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SECTION 1: GETTING STARTED

BEFORE THE FIRST DAY OF CLASS

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

What’s Included in New Student Orientation?
• Enrollment, Advisement and Class Registration
• Obtain Mercer Student ID Card/Parking Decal
• Meet Staff, Faculty and Current Students
• Student Success Tips and Resources
• Student Portal Overview
• Q&A
• Campus Tour & Refreshments

The orientation webpage is:
http://www.mccc.edu/SoAR

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

MAPPING OUT A PATH TO SUCCESS

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

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

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

Perhaps you are in the process of changing careers or want to further your education.

Maybe you are undecided and are searching for where your strengths and interests lie.

MCCC has services that will help everyone reach their individual goals.
WHAT IS “CAREER COACH”?
Career Coach is a tool that supports student planning and success by providing easy online access to career information. Students take a career assessment. The assessment results lead to career matches with information on education, salary, job description and job postings tailored for Mercer County. Those career sites link directly to Mercer County Community College programs to match career interests.

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

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

After your first semester at Mercer, you will be assigned a faculty advisor through your academic division. Visit your faculty advisor and/or a counselor in Transfer Services periodically to stay on track with your college goals. The new “Student Planning” online tool, accessed via the MyMercer Portal, can also assist with your academic planning.
KEY DATES
To find key dates regarding when a semester will start and end, exams, or withdrawal and refund deadlines, visit the MCCC website at [http://www.mccc.edu/news_calendar_academic.shtml](http://www.mccc.edu/news_calendar_academic.shtml)

HOW DO I PAY MY TUITION?
Financial Aid ([http://www.mccc.edu/admissions_financial.shtml](http://www.mccc.edu/admissions_financial.shtml))
Email: finaid@mccc.edu or go to [https://mccc.financialaidtv.com](https://mccc.financialaidtv.com) for 24/7 answers

To be considered for every federal, state and college financial aid program at Mercer, your FAFSA must be received at [https://fafsa.ed.gov](https://fafsa.ed.gov) by May 1st for the Fall semester or October 1st for the Spring semester. The FAFSA can be submitted beginning October 1st for the following academic year. The FAFSA is available from October 1st through June 30th each year.

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

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

Financial Aid offices are located in SC 213 on the West Windsor campus (609-570-3210) and KC 216 on the James Kerney campus (609-570-3178 or 609-570-3180). Status can be found in the MyMercer Portal.

### How do I check the status of my financial aid?

- Click on **Student Self-Service**
- Click on **Student Finance** to view your latest statement, balance and pay online
- Click on **Financial Aid** to see the status of your financial aid
PAYMENT PLAN OR PAY IN FULL
All tuition and fees are payable at registration. Students are responsible for obtaining the necessary funds before registering. Payment may be made online by credit card or in person by cash or check. Students needing financial assistance should contact the Financial Aid office before registering.

Students can pay their tuition online through the MyMercer Portal or in-person at the Bursar’s Office in SC 256 in the West Windsor Campus Student Center or KC 218 at the James Kerney Campus.

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

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

MCCC PROGRAMS AND REQUIREMENTS

EDUCATIONAL OPPORTUNITY FUND (EOF) PROGRAM
Funded by the state, EOF assists eligible low-income, academically under-prepared New Jersey residents attend college. Eligibility is based on receiving the Tuition Aid Grant (TAG) from the Higher Education Student Assistance Authority (HESAA) which is the State of New Jersey. It is designed to assist participants in developing attitudes, skills, and abilities that enable them to achieve their educational goals. Students who are accepted into the program are given personal counseling, academic advisement, tutoring, and supplemental instruction. Students interested in being considered for this program must complete the FAFSA. You may contact EOF at 609-570-3593 or visit them in the West Windsor campus Student Center (SC 229) or in KC 218 at the James Kerney Campus. Their website is [http://www.mccc.edu/student_services_eof.shtml](http://www.mccc.edu/student_services_eof.shtml)

