

Bergen

COMMUNITY COLLEGE

Rare Opportunities. Shared Dreams.



Faculty Handbook

F a l l 2 0 0 6

ABSENCES	12
Full-time Faculty	12
Adjunct Faculty	12
ACADEMIC ADVISING CENTER	12
ACADEMIC DIVISIONS	12
ACADEMIC FREEDOM	14
ACADEMIC INTERVENTION AND MONITORING SYSTEM (AIMS)	15
ACADEMIC LEARNING CENTERS AND FACILITIES	15
ACCIDENTS	15
Automobile Accidents	15
Other Accidents	15
ACCREDITATION OF THE COLLEGE	16
ACCEPTABLE USE POLICY	16
ADJUNCT FACULTY CONFERENCE	16
ADVISING STUDENTS	16
ADVISORY COMMITTEES	16
AFFIRMATIVE ACTION	17
AGE	17
ALUMNI AFFAIRS	17
AMERICAN LANGUAGE PROGRAM (ALP)	17
AMERICAN LANGUAGE PROGRAM RESOURCE ENVELOPE [ALPRE]	18

AMERICANS WITH DISABILITIES	18
ATHLETICS	18
ATTENDANCE AND ABSENCE POLICY FOR STUDENTS	18
AUDITING A COURSE	18
BASIC SKILLS PLACEMENTS	19
BENEFITS	19
BERGEN COMMUNITY COLLEGE	19
BERGEN COMMUNITY COLLEGE FOUNDATION	20
BOARD OF TRUSTEES	20
BOOKSTORE	20
BOOK ORDERS	20
CAFETERIA	21
CAMPUS CLOSINGS	21
CAREER DEVELOPMENT	21
CENTER FOR BUSINESS AND INDUSTRY	21
CENTER FOR INSTRUCTIONAL TECHNOLOGY (CIT)	21
CHEATING/PLAGIARISM	23
CHILD DEVELOPMENT CENTER	23
CHILDREN ON CAMPUS	23
CIARCO LEARNING CENTER	25

CLASS CANCELLATIONS	25
CLASS LISTS (ROSTERS)	25
CLOSING OF THE COLLEGE	26
CODE OF PROFESSIONAL ETHICS	26
COLLEAGUE	26
COMMENCEMENT	26
COMMUNITY AND CULTURAL AFFAIRS	27
COMMUNITY SERVICES/INSTITUTE FOR LEARNING IN RETIREMENT (ILR)	27
COMPUTER LABORATORIES	28
COMPUTER SERVICES	28
CONTINUING EDUCATION	28
COOPERATIVE EDUCATION AND CAREER DEVELOPMENT CENTER	29
COPY CENTER	29
Pick-up/Drop-off Times and Locations	29
Turnaround Time	29
Required Forms	29
COPYRIGHT	30
What Is Copyright?	30
What Does Copyright Protect?	30
What is Fair Use?	30
What Are the Rules for Fair Use for Instructors?	31
What Can Be Copied?	32
What Should Be Avoided?	32

When is Permission Required?	32
How Do I Get Permission?	32
Copyright and Electronic Publishing	33
Tips for the Internet	34
The Educational Multimedia Guidelines	34
Definitions	34
Time Restrictions	34
Types of Media and Permissible Amounts	34
When Should You Get Permission?	35
COUNSELING CENTER	35
COURSE SYLLABI	36
CURRICULUM DEVELOPMENT PROCEDURES	36
DATATEL'S COLLEAGUE SYSTEM	36
DESK COPIES OF TEXTS	37
DENTAL HYGIENE SERVICES	37
DEVELOPMENTAL PROGRAMS	37
DISTANCE LEARNING	37
E-MAIL	38
EMERGENCY CLOSINGS	38
EMERGENCY EVACUATION PROCEDURES	39
EMERGENCY IN THE CLASSROOM	39
EMERGENCY TELEPHONES	39
EMPLOYEE ASSISTANCE PROGRAM	39

END OF SEMESTER PROCEDURES	39
Full-time	40
Adjunct	40
ENDER HALL	40
ENGLISH LANGUAGE RESOURCE CENTER (ELRC)	41
ENROLLMENT STATISTICS	41
EVENING AND WEEKEND SERVICES OFFICE	41
FACULTY DEVELOPMENT	41
FACULTY EVALUATION	42
Tenured	42
Non-tenured	42
Adjunct	42
FACULTY RECORDS	42
FACULTY SENATE	43
FINAL EXAMINATIONS	43
FIRE DRILLS	43
FITNESS CENTER	43
FOOD IN CLASSROOMS	43
FORMS	44
GENERAL EDUCATION	44
GIFTS TO THE COLLEGE	45
GRADES	45

