MERCER
COUNTY COMMUNITY COLLEGE

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www.mccc.edu

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609•586•4800

Admissions Office
609•570•3795

Mailing Address (both campuses)
PO Box 17202
Trenton, NJ 08690

West Windsor Campus
1200 Old Trenton Road
West Windsor, NJ 08550

James Kerney Campus
102 North Broad Street
Trenton, NJ 08608
609•570•3139

Mercer County Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.

College Overview

Mercer County Community College (MCCC) is a publicly supported two-year college offering associate in arts, associate in science, and associate in fine arts degree programs that lead to transfer to four-year colleges. It also offers associate in applied science degrees in career areas, some of which also lead to transfer; certificates of proficiency in career specializations; and two certificates of proficiency in cooperation with Mercer County Technical Schools.

Through county and state support, the College is able to provide quality programs and services at the lowest possible cost to reduce economic barriers to attendance. State, federal, and private financial aid programs also are available to individual students.

Mercer is a coeducational institution with an open admissions policy. Students may enroll in credit programs as well as a variety of noncredit programs, and may attend day, evening, and weekend classes at the West Windsor Campus, the James Kerney Campus in Trenton, or through MercerOnline.

Inclusivity Statement

Mercer County Community College's (MCCC) students, faculty, and staff are diverse. MCCC strives to be inclusive and equitable, which is critical to our educational mission. MCCC seeks to embrace difference, adapt to change, and make scholarly contributions to the community at large. MCCC aims to create supportive and inclusive learning environments where individual differences are understood, respected, appreciated, and recognized as a source of strength.

Equal Opportunity Policy

Mercer County Community College is committed to a policy of equal treatment and opportunity in every respect of its relations with current and prospective faculty and staff members, without regard to race, color, religion, affectional or sexual orientation, gender and/or gender identity or expression, marital or parental status, ethnicity, nationality, veteran or military status, age, disability and any other legally protected basis. This includes, but is not limited to, recruitment, hiring or appointment, selection for training, transfer, layoff, promotion, compensation, and granting of tenure.

Questions regarding the equal opportunity policy and compliance statement may be directed to the Office of Human Resources, West Windsor Campus, (609) 570-3272.

Non-Discrimination Notice

In compliance with Title IX requirements, Mercer County Community College does not discriminate on the basis of sex in its education programs and activities.

The College's Title IX Coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination and misconduct policy. The Coordinator reports to the Vice President for Academic Affairs and is based in the Student Center office SC220. Questions and complaints regarding Title IX may be directed to the Title IX Coordinator or the Office for Civil Rights as follows.

Dr. Dekia Gray, Dean of Students, Title IX Coordinator
Mercer County Community College
1200 Old Trenton Road – SC220
West Windsor, NJ 08550
Mail to: PO Box 17202, Trenton NJ 08690
Telephone: (609) 570-3526
E-mail: graydek@mccc.edu

In the event that an incident involves alleged misconduct by the Title IX Coordinator, reports should be made directly to:

Dr. Robert Schreyer, Provost and Vice President for Academic Affairs
Mercer County Community College
1200 Old Trenton Road – AD224
West Windsor, NJ 08550
Mail to: PO Box 17202, Trenton NJ 08690
Telephone: (609) 570-3330
E-mail: schreyer@mccc.edu

Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with government authorities:

Office for Civil Rights
U.S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500
Telephone: (646) 428-3800
Facsimile: (646) 428-3843
E-mail: OCR.NewYork@ed.gov
Web: http://www2.ed.gov/about/offices/list/ocr/index.html

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Academic Calendar 2026-2027

FALL Semester 2026

April 13	Class registration begins
August 31	Classes begin – 15-week, Term F
August 31	7-week Term F7A
October 6	Classes begin – 10-week term F10
October 19	Classes end – 7A term
October 27	Classes begin – 7B term
November 25-29	Thanksgiving Recess (no classes)
December 20	Classes end – 14-week, 10-week, 7B terms

WINTER Session 2026-2027

November 13	Class registration begins
December 22	MercerOnline classes begin
January 4	On-campus classes begin
January 15	On-campus classes end
January 25	MercerOnline classes end

SPRING Semester 2027

November 9	Class registration begins
January 19	Classes begin – 14-week, 7A terms
February 23	Classes begin – 10-week term
March 8	Classes end – 7A term
March 23	Classes begin – 7B term
March 15-21	Recess / Spring Break (no classes)
May 11	Classes end – 14-week, 10-week, 7B terms
May 21	Commencement

SUMMER Session 2027

April 5	Class registration begins
May 17	Classes begin – U, UA terms
May 31	Holiday (no classes)
June 18	Holiday (no classes)
July 2	Classes end – UA term
July 5	Holiday (no classes)
July 6	Classes begin – UB term
August 16	Classes end – U, UB terms

The College reserves the right to modify this calendar.
Academic calendars for future years are available on the MCCC website.

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Mission and Goals

MCCC enriches our community and empowers our students to achieve lifelong success by delivering high-quality, accessible education in a supportive and inclusive environment.
The following goals guide the College's quest to fulfill its mission:

1 To *Ensure* Student Success

- Implement the comprehensive Guided Pathways to Success model* so that students can readily follow the quickest route to completion (*GPS: Mapping Pathways to Student End Goals, Helping Students Enter a Pathway, Keeping Students on the Path, Ensuring that Students are Learning)
- Develop a systematic method for assessing and updating student intentions
- Increase the number of academic programs at the James Kerney Campus
- Increase success rates for low-income students and students of color
- Address the multiple needs of a diverse student body by meeting all students where they are and getting them to where they want to go (e.g., alternative class times, delivery modes, pedagogical models)
- Expand developmental education options to accelerate student transition to, and success in, college-level courses
- Redesign student intake process including advising to be proactive and remotely accessible
- Create actionable data, especially student cohort data, that shows where MCCC's entering students are succeeding and where they are not
- Maximize technology and social media to improve marketing, outreach, and the student experience
- Provide comprehensive evening and weekend college experiences

2 To *Expand* Innovative Partnerships

- Expand partnerships with Community Based Organizations (CBOs) to serve students with low-level college readiness and high need for financial assistance
- Expand dual/concurrent enrollment rates at MCCC
- Increase dual/concurrent enrollment rates specifically at the James Kerney Campus
- Expand the successful college readiness programs for students entering MCCC from county secondary schools
- Expand and improve partnerships with four-year colleges and universities
- Expand the University Center at MCCC and improve the visibility of the Center
- Create and support internships, experiential learning, global education and internationalization, and career planning opportunities for students
- Strengthen workforce development programs through partnerships with the business community and a comprehensive analysis of workforce needs
- Increase engagement with MCCC's alumni
- Enlist alumni and other retired professionals as volunteer mentors for our students
- Strengthen and expand partnerships with international academic institutions, foreign colleges and universities, and provider organizations

3 To *Invest* in Organizational and Professional Effectiveness

- Develop a systematic plan for increasing professional capacity of staff, faculty, and administrators
  - Use data and needs assessment analysis to plan and fund specific professional development activities
  - Incorporate specific details about student learning and support needs in professional development activities
  - Provide specific and concrete steps to improve student learning needs and the student learning experience
- Enhance resources available for the Center for Teaching and Learning based on initiatives with measureable student achievement goals
- Review the College's hiring and promotion policies to strengthen the requirement for professional development that directly links to student success
- Increase investment in technology that supports organizational effectiveness (e.g., communication apps, and Blackboard and Colleague modules related to student success)
- Evaluate the organizational structure on a regular basis to optimize institutional efficiency, integration, and effectiveness
- Implement Human Resource development software
- Develop a Competitor Analysis that shows the number and types of two-year and certificate programs available in a 25-mile radius of MCCC
- Increase College branding and targeted marketing to various student groups
- Improve employee engagement

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The West Windsor Campus (WWC)

The 292-acre West Windsor Campus is located approximately six miles north of Trenton on Old Trenton Road in West Windsor / Hamilton Townships, bordering Mercer County Park. The campus consists of 14 buildings, a greenhouse complex, and intercollegiate athletic facilities including a state-of-the-art all-weather soccer venue.

The central campus buildings surround a landscaped quad that provides an informal gathering place for students. Most buildings are connected by a second-floor, glass-enclosed corridor and accommodate the mobility challenged.

The campus is home to Kelsey Theatre, The Conference Center, WWFM-The Classical Network, the MCCC television network, and the MCCC Art Gallery.

MercerOnline

The Internet, computers, and independent study open alternate pathways to college. If you are highly motivated and enjoy working independently, virtual learning empowers you to decide when and where college fits into your busy schedule.

MCCC's online courses offer students convenient, flexible, quality learning options anytime, anywhere – 24 hours a day, 7 days a week. These interactive courses offer and deliver the same learning outcomes as traditional face-to-face classroom courses. Many programs allow students to complete the majority of course requirements online.

Distance learning classes at MCCC are developed and taught by adjunct and full-time faculty. In addition, a dedicated support team provides both online and face-to-face orientations, helping students get off to a great start.

Online courses transferable to other higher education institutions are available during Winter and Summer sessions as well as standard Fall and Spring semesters. Many four-year college students enjoy the savings and convenience of earning credits online at MCCC.

Distance learning is ideal for students capable of using technology, who have easy access to a personal computer with a reliable Internet connection, and possess good time-management skills. Thousands of students each semester opt for MercerOnline classes.

For more information, contact MercerOnline at (609) 570-3389 or email merceronline@mccc.edu or visit SC240 (student center) on the West Windsor campus.

The James Kerney Campus (JKC) in Trenton

The MCCC James Kerney Campus, a modernized educational facility serving as the educational hub for downtown Trenton, encompasses James Kerney Hall, Trenton Hall, and the JKC Career Center. Trenton Hall houses a fashion design sewing laboratory, art and design studio, Mac PC design laboratory, and photography gallery open to the public.

The campus features state-of-the-art Aseptic Biomanufactoring laboratory, biology and chemistry laboratories, five high-tech computer labs, seminar rooms, a multipurpose community room, and Student Commons. Additional student services include the comprehensive Dr. Beverly A. Richardson Learning Center (computers, tutoring, and Testing Center), campus library, and the Center City Café (serving full meals and snacks) staffed by MCCC culinary students.

Students can earn degrees in the MCCC Liberal Arts program entirely at the James Kerney Campus, which is also home to the college's Cybersecurity, Fashion, and Security Systems Technology programs. A dedicated Health & Wellness building serves non-credit Dental Assistant and Phlebotomy programs along with the credit Exercise Science program. High School Equivalency (HSE) and English as a Second Language (ESL) instruction and short-term options through the Career Training Institute are also offered, as is a full complement of educational and enrichment programs for the city's youth through Youth College.

Located at 102 North Broad Street between Hanover and Academy Streets, the campus is nestled between the Trenton Public Library, and the Daylight Twilight High School.

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Accreditation

Mercer County Community College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000), an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. The State of New Jersey Secretary of Higher Education has authorized the College to award the associate degree.

Aviation Flight Technology is accredited by the Aviation Accreditation Board International.

The Funeral Service A.A.S. degree and Certificate are accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097; 816-233-3747 www.abfse.org.

The Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018; 773-714-8880 www.naacls.org.

The MCCC Nursing program is accredited by the New Jersey Board of Nursing, 124 Halsey Street, 6th Floor, Newark, NJ 07102; 973-504-6430.

The associate degree Nursing program at Mercer County Community College at the West Windsor campus located in West Windsor, New Jersey is accredited by the 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.org/acen-programs/mercer-county-community-college.

The Paralegal programs are approved by the American Bar Association (ABA).

The Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305; 703-706-3245 www.capteonline.org.

The Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Driver, Suite 2850, Chicago, IL 60606; 312-704-5300, www.jycert.org, and the New Jersey Radiology Technology Board of Examiners, (Board), 25 Arctic Parkway, Ewing, NJ, 08648 www.nj.gov/dep/rpp/tec/rtboard.htm. Graduates are employed by hospitals, clinics, diagnostic imaging centers and the offices of private physicians.

The Radiography program and the Radiography Diploma program concentration of the Health Science program are accredited by the Joint Review Committee on Education and Radiologic Technology (JRCERT) and the New Jersey Radiologic Technology Board of Examiners.

Advisory Commissions

Advisory Commissions provide advice regarding established programs of study and serve as a communication link between the College and the community and between the College and professional, occupational, or special service groups. They acquaint the community with available college resources and the College with community needs. In addition to providing advice, commission members identify technical information, equipment, and facilities necessary to establish or to modify programs so that they will remain up-to-date. The backgrounds of commission members reflect the professional expertise necessary for each of the commissions.