DEGREE PROGRAMS ([http://www.mccc.edu/programs_degree.shtml](http://www.mccc.edu/programs_degree.shtml))
The academic programs offered by Mercer County Community College are among the most diversified and comprehensive in the country. Included are transfer programs that prepare students for entry into baccalaureate programs and career programs that prepare students for immediate employment after graduation. The terms “transfer” or “career” simply describe the primary objective of the program. Many transfer graduates have been successful in gaining employment upon graduation. Many graduates of career programs have been successful in transferring to four-year colleges, with many of their MCCC credits being accepted. In general, both kinds of degree programs require no more than 66 credits for graduation.
CREDIT CERTIFICATE PROGRAMS (http://www.mccc.edu/programs_certificate.shtml)

Mercer offers a number of certificate programs that provide training for specialized occupations. Certificate programs usually require 18 to 36 credits or their equivalent. Full-time students can complete some certificate programs in one year, while part-time students take longer. Some certificate programs take three years to complete and are available only in the evening. For individuals whose background and career goals do not coincide with an established program, the college offers the option to consider an individualized certificate program.

The Funeral Service certificate program provides training toward completion of the education requirements for professional licensure as a funeral director and requires an associate degree or equivalent for admission.

UNIVERSITY CENTER AT MERCER (http://www.mccc.edu/student_services_transfer_on-site.shtml)

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

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

IMPORTANT MCCC POLICIES

FERPA (Family Educational Rights and Privacy Act)
FERPA grants rights for students to withhold disclosure of education records except for situations involving legitimate educational interest or as may be required by law. As a general rule, the following information can only be released to the student or to a college official (without consent by student):
• Grades or GPA
• Course enrollment or schedule
• Student ID numbers
• Social Security Numbers
• Race/Ethnicity/Nationality
• Religious Affiliation

ATTENDANCE
Students are expected to attend all classes of every course on their schedules and to be aware of each instructor’s attendance policy.
• If an absence cannot be avoided, students should contact their instructor(s) for assignments or use the “buddy system”. Prolonged absences due to illness, injury, or bereavement for an immediate family member should be reported to the office of the Vice President for Student Affairs.
ACADEMIC STANDING AND ACADEMIC PROGRESS
A full-time student carries 12 or more credits. A part-time student carries less than 12 credits. Each student begins his/her enrollment in “Good Standing,” which imposes no restrictions on his/her credit load. A student remains in Good Standing by passing the courses in which he/she enrolls each semester and by maintaining a satisfactory cumulative grade point average (GPA).

If a student does not pass or complete enough courses (or if grades are too low) the student will be placed on academic Warning, Probation, or Dismissal. Be aware of your GPA!
- Warning limits a student to 13 credits or fewer.
- Probation limits a student to 10 credits or fewer.
- Dismissal requires the student take one full 14-week semester off, and that you develop an approved Individual Success Plan before returning.

WHAT IS A GPA AND WHY IS IT IMPORTANT?
A student’s GPA is their Grade Point Average. A student’s cumulative GPA is the Grade Point Average over all completed semesters. Many things can depend on a GPA - scholarships, transfers, pre-requisites, honor society induction (just to name a few).

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

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

REFUND POLICY
Deadlines for course refund eligibility differ according to term length, as follows:
- **14-week terms:**
  - Full refunds are available for classes dropped within the first seven days of the associated term (NOT the class start date).
- **Terms shorter than 14 weeks:**
  - Full refunds are available for classes dropped within the first two days of the associated term (NOT the class start date).

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

THE ROLE OF A STUDENT (MCCC STUDENT HANDBOOK)
The Student Handbook, found under the “Current Students” tab on the MCCC website, contains the Code of Conduct, Student Rights and Responsibilities, and information about the services, clubs, organizations, activities and opportunities available at Mercer. The Code of Conduct clearly outlines our expectations and the sanctions applied for failure to comply. As an institution of higher learning, MCCC will not tolerate behavior inappropriate for a college environment where learning and success are valued. (http://www.mccc.edu/pdf/handbook.pdf)
TITLE IX
Title IX states that gender discrimination, sexual harassment and sexual violence are prohibited. There can be no retaliation. Students must be supported. The College must take steps to investigate and resolve the situation, end the violence, and work to prevent recurrences. Fairness must be exercised. The Title IX Coordinator, located in the AD building (Human Resources), oversees compliance and reports to the MCCC President.