GRANTS	46
HEALTH SERVICES	46
HELP DESK	46
HENRY AND EDITH CERULLO LEARNING ASSISTANCE CENTER	47
ENGLISH LANGUAGE RESOURCE CENTER	47
TUTORING CENTER	47
WRITING CENTER	47
HOTEL-RESTAURANT-HOSPITALITY	48
ID CARDS	48
INFORMATION TECHNOLOGIES	48
INSTITUTE FOR LEARNING IN RETIREMENT (ILR)	49
INTERNATIONAL STUDENTS WITH STUDENT VISAS	49
INTERACTIVE TELEVISION (ITV) COURSES	49
KEYS	49
LATE WITHDRAWALS	49
LEGAL MATTERS	50
LIBRARY (SEE SIDNEY SILVERMAN LIBRARY AND LEARNING RESOURCE CENTER)	50
LIMITED ENGLISH PROFICIENCY (LEP) STUDENTS	50
MEDICAL EMERGENCY RESPONSE	50
MEMBERSHIPS, PROFESSIONAL	50

MONDAY REPORT	51
NEW COURSE PROPOSAL	52
NEW JERSEY VIRTUAL COMMUNITY COLLEGE CONSORTIUM (NJVCCC)	52
OFFICE HOURS	52
OFFICE SPACE	53
Full-time	53
Adjunct	53
ONLINE CERTIFICATES AND DEGREES	53
ONLINE COURSES	53
ORGANIZATIONAL CHART	53
OUTCOMES ASSESSMENT	54
OUTSIDE EMPLOYMENT	54
PARKING	54
PAYCHECKS	54
Adjunct	55
Full-Time Faculty	55
PAYROLL QUESTIONS	55
PERFORMING ARTS SERIES	56
PERSONAL PROBLEMS	56
PRINTING	56
PROGRAM REVIEWS	56

PROMOTION PROCESS	56
PUBLIC RELATIONS	56
PUBLIC SAFETY	57
PUBLICATIONS	57
RANK	57
REACCREDITATION OF PROGRAMS	57
REAPPOINTMENT	58
RESEARCH AND PLANNING	58
RIGHT TO KNOW	58
ROLL BOOK ROSTERS	59
ROOM ASSIGNMENTS AND CHANGES	59
ROOM RESERVATIONS (MEETINGS AND CONFERENCES)	59
SCHEDULES	59
Full-time	59
Adjunct	59
SECURITY SERVICES	60
SEXUAL HARASSMENT	60
SIDNEY SILVERMAN LIBRARY AND LEARNING RESOURCE CENTER	60
Library	60
Desktop Library and Electronic Resources	60
Library Instruction	60
Reserve Materials	61

Borrowing Privileges and Circulation Policies	61
Media Center	61
Interlibrary Loan Service	62
Collaboration Between Faculty and the Library	62
Important Things to Tell Your Students	62
SMALL BUSINESS DEVELOPMENT CENTER (SBDC)	63
SMOKING	63
SPECIALIZED SERVICES	63
Statistics	63
Mission	64
Accommodations Process	64
Types of Accommodations	64
Testing Center	64
Academic Support Services	64
Specialized Classes	64
Web Site	65
Adaptive Technology Center	65
Center for Collegiate Deaf Education (CCDE)	65
New Diagnostic Referrals	65
Student Conduct	65
Emergencies	65
STUDENT ADMISSION	65
STUDENT CHARACTERISTICS	67
STUDENT COURSE OUTLINE	67
STUDENT EVALUATION OF FULL-TIME FACULTY	67

STUDENT EVALUATION OF ADJUNCT FACULTY	67
STUDENT PROBLEMS IN CLASS/PROCEDURES	67
STUDENT RECORDS	67
SUBPOENAS	68
SUBSTANCE ABUSE	68
SUBSTITUTE INSTRUCTION	68
SUPPORT SERVICES--ONLINE COURSES	68
TELEPHONE OPERATORS	68
TELEWEB COURSES	68
TENURE	69
TERMS AND CONDITIONS	69
TESTING AND ASSESSMENT	69
TEXTBOOK SELECTION	70
THE ONLINE PROFESSOR PROGRAM (TOPP)	70
Web-Enhanced Courses	70
TOPP Curriculum	70
TRAVEL REIMBURSEMENT	71
TUITION REIMBURSEMENT	71
TUTORING CENTER [LEARNING ASSISTANCE CENTERS]	71
USE OF COLLEGE NAME	72
VISITORS TO THE COLLEGE	72

VOICE MAIL	72
WEBADVISOR	72
WEB-ENHANCED COURSES	72
WEB DEVELOPMENT PROCEDURES	72
WELLNESS CENTER	73
WITHDRAWAL FROM CLASS	73
WITHDRAWAL FROM THE COLLEGE	73
WORD PROCESSING FACILITIES (SEE COMPUTER LABORATORIES)	74
XEROXING	74

Absences

Full-time Faculty

Faculty who will be absent from classes, divisional meetings, faculty conferences, or other contractual assignments are expected to notify the Divisional Dean prior to the absence or, if that is impossible, as soon after the absence as possible. In the case of missed classes, faculty should call their department office so that a class cancellation notice can be posted for the students. If the missed class begins before 8 a.m., or if someone teaching evening classes finds that he or she cannot get to class and the appropriate department office is closed, that faculty member should call the Evening Office [201-447-7172] so that a class cancellation notice can be posted for the students. In certain cases, reciprocal coverage can be arranged with a faculty member who has the appropriate credentials and is a current full-time or adjunct member of the Bergen Community College faculty. Reciprocal coverage forms must be filled out, signed by both faculty members, and submitted to the appropriate Divisional Dean for approval. The faculty member asking for reciprocal coverage is obliged to repay an equal amount of reciprocal coverage at another time.