Alumni Relations

No matter where life takes you after your time at Mercer County Community College, alumni remain part of the MCCC community for the rest of their lives. Whether through volunteering, attending events, or charitable giving, Mercer's Alumni Relations office provides numerous opportunities to stay connected with fellow alumni and with the college.

Qualification for alumnus status requires completion of 30 credits or more at MCCC, Trenton Junior College, or Trenton School of Industrial Arts. (Graduation is not required.)

Alumni Benefits

The MCCC Alumni Benefits Card entitles alumni to a variety of special services and privileges, including:

- College library borrowing privileges for most resources
- Kelsey Theatre student ticket rates
- MCCC Fitness Center membership discount
- Career Services resources and assistance
- Discount on the purchase of recreation permits

Alumni may obtain an Alumni Benefits Card by submitting an Alumni Contact Update Form available at www.mccc.edu/alumni or by calling (609) 570-3226 to arrange for card pick-up from the Alumni Relations office, AD101 on the West Windsor Campus.

For more information about these and other alumni opportunities, please visit www.mccc.edu/alumni or email alumni@mccc.edu.

Mercer Students at a Glance

- Approximately 9,000 students enroll in one or more credit courses each year.
- Mercer County residents comprise three-fourths of the student population.
- International students (non-immigrant), contributing to a diverse student population, represent more than 40 countries.
- Enrollment: 70% part-time, 30% full-time; 44% men and 56% women.
- The average age of a full-time student is 22; part-time 26.
- Average student/faculty ratio: 16 to 1.
- More than 50% of Mercer's graduates transfer to senior colleges or universities.

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Student Life

At Mercer County Community College, we believe your campus life experience can be just as important as what you learn in the classroom. Student life fosters a vibrant and engaging environment that inspires students for growth and leadership, community outreach, self-discovery, networking, and collaboration.

New Student Orientation

Student Life professionals introduce new students to the college at an orientation each Fall and Spring semester. The program acquaints students with the services, policies, responsibilities, and rewards of attending MCCC.

Orientations generally include information about student support programs, a campus tour, and workshops on topics such as financial aid, tips for success and navigating the online apps for classes. Additionally, the orientations offer students structured activities for meeting other students, faculty, and college staff.

Student Life and Leadership

A variety of activities offers personal enrichment and extracurricular academic enhancement, significantly adding to the student's Mercer experience. Students are encouraged to take part in student clubs, organizations, event offerings and programs. Participation helps students develop skills in leadership, communications, community service, civic responsibility, health and wellness, networking, social interests, cultural appreciation, and problem solving.

Athletics, Fitness and Recreation

Athletics

Mercer County Community College's highly competitive intercollegiate athletic programs celebrate more than a half century of excellence in community college athletics. Eight teams - Men's and Women's Soccer, Basketball, and Tennis, as well as Baseball and Softball compete in the Garden State Athletic Conference (GSAC) and Region XIX of the National Junior College Athletic Association (NJCAA). Scholarship opportunities are available for qualifying student-athletes in all sports.

The Mustangs have maintained an impressive record throughout the course of their athletic history. Following are just a few of the numerous academic and athletic accomplishments that Mercer programs have achieved:

- 14 National Championships (Men's Soccer 8, Women's Tennis 4, Men's Basketball 2)
- Since 2024, nine teams have won Region XIX titles and captured 12 GSAC titles. Four of those teams went on to compete in National Championship play (Men's Soccer, Softball, Men's and Women's Tennis)
- Since 2023 five programs (Baseball, Softball, Women's Basketball, Men's and Women's Soccer) have been ranked in the top 20 in the nation
- From 2023 to 2026 a record number, 60+ student-athletes achieved Academic All-American status (3.6 GPA or higher)
- In 2024, 4 teams achieved Academic All-American Team status (3.0 GPA or higher)

Multiple MCCC student athletes have earned All-Region and All-Conference honors each year. More than 250 have been named NJCAA All-Americans.

Mercer's student-athletes know they must complement their athletic accomplishments by performing in the classroom. Each is expected to meet academic requirements and participate in academic monitoring. All are offered support services to help them succeed. Many earn academic achievement honors at the regional and national level.

Graduation and transfer rates for Mercer's student-athletes are consistently higher than the averages college-wide. Many receive scholarships to continue their academic and athletic careers at major colleges and universities throughout the United States.

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Fitness and Recreation

All students are encouraged to take advantage of Mercer's facilities for personal health and fitness as well as recreational enjoyment. The MCCC Fitness Center is equipped with fitness essentials including strength and cardiovascular apparatus: treadmills, elliptical, bikes, and more. Students also have use of a six-lane, 25-meter swimming pool, tennis courts, and gymnasium during scheduled hours, and may participate in ongoing, free fitness classes including yoga and Zumba.

International Students

Mercer County Community College is proud to welcome a diverse international student population from more than 40 countries.

To support international students, the College offers specialized services including English as a Second Language (ESL) courses and core subjects taught specifically for an international population. The International Student Organization (ISO) provides a supportive community and fosters cultural diversity on campus, while the office of International Student Services offers guidance and information on immigration, academics, cultural adjustment, and personal concerns.

Toward helping new international students adjust to life in the United States, orientation sessions and ongoing workshops provide valuable information on American culture, college life, and immigration regulations.

Organizations

Student Government Association

The Student Government Association (SGA) is the student governing body for all enrolled students. As an elected member, a student has the opportunity to apply leadership skills and to work on programs and activities that contribute to college life.

The SGA oversees the formation of new clubs and operations of existing clubs. SGA members play an important role in college-wide governance as members of college standing committees.

Leadership Education and Development - L.E.A.D.

The Leadership Education and Development program implements a dynamic curriculum where students are encouraged to enhance their time at MCCC through opportunities that encourage participation in community service, social/educational activities, and speaking engagements by community members who are making a difference.

Participants are under the guidance of a coordinator, who helps them develop creative ideas to help them get involved in their school or community. The L.E.A.D program helps students develop creativity, confidence, accountability, and effective communication skills that they can apply in their daily lives.

Clubs

The College supports a generous variety of student clubs. Many are organized around a specific program of study; others are service or social clubs which allow members to take part in programs and activities with other students who share similar interests. All clubs give members the opportunity to get to know other students. New clubs form regularly, based on current student interests. For a full listing, see the college website.

Performance Groups

Music and dance participation includes the college chorus, jazz band, chamber ensemble, symphonic band, and dance ensemble.

Student Radio

Mustang 89, the College's all-student radio station, broadcasts from the West Windsor campus Student Center. Providing daily musical entertainment and announcements during Fall and Spring semesters at 89.1 FM (HD-3), the station offers hands-on experience in radio production and announcing.

Student Housing

Student housing is available at nearby Rider University and The College of New Jersey (TCNJ).

A unique arrangement between the three schools allows MCCC students to immerse themselves in the residential life on the Lawrenceville campus of Rider University or on the Ewing campus of TCNJ. Enjoying access to a wide range of essential services including housing, dining, transportation, healthcare and more.

For further details visit: www.mccc.edu/housing or email: housinginfo@mccc.edu

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Student Services and Resources

Counseling and Wellness Center

The Counseling and Wellness Center offers free, confidential individual counseling to enrolled students. Services are provided by licensed mental health professionals and supervised graduate-level interns. The counselors help students resolve personal difficulties and acquire skills, abilities, and knowledge that will allow them to take full advantage of their college experience and make effective and satisfying life choices. Visit www.mccc.edu/counseling for more information.

Tutoring Services / Learning Centers

Tutoring Services fosters student success by helping students master the material and concepts taught in the classroom. This is achieved primarily via active tutoring sessions led by professional, peer, and Tutor.com tutors highly qualified in a wide variety of academic subjects and skills. Supplemental support includes study groups, workshops, study halls, and test preparation. For student convenience, tutors are available in multiple learning centers and other locations (some discipline-specific) at both campuses and online. Tutor.com provides students with 24/7 access to expert tutors, allowing them to get help whenever they need it, even outside of regular college hours. Students can receive support in a wide range of subjects, improve their understanding of course material, and build confidence in their academic skills. The service also offers writing feedback, test preparation, and study resources that help students become more independent and successful learners.

Visit www.mccc.edu/tutoring for more information including specific locations and schedules.

Computer Labs and Internet Access

MCCC is equipped with over 1300 computers for student use in 54 labs. Specialized Mac and PC-based labs support the studies of architecture, computer networking, cybersecurity, digital media arts, fashion design, game design, and mathematics.

Libraries at both campuses offer wi-fi access in addition to open computer labs. There, students have Internet access, print capability, and use of the latest Microsoft Office products and curriculum-specific applications. Attendants are available to answer questions and assist users. In addition, laptops can be signed out for in-library use. The student help desk is located at the Enrollment Center to assist with computer access and password issues.

Libraries

The libraries of Mercer County Community College offer a wide array of services and resources to complement and support academic programs and the learning needs of students, faculty, and staff.

A library is located on both the West Windsor and James Kerney campuses as well as at the Dempster Fire Training Center. Additionally, the library maintains a significant online presence through its website (www.mccc.edu/library) in support of MercerOnline. Currently enrolled students who choose the convenience of remote access to electronic library holdings and services may select from books, periodicals, images, legal resources, and reports.

Reference services are provided in-person, by telephone, e-mail, chat, and via instant messaging. Information literacy classes provide in-depth instruction on the use of library resources as well as AI literacy for research and for seeking information for class preparation.

Educational Opportunity Fund

Funded by the state, the Educational Opportunity Fund (EOF) assists eligible low-income, academically under-prepared New Jersey residents to attend college.

EOF 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 EOF program are given personal counseling, academic advisement, tutoring, and supplemental instruction. Participants also benefit from cultural/educational enrichment activities, leadership development, tours of four-year colleges, as well as grants to those who qualify.

Military and Veterans Services

The MCCC Military and Veterans Services office assists veterans, military servicemembers, spouses, dependents, and supporters in a wide range of matters: college admissions, class registration, GI Bill® benefits, student advocacy, and more.

Located on the second floor of the West Windsor Campus Student Center, the office also coordinates with outside agencies to provide counseling and help with VA disability claims. A Veterans Lounge located in SC200 offers resources and other amenities for veteran students to relax and socialize.

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Center for Accessibility Resources

Mercer County Community College is deeply committed to ensuring student success. The mission of the Center for Accessibility Resources (C.A.R.) is to work collaboratively with faculty and students toward the development of accessible and inclusive learning environments characterized by student engagement fostering intellectual and personal growth.

The college recognizes disability as an aspect of diversity and the Center works to ensure inclusive learning environments both by encouraging the college community to examine accessibility and through the delivery of effective academic accommodations to qualified individuals.

C.A.R. facilitates the success of students with disabilities by providing intensive support including:

- outreach to incoming students prior to admission;
- a scheduled comprehensive intake interview;
- ongoing advisement and registration assistance;
- appropriate academic modifications;
- free academic tutoring through the college's Learning Centers;
- development of self-advocacy skills.

Mercer County Community College complies with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), including changes made by the ADA Amendment Act of 2008. For information on Universal Design for Learning, meeting the needs of students with disabilities, or the provision of academic accommodations, please visit www.mccc.edu/student_services_needs.

Career Services

Career planning is an important part of your academic journey, and your advisor is here to help you connect your educational goals with your future career. Through our holistic advising approach, career exploration is integrated into advising conversations from your first semester through graduation, helping you make informed decisions about your major, transfer plans, internships, and career opportunities.

Along the way, you'll have access to a variety of career resources and services, including career exploration tools, resume and interview preparation, career assessments, job and internship resources, career fairs, employer information sessions and campus visits, workshops, and other professional development opportunities designed to help you build the skills and confidence needed for success after Mercer.
Visit https://www.mccc.edu/student_services_counseling_career.shtml for more information and access to resources.

Testing Centers

Academic Testing Centers on both campuses provide students, faculty, staff, and the community with examination services. Whether for courses taught on campus or online, instructors utilize these facilities for computer-scored and instructor-graded tests. Students may take tests arranged by their instructors. Admission to the Testing Centers requires a student photo ID, obtained at the Security ID station upon class enrollment.

The Testing Centers administer course placement testing for new students. The West Windsor Campus Testing Center also administers tests for "credit by examination" programs including the College Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSST) to earn college credits in a variety of courses. In addition, proctoring is available for distance learning programs nationwide.