Mercer County Community College prohibits discrimination and ensures students equal access to all college programs, facilities and events. The College is committed to providing a safe environment for all. As part of this commitment, transgender bathrooms are located in AD 142 and SC 149 at the West Windsor campus and JKC 204 at the James Kerney campus.

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

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

Each Semester...
1. I have reviewed my address, phone number, and major in MyMercer student portal, and the information is correct.
2. I have reviewed the requirements for my program as outlined in Student Planning and the MCCC college catalog.
3. I have verified the start date, end date, and add/drop deadline for each class.
4. I have identified books, websites, study aides, and classroom location for each class.
5. I have made an appointment with my faculty advisor to discuss academic and career goals.
6. I have identified campus resources to assist with academic and career-planning success (e.g., tutoring, transfer/career services).
7. I have developed with my advisor my academic planning worksheet in Student Planning and will update it each semester to determine my pathway to graduation.
8. If I am planning to transfer, I have scheduled an appointment with the Transfer Services office (SC229) and have reviewed online transfer information sources such as (www.njtransfer.org).
9. I have reviewed and completed all financial aid requirements if applicable.
10. I have updated my MCCC Student Photo ID at the Security Desk.

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

Prior to My Final Semester...
1. I have completed a degree evaluation/audit.
2. I have met with my faculty advisor.
3. I have registered for my final semester.
SECTION 2: STUDENT SERVICES

ADVISEMENT (http://www.mccc.edu/admissions_academic.shtml)
Academic advisors assist students with which classes to take to achieve their goals, guide students as to which program would best suit their interests, and assist with scheduling. Advisement is located in the West Windsor Student Center in room SC 255 and at the James Kerney Campus in room KC 210.
E-advising is available.

To schedule advisement appointments:
1. Log into your MyMercer Portal
2. Go to MCCC Quick Links
3. Click on Schedule Advising Appointments

For more information, email advisor@mccc.edu or call:

WWC 609-570-3292
JKC 609-570-3139

REMEMBER TO “OPT IN” TO RECEIVE TEXT MESSAGES/REMINDERS ABOUT APPOINTMENTS, REGISTRATION, AND MORE!
FACULTY ADVISOR
During their first semester, students are assigned a Faculty Advisor from their Academic Division who will oversee their academic progress, create an academic plan, and assist in scheduling. Students can find their advisor’s name in the MyMercer portal on their schedule and in the Student Planning tool.

STUDENT ADVOCATES
Each academic division has a Student Advocate assigned to support students throughout their course of study. A Student Advocate will act as a liaison between the student and the academic Dean. Currently, the Student Advocates are:

- **Liberal Arts**  Marge Archer  609-570-3268  archerm@mccc.edu  LA 171
- **Health Professions**  Cynthia Matyas  609-570-3596  matyascm@mccc.edu  MS 146
- **Business/STEM**  Dee Smith-Johns  609-570-3449  johnsd@mccc.edu  BS 135

STUDENT SUCCESS COACHES ([http://www.mccc.edu/coaching.shtml](http://www.mccc.edu/coaching.shtml))
Each Academic Division has a Success Coach. We recommend students begin with contacting a Student Success Coach. Success Coaches provide customized attention to students, and work with them to achieve the following:

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

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

- **Liberal Arts**  Victoria Bowman  609-570-3376  bowmanv@mccc.edu  LA 157
- **Health Professions**  Nichol Killian  609-570-3393  killiann@mccc.edu  MS 117
- **Business/STEM**  Jehan Mohamed  609-570-3671  mohamedj@mccc.edu  SC 223
- **Online**  Lorna Wiltshire  609-570-3572  wiltshil@mccc.edu  SC 250
- **JKC**  Edwin Griffith  609-570-3166  griffith@mccc.edu  KC 209
- **JKC**  Melissa Santiago  609-570-3146  santiag@mccc.edu  KC 328
- **JKC**  James White  609-570-3152  whitej@mccc.edu  KC 324
- **JKC**  Gregory Williams  609-570-3151  williamg@mccc.edu  KC 311
COUNSELING AND COMMUNITY NETWORKS ([http://www.mccc.edu/student_services_counseling.shtml](http://www.mccc.edu/student_services_counseling.shtml))

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

To make an appointment call, email or stop by the Counseling and Community Networks office in SC 229 on the second floor of the West Windsor Student Center and at the James Kerney Campus in room KC 210.

Counselors:
Ms. Dorothy Gasparro, EdS, LPC, NCC  SC239  609.570.3354  gasparrd@mccc.edu
Mrs. Martha Gunning, MA  SC221  609.570.3563  gunningm@mccc.edu
Mr. Fred Weiner, MA  SC226  609.570.3470  weinerf@mccc.edu

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

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

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

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

TRANSFER SERVICES
[http://www.mccc.edu/student_services_transfer.shtml](http://www.mccc.edu/student_services_transfer.shtml)
www.njtransfer.org (gives courses equivalents at other institutions)

CAREER SERVICES
[http://www.mccc.edu/student_services_counseling_career.shtml](http://www.mccc.edu/student_services_counseling_career.shtml)
Job Search, Resume Assistance, Career Advice and Announcements
[https://www.collegecentral.com/mccc/](https://www.collegecentral.com/mccc/)
TECHNOLOGY SERVICES
Technology assistance involving the MyMercer portal, MercerMail, M-Alert, Alertus +, campus Wi-Fi, computer labs, and the MCCC MyMercer mobile app is provided to all MCCC students. If you encounter problems, you may contact the MCCC Help Desk at 609-570-4357 (or 1-844-505-8075 for off-campus use) or tech-help@mccc.edu. For more information, visit their website at http://www.mccc.edu/student_services_technology.shtml

MercerOnline helps students with their class technology. The department offers a Blackboard Information Session, both face-to-face and online. To reach MercerOnline, visit their link on the MCCC website at (http://www.mccc.edu/programs_tvc.shtml). To contact MercerOnline, call 609-570-3389, email merceronline@mccc.edu, or visit their office at the West Windsor campus in CM 120.

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

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

STUDENT PLANNING WEB-BASED TOOL
Worried about completing your degree on time or making sure you select the correct courses for your degree program? Student Planning is a self-service web-based solution that helps students plan and track course completion. Student Planning also facilitates effective communication between students and advisors. The tool can be accessed from the MyMercer Portal by the following steps:
• Log into your MyMercer Portal
• Click “Student Planning Self-Service” icon
Here are some of the key features of this tool:

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

For information, visit [http://www.mccc.edu/student_services_student-planning.shtml](http://www.mccc.edu/student_services_student-planning.shtml)

**MERCERMAIL (OFFICE 365)**

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

- Click on **Student Email** icon to access your MercerMail
- Click on the **Office 365 Apps** icon to download/use software package and access documents in OneDrive5
BLACKBOARD
Blackboard is a system that can be used by all professors in all classes. You will find a class syllabus, discussion boards, etc. on Blackboard. It is strongly suggested that students attend/view a Blackboard Information Session. To access Blackboard, students should log into their MyMercer portal. Blackboard will show a list of class links under “My Classes” on the the right side of your MyMercer portal dashboard. You can also click the “My Classes Blackboard” icon in the MyMercer portal.

LEARNING CENTERS
The West Windsor Learning Center is located in LB 214. They offer tutoring services, study groups, workshops, and learning and studying strategies. Open computer lab hours are available to students. Their website is http://www.mccc.edu/student_services_learncenter_ww.shtml

Science tutoring is also available in the Science Learning Center, located on the West Windsor campus in MS 211.