Adjunct Faculty

Each adjunct faculty member is permitted one excused absence for each course taught in each semester. This absence does not require substitute coverage. Any subsequent absence will entail a negative salary adjustment for each contact hour, and substitution is permissible. An adjunct faculty member will be penalized one contact hour for being absent from the Adjunct Conference at the beginning of any semester.

Academic Advising Center

Located in A-101, the Academic Advising Center assists students with information about Basic Skills Test results and required courses, degree program requirements, selecting courses, developing a schedule of classes, and other important information regarding academic progress and College policies and procedures. Faculty advisors are available on a drop-in basis and help students interpret their Program Evaluation, which is available on WebAdvisor.

Academic Divisions

The College has the following academic divisions:

Division of Arts and Humanities

English

American Language Program

Composition and Literature

Basic Skills

Arts and Communications
Communication Arts
Music
Theatre
Visual Arts
Philosophy and Religion
World Languages and Cultures

Division of Business, Mathematics, and Social Sciences

Business
Accounting/Business Administration
Banking, Credit, and Finance
Information Technology
Hotel/Restaurant/Hospitality
Legal Nurse Consultant
Paralegal

Mathematics and Computer Science

Computer Science
Basic Skills
College Math

Social Sciences

Anthropology
Criminal Justice
Early Childhood Education
Economics
Education
Geography
History
Political Science
Psychology
Sociology

Child Development Center

Division of Science and Health

Nursing Department
Wellness/Exercise Science Department
Allied Health Department
Dental Hygiene
Diagnostic Medical Sonography
Health Sciences
Medical Office Assistant
Radiation Therapy Technology
Radiography
Respiratory Therapy
Surgical Technology
Vascular Technology

Veterinary Technology
Science and Technology Department
Biology
Biotechnology
Chemistry
Drafting and Design Technology
Electronics Technology
Engineering Science
Environmental Technology
General Science
Horticulture
Industrial and Design Technologies
Manufacturing Technology
Physics
Science Laboratory Technology

Academic Freedom

All members of the faculty, whether tenured or not, are entitled to academic freedom, as set forth in the 1940 Statement of Principles on Academic Freedom and Tenure formulated by the Association of American Colleges and the American Association of University Professors:

- a. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- b. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
- c. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking for the institution.

Academic Intervention and Monitoring System (AIMS)

AIMS is an academic and instructional support program designed for students who are most at risk in a college environment because of their deficiencies in reading, writing, critical thinking, and mathematical skills. AIMS exists to help these students achieve academic success, remain in school, and develop a greater sense of independence and self-esteem. If a student is placed in AIMS, it is mandatory that he or she register for this pattern of courses before taking any college level courses. Please refer these students to Professor Michael Orlando in Room A-333.

Academic Learning Centers and Facilities

Bergen Community College has a wide range of academic learning centers, including the Sidney Silverman Library and Learning Resource Center, the Academic Advising Center, the Adaptive Technology Laboratory, Allied Health Facilities, Art Facilities, the Center for Collegiate Deaf Education, the Child Development Center, Computer Facilities, Computer Graphics Lab, the Cooperative Education and Career Development Center, the Dental Hygiene Clinic, Educational Broadcast Center, English Language Resource Center, Fine Arts Studio, Greenhouse, Hotel/Restaurant Labs, ITV, Laboratory Theatre, Math Center, Manufacturing Lab, Multimedia Lab, the Online Writing Lab, Photography Studio and Darkroom, Piano Laboratories, X-Ray Facility, Technology Assisted Learning Lab, Tutoring Center, and Writing Center. (See *Bergen Community College Catalog*.)

Accidents

Automobile Accidents

Public Safety responds to all reports of automobile accidents. A report is taken. The parties involved are asked if they would also like the Paramus police to be called. If there is an injury, the Paramus police and ambulance are called.

Other Accidents

If an individual reports that he or she was injured on campus, a report is taken. A photograph is taken of the injury and the area where the injury occurred. First aid is administered, the nurse is called if on duty, and a decision is made whether to call the police and an ambulance.

Accreditation of the College

Bergen Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. Certain programs have special accreditations. Information can be found in the Bergen Community College Catalog.

Acceptable Use Policy

The use of Bergen Community College information technologies is governed by the Acceptable Use Policy. Please visit <http://www.bergen.edu/doi/policies.asp>.