Visit www.mccc.edu/testing for more information, including hours and policies.

Food Pantry

An on-campus resource designed to provide free food, snacks, and daily essentials to students facing food insecurity. Visit www.mccc.edu/pantry for pantry hours and/or more information.

MyMercer Student Portal

Students can browse courses, register for classes, make payments, explore and monitor financial aid, view and print class schedules, grades and transcripts, and take advantage of many additional online services and features once signed in to their individual account at the College's student portal, MyMercer.

www.mccc.edu/**mymercer**

Instructions to determine the username and password required for MyMercer sign-in is available at www.mccc.edu/mymercer. Students are encouraged to bookmark this MyMercer entry page to stay connected and informed.

complete content at www.mccc.edu/catalog

Enrollment

Admission to Mercer County Community College is open to anyone who can benefit from a post-secondary education. MCCC's student body is diverse and includes both young adults as well as older learners.

Students may attend classes during the day, evening, or on weekends at the West Windsor or James Kerney campuses, or online through MercerOnline. They may enroll full- or part-time toward earning a degree or certificate, or simply take a few classes.

Mercer welcomes applicants from other New Jersey counties and from other states and countries but reserves the right to limit such enrollments in programs with limited staff and physical capacity.

How to Apply

Prospective students must complete an admission application and have high school and/or college transcripts, or GED scores, and immunization records sent to the Enrollment office. SAT or ACT scores may also be sent. Although not required for admission, the results of SAT or ACT assessment may be used for course placement.

Applicants are encouraged to apply online via the College website (www.mccc.edu). Applications are also available at the Enrollment Center on each campus. The College accepts applications throughout the year.

Immunization

State law requires each student matriculated in a degree program to provide a valid record of immunization for or immunity from measles, mumps, rubella (MMR) as well as hepatitis and the meningococcal vaccine. Students must complete the Immunization Record form available from the Enrollment Center and have it signed by their physician.

Students who attended elementary and secondary school in New Jersey may be able to obtain a copy of their immunization record from their high school. A copy of this record is acceptable in place of the college Immunization Record form.

Additionally, the law provides for exemption from submitting an Immunization Record form if a student was born before 1957, has a medical reason for not being immunized, or has a religious objection to immunizations. Students wishing to apply for an exemption may do so at the Enrollment Center.

College Skills Placement Testing

Students enrolling at Mercer may be required to take a college skills placement test, available at the Testing Center on both campuses. Placement test results do not affect admission to the college; however, scores will determine eligibility for certain courses and programs.

English as a Second Language Placement Testing

Students whose native language is not English and those wishing to enroll in English as a Second Language (ESL) courses should complete the ESL placement test. Contact the office of International Student Services for more information.

Academic Advising

Academic Advising is a collaborative partnership focused on helping you achieve your educational, career, transfer, and personal goals. Through our holistic advising approach, your Academic Advisor works with you throughout your academic journey to develop an educational plan, monitor your academic progress, discuss career and transfer opportunities, and connect you with resources that support your success both inside and outside the classroom. Mercer utilizes a cohort, appointment-based advising model, allowing you to build an ongoing relationship with a dedicated advisor who understands your goals and provides personalized guidance from semester to semester.

Visit https://www.mccc.edu/admissions_academic.shtml to book an appointment with your assigned advisor.

Faculty Advising

Faculty Advisors complement the work of your Academic Advisor by providing discipline specific guidance and mentorship within your program of study. As experts in your academic field, Faculty Advisors can discuss curriculum, career pathways within the discipline, undergraduate research, internships, transfer opportunities related to your major, and preparation for employment or graduate education. Together, your Academic Advisor and Faculty Advisor provide comprehensive support to help you make informed decisions and achieve your academic and professional goals.

Admission Assistance

Help is available at every step in the admission process. Students are encouraged to visit the college and meet with staff and faculty. To arrange a campus tour or for additional information or assistance, contact the Enrollment Center at either Mercer County Community College campus:

West Windsor Campus
1200 Old Trenton Road
West Windsor, New Jersey 08550
(609) 570-3244
E-mail: admiss@mccc.edu

James Kerney Campus
102 North Broad Street
Trenton, New Jersey 08608
(609) 570-3139

complete content at www.mccc.edu/catalog

Class Registration

Online: Continuing and returning students can register online.

In-Person: Students can register in person during normal operating hours at the Advising Center on the West Windsor campus or at the Student Services office on the James Kerney Campus.

Credits from Other Educational and Life Experiences

Advanced Standing

Mercer will grant advanced standing for demonstrated knowledge gained from courses taken in high school that are equivalent to collegiate entry-level courses. Advanced standing may be granted in foreign languages, mathematics, and other disciplines. Check individual programs for specific information, and contact the Enrollment office to determine eligibility.

Advanced Placement

Students who complete Advanced Placement courses during high school and pass Advanced Placement tests at the 3 level or higher are eligible for course credit in the following disciplines:

- Art
- Biology
- Calculus I
- Calculus II
- Chemistry
- Chinese
- Computer Science
- Economics
- English
- Environmental Science
- French
- Geography
- German
- Government and Politics
- History
- Italian
- Japanese
- Latin
- Music
- Physics
- Psychology
- Spanish
- Statistics

Credit for Nontraditional Learning Experience

Mercer recognizes that learning in the classroom is only part of the learning that takes place in the modern world. Credit may be granted by examinations and other demonstrations of knowledge or skills acquired outside the traditional classroom. These include appropriate life and work experience through military schools, proprietary schools, or training programs.

Detailed information about credits awarded for nontraditional learning experience is available from the Enrollment office. Mercer reserves the right to deny inappropriate credit requests.

Veterans may wish to have their military training and experience evaluated for possible college credit. Those wishing to do so should contact the Military and Veterans Services office and submit Joint Service Transcript (JST) or Community College of the Air Force (CCAF) transcripts for evaluation.

Transfer Credits from Other Colleges

Many students use transfer credits earned at other accredited colleges to complete some of their program requirements for a Mercer degree or certificate. In most programs, transfer credits and/or credits awarded by other nontraditional means may be applied, except that a minimum of 15 credits, including those for at least two sophomore-level courses in the major, must be earned at Mercer. Only courses in which a grade of C or better was earned are eligible for transfer credits.

To have credits from another college reviewed for transfer, the student must request that college to send an official transcript of his or her coursework to Mercer's Registrar's Office. Foreign transcripts will require, at the student's expense, translation and evaluation by an approved outside agency.

Approved transfer credits are entered on the student's transcript only after the student has been accepted in their chosen degree program and is enrolled in classes at Mercer.

College Opportunity for Young Adults with Intellectual Disabilities

Mercer County Community College's DREAM Program provides transition and postsecondary program opportunities for students who, due to limitations in both intellectual and adaptive behaviors, require additional supports to navigate the postsecondary environment.

Upon successful application and acceptance to the program, identified students, ages 18-24, have the opportunity to reach individual goals in an inclusive and supportive college setting.

For additional information, visit the MCCC DREAM Program in LB207 on the West Windsor campus or call: 609-570-3422.

complete content at www.mccc.edu/catalog

Developmental Studies

Enrollment in Academic Foundation Courses

If scores on academic placement tests in reading, writing, or mathematics do not meet the standards for college-level work, students are required to take foundation courses before taking courses that require proficiency in those skill areas. Full-time students are expected to complete these courses during their first year, typically in the first semester. Part-time students must enroll in at least one of their required foundation courses each semester.

A variety of 0-level foundation courses allows each student to choose a path that best fits their interests. Academic advisors, individually assigned, help foundation students navigate their choices, while supportive faculty helps them connect with campus academic and social networks.

Class options involve accelerated and computer-based modular classes as well as traditional foundation reading, writing, and mathematics courses. Details on the college's 0-level foundation courses can be found among English and Mathematics course descriptions.

English

Mercer offers two levels of developmental English. Students who would benefit from the most support place into ENG 023 / 033. They may be able to participate in the READY Program and qualify for ENG 101 in one semester. READY is an immersive and rigorous experience that engages students in an accelerated, yet highly supported, academic program.

Students placing into ENG 024 / 034 often need somewhat less of an intensive experience and are permitted to enroll in ENG 101 upon successful completion of these courses. Still, some students will benefit from two semesters of developmental English.

All placement decisions are made using multiple measures, including students' own self-assessment of where they would expect to be most successful.

MATHEMATICS

MAT 037, MAT 038, MAT 042, MAT 044

Foundation courses in mathematics provide students with the skills and concepts needed to succeed in mathematics and in other disciplines.

MAT 037 (Beginning Algebra) and MAT 038 (Intermediate Algebra for STEM) are offered in a classroom setting using a variety of instructional strategies.

MAT 042 (Foundation Math for Non-STEM) and MAT 044 (Foundation Math for STEM) offer students a self-paced, modularized approach to the required curriculum. Students work in a lab setting with the support of faculty and tutors available to assist individuals or small groups as necessary.

Students may complete more than one course in a semester. Those failing to complete the course curriculum in one term can start the following term where they left off, rather than repeating the beginning of the course.

DEVELOPMENTAL MATH, READING, AND COMPOSITION

Placement test scores (see page 12) determine if these courses are required.

FIRST SEMESTER

Code	Course (lecture/lab hours)	Credits
CSW 100	College Success and Personal Wellness (2/0)†	2
ENG 023	Introduction to College Composition I (4/0)	4
ENG 033	Introduction to College Reading I (4/0)	4
MAT —	Mathematics course[1]	3-4
		13-14

TO DO THIS SEMESTER

- ✓ Meet with your faculty advisor to make an academic plan.
- ✓ Check your MercerMail daily.
- ✓ Contact professors with questions and use their office hours to develop a connection.
- ✓ Use Learning Centers or eTutoring to maximize your success.

SECOND SEMESTER

Code	Course (lecture/lab hours)	Credits
CSW 100	College Success and Personal Wellness (2/0)† OR[2]	2
— —	General Education elective	
ENG 024	Introduction to College Composition II (4/0)	4
ENG 034	Introduction to College Reading II (4/0)	4
MAT —	Mathematics course[1]	3-4
		13-14

TO DO THIS SEMESTER

- ✓ Meet with your faculty advisor to make an academic plan.
- ✓ Check your MercerMail daily.
- ✓ Contact professors with questions and use their office hours to develop a connection.
- ✓ Use Learning Centers or eTutoring to maximize your success.

complete content at www.mccc.edu/catalog

Choosing a Program

Mercer offers a wide variety of programs which lead directly to employment or to transfer to other colleges for further education. Professional staff and faculty are available to assist students in selecting programs most suited to their needs and goals. (See sections on Programs of Study, Career Services, and Transfer to Four-Year Colleges.)

It is important for students to select their program of study carefully and to consider the following:

- What careers interest me?
- Is a four-year college education in my future?
- What credits will I be able to transfer to a four-year college?
- Which college program will provide the best training for the career I want?
- What are the academic requirements of the program that is best for me? Given my abilities and interests, am I being realistic?
- How can I plan my financial resources and meet personal responsibilities so that I can go to college?
- What college services and financial programs are available to me?

Program Acceptance

Acceptance in a particular program is based on an applicant's qualifications as evidenced by transcripts of previous academic work, professional recommendations, level of interest, and estimated potential for success. Student enrollment in certain programs is limited due to available facilities and staff. Preference for space in these programs is given to Mercer County residents and early applicants.

Mercer County Community College will not discriminate against any applicant on the basis of personal beliefs or characteristics such as political views, religion, national or ethnic origin, race, color, gender, sexual orientation, age, marital status, veteran status, or disability unrelated to job or program requirements.

Students who are undecided about which degree program to choose or who want to take some courses before choosing a degree program may register for individual courses provided any specified entry requirements (prerequisites and corequisites) are met. Those unsure about a major field of study should indicate a general interest. The admission process cannot continue until a major field or interest area has been declared.

Students who are under 18 years of age must submit written approval from a parent or guardian and school counselor to the Enrollment office before they will be permitted to register for courses.

Changing Programs

Changing program students are permitted to switch from one program to another provided that admission requirements for the new program are satisfied and space is available. (See page 26 for procedure.) NOTE: Students who change their program of study must complete all requirements listed in the academic catalog in effect at the time of the program change.

The Academic Year

Mercer's courses are offered frequently enough to allow students to progress toward their degrees or certificates in a reasonable period of time. However, not every course can be offered every semester and term. For student convenience, day, evening, and weekend classes are available throughout the year. Classes are held on both MCCC campuses, at off-campus sites, and through MercerOnline.

