for Glassblowers

Tests students' ability to produce, read and understand glass shop drawings. Students gain a working knowledge of the following drafting skills through drawings and related projects including manual lettering, technical drafting, basic geometric construction, single and multi-view drawings, scale measurement and the reading of technical drawings. Students utilize CAD software as well as applied hands-on drawing to complete course assignments. This course is for Scientific Glass Technology students. **3 lecture hours per week. 3 credits.**

Prerequisite: SGT 113

Offered: Spring

Fee: \$112

SGT 204 Glassworking Equipment: Design and Fabrication

Covers the basics of glass working equipment design and fabrication, including gas and electrically powered devices. Fabrication will include steel, refractory insulation, heating systems, safety systems and control systems. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Prerequisite: One of the following: FNA 110, FNA 115,

FNA 120 or SGT 113

Offered: Varies

Fee: \$481

SGT 205 Plasma Design

Provides information on types of gases used in fabricated glass lighting, scientific apparatus, and artistic works. Vacuum measurement and application technology will be covered. Considerations for glass design and fabrication, glass to metal use, vacuum pumping, outgassing, filling, and power sources will be addressed. **2 lecture hours per week. 2 laboratory hours per week. 3 credits.**

Prerequisite: SGT 113 or FNA 110

Offered: Varies

Fee: \$481

SGT 210 Advanced Fabrication I

Offers experience in fabricating complex apparatus according to specifications appearing in company catalogs. The lathe is the primary focus in the construction of glass projects. Students complete special projects that test general knowledge, process planning and mechanical aptitude. Precision and speed are stressed. **3 lecture hours per week. 6 laboratory hours per week. 6 credits.**

Prerequisites: SGT 114 and SGT 115

Corequisite: CHM 130

Offered: Fall, Spring

Fee: \$621

SGT 211 Advanced Fabrication II

Refines all the skills and techniques learned in the first three semesters. Emphasis is placed on fabrication of more functional apparatus according to technical specifications from research and industrial scientific glass facilities. Special techniques and applications not covered in the first year are presented. **3 lecture hours per week. 6 laboratory hours per week. 6 credits.**

Prerequisites: CHM 130, SGT 210

Corequisite: CHM 108

Offered: Fall, Spring

Fee: \$621

SOC - Sociology**SOC 101 Introduction to Sociology**

Covers the fundamental concepts and methods of the scientific study of group behavior: institutional foundations of group life, social roles and interpersonal relations, and values and social processes. Students also relate sociological principles to current social issues and to comparable principles in other cultures. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Fall, Spring, Summer

SOC 102 Contemporary Social Problems

Provides a sociological analysis of deviant behavior and social disorganization in the United States. Topics include crime and the criminal justice system, mental illness, family dysfunctions, race relations, political systems, and domestic and foreign terrorism. Causal factors and solutions are considered. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Spring

SOC 121 Introduction to Social Services

Surveys the basic principles, scope and functions of social services. A broad view of the history, philosophy and organizational structure of social services is discussed. Emphasis is placed on helping the student gain self-awareness of his or her own abilities, interests, limitations and biases so that appropriate educational and career goals can be established. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Fall

SOC 201 The Family

Provides an overview of the historical and contemporary perspectives the family and examines cross-cultural patterns. It includes family-related topics such as love, family structures, divorce, abuse, parenthood and childhood issues. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Fall

SOC 214 Interviewing and Counseling Skills

Is a skills-based course designed to meet the needs of both the experienced and the entry-level worker. The course increases the student's ability to perform interviews and gather in-depth information from the interviewee. Exercises focus on understanding body language, assessing presented information and building confidence. Age, gender, special needs, cultural differences and legal issues are among the areas covered. **3 lecture hours per week. 3 credits.**

Prerequisite: Prior or concurrent enrollment in ENG 101

Offered: Spring

SOC 222 Human Service Internship

Provides qualified social/community services majors with an opportunity to receive practical, hands-on field experience in a social-service setting. Students are supervised by professionals in the social services field who will help them begin to narrow down their field of interest. Students meet for a one-hour seminar each week and must complete at least 90 work hours at an assigned internship placement. **1 lecture hour per week. 3 credits.**

Prerequisites: SOC 102, SOC 121 and approval from the Office of Academic Affairs

Corequisite: SOC 214, if offered

Offered: Varies

SPA - Spanish**SPA 101 Elementary Spanish I**

Introduces students to the basics of the Spanish language. The course exposes students to grammar and vocabulary, and it is directed to free writing activities, as well as toward helping students to develop the basic skills for listening and speaking a foreign language. The course introduces students to the fundamentals of the Spanish language and provides them with the tools to continue into a higher-level Spanish course. **3 lecture hours per week. 3 credits.**

Offered: Fall, Spring, Summer

SPA 102 Elementary Spanish II

Covers reading, pronunciation drills and training in writing and speaking Spanish. The reading content is designed to acquaint students with the current thinking and diversity of cultures of people in Spanish-speaking countries. **3 lecture hours per week. 3 credits.**

Prerequisite: SPA 101

Offered: Varies

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Advising.....	351.2635	Public Safety.....	351.2911
Athletics.....	351.2239	Student Accounts.....	351.2606
Bookstore.....	351.2630	Student Services.....	351.2716



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