Adjunct Faculty Conference

An adjunct faculty conference is held each semester during the week preceding the start of classes. Adjunct faculty are expected to attend. An absence from the conference results in a penalty of one hour's pay at one's contact hour rate. A request for an excused absence from the Adjunct Faculty Conference should be made to the Divisional Dean.

Advising Students

Helping students choose courses appropriate to their goals and/or degree program is one of the key functions of the advisor. Courses are lettered and number coded. The letters represent the department, and the numbers represent the course level. Course numbers below 100 are not counted towards a degree or certificate and are considered developmental, but they may be mandatory or useful if the student is to be successful in other courses he/she takes. Courses with a 200 number are considered upper level courses, which frequently require a prerequisite.

Advisory Committees

There are several advisory committees at Bergen Community College, which function as liaisons between the college and the community to advise the college's career programs on keeping current with the changing needs of the job market. For specific details, see *Bergen Community College Catalog*.

Affirmative Action

Bergen Community College “is dedicated to offering equal educational access and the equitable representation of minorities among faculty, staff, and administrators.” (*Bergen Community College Policy Manual*; Section B:BM/BMC).

Age

Bergen Community College “fully supports the provisions of The Age Discrimination in Employment Act of 1967 in all respects, and the policy of the College regarding the hiring and employment of individuals” will be in compliance with this Act. (*Bergen Community College Policy Manual*; Section B:BM/BMD).

Alumni Affairs

In July 2000, the Bergen Community College Foundation officially launched the College’s new alumni organization, the Alumni Network. The purpose of the Alumni Network is to advance the mission of the College by promoting ideas, leadership, and personal relationships among alumni, current students, faculty, staff, and administration. Through their Alumni Network membership, Bergen Community College graduates are linked to a myriad of College benefits and services as well as a variety of social activities including informal get-togethers and planned activities.

American Language Program (ALP)

ALP is a non-degree program in English for International students for whom English is not their first language. Students are placed into the program based on their scores on the Levels of English Proficiency (LOEP). ALP is comprised of four levels: Foundations level, and Level I, II, and III. Each level consists of a complete program of study in grammar, reading, writing, and speech. Students placed in ALP cannot take college-level courses until they have successfully completed Level III courses. For more information about ALP placement, contact the Testing Center (L-121). For more information about the program, contact the ALP Coordinator in A-333.

American Language Program Resource Envelope [ALPRE]

The ALP Resource Envelope is a WebCT “course,” comprised of collections of worksheets, class activities, potential assignments, practice quizzes, and tests designed by the full-time ALP faculty for the use of the ALP adjunct faculty. Adjunct faculty can access this program on the computers in the adjunct lounges (L-124 and E-166), in C-308, or from any ALP faculty office. To use the program, adjunct faculty must first “register” into the “course.” Contact bmacdougall@bergen.edu to register. The Resource Envelope has recently been expanded to include materials from all English Department offerings.

Americans with Disabilities

“It is the policy of Bergen Community College to provide equal access to employment and educational programs, benefits, and services to any qualified individual, without regard to disability.” (*Bergen Community College Policy Manual*; Section B:BM:BMB).

Athletics

Bergen Community College has a gym, pool, six outdoor tennis courts, weight rooms, an eight-lane track, soccer, baseball and softball field, and access to the nine-hole county golf course adjacent to the College. In addition, it has a Fitness Centers and Wellness Center.

Attendance and Absence Policy for Students

Students are expected to attend all class meetings punctually. However, no uniform college-wide policy on student attendance exists. All instructors must have a clearly stated absence and lateness policy (whether departmental or individual) on their course guides, including how attendance will affect final grades. In several cases (e.g., math) a department policy is in place, which instructors in these areas should follow.

Auditing a Course

Students who audit a course do so with the understanding that they will not receive a grade or credit for the course. Students must file an audit form with the Registration Office prior to the end of the third week of instruction. Auditors are subject to the same tuition and fee structure as credit students. Once enrolled as an auditor, a student may not change to credit status after the third week of classes. The “AU” grade will be recorded on college transcripts

for an audited course. This is an administratively assigned grade, which does not denote mastery of subject material. Audited courses do not satisfy prerequisites, or count toward the student's load for financial aid or sports eligibility purposes.

Basic Skills Placements

Bergen Community College requires that “all degree-seeking students and all non-degree-seeking students who reach their 11th attempted credit take a Basic Skills Assessment and Placement Test in reading, writing, computation, and algebra. The results of this test determine a student's required entry level courses in both English and mathematics. Under specific conditions, a student may have the placement test requirement waived.” (*Bergen Community College Catalog*.) Contact the Testing Center (L-121).

Benefits

The College provides 1) full-family health coverage, 2) two-party dental coverage and 3) full-family vision coverage. For domestic partners, the College provides only health coverage for the partner [no dental or vision coverage.] Lecturers are provided with single coverage health benefits for themselves with an option to purchase family coverage. The Department of Human Resources, located in Room A-311, administers these programs for the College community and is available for more detailed information.