Most classes in the regular Fall and Spring semesters meet for 14 weeks, while a variety of accelerated courses meet for seven or 10 weeks. Winter Session, beginning in mid-December, offers accelerated two- and six-week courses. Summer terms begin in late May and early July. Classes in shorter terms meet more hours per week in order to cover the material of a typical full semester.

Full-Time Study

For full-time status, students must take 12 or more course credits in a semester. While 12 is the minimum course load for a student to be considered full-time for financial aid purposes, completing most academic programs in four semesters requires taking at least 15 credits each semester.

A typical full-time credit load can range from 12 to 18 credits. Students wishing to carry more must obtain approval from their advisor or academic division.

Part-Time Study

Part-time students take 11 or fewer course credits in a semester. They benefit from the same facilities and services as full-time students and have access to the same faculty and most programs of study. They complete program requirements in varying periods of time, depending on the number of credits required by the program and the number of credits completed each semester.

Part-time students may take up to 10 years to complete the coursework for most programs. Some technical programs, however, require that coursework be completed within five years.

Advisement staff is available at both campuses during evening hours to assist part-time evening students with course and program selection as well as career planning.

complete content at www.mccc.edu/catalog

Transfer to Four-Year Colleges

Transfer planning is an important part of your academic journey, whether you are exploring future opportunities or have already identified a transfer institution. Through our holistic advising approach, transfer planning is integrated into advising conversations to help you make informed decisions about course selection, degree completion, and preparation for a successful transition to a four-year institution. Along the way, you'll have access to a variety of transfer resources and services, including transfer planning tools, information about transfer agreements and partnerships, transfer events and college fairs, visits from four-year college and university representatives, application guidance, and other resources designed to help you achieve your educational goals beyond Mercer.
Visit https://www.mccc.edu/student_services_transfer.shtml for more information and access to resources.

Transfer Within New Jersey

Many four-year colleges and universities in New Jersey have adopted "Transfer and Articulation Principles" and a "General Education Foundation" to help maximize transfer credits for courses taken at community colleges. Although Mercer's degree programs align with these statewide agreements, admission to a four-year institution is not guaranteed, and admission requirements vary.

Students can transfer their academic credits 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, as half of the credits required for a four-year degree.

Using the online information system NJ Transfer (www.njtransfer.org), students can check the transferability of their Mercer courses and plan a program of study that will transfer to the New Jersey college of their choice.

The University Center at Mercer: Advanced Degrees on Campus

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

For information on these and other such programs, contact Transfer Services or the related academic division at Mercer.

Rutgers, The State University of New Jersey

- B.A., Business Administration
- B.S., Criminal Justice
- B.S., Labor and Employment Relations
- B.A., Liberal Studies
- RN to B.S., Nursing
- B.A., Political Science
- B.A., Psychology
- B.S., Public Health

complete content at www.mccc.edu/catalog

Registration

Register for Classes

Online

Continuing and returning students can register online via the college website (www.mccc.edu).

In-Person

Students can register in person during normal operating hours at the Enrollment Center on the West Windsor Campus or at the Student Services office on the James Kerney Campus

Student Records

Student Identifier

The MCCC admissions application requires a Social Security number, for federal and state reporting purposes only. Once enrolled, students are assigned a unique student identifier (for the college's administrative system only – not for student use), which appears on each student's class schedule as well as on instructor class rosters.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their academic records. For more information on specific provisions of the Act, refer to the "Statement of Student Rights and Responsibilities" section in the Student Handbook.

The College has designated the following student information as public or Directory Information. Such information may be disclosed by the College for any purpose.

- name, address, phone number, email address
- dates/semesters of attendance
- enrollment status (full-time or part-time)
- major field of study
- degrees and awards received
- previous institution(s) attended
- participation in officially recognized sports and activities
- weight and height of athletic team members

Mercer County Community College forwards education records to other institutions that have requested the records and in which the student seeks or intends to enroll, or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment.

Currently enrolled students may withhold disclosure of any category of information under FERPA. To withhold disclosure, students must send written notification to the Enrollment office within the first three weeks of the semester in which the withholding of Directory Information is to take effect. Request forms are available at the Enrollment Center.

The College assumes that failure on the part of any student to specifically request the withholding of categories of Directory Information indicates approval for disclosure.

Certification of Enrollment

Students needing official certification of their enrollment at MCCC may obtain it from the Student Records office during normal hours of operation (or by emailing registrar@mccc.edu) after the add/drop period for the requested term has ended.

Transcripts

Students can immediately access unofficial transcripts from "Student Self-Service" in the MyMercer portal up until two years after their last semester at the College. Thereafter, students must request official transcripts.

All requests for official transcripts must be submitted through the Parchment Storefront, accessed at www.mccc.edu/student_transcripts. Refunds are not issued for eTranscripts, due to the near real-time processing and delivery of orders.

Transcripts are not released if the student has outstanding financial obligations with the college.

complete content at www.mccc.edu/catalog

Tuition and Fees

Tuition and fees are established by the Mercer County Community College Board of Trustees. The lowest tuition rates apply to residents of Mercer County, New Jersey. Different rates apply to out-of-county residents, out-of-state residents, and non-U.S. citizens. Tuition is charged on a per credit (or credit-equivalent) hour basis.

The College reserves the right to change tuition or fees at any time by action of the Board of Trustees. Current tuition rates and fees are available on the College website and at the Enrollment Center.

In addition to tuition and fees, students are responsible for purchasing books and other class supplies.

Residency Requirements

In-county tuition rates apply to students who have resided in New Jersey for 12 months and maintain a permanent residence in Mercer County. The College recognizes Mercer County students in active military service as residents of the county.

Students who are not citizens or permanent residents of the United States are charged out-of-state tuition and fees unless they meet certain legal guidelines.

To appeal residency status, contact the Enrollment office.

Tuition Support For Out of County Residents

New Jersey Chargeback Program

New Jersey residents who live outside of Mercer County and wish to attend MCCC can apply for chargeback tuition support. Chargeback enables a student to pay in-county tuition rates. The difference in tuition will be paid by the student's home county.

Chargeback requests may be approved by the home county for the following reasons:

- The county's community college does not offer the student's chosen program or course.
- The county's community college does not have space available in the chosen program or course.

To apply for and be awarded a chargeback, the student must do the following:

- Obtain a chargeback form from the MCCC Enrollment office.
- Complete the form and take it to the home-county community college (if there is one) for approval.
- Submit the form to the county Treasurer in the home county for approval.
- Bring the completed and approved form to MCCC's Enrollment or Student Accounts offices prior to the first day of classes.

Once approved, chargeback eligibility will not be lost if the student's home county community college establishes the same program in which the student already is enrolled at Mercer. Nor will eligibility be lost if space becomes available at that college after the student was earlier denied registration there. Eligibility may be lost, however, if the student changes to an MCCC program also offered at their home county community college.

Students who are unable to obtain chargeback assistance from their home county may still attend Mercer but must pay out-of-county tuition rates. Out-of-state students are not eligible for chargeback assistance, and chargeback assistance does not apply to foundation courses.

Program-Sharing Agreement

Mercer and Bucks County residents can enroll in, at a reasonable cost, academic programs not offered at their home county community college. A program-sharing agreement between Mercer County Community College and Bucks County Community College enables students to take basic courses at their home institution and specialized courses to earn their degree at the other college. Students are charged out-of-county instead of out-of-state rates.

Fees

College Fee

The college fee supports student activities, athletics, student publications, identification cards, and other college expenses that benefit students.

Technology Fee

The technology fee helps to offset the cost of college technological resources that support students' learning and related services.

Registration Fees

A registration fee is charged to all credit students each semester to offset the College's registration system expenses.

Course Fees

In addition to tuition, most courses with laboratory, studio, or clinical components and/or open lab support have special fees which cover extra costs of equipment, supplies, or instruction.

A listing of current course fees may be obtained at the Enrollment Center on each campus.

Flight Training Fees

Fees for MCCC's Aviation Flight Technology A.A.S. degree program vary depending upon program coursework required towards certification and licensing, and are subject to change without notice. Specifics are available from the Aviation program director in the Business, Technology, and Professional Studies division.

complete content at www.mccc.edu/catalog

Payment of Financial Obligations

All tuition and fees are due at the time of registration. Students are responsible for obtaining the necessary funds before registering, or for making payment plan arrangements and/or applying for tuition waivers (see below). Additional payment assistance may be sought through the Financial Aid office.

Payments may be made online by credit card, or in person by check or cash.

No student will be enrolled, graduated, or cleared to receive an academic transcript until they have fully paid all college accounts or have made satisfactory arrangements with the Student Accounts office.

Payment Plans

Flexible payment plans are available for all semesters. Options and further details may be obtained at the Student Accounts office on either the West Windsor or James Kerney campus or on the college website.

Fines

Fines are charged for overdue library books (paid at the Library front desk), parking violations (paid at the Student Accounts office), and misuse of lockers (paid at the Security office).

Additional information can be found in the "Statement of Student Rights and Responsibilities" available at the Student Activities office.

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 start date (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 start date (NOT the class start date).

A course dropped anytime after its applicable refund eligibility period will be processed as a withdrawal. (See withdrawal information, page 26.) No refund of tuition or fees will be made to a student who is withdrawn from a course by an instructor for non-attendance or who has been dismissed from the college for cause.

Please be aware that dropped or withdrawn classes can cause adjustments to financial aid awards, which may result in the student owing an account balance.

Tuition Waivers

Pursuant to New Jersey law, certain persons who otherwise meet course requirements are permitted to enroll in credit classes at MCCC without payment of tuition, on a space-available basis, provided tuition-paying students constitute the minimum number required to offer the class. All students are required to pay for books, course materials, and fees in excess of tuition.

Students may not apply a waiver to and will not be reimbursed for any course registration previously paid.

National Guard

National Guard members who have completed Initial Active Duty Training and are members in good standing, or the children or surviving spouse of a member killed in the performance of their duty, may enroll for up to 15 credits per semester with tuition waived provided they:

- have submitted a Free Application for Federal Student Aid (FAFSA) for all state and federal financial aid for which they may be eligible;
- have enrolled in a program of study and are in good academic standing.

(See page 25 for associated financial aid application requirements.)

Volunteer First Responders

Active volunteer fire, first aid, or rescue squad members in good standing, or their dependent children and spouses, may enroll in courses with a maximum $600 in tuition waived annually, not to exceed $2,400 for the member, children and spouse over a four-year period, provided they:

- reside in a municipality that has agreed by the enactment of a resolution to participate in the program;
- maintain a 2.00 grade point average throughout the program;
- execute an agreement to continue service as a volunteer for a period of at least four years.

Local fire companies and rescue squads can provide additional information.

Unemployment

Persons who are presently unemployed or have been seeking full-time employment during the past two years may be eligible to enroll in classes, with tuition waived, on a space-available basis. College fees in excess of tuition must be paid at the time of registration. Expenses for textbooks and other class materials are also the student's responsibility.

Students must have submitted a FAFSA for all state and federal financial aid for which they may be eligible. Forms and additional information may be found at your local unemployment offices.

Senior Citizens

Mercer County residents aged 65 or older are eligible to enroll in classes, with tuition waived, on a space-available basis after paying students have registered. College fees in excess of tuition must be paid at the time of registration. Expenses for textbooks and other class materials similarly are the student's responsibility.

Residents of New Jersey counties other than Mercer who are 65 or older may enroll in classes on a space-available basis, paying the College's in-county tuition rate plus applicable fees.

Eligible students must register in person, with proof of age, at either the West Windsor or James Kerney campus. Contact the Enrollment office (for credit courses) and Workforce Training (noncredit) for further details.

complete content at
www.mccc.edu/catalog

Financial Aid

The federal government, the state of New Jersey, and Mercer County Community College offer eligible students a range of financial aid opportunities. A student or applicant wishing to be considered for financial aid should apply as early as possible. This can be done even before completing an MCCC admission application.

Most student financial aid is provided in the form of federal- and state-funded grant programs. 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.

Specific financial aid programs along with eligibility requirements and application instructions (effective at time of publication) are outlined on the sources page. Visit the MCCC Financial Aid webpage for the most up to date information.

Surplus Financial Aid

Accepted Financial Aid from all sources is automatically applied to a student's bill to cover tuition and fees. If the sum of all payments made is greater than the students charges, the student will see a negative balance on the account summary. For a period of time prior to and during each semester, students with these surplus funds may use them in the College Bookstore for textbooks and other supplies needed for classes (up to a $1200 maximum each semester).