The Dr. Beverly A. Richardson Learning Center at the James Kerney Campus provides support for students by offering tutoring, computer-assisted instruction, word processing assistance, Internet access for research, workshops and study groups, and access to the interactive television classroom. All services are free of charge and no appointments are necessary. Their website is http://www.mccc.edu/student_services_learncenter_jk.shtml

MCCC has partnered with the Connecticut Distance Learning Consortium to provide students, within specific sections, access to electronic tutoring (e-tutoring). If you are in one of these sections, you may take advantage of this program by visiting: http://www.mccc.edu/student_services_etutoring.shtml
MCCC LIBRARY SERVICES / COMPUTER LABS
Libraries are located at both the West Windsor and James Kerney campuses; a small library is available at the Dempster Fire Training Center. An extensive collection of print and non-print resources are available to the college community for study, research, and enjoyment.

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

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

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

DOCUMENT PRINTING
Students can purchase a VendPrint card, available in the Computer Lab. Look for the little black box in the Computer Lab on the back wall. Your first purchase should be $1.00 only (no coins). This gives you 50 cents on the card. To refill the card, insert it into the black box in the Computer Lab first, and then insert money. This will give you full credit.

To print with your VendPrint card, click “print” from your station and look for the station number on your computer. Insert the VendPrint card in the card machine next to the printer and select your computer station number on the screen. Click “print”. There are two printers in the Computer Lab where your document will print. These printers correspond to the side of the room where you were working.

MCCC TESTING CENTERS
The MCCC Academic Testing Center administers exams to students in an appropriate testing environment that ensures academic integrity in accordance with the guidelines of the National College Testing Association Standards. Their website is [http://www.mccc.edu/student_services_testing.shtml](http://www.mccc.edu/student_services_testing.shtml)

Testing Centers are located in KC 311 on the James Kerney Campus and in LB 209 on the West Windsor Campus. Students must bring their validated MCCC student ID with them, along with a copy of their current schedule to verify the course in which they will be testing.

New MCCC students take the ACCUPLACER college placement test in our Testing Center. If you are an English as a Second Language (ESL) student, you will need to take an ESL placement test.
STUDENTS WITH DISABILITIES: CENTER FOR INCLUSION, TRANSITION AND ACCESSIBILITY
Located in LB 217 on the West Windsor Campus and KC 218 on the James Kerney Campus, this center provides continuing support to students with documented disabilities. Various support services have been established to assist students according to their individual needs. Staff are available to help students make a smooth transition to college as well as to succeed throughout their college experience.
Their website is http://www.mccc.edu/student_services_needs.shtml

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

Our DREAM program (Developing Real Expectations for Achieving Mastery) was developed for students with intellectual disabilities who are looking for an inclusive, challenging educational opportunity with supports and services to help them achieve success. You may contact them at 609-570-3422 or visit their website at http://www.mccc.edu/student_services_needs_dream.shtml

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

These handicapped-accessible MCCC courtesy shuttles operate on a first-come, first-served basis by posted schedules.
Visit their website at http://www.mccc.edu/student_services_shuttle.shtml

Children and/or non-students are not permitted to ride the shuttles. At all times, shuttle service use privileges are subject to revocation for non-compliance of Shuttle Passenger Rules, unsafe acts, or for violations of the MCCC student code of conduct.

The Route 130 Connection Bus provides service from East Windsor and Hightstown to the West Windsor Campus. There is a $1.00 fee per ride (exact fare only).

NJ Transit offers bus routes to and from MCCC. For route and fare information, please consult the NJ Transit website.
INTERNATIONAL STUDENT SERVICES AND ESL ADMISSIONS
International Student Services assists international students at Mercer County Community College. Their office is located in SC 251 in the West Windsor campus Student Center. Their contact information is international@mccc.edu or 609-570-3623.