Bergen Community College

Founded in 1965, Bergen Community College enrolls more than 14,000 students in Associate in Arts, Associate in Science, and Associate in Applied Science degree programs, and certificate programs. More than 10,000 students are enrolled in non-credit, professional development courses through the Division of Continuing Education. The Ciarco Learning Center, at 355 Main Street, Hackensack, offers adult basic skills, English as a Second Language, non-credit, and credit courses. Bergen Community College programs prepare students for transfer to four-year colleges and universities, or for immediate entry into a career. Since its inception, Bergen has offered open admissions, small classes, affordable tuition, dedicated faculty, outstanding student services, flexible scheduling, and a student-centered campus.

Bergen Community College Foundation

Established in 1982, the Bergen Community College Foundation is a separate 501(c) 3 non-profit corporation whose purpose is to raise, invest, and administer private monies restricted for a variety of initiatives at Bergen Community College, including but not limited to scholarships and program support. A Board of Directors comprised of individuals from throughout the community governs the Bergen Community College Foundation.

Board of Trustees

The Board's objective is "to do all things necessary and proper to advance the interests of the College and to enhance the process and atmosphere of education. This is to include but not be limited to the powers of oversight, management, control, and approval or disapproval of all things related to or affecting Bergen Community College" (*Bergen Community College Policy Manual*; Section A:AA). The Board meets on the first Wednesday of each calendar month.

Bookstore

The Bookstore is located on the first floor of the Main Building (C-108). All required textbooks, as well as notebooks and other supplies, are available in the Bergen Community College Bookstore. The current hours (subject to change) are: Fall and Spring: Monday-Thursday from 9 a.m.-8 p.m.; Friday from 9 a.m.-3 p.m. Summer hours are Monday-Thursday 9 a.m.-7 p.m. during summer sessions, and 9 a.m.-5 a.m. when no classes are in session. (See *Bergen Community College Catalog* for more information.)

Book Orders

Department Heads or Program Coordinators notify faculty by memo when book orders are due. In certain areas, the Department Head orders books for all sections of a course. Full-time faculty notify Department Heads or Coordinators of programs if they need a desk copy of the text. Heads or Coordinators order desk copies of texts for adjunct faculty.

Cafeteria

The cafeteria is located on the 2nd floor of the Main Building in the C-wing. It is open Monday through Friday for breakfast, lunch, and dinner and on Saturday for breakfast and lunch during the fall and spring semesters. Hours are more limited during the summer. Vending machines are located throughout the campus. In Ender Hall, there is a small cafeteria run by the Hotel/Restaurant/Hospitality Program. (See *Bergen Community College Catalog* for more information.)

Campus Closings

When the campus is closed, all buildings are locked. If an employee is coming onto campus to work, he or she must have such prior written approval from the Vice President of Administrative Services or the Executive Vice President. Notice must be given to Public Safety at least 24 hours prior to the day requested.

Career Development

See **Cooperative Education and Career Development**.

Center for Business and Industry

Since 1991, the Center for Business and Industry at Bergen Community College's Division of Continuing Education has served area businesses in achieving a competitive edge by providing cost-effective, customized training for employees. Training through the Center is designed to help improve productivity, increase profitability, and sharpen technical, problem-solving, and communications skills. The Center assesses skills and trains new employees, or upgrades the skills of current staff members. The Center works with Bergen Community College full-time and adjunct faculty to design and implement programs in partnership with clients. If you are interested in working with the Center, please call the Manager of Corporate Training at (201) 612-5300.

Center for Instructional Technology (CIT)

The mission of the CIT is to empower faculty to continuously improve student learning outcomes through the appropriate and productive use of technology. The CIT engages faculty as leaders, mentors, teachers, support teams, and participants in their own professional development.

The CIT meets the needs of both full-time and adjunct faculty by providing:

- Workshops on the use and integration of technology
- One-on-one support from fellow faculty – regarding specific software applications
- Instructional design consultations
- Curriculum resources for traditional, Web-enhanced, partially online, and online courses
- Web site: www.bergen.edu/cit
- Online information and course materials
- TOPP training for teaching online and partially online courses
- Customized workshop opportunities
- Special project support
- Faculty surveys (workshop evaluations, other needs assessments)
- Professional development grants for travel to seminars and conferences that address technology integration
- Element K - 24/7 Online Tutorial

There are several resources available for faculty training and assistance.

1. **CIT Workshops** – Throughout the fall, spring, and summer semesters, workshops are offered to both full-time and adjunct faculty to enhance their technology skills in Microsoft Office products, creating/enhancing Web sites, using multimedia, and the development of course-based resources.
2. **Faculty & Staff Resource Room** – The CIT maintains Room C-308 for individual and group faculty training and project development. This room is equipped with Dell computers using Windows XP and Microsoft Office, scanners, color and black and white laser printers, and additional multimedia applications. This lab is accessible when the college is open unless a training session is in progress. The complete training schedule is on the CIT Web site. Click on “Workshops and Training” on the CIT web site.
3. **Online Faculty Production Center** –The digital production center is available in the Media Technologies area for faculty who wish to include video segments, PowerPoint presentations, or an integrated mix of these into their coursework as streaming media. The course material is videotaped and digitized, creating a streaming video presentation to be used in either an online class or as a multimedia enhancement of a traditional class.