Any surplus funds not used in the bookstore may be mailed to students in the form of a check approximately halfway through the semester. Students expecting a refund check are encouraged to keep their mailing address up to date with the Registrars Office. The College is not able to provide a specific timeframe for the generation, or the mailing of any individual students refund check, but information pertaining to a refund check is available in each student's portal once a check has been issued.

Summer Financial Aid

Depending on when a student's financial aid award is packaged, students may or may not see federal aid available for the Summer Session. Students wishing to take summer classes may be eligible for federal financial aid even if they do not have a summer term on their award letter. Information about Summer financial aid is available on the Financial Aid webpage prior to the start of the summer term.

How to Apply

To be considered for all federal, state and MCCC financial aid, students must complete the **Free Application for Federal Student Aid (FAFSA)** online at www.studentaid.gov. The FAFSA must be submitted each year, and becomes available online each year on October 1 for the upcoming school year. The federal school code for MCCC is **002641**, and applicants must include MCCC on their list of schools.

Students who do not meet the eligibility requirements to complete a FAFSA may be able to apply for New Jersey state aid by completing the HESAA Alternative Application.

To ensure that financial aid is packaged before tuition and fees are due, applications and supporting documents should be submitted before April 15 for the full academic year or the Fall semester, and before February 15 for the Spring semester only. Students who submit applications after these dates should be prepared to pay semester tuition and fees themselves with the possibility of receiving financial aid after the semester begins. If eligible for aid, the student will receive an appropriate refund.

After submitting the FAFSA, students are expected to monitor the Financial Aid Self-Service section of their MyMercer portal and their MCCC email account for updates. Students may be required to submit additional documents or information to the College's Financial Aid Office to determine their eligibility once the FAFSA has been received.

complete content at www.mccc.edu/catalog

General Eligibility Requirements

Federal Aid

For federal financial aid eligibility, students must:

- be United States citizens or eligible noncitizens;
- be accepted in a program of study leading to a degree or certificate;
- possess a high school diploma or state-recognized equivalent such as a General Educational Development (GED) certificate;
- not be in default status on a student loan or owe a refund on any Title IV federal aid program;
- maintain satisfactory academic progress;
- attempt a course a maximum of two times

State Aid

To be eligible for financial aid from the state of New Jersey, students must comply with the general eligibility requirements and also must:

- Have resided in New Jersey for at least one year;
- enroll for at least 6 credits;
- demonstrate financial need according to the state's need analysis system.
- not posess a prior college degree.

DACA Students

Applicants must:

- complete the HESAA Alternative Application at hesaa.org; and
- have attended a New Jersey high school for at least three years; and
- have graduated from a New Jersey high school or received a GED in New Jersey; and
- complete a Non-Resident Affidavit;
- if male, be registered for Selective Service;
- be enrolled for at least 6 credits.

Academic Requirements

Financial aid is awarded only to students who have declared a major in an approved degree or certificate program and who are making Satisfactory Academic Progress (SAP). Students who fail to meet all of the prescribed standards for SAP will be placed on SAP Warning for one semester. Students who meet the terms of SAP Warning will be placed on probation and will continue to be eligible for financial aid. Students who do not meet the terms of SAP Warning will be ineligible for financial aid.

Applicants denied financial aid due to unsatisfactory academic progress have the right to appeal for reinstatement of eligibility, explaining any relevant extenuating circumstances. Appeals must be completed with a Academic Advisor who will subsequently submit the appeal along with relevant supporting documents to the Financial Aid office. The SAP Committee will review the appeal and notify the student by email once a decision has been made.

Students failing SAP or whose appeals have been denied may work towards once again meeting SAP standards by enrolling at their own expense and completing all courses attempted. Students whose appeals are approved will be placed on probation.

For any semester in which a student is on SAP Warning or probation, they must earn a minimum term GPA of 2.00 and must not receive any failures (F), withdrawals (W), incompletes (I), or "no credit" (NC) grades of any kind.

Federal regulations permit financial aid to be awarded for no more than 30 semester hours of noncredit remedial coursework. Once attempted, no additional remedial courses will qualify for financial aid. English as a Second Language (ESL) courses are exempt from the remedial course limit.

Academic eligibility for all New Jersey financial aid programs is governed by the same standards of progress described above.

The chart below outlines the *minimum* standards of satisfactory academic progress to receive financial aid at Mercer County Community College.

Minimum Standards of Progress to Qualify for Financial Aid

Cumulative Credits Attempted	Completion Rate	Cumulative GPA
0 to 8	00 %	0.00
9 to 19	50 %	1.60
20 to 29	50 %	1.70
30 to 39	60 %	1.80
40 to 47	60 %	1.90
48 or more	67 %	2.00

complete content at www.mccc.edu/catalog

Special Circumstances

Federal financial aid is based on a formula created by the U.S. Department of Education to determine a student's Student Aid Index (SAI). The FAFSA uses prior-prior year income information to determine SAI and eligibility for federal financial aid. After filing the FAFSA, some students realize their SAI may not accurately reflect their current financial situation due to extenuating circumstances that have led to a significant decrease in household income or a significant increase in household expenses.

The federal government allows students to request that the Financial Aid office review these extenuating circumstances to see if they warrant an adjustment of the information determining the student's SAI. Circumstances that may warrant an adjustment include (but are not limited to) loss/change of employment, divorce/separation, death of a parent/spouse, disability of student/parent/spouse, and loss of benefits.

Students who think they may qualify for a Special Circumstances Review should contact the Financial Aid office.

Other Funding Sources

Work-Study on Campus

The Federal Work-Study Program is a federally funded program administered by MCCC to promote access to on-campus employment to help offset educational expenses. Students may work up to 10 to 15 hours per week during Fall and Spring semesters and must be enrolled at least half-time per semester. If program funds are available, students may also work during Summer terms. Students interested in participating should email seo@mccc.edu.

MCCC Scholarships

The MCCC Foundation, civic groups, professional societies, local corporations, and generous individuals support an array of student scholarships awarded for both the Fall and Spring semesters. Recipients are recognized at annual ceremonies – continuing students at the annual Scholarship reception, graduating students at the Academic Excelence Ceremony.

More information on MCCC-sourced scholarships is available at www.mccc.edu/scholarships. Students may apply for one or more by submitting a single application online at www.mccc.edu/apply4awards. Applications for continuing students are accepted February 1 through October 31; applications for graduating students are accepted February 1 until April 1.

Note: Some scholarships require students to complete the FAFSA before they can be considered for an award, regardless of their financial standing.

Federal and State Aid

Listings of federal and state financial aid programs along with eligibility requirements and application instructions (effective at time of publication) appear on pages 23 and 24. Visit the MCCC Financial Aid website for the most up-to-date information.

complete content at www.mccc.edu/catalog

MCCC FOUNDATION
SCHOLARSHIPS
YOU MAY BE ELIGIBLE!

MERCER
COUNTY COMMUNITY COLLEGE

Scholarships are payments to support a student's education that **do not need to be repaid**.

Mercer County Community College and the MCCC Foundation make more than $950,000 in scholarship support available annually in a wide variety of academic areas. Award amounts vary – **$11,000 the largest, $1,500 the average.**

Whether you are a new, continuing or graduating student, **YOU MAY BE ELIGIBLE** for one or more of our **300+ scholarship opportunities**. *Some do not even require completion of the FAFSA!*

CONTACT US FOR MORE INFORMATION OR ASSISTANCE WITH YOUR APPLICATION

OFFICE OF COLLEGE ADVANCEMENT
Phone | 609.570.3239
Email | scholarships@mccc.edu

More Information: www.mccc.edu/scholarships
To Apply: www.mccc.edu/apply4awards

Mercer County Community College (MCCC) does not discriminate on the basis of race, color, religion, creed, national or ethnic origin, age, pregnancy, disability, sex, or any other protected status in the administration of any of its services, educational programs and activities or in its hiring or employment practices.

Federal Aid Programs

Program	Special Eligibility Requirements	Award Amounts	Program Information	How to Apply
Federal Pell Grants	Applicants must: • Demonstrate financial need • Take at least 1 credit of program-required coursework	Up to $6345 per year	Students who have earned B.A. or B.S. degrees not eligible	• File the Free Application for Federal Student Aid (FAFSA), listing MCCC as a college you plan to attend • Submit any other required information/ documents to the MCCC Financial Aid office
Federal Supplemen-tal Education Opportunity Grant (SEOG)	Applicants must: • Demonstrate financial need • Apply on or before Apr. 15 (Sept. 15 for Spring only)	$400-$800 per year at MCCC	Priority to students with the lowest SAI who are eli-gible for Pell	
Federal Work Study Program (FWS)	Applicants must: • Demonstrate financial need • Take at least 6 credits of program-required coursework	Determined by hourly rate of pay and number of hours per week, generally from $800 to $3000 per year	Employment is on- or off-campus; students may work a maximum of 15 hours per week when classes are in session depending upon FWS budget	

William D. Ford Direct Loan Program

Program	Special Eligibility Requirements	Award Amounts	Program Information	How to Apply
Federal Direct Subsidized Stafford Loan	Applicants must: • Take at least 6 credits of program-required coursework • Demonstrate unmet financial need	Up to • $3500 (0-29 completed credits) • $4500 (30 or more completed credits)	• Repayment begins six months after leaving school • Interest rates vary by year	• File the Free Application for Federal Student Aid (FAFSA), listing MCCC as a college you plan to attend. • Accept desired loan(s) through MyMercer student portal • Complete Master Promissory Note and Entrance Counseling at studentaid.gov
Federal Direct Unsubsidized Stafford Loan	Applicants must: • Take at least 6 credits of program-required coursework	Up to • $6000 (0-29 completed credits) • $6000 (30 or more completed credits) * Combined Stafford Loan totals may not exceed stated limit	• Repayment of interest begins immediately unless lender agrees to accrue it • Interest rates vary by year	

Other Sources

Program	Award Amounts and Eligibility	Program Information	How to Apply
Scholarship and loan programs from foundations, companies, unions, clubs, associations, high schools	Vary by program	Libraries, high schools, guidance offices, scholar-ship publications	Varies by program

complete content at www.mccc.edu/catalog

New Jersey State Aid Programs

Program	Special Eligibility Requirements	Award Amounts	Program Information	How to Apply
NJ STARS (Student Tuition Assistance Reward Scholarship)	Applicants must: • Rank in the top 15 percent of their high school class at the end of their junior or senior year • Demonstrate college readiness • Enroll in at least 12 credits	Tuition for up to 18 credits per semester, up to five semesters	• For high-achieving New Jersey high school students; not based on financial need	• File the FAFSA • Complete all requirements on state portal • Have your high school mail official transcript with class rank to Financial Aid office
Tuition Aid Grant (TAG)	See NJ state aid requirements under the "General Eligibility Requirements" section (page 20)	Up to $3,120 per year at MCCC	• Students who have earned degrees are not eligible at MCCC • Students may receive five semesters of funding; EOF-funded students may receive eight semesters	• File the FAFSA • Complete all requirements on state portal
Community College Opportunity Grant (CCOG)	Applicants must: • Have a household AGI between $0 and $65,000 • Enroll in at least 6 credits	Tuition and eligible fees for up to 18 credits	• Students may receive up to five semesters of funding • Students with any prior degree ineligible	• File the FAFSA • Complete all requirements on state portal
Educational Opportunity Fund Grant (EOF)	Applicants must: • Be full-time students • Be historically disadvantaged both educationally and economically	Up to $1,600 per year	• Special counseling services available • Some students may be allowed part-time enrollment with EOF director's approval	• File the FAFSA or HESAA Alternative Application (if applicable) • Complete all requirements on state portal • Submit an application to the EOF office

Mercer County Community College Programs

Program	Special Eligibility Requirements	Award Amounts	Program Information	How to Apply
Private and Foundation Scholarship	Applicants must: • Demonstrate merit and/or need • Complete the general online application	$500-$11,000 per year at MCCC	Scholarship funding is donated by businesses, organizations, and individuals	• File the Free Application for Federal Student Aid (FAFSA) • Submit online AwardSpring application at www.mccc.edu/apply4awards
Foundation Athletic Scholarship	Applicants must: • Be outstanding athletes	$100 to full tuition and fees	Must be recommended by MCCC coach or athletic director	Contact the MCCC Athletics Department (email: athlete@mccc.edu)

complete content at www.mccc.edu/catalog

Military and Veterans Benefits

Veterans and eligible dependents wishing to apply U.S. Department of Veterans Affairs GI Bill® education benefits or Military Tuition Assistance should contact the MCCC Military and Veterans Services office. New students should bring their original Discharge Document (DD form 214 / copy 4) or a Notice of Basic Eligibility (NOBE).