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

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

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

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

Veterans Services is located in the West Windsor Student Center in SC 220. Their phone number is 609-570-3240. You may email them at vets@mccc.edu.
SECTION 3: STUDENT LIFE

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

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

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

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

The Student Life and Leadership Department is located in the West Windsor Student Center (SC 111). They can be contacted at 609-570-3435. The department has a Facebook page called “Mercer County Community College Student Life and Leadership.” For more information on clubs and organizations, visit the department’s website at http://www.mccc.edu/student_services_clubs.shtml

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

For information, contact program advisor Adriana Matt at (609) 570-3677 or e-mail matta@mccc.edu.
To stay connected with MCCC and the many events offered, be sure to subscribe to the social media pages below:

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

And remember to visit the MCCC website at [www.mccc.edu](http://www.mccc.edu).

**ATHLETICS, HEALTH AND WELLNESS**

The MCCC Fitness Center offers the community numerous ways to get in shape and stay in shape. The center includes a fully-equipped fitness facility and an Olympic size swimming pool, located in the Physical Education (PE) Building on MCCC’s West Windsor Campus. Tennis courts are located adjacent to the PE Building. Members may also participate in weekly exercise classes. Free to all MCCC students. Students must present their MCCC student ID. Our athletic teams provide competitive opportunities!

For more information, call 609-570-3738 for the general office or 609-570-3758 for Coordinator Michael DeAngelis.

The webpages are:

- [http://www.mccc.edu/community_recreation.shtml](http://www.mccc.edu/community_recreation.shtml)
- [http://www.mccc.edu/athletics_home.shtml](http://www.mccc.edu/athletics_home.shtml)

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

**MCCC SAFETY AND SECURITY**

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

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

Red telephones are located at either end of hallways and vestibules throughout the campuses. These telephones provide direct communication with the Security office and should be used for emergency reasons only. Campus crime statistics are available upon request. Visit their website at: [http://www.mccc.edu/welcome_security.shtml](http://www.mccc.edu/welcome_security.shtml).
MCCC STUDENT PHOTO ID CARD AND PARKING DECAL
MCCC students must wear their validated Student Photo ID card at all times. To obtain an ID, students must visit the Security office and bring their paid schedule. The MCCC Student Photo ID card must be validated each semester by visiting Security with a paid schedule.

Parking decals can be obtained through Security. Students must bring their schedule, driver’s license, vehicle registration, and license plate number. Student parking is offered in the East and West lots.

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

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

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

CAMPUS EATERIES AND THE MERCER MEAL MONEY CARD
The Mercer Meal Money card is a food debit card that may be used instead of cash at Campus Eateries at The West Windsor or James Kerney campuses. You must be an active student, faculty or staff member at MCCC to purchase a card. Purchase your Mercer Meal Money at the MCCC Bursar’s office (SC 256 West Windsor Campus, KC 218 James Kerney Campus).

Each time you use the Mercer Meal Money card, the amount spent is deducted from the balance. Additional value may be added at any time. Unused value cannot be redeemed for cash.

If lost or stolen, the card may be replaced. It is the owner’s responsibility to report the loss to the Bursar’s office immediately so the card can be disabled. Replacement cost is $10.

Mercer Money Gift Cards are also available, and are not associated with a student or staff account name, so if lost or stolen they are not replaceable. Gift cards may be purchased for $10 and up. For more information or menus, visit http://www.mccc.edu/welcome_eateries.shtml

MCCC BOOKSTORE (https://www.mccc.edu/student_book_store.shtml)
The Mercer Bookstore is located in LB 201 on the West Windsor Campus, and in KC 230 on the James Kerney Campus. Students may contact the bookstore at 609-570-3416 (WWC) or 609-570-6774 (JKC). The bookstore’s online link can be found under the “Students” menu (Current Students) on the MCCC website.
Contact us at SOAR@MCCC.EDU or call 609-570-3435 with any questions.

WELCOME TO MERCER!