The CIT is continually increasing the awareness of the latest pedagogical approaches to using technology that can enhance a course. Please refer to our Web site:

<http://www.bergen.edu/cit> for updates, resources, and to register for professional development workshops. Contact us at CIT@bergen.edu with any questions.

Cheating/Plagiarism

“In cases when students are charged with academic irregularities, such as dishonest conduct during an examination or plagiarism in the preparation of an essay, laboratory report, or oral presentation, the instructor has the authority to:

1. Give the student a failing grade for the assignment if, within the course’s total requirements, non-completion of that assignment would not constitute sufficient ground for failing the course; or,
2. Give the student a failing grade for the course if, within the course’s total requirements, non-completion of that assignment would preclude the student’s passing the course.

The instructor must make a written report to the Vice President of Student Services of whatever action he or she has taken and its justification. In turn, the Vice President of Student Services must send a copy of the instructor’s report to the student. Within ten days of receipt of such notification, the student may appeal the decision in writing to the Vice President of Student Services. The Vice President of Student Services shall be responsible for maintaining a cumulative file of all infractions of academic honesty.

Two such offenses shall be sufficient grounds to suspend a student from the College. Thus, should it be verified that a student has committed a second such offense, the Vice President of Student Services will report the matter to the Committee on Academic Standing and recommend an appropriate action.” (See *Bergen Community College Catalog* for more information.)

Child Development Center

The Child Development Center is located in Ender Hall and is available to Bergen Community College students, employees, and residents of Bergen County. The CDC, designed for children 2 ½-6 years, is open from 7:45 a.m. to 5:30 p.m. daily. Licensed by the State of New Jersey, the CDC is staffed by full-time teachers and interns from the College’s Early Childhood Education Program. Children may be enrolled on a full-time, part-time, or drop-in basis.

Children on Campus

“Bergen Community College students are **not** to bring their children on campus and leave them without supervision by a responsible adult while they attend classes. Supervision cannot and will not be provided by staff in the Library, Student Center, Gymnasium, Cafeteria, Office, or any other facility.

The administration, faculty, and staff of the College are concerned about the safety and well-being of unsupervised children. Because of disruption of the teaching and learning process, the College discourages students from bringing children to classes.” (*Bergen Community College Policy Manual*; Section F:FA)

Ciarco Learning Center

Located at 355 Main Street in Hackensack, the Philip Ciarco Jr. Learning Center provides educational and counseling services for adults who have not completed a formal high school education and for adults who wish to study English as a Second Language. College credit courses and non-credit continuing education courses are also offered at the Center. For more information, see the *Bergen Community College Catalog* or call the Center at (201) 489-1551.

Class Cancellations

When notice of a class cancellation is received, the Evening Office or relevant department office will post this information in the main lobbies of the Main Building, Ender Hall or the Technology Center.

Class Lists (Rosters)

Rosters are distributed four times throughout the semester.

Preliminary Rosters are distributed prior to the start of classes. They are for your use and do not need to be handed in at the end of the semester.

First Rosters are distributed after “tenth day” of the semester (two full weeks of classes). They are attendance and grade rosters on which are recorded all attendance and grade records. Be sure to include a clear grading key on your grade roster. The attendance roster and the semester/session grade roster become part of the roll book that must be given to your department at the end of the semester. You are strongly encouraged to photocopy these rosters for your personal records before you hand them in to your department at the end of the semester.

Attendance Rosters are distributed twice per semester, in the First Roster distribution and then again midway through the semester.

Verification Rosters are distributed after the withdrawal deadline (about the tenth week of the semester). This listing contains only those students who are officially registered for each section, and should be viewed as a preliminary copy of your final grade roster. This listing is used for registration verification purposes only. Students should *not* be given a copy of this listing. Please check the listing against the names of the students actually attending your section(s). If you have a student attending whose name does not appear on the listing for that section, please ask that student to report to the Registration Office Service Window, Room A-129, to insure that all problems are resolved before the printing of the final grade rosters.

Final Grade Rosters are distributed at the end of the semester. This is a scannable sheet on which you will record the students' final grades. Students who do not appear on your roster that you have a final grade for should be treated as a student not officially registered or paid. These students should be added to the bottom portion of the roster in the space provided. A photocopy of the roster should be turned in to your department when you turn in your attendance and semester session grade rosters. Originals of the Final Grade Roster are turned in to the Registration Office.