The staff will assist veterans in completing necessary paperwork required each semester. Alternatively, the application may be completed online at www.gibill.va.gov. If filing online, print and bring a copy of your application to the Military and Veterans Services office.

Initial application for benefits should be completed as far as possible in advance of registration for classes. Returning students must submit a copy of their class schedules to the Military and Veterans Services office for certification with the Veterans Administration. Any changes in enrollment status or change of major must be reported to the Military and Veterans Services office as soon as they occur.

- **Veterans Benefits and Transition Act of 2018 - Chapter 31**
- **Post 9-11 GI Bill® - Chapter 33**

As part of the Veterans Benefits and Transition Act of 2018, any individual entitled to educational assistance under Chapter 31, Veteran Readiness and Employment (VRE), or Chapter 33 of the Post 9-11 GI Bill®, will be permitted to attend and participate in any course for which enrolled during the period beginning on the date on which the individual provides the MCCC Office of Military and Veterans Services a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33.

Note that a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs (VA) website – eBenefits – or confirmation from a Chapter 31 VRE Counselor and ending on the earlier of the following dates:

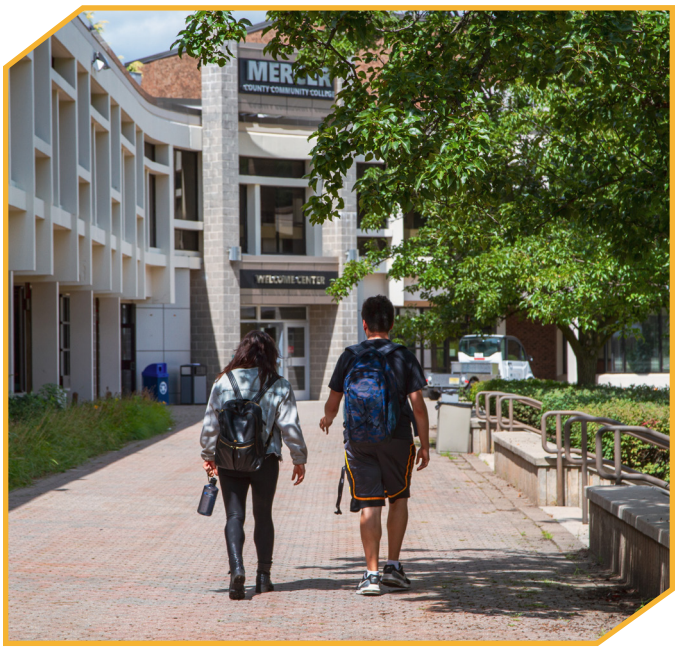
- the date on which payment from the VA is made to MCCC
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility

MCCC will not impose any penalty -- including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds -- on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the VA under Chapter 31 or 33.

Covered individuals must provide the following documents to the MCCC Office of Military and Veterans Services prior to the first day of class:

- a VA Certificate of Eligibility for entitlement to education benefits
- a properly completed *Request for Military & Veteran Certification Form*

Any questions should be submitted to the MCCC Office of Military and Veterans Services at vets@mccc.edu



New Jersey National Guard Tuition Waiver Program

New applicants for the National Guard Tuition Waiver Program should complete their paperwork six to eight weeks before registration. All National Guard students, both new and returning, must submit an original Commander's Letter of Certification (NJDMAVA form 621-2-R15Nov00) each time they register for courses. This letter must be dated no more than 60 days prior to registering for courses – up to a maximum of 16 credits per semester. For any additional credits, Guard personnel must pay full tuition and fees.

All applicants, new and returning, must submit a Free Application for Federal Student Aid (FAFSA) annually. In addition, National Guard students must complete and submit an application to MCCC and take the college skills placement test.

All veterans and National Guard students may submit appropriate documents to be evaluated for the possible awarding of credits for military training. Contact the Military and Veterans Services office for additional information.

complete content at www.mccc.edu/catalog

Academic Policies and Regulations

Class Attendance

Regulations

Mercer County Community College does not have a "cut system." Students are expected to attend all classes of every course on their schedules. Only illness or serious personal matters may be considered adequate reasons for absence.

It is the prerogative of the instructor to excuse absences for valid reasons, provided the student will be able to fulfill all course requirements.

Students in the Medical Laboratory Technology and Radiography programs must arrange with the program coordinator to make up all missed laboratory and clinical hours. Students in nursing courses are required to attend all lecture, recitation, college laboratory, and clinical laboratory sessions.

The College is required by law to maintain attendance reports on students who are funded by Veterans benefits, Social Security payments and various other federal, state, or private scholarship programs.

Attendance Verification and Progress Grades

Student performance in classes is monitored throughout the semester. If a student's attendance has been infrequent or performance unsatisfactory, he or she may receive notification in the mail. At any time, the instructor may withdraw the student from class as a result of insufficient attendance.

Students who receive an unsatisfactory progress report are encouraged to see their instructor, advisor, and/or counselor and to take the steps necessary to complete the course successfully by the end of the semester.

Withdrawal from Courses

To receive a W grade for any course, a student should consult with the course instructor or an appropriate division representative and then withdraw officially before two-thirds of the course has been completed by submitting a withdrawal form to the Enrollment office. Withdrawal after this point results in a grade other than W (usually F) unless the Registrar determines that the student was unable to continue due to extraordinary circumstances beyond the student's control.

At any time before two-thirds of the course has been completed, the instructor may also withdraw, with a WI grade, any student who has been absent excessively. A student withdrawn by the instructor for excessive absence will not be entitled to any refund of tuition or fees. The student may appeal this action.

It is the responsibility of students sponsored or receiving financial aid to report any change of status (e.g., full-time to part-time) to the sponsoring agency. The College has the same responsibility. Some agencies adjust the amount of benefits; others may cancel the benefits entirely.

Withdrawal from a course does not necessarily release the student from any academic integrity violation consequences.

Repeating Courses

Students may repeat courses. The most recent grade is the student's official grade for the course unless the grade is S, NC, X, W, WI, or WA. Only the most recent grade will be used in QPA calculations, although any prior grade will also appear on the transcript. A student who wishes to take a course for the third (or more) time is required to obtain formal, written approval from the appropriate division dean unless otherwise specified.

Auditing a Course

A student who wishes to attend a class regularly but does not wish to receive a grade or credit for the course may request permission to register as an auditor. To receive permission to audit, the student should meet all admission requirements expected of students enrolled in the course, including any course prerequisites and corequisites.

Audit students must pay the same tuition and fees for the entire course as students receiving credit. Attendance requirements for auditors are determined by the course instructor. Intention to audit a course should be declared at registration and to the instructor in the first class session. The appropriate form must be completed and submitted during registration.

Changing from an audit to a credit basis during the semester is not permitted. Credit for audited courses cannot be established at a later date except by enrolling in the course for credit in a subsequent semester and satisfying all course requirements.

complete content at
www.mccc.edu/catalog

Independent Study

In addition to earning credits through formal courses, students may earn credit through approved independent study. Independent study is available for many but not all MCCC courses or for a specific plan of study in a course discipline.

Students plan specific activities and goals with the help of a cooperating faculty member and receive approval for their plans from the applicable academic division Dean. The Independent Study Agreement Form is available from academic division offices. The student is responsible for bringing the approved form to the Enrollment office for official enrollment purposes.

In general, independent study courses should correspond to standard semester lengths so that registration and grading for them can be accomplished within a designated registration period. Should the student take longer than a semester to complete the course, the student will be given an "I" grade when semester grades are processed, subject to change upon completion of the course.

The following guidelines are applicable:

- A student must have completed 15 credits with a minimum quality point average (QPA) of 2.75 to be considered eligible for independent study.
- A student may select no more than one course by independent study during a semester.
- A maximum of four courses may be taken by independent study in degree programs.
- Courses by independent study must be sponsored by full-time members of the faculty whenever possible.
- Students may not select more than two courses by independent study under the sponsorship of the same faculty member.

Permission for any exceptions to the above guidelines may be obtained from the responsible academic division Dean.

Readmission

A student who has not attended Mercer for two or more years must complete the admission process again. If returning to a degree or certificate program earlier pursued, all requirements listed in the academic catalog in effect at the time of readmission to the program must be completed. For more information, contact the Enrollment office.

Academic Restart Program

Students who have had a previous academic experience at Mercer and have a QPA of less than 2.0 may apply for an Academic Restart at any time after a period of non-enrollment of at least three (3) years.

If an Academic Restart is approved, all previous MCCC course credits and grades remain on the student's transcript, but courses taken prior to the period of non-enrollment are no longer counted in the student's quality point average and the QPA will be reset at zero.

Up to four courses in which credit was earned with a grade of "C" or better prior to the period of non-enrollment may be counted toward graduation requirements and included in the QPA.

A suitable message on the transcript will designate the point at which the Academic Restart became effective. Students are allowed only one Academic Restart. Once approved, it is irrevocable. Contact the Student Records office or the student advocate in any academic division for further details.

Change of Program/Major

A student wishing to change from one program (major) to another must initiate the procedure with their program advisor or academic advisor. Approval for the change must be obtained from the academic division or academic advisor responsible for the program to which the student wants admittance. The faculty or staff member will submit the form to the Student Records office. A student who is a veteran must also submit a change of program form to the Military and Veterans Services office.

Requests received during a semester will not take effect until the next semester. For example, the new major for a change request received during the Spring semester will activate starting with the following Summer term.

complete content at www.mccc.edu/catalog

Grading System

Grade Interpretation

Grade reports are accessible via the MyMercer student portal (www.mccc.edu/mymercer) at the conclusion of each semester. Students may access their grades online, privately and securely, at any time.

Grades earned are determined by instructors at the end of each semester or term and are recorded on the student's transcript which is maintained by the Student Records office.

Quality Point Average

A student's quality point average (QPA) for each semester is computed by:

- multiplying the quality point value of each grade by the number of course credits designated;
- adding the results of these computations;
- dividing this total by the number of credits attempted during the semester.

Letter grades have the following quality point values:

A=4	B=3	C= 2
A-=3.7	B- = 2.7	D = 1
B+= 3.4	C+ = 2.4	F = 0

Other grades do not count in the quality point average, nor do any grades for courses numbered below 100.

Grade Appeals

Procedures for appealing any course grade or related academic action or decision that affects a student's standing at the college are outlined in the Student Handbook.

Grades		Nominal %	QPA (Quality Point Average)
A	Superior Achievement	93-100	4.0
A-		90-92	3.7
B+		87-89	3.4
B	Above Average Achievement	83-86	3.0
B-		80-82	2.7
C+		77-79	2.4
C	Average Achievement	70-76	2.0
D	Minimally Passing	60-69	1.0
F	Academic Failure	0-59	0.0
S	Satisfactory (comparable to C or higher)	70-100	N/A
NC	No Credit	0-59	N/A
X	Audit — no evaluation		N/A
CR	Credit by examination or experience — no evaluation		N/A
W	Withdrawal (Student-initiated) — no evaluation		N/A
WI	Withdrawal (Instructor-initiated) — no evaluation		N/A
WA	Withdrawal (Administration-initiated) — no evaluation		N/A
WN	Withdrawal - Never Attended (Instructor-initiated) — no evaluation		N/A
Temporary Grades			
N	No grade reported by the instructor		N/A
I	Incomplete — no credit earned		N/A

"**I**" indicates that the instructor is affording extra time for a course grade to be earned. The amount of extra time is determined by the instructor, up to a maximum of 16 calendar weeks after grades are submitted. An "**I**" grade not resolved within 16 calendar weeks is changed to an **F** or **NC** grade, as appropriate to the course.

The table below outlines a sample computation.

Grades in courses transferred from another institution are not included in computing quality points or averages. Credits earned by examination or for prior experience are entered on the student's transcript but do not affect the quality point average.