Closing of the College

If the College must close due to weather or emergency, announcements will be made on WOR/710, WCBS/880, WVNJ1160, 1010WINS and some television news channels. On occasion, the College is closed for Day or Evening session only. Please do not call the Office of Public Safety or Evening Office, but rather listen for broadcast announcements. Any College closing is also posted on the College Web site.

Code of Professional Ethics

Bergen Community College has an Institutional Code of Ethics, which establishes guidelines and standards of ethical behavior for the officers and employees of Bergen Community College to "ensure the public's confidence in the conduct of the business and operations of the College." (*Bergen Community College Policy Manual*: Section B; BD and BDD). See *Bergen Community College Policy Manual* for further enumeration of specific codes of professional ethics.

Colleague

See Datatel's Colleague System.

Commencement

There is a commencement ceremony after the closure of each spring term. While all faculty are invited to attend each year, full-time faculty are required to attend this ceremony every other year and will receive a memo during the spring term listing those faculty required to attend that year. Faculty will also receive instructions about how to procure a cap and gown for the ceremony.

Community and Cultural Affairs

The Office of Community and Cultural Affairs (CCA), located in Room A-315, is responsible for overseeing operations of the College's Theatre and Broadcast facilities, as well as administering special campus events, the *This & That from Here & There* performing arts series, box office management for series and student productions, and community use of College facilities. Theatre facilities include: The Ender Hall Laboratory Theatre, a black box space with flexible seating for up to 100, and the megastructure's Main Theatre, a state-of-the-art proscenium space with 292 seats. Both venues serve as instructional facilities as well as performance spaces, and the Main Theatre also houses special College events and administrative functions. Broadcast facilities include: the Educational Broadcast Center TV Studio with production in Beta, ¾," S-VHS, and non-linear formats; the EBC Radio Station with open reel and cassette capabilities (and non-linear on the way); the Teleproduction facility for external communication needs, and the ITV classrooms for long-distance learning. Community organizations in need of single-occasion public meeting space for non-profit events may apply to the College through the CCA office. Requests are accommodated on a space-available basis depending on the event, the date requested, and the support required, according to the use policy established by the College's Board of Trustees. The *This & That from Here & There* performing arts series sponsors a broad range of music, dance, theatre, and family events from September through June. These performances offer something for everyone at the College and in the community—a variety of interesting and entertaining choices for every age group—all at moderate prices. A season brochure contains complete details on these programs as well as on the theatre productions and multimedia events offered by the performing arts students and faculty of the Arts and Humanities Division. Box Office operations for these events are handled by the CCA office, in Room A-315, or by phone (201) 447-7428.

Community Services/Institute for Learning in Retirement (ILR)

Courses covering everything from Ancient History to the Theory of Relativity are offered each semester by the Institute for Learning in Retirement, an affiliate of the Elderhostel Institute Network. Bergen Community College's ILR is one of 250 institutes throughout the country established to meet the needs and interests of adults over 55 years of age. It is a non-profit membership organization of retirement age people who share a love of learning. Members pay an annual fee. Included in membership are pool and library course participation privileges, and other benefits. There are no prerequisites, no exams, and no grades for participants. For further information or to be placed on the mailing list, call the Dean of Community Services at (201) 447-7156 and leave name, address, and phone number.

Computer Laboratories

Bergen Community College offers faculty and students access to computers in classrooms, general purpose labs, departmental labs, the Mobile Computer Lab, and free-time labs. Classrooms and general purpose labs have 24 student stations and one instructor station. All classroom computers are Bergen Community College standard computers. Departmental facilities are designed for use by a single department with specialized hardware and software appropriate to the curriculum being taught. The Mobile Computer Lab is under the supervision of the Sidney Silverman Library Media Center. It can be used in any classroom by any authorized faculty member. Free-time labs are Bergen Community College standard computers, primarily for use by students completing any assignments. The Faculty Development Lab, C-308, is under the supervision of the Center for Instructional Technology and open to faculty as a curriculum development facility. Adjunct faculty have access to computers in the Adjunct Faculty Lounge, A-124, under the supervision of the Evening Office. For complete information about computer labs (the locations, software available, schedules, furniture arrangement, and hardware available), visit the OIT Web site, <http://www.bergen.edu/doi/labs.asp>.

Computer Services

All computer services are used by faculty, staff, and students subject to the Bergen Acceptable Use Policy. Visit <http://www.bergen.edu/doi/policies.asp>. Office computers are provided by application to the appropriate department office or Academic Dean's Office. Virus defense is provided by Norton Antivirus Enterprise. Please do not turn the antivirus program off or attempt to defeat its function. A live update is done automatically. Bergen Community College provides hosting for a Web site to any faculty member who wants it for Bergen Community College business. To begin the process of establishing a Web presence, contact the Center for Instructional Technology (CIT).

Continuing Education

The Division of Continuing Education [DCE] is the entrepreneurial arm of Bergen Community College. The emphasis of DCE revolves around economic development through job training, career enhancement, and enrichment programming leading to lifelong learning. The DCE serves as a testing ground for new programs, many in partnership with associate degree programs. It also serves as a pathway for adults who seek to pursue higher learning within the institution and beyond. DCE welcomes your involvement. If you are interested in teaching for DCE, please call the Director at (201) 447-7160.