Course			Credits Registered	Grade	Credits Attempted	Point Value	Quality Points
ENG	101	English Composition I	3	C+	3	2.4	7.2
PSY	101	Introduction to Psychology	3	A-	3	3.7	11.1
BIO	101	General Biology I	4	B	4	3	12.0
HIS	101	History of Western Civilization to 1648	3	W	—	—	—
HPE	110	Concepts of Health and Fitness	2	I	—	—	—
OST	109	Keyboarding for Computer Users	1	F	1	0	0
TOTALS:			16		11		30.3

Quality Point Average (QPA) = $\frac{\text{Quality Points}}{\text{Credits Attempted}} = \frac{30.3}{11} =$ **2.75**

complete content at www.mccc.edu/catalog

Academic Standing Policy

Good Standing

Each student begins his or her enrollment at Mercer on Good Standing, which provides no restrictions on his or her credit load beyond those contained in normal college policy. A student remains on Good Standing by passing the courses in which he or she enrolls each semester and by maintaining a satisfactory cumulative grade point average (GPA).

Academic Progress

The academic sanctions for failing to maintain satisfactory academic standards/progress may include warning, probation, continued probation, academic suspension, or dismissal. These sanctions will be imposed on students who either fail to earn sufficient grade points or who continue to withdraw excessively from classes.

More specifically, any student who has completed 12 or more semester hours with a cumulative grade point average below 2.0 (C average) or who has failed to earn at least 50 percent of all credits registered for on the official day of counting student enrollment for two or more consecutive semesters may have an academic sanction of warning, probation, continued probation, academic suspension, or dismissal.

Externally accredited programs may have slightly different academic progress standards, established by said external accreditation body. Please consult the academic progress section of each externally accredited program to determine progression policy. If you are uncertain if your academic program is externally accredited, contact your academic advisor or success coach.

A student placed on academic sanction or dismissal may appeal the action to the Academic Standing Committee.

Academic Standing

To remain in Good Standing and become eligible for graduation, the student must maintain a C average or a gradepoint average of 2.0. Externally accredited programs may have different gradepoint average requirements for academic standing and/or graduation. Please consult the academic standing section of each externally accredited program to determine academic standing policy.

A student will be placed on academic probation if he/she earns a cumulative grade point average of less than 2.0, or below minimum cumulative grade-point average requirements for externally accredited programs.

Academic Sanctions

- If a student falls below a 2.0 GPA, they may be placed on academic warning or academic probation for the following semester. The number of credits will be restricted to 13 for academic warning and 10 for academic probation.
- If the student remains below a 2.0 GPA while on probation, they may be unable to receive financial aid and/or VA education benefits will be terminated. Students who are no longer eligible for financial aid or use of VA benefits may continue to attend school; however, they will be responsible for all costs. Some academic programs may dismiss the student from the program, although they may continue to take other classes at MCCC.
- If the student's cumulative GPA remains below 2.0 after the first semester of probation, they may be dismissed from the College. Dismissal requires a student to take a semester off and develop an approved individual Success Plan in consultation with an MCCC success coach before returning.
- If the student would like to re-enter the program, they must appeal the decision. Appeals are approved or denied by the Academic Standing Committee led by the Dean of Faculty. If the appeal is approved, the student may re-enter the program the following semester.

Student Academic Standing Criteria

Prior Status	Semester Credits Passed	Quality Point Average	New Status
Good Standing	Satisfactory	OK	Good Standing
		Low	Academic Warning
	Minimum	OK or Low	Academic Warning
	Below Minimum	OK	Academic Warning
		Low	Academic Probation
Academic Warning	Satisfactory	OK	Good Standing
		Low	Academic Warning
	Minimum	OK or Low	Academic Probation
	Below Minimum	OK or Low	Academic Probation
Academic Probation	Satisfactory	OK	Good Standing
		Low	Academic Warning
	Minimum	OK	Academic Probation
		Low	Academic Dismissal
	Below Minimum	OK or Low	Academic Dismissal
Academic Dismissal	one 14-week semester off		Academic Probation*

** upon approval of an Individual Success Plan by the Vice President for Academic and Student Affairs or designee*

complete content at www.mccc.edu/catalog

Degree Requirements

The College is authorized by the State of New Jersey to grant the Associate in Arts, Associate in Fine Arts, the Associate in Science, and the Associate in Applied Science degrees to regularly matriculated students upon successful completion of study. Each program contains a general education core consisting of courses in written and oral communication, mathematics, natural science, technology, humanities, and social science as well as required courses and elective courses.

Graduation Requirements

Students are responsible for ensuring that they have met all graduation requirements:

- The number of semester hours of credit as specified by the program (usually 60 to 66).
- At least 15 credits earned at Mercer County Community College, six of which must be from courses at the 200 level and in the student's major.
- A minimum quality point average of 2.00 for all work applied toward a degree or certificate. A minimum C grade is required in any degree or certificate course crucial to the major, as indicated in the catalog listing of the program.
- Successful completion of all academic and course requirements of a degree program as specified in the college catalog either in effect at the time of the application for graduation or in effect at the time of the student's original matriculation in the program, provided that not more than 10 academic years passed prior to the intended graduation date and the student has maintained continuous attendance.
- Satisfactory completion of all courses within 10 years of the date of intended graduation, except in allied health and flight technology programs with a time limit of five years. The academic division may, at its discretion, recertify courses taken outside of these time limits.
- Satisfactory completion of a minimum number of credit courses approved as General Education. In accordance with college standards, these minimum requirements are reflected in the catalog listing of each program:
  - 45 credits for the Associate in Arts degree
  - 30 credits for the Associate in Science degree
  - 21 credits for the Associate in Applied Science degree
  - 21 credits for the Associate in Fine Arts degree
  - 6 credits for credit-bearing certificates
- All elective courses must be selected from among the courses included in the designated category. A student may not elect a course below his or her placement level in a discipline. *It is essential that any questions about electives be reviewed with an advisor familiar with the program*.
- Satisfaction of all financial obligations to the College.
- Participation in graduation exercises is encouraged.

Academic Foundation Credits

English composition, reading, and mathematics courses below the 100 level prepare students to succeed in college-level programs (see page 14). To earn a degree, students must complete at least 60 credits in courses above this level.

Multiple Degrees

Students are permitted to earn multiple degrees by completing all requirements for each. Applying completed courses from one degree or certificate to fulfill requirements for another, however, requires approval from the Dean of the associated academic division.

complete content at www.mccc.edu/catalog

General Education Policy

Mercer County Community College is committed to providing each student with an educational experience that is shaped by the best traditions of higher learning as it addresses the demands of the modern world. For all graduates of degree and credit-bearing certificate programs, this experience includes general education.

Approved general education courses are listed at www.mccc.edu/catalog/catalog_electives. Each degree and certificate program contains some courses from this list, either as specifically required courses or as electives to be chosen by the student consultation with his or her academic advisor.

The extent to which approved general education courses are required in the various degree and certificate programs is specified in the table below. These requirements may be met through general education courses specified in the design of the program, or through elective choices (from the approved list) afforded to the student in consultation with his or her advisor. These are the minimum requirements; as appropriate to the program, more general education courses may be required. Exceptions may be approved by the President when these requirements are inconsistent with external requirements for program accreditation or student transfer.

Consistent with State standards, there is greater emphasis on general education within Associate in Arts (A.A.) and Associate in Science (A.S.) transfer programs than within the more specialized Associate in Applied Science (A.A.S.), Associate in Fine Arts (A.F.A.), and Certificate of Proficiency programs. The complete MCCC General Education Policy, with detailed institutional learning goals and objectives, may be viewed at www.mccc.edu/gened.

Academic Program Requirements for General Education

General Education Goals (by category)	A.A. Degree	A.S. Degree		A.A.S. Degree A.F.A. Degree A.S. Nursing	Certificate
Goal 1: Communication - *Written and Oral* Communication in English	**9 credits** (must be 6 credits of Composition)	**6 credits** (must be 6 credits of Composition)		**6 credits** (must be 6 credits of Composition)	**3 credits** (must be 3 credits of Composition)
Goal 2: Mathematics - *Quantitative Knowledge and Skills* (3-8 credits)	**6 credits**	**9 credits**		**3 credits**	**3 credits**
Goal 3: Science - *Scientific Knowledge and Reasoning* (3-8 credits)					
Goal 4: Technology - *Technological Competency* (0-4 credits)					
Goal 5: Social Science - *Society and Human Behavior*	**6 credits**	**3 credits**	**3 credits**	**3 credits**	
Goal 6: Humanities - *Humanistic Perspective*	**6 credits**	**3 credits**			
Goal 7: History - *Historical Perspective*	**3 credits**	**--**		**--**	**--**
Goal 8: Diversity courses - *Diversity and Cultural Awareness*	**3 credits**				
Unassigned General Education	**--**	**6 credits**		**8 credits** **Note*	
TOTAL:	**33**	**30**		**20**	**6**

**Note – The 8 credits of Unassigned General Education must not exceed the category limits for the A.S. degree.*

Institutional Learning Goals and Objectives

Goal 1: Written and Oral Communication in English
Students will communicate effectively in both speech and writing.

Goal 2: Mathematics
Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.

Goal 3: Science
Students will use the scientific method of inquiry, through the acquisition of scientific knowledge.

Goal 4: Technology
Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

Goal 5: 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.

Goal 6: Humanities
Students will analyze works in the fields of art, music, or theater; literature; philosophy and/or religious studies; and/or will gain competence in the use of a foreign language.

Goal 7: History
Students will understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.

Goal 8: Diversity and Global Perspective
Students will understand the importance of a global perspective and culturally diverse peoples.

Goal 9: Ethical Reasoning and Action
Students will understand ethical frameworks, issues, and situations.

Goal 10: Information Literacy
Students will recognize when information is needed and have the knowledge and skills to locate, evaluate, and effectively use information for college-level work.

Goal 11: Critical Thinking
Students will use critical thinking skills to understand, analyze, or apply information or solve problems.

complete content at www.mccc.edu/catalog

Graduation/Academic Honors

Commencement ceremonies take place each year in late May. Students who have graduated in the preceding Fall term or are expecting to complete their requirements in the Spring or Summer terms are welcomed to participate. Those completing their requirements in the Summer term must be within 6 credits of completing their final course requirements and be registered for them by the deadline.

MCCC automatically verifies graduation readiness for all students matriculated in a degree program. After the end of a semester, a final certification determining degree eligibility takes place.

Students can submit a graduation review request to have their progress reviewed. The submission deadline for review is one month prior to the end of the reporting term. Students who submit a request by the deadline and are missing requirements will be notified via email.

Students will be notified via email when their degree or certificate is confirmed. Questions may be directed to graduation@mccc.edu

Outstanding Scholastic Achievement

Academic Excellence and Recognition Ceremonies

Students are eligible for achievement awards in academic disciplines and programs. Awards for graduating students are presented at an academic excellence ceremony in May. Awards for continuing students are presented at a scholarship reception ceremony in the Fall. The donors of these awards enjoy meeting the student recipients at these events.

Graduation Honors

A candidate for graduation who earns a cumulative quality point average (QPA) of 3.50 to 3.79 graduates with Honors; one who earns a cumulative QPA of 3.80 to 3.89 graduates with High Honors; one who earns a cumulative QPA of 3.90 or higher graduates with Highest Honors. These honors citations are noted on the graduate's degree.

Academic Honor Lists

The President's Honor List and the Dean's Honor List are compiled each semester to recognize outstanding and superior scholastic achievement. These honors are recorded on the student's transcript.

Full-time students (12 credits or more) are considered for academic honors at the end of each Fall and Spring semester. To qualify for the President's Honor List, a student must have a 4.00 average. To qualify for the Dean's Honor List, a student must have a 3.20 quality point average or better, and no grades of D, F, or NC.

Honor Societies

Phi Theta Kappa, an international honor society founded in 1918 for community and junior colleges, has established the Alpha Theta Gamma chapter at Mercer County Community College. Students who meet strict academic requirements and are inducted into Phi Theta Kappa have opportunities in scholarship, leadership, service, and fellowship.

Alpha Mu Gamma, the national society for foreign languages, has established the Kappa Iota chapter at Mercer.

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Programs of Study

The academic programs offered by Mercer County Community College include 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" describe the primary objective of the program. Many transfer graduates are employed upon graduation. Many graduates of career programs successfully transfer to four-year colleges, with many of their MCCC credits being accepted.

General Education

Because Mercer is committed to promoting intellectual development, aesthetic appreciation, and cultural awareness, every program of study includes a general education component. General education focuses on reading analytically, communicating ideas clearly, solving problems, and developing a broad base of knowledge. Students develop analytical, synthetic/creative, and evaluative thinking; scientific reasoning; artistic response and expression; historical consciousness; cultural awareness; and sensitivity to the contemporary world.

For more specifics concerning Mercer's general education policy, see page 31. Applicable courses are listed at www.mccc.edu/catalog/catalog_electives.

Advisory Commissions

Many of Mercer's academic programs benefit from advisory commissions that embody appropriate professional backgrounds and expertise. Members provide guidance and serve as a communication link between the College and the community, including professional, occupational, or special service groups. They acquaint the community with available college resources and the College with community needs. In addition to providing advice, commission members identify technical information, equipment, and facilities necessary to establish programs and resources or to modify existing ones to remain current.

Degree and Certificate Programs

Transfer Programs (A.A., A.F.A., A.S.)

Transfer degree (A.A., A.F.A., or A.S.) programs enable students to enter the third year of baccalaureate study at four-year colleges. The largest student enrollments in transfer degree programs are in Liberal Arts, Business Administration, Education, Criminal Justice, and Nursing. Other transfer degree programs range from Architecture, Communication and Visual Arts to Culinology, Computer Science and Plant Science.

For many students, the transfer experience is made easier by "guaranteed transfer admission" and "program articulation" agreements between Mercer and other colleges. See page 16 for further details concerning transfer opportunities.

Career Programs (A.A.S.)

Career degree (A.A.S.) programs are designed to prepare graduates for entry-level employment in an occupation which requires both theoretical knowledge and practical skills. Mercer has A.A.S. programs as varied as Accounting, Aviation, Advanced Manufacturing Technology, Chef Apprenticeship, Radiography, Ornamental Horticulture, Microcomputer Systems Administration, Television, Funeral Service, and Digital Media Arts.

Certain programs – Entertainment Technology and Paralegal, for example – function both as transfer degree and career degree programs, with many graduates transferring to four-year programs and others finding employment. Many employed students use career programs to gain advanced positions in their chosen field or to change careers. Some other A.A.S. programs also provide a basis for transfer to four-year colleges; a student may lose credits, however, if he or she transfers to an unrelated program of study.

Certificate of Proficiency Programs

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.

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.

Other Non-Degree Choices

Many students take classes at Mercer without being enrolled in a particular degree or certificate program, categorized as follows:

- **Other College** - Students take courses at Mercer to fulfill program requirements at another college.
- **"Jump Start" College** - Qualified high school students earn college credits.
- **Personal Development** - Students take courses for other reasons. Advisors at each campus help non-degree students select courses.

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Special Programs/Options

Honors Program

The Mercer Honors Program is an enriched college experience for highly motivated and intellectually curious students with a commitment to cultivating complex understanding and innovation in their academic work. It features smaller discussion-based seminar classes and creative laboratory experiences.

Through honors coursework, students join a community of engaged scholars. The Mercer Honors Program is not a separate college track or major. Students matriculate into an MCCC degree program and may take one or more honors courses each semester toward fulfillment of their general education and program requirements.

Students have access to a range of honors courses in biology, business and technology, chemistry, composition, humanities, mathematics, and social sciences.

For more information, visit www.mccc.edu/honors.

English as a Second Language

MCCC offers a comprehensive ESL credit program for students who are learning English as a foreign/second language. The credit courses emphasize speaking, listening, reading / critical thinking, academic writing, and grammar. Students who successfully complete the program are awarded an English Language Achievement Certificate.

Mercer County Community College also offers non-credit preparatory ESL courses through Adult Education at both campuses. An online TOEFL Prep Course is available for international students wishing to take the TOEFL iBT (Internet-based test).

Cooperative Education

Cooperative education integrates textbook and classroom learning with work experience. Several academic programs offer cooperative education components, affording many advantages to students able to earn an income while attending college and earn college credits for their work experiences. In addition, many graduates with such prior experience find employment easier to obtain.

A successful co-op experience requires careful delineation of learning objectives and employer willingness to support them. The College assists students in defining objectives and obtaining co-op positions.

Students interested in this learning approach should consult their academic advisor to determine if cooperative education is available in their particular program, and to obtain further details.

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Governance

Boards and Commissions

Mercer County Community College operates within New Jersey's higher education system of county community colleges and four-year public and independent colleges and universities. The College is an autonomous institution with its own Board of Trustees.

The Board of Trustees of the College consists of 13 members. Eight trustees are appointed by Mercer County elected officials, two trustees are appointed by the Governor of New Jersey and one seat is held by the Mercer County Superintendent of Schools. Two trustees serve ex-officio: one is an elected representative of the alumni, the other is the President of the College, who is Secretary to the Board.

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MCCC Foundation

The MCCC Foundation is an independent nonprofit corporation whose purpose is to establish and carry out enrichment activities that support the mission of the College and the community it serves. The Foundation's volunteer board members are college ambassadors who seek to develop community understanding and support of the College, its programs and services. They help to identify, screen and cultivate contributors, and to solicit donations.

For further information, visit www.mccc.edu/foundation, phone (609) 570-3519, or e-mail foundation@mccc.edu. Donations may be sent to: MCCC Foundation, 1200 Old Trenton Road, West Windsor, NJ, 08550. For online giving opportunities, visit www.mccc.edu/give.

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Jack Struzynski - Maintenance I (Warehouse Shipping & Receiving) Office Services
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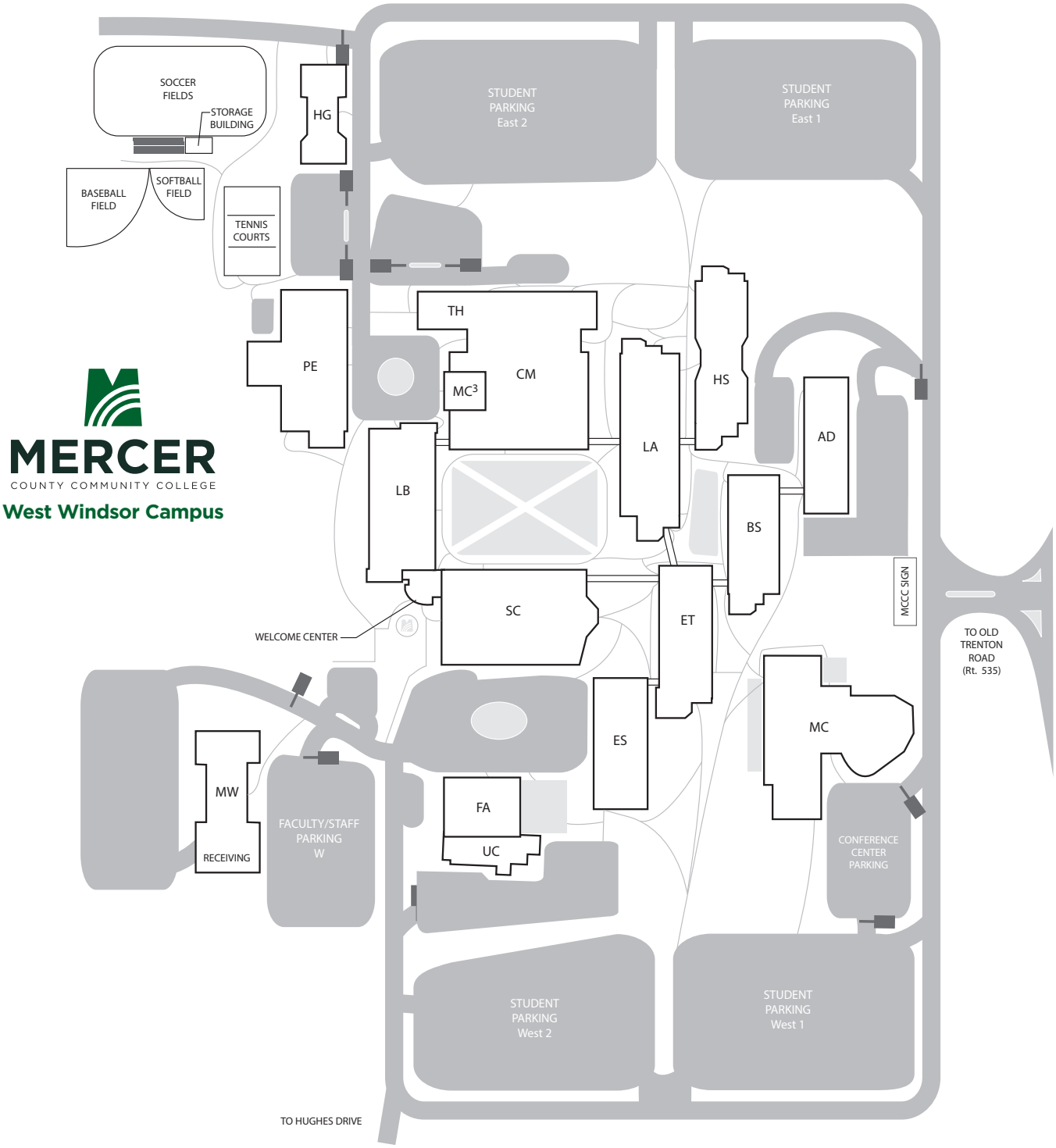


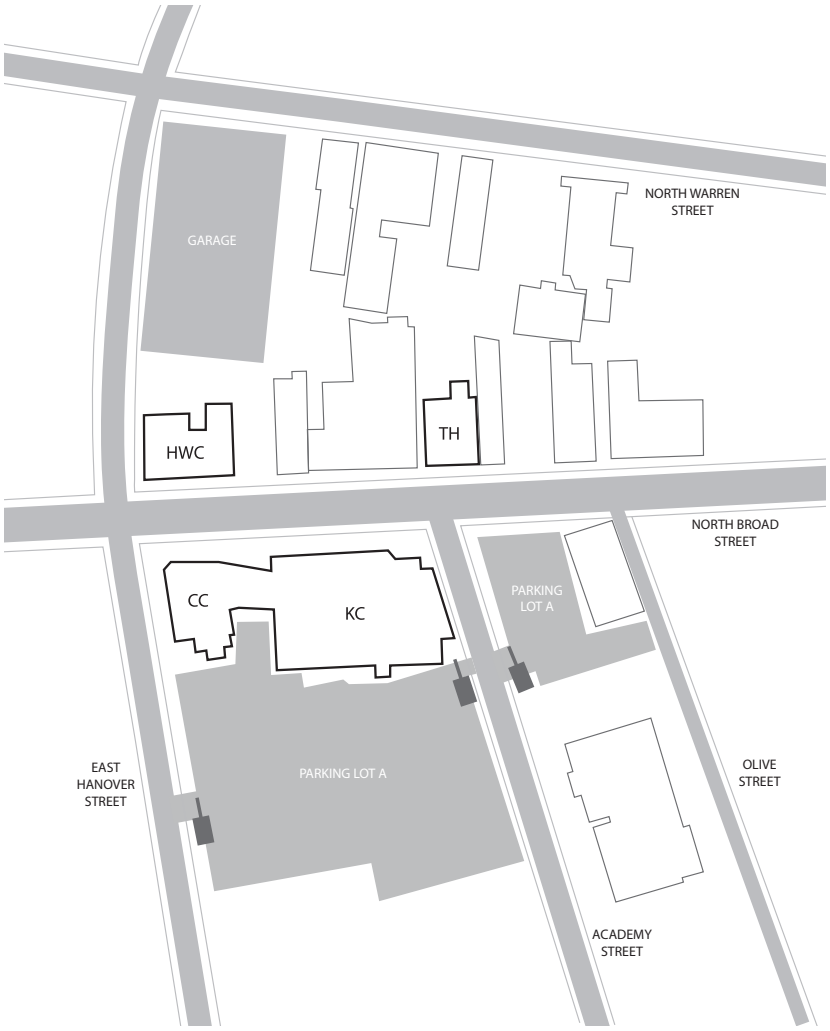
KEY

- SECURED GATE
- BUILDING OR STRUCTURE
- ROAD
- WALKWAY

AD	Richard K. Greenfield Administration Building
BS	Business
CM	Communications Center
ES	Engineering Systems
ET	Engineering & Technology
FA	Fine Arts
HG	Horticulture Greenhouse
HS	Health & Science
LA	Liberal Arts
LB	Library
MC	Conference Center
MC^3	Studio Theatre
MW	Maintenance
PE	Physical Education
SC	Student Center
TH	Kelsey Theatre

MERCER
COUNTY COMMUNITY COLLEGE

James Kerney Campus



KEY

- SECURED GATE
- BUILDING OR STRUCTURE
- ROAD
- WALKWAY

KC Kerney Center
CC Career Center
TH Trenton Hall
HWC Health & Wellness Center