Cooperative Education and Career Development Center

The mission of this office is to offer students programs and services that will promote success in their academic and professional careers. Located in Room C-100, this office offers programs, courses, or services in cooperative education, service learning, career counseling, part-time and full-time job placement, workshops, special events, computerized career guidance, on campus recruitment, and resume critique. For more information, see *Bergen Community College Catalog*, or call (201) 447-7171.

Copy Center

The Bergen Community College Copy Center is ready to serve you with new equipment, convenient hours, and excellent service. All standard black and white copying will be done at no charge to your department. The Copy Center is open Monday through Friday, between 8 a.m. and 7 p.m. (Hours of operation are subject to change.)

Pick-up/Drop-off Times and Locations

Times: 8:30 a.m. and 2:30 p.m.

Locations:

- A-332
- B-305
- L-125 (Media Center)
- E-123 (Ender Hall)

Turnaround Time

1. Course syllabi and other requests that require no binding or folding: next-day service if the request is received before 11 a.m.
2. Copy requests that require binding or folding: two business days if the request is received before 11 a.m.
3. Color copying requests: maximum impressions of 2,000 per job: requires 2-3 business days if the request is received before 11 a.m.
4. Emergencies or same-day service (may not always be guaranteed): requires a meeting between the requisitioner and the Copy Center Supervisor, or designee, to review the project. Please call Copy Center at x7940.

Required Forms

To serve you better, it is imperative that the request forms, available at drop-off locations, be filled out completely and accurately for each job. Sign off is required, and for quality control, the Copy Center staff may request a meeting with you to review a sample of the final product before completing the requested job.

Copyright

What Is Copyright?

Simply put, "copyright is a legal device that provides the creator of a work of art or literature, or a work that conveys information or ideas, the right to control how the work is used."

Stephen Fishman, Esq. *The Copyright Handbook*, 1996.

The intent of copyright is to advance the progress of knowledge by giving an author of a work an economic incentive to create new works.

What Does Copyright Protect?

Copyright provides authors fairly substantial control over their work. The four basic protections are:

- The right to make copies of the work.
- The right to sell or otherwise distribute copies of the work.
- The right to prepare new works based on the protected work.
- The right to perform the protected work (such as a stage play or painting) in public.

What is Fair Use?

Fair use is the most significant limitation on the copyright holder's exclusive rights. There are no set guidelines that are universally accepted. Instead, the individual who wants to use a copyrighted work must weigh four factors:

The purpose and character of the use:

- Is the new work merely a copy of the original? If it is simply a copy, it is not as likely to be considered fair use.
- Does the new work offer something above and beyond the original? Does it transform the original work in some way? If the work is altered significantly, used for another purpose, appeals to a different audience, it is more likely to be considered fair use.
- Is the use of the copyrighted work for nonprofit or educational purposes? The use of copyrighted works for nonprofit or educational purposes is more likely to be considered fair use.

The nature of the copyrighted work:

- Is the copyrighted work a published or unpublished work? Unpublished works are less likely to be considered fair use.
- Is the copyrighted work out of print? If it is, it is more likely to be considered fair use.
- Is the work factual or artistic? The more a work tends toward artistic expression, the less likely it will be considered fair use.

The amount and substantiality of the portion used:

- The more you use, the less likely it will be considered fair use.
- Does the amount you use exceed a reasonable expectation? If it approaches 50 percent of the entire work, it is likely to be considered an unfair use of the copyrighted work.
- Is the particular portion used likely to adversely affect the author's economic gain? If you use the "heart" or "essence" of a work, it is less likely your use will be considered fair.

The effect of use on the potential market for the copyrighted work:

- The more the new work differs from the original, the less likely it will be considered an infringement.
- Does the work appeal to the same audience as the original? If the answer is yes, it will likely be considered an infringement.
- Does the new work contain anything original? If it does, it is more likely the use of the copyrighted material will be seen as fair use.

What Are the Rules for Fair Use for Instructors?

Copying by teachers must meet the tests of brevity and spontaneity:

- Brevity refers to how much of the work you can copy.
- Spontaneity refers to how many times you can copy.

According to the rule, the need to copy should occur closely in time to the need to use the copies. This is called the "one semester rule." If you use something for one semester it is likely to be seen as fair use. If you use something repeatedly, it's less likely to be considered fair use. The expectation is that you will obtain permission as soon as it is feasible. Using something over a period of years is not within the spirit of the guidelines.

Special works:

- "Works that combine language and illustrations and which are intended sometimes for children and at other times for a general audience." A child's book is an example.
- Special works should never be copied in their entirety.
- An excerpt of no more than two pages or 10 percent, whichever is less, is the rule for special works.

The use of the copies should be for one course at one school.

The copies should include a notice of copyright acknowledging the author of the work.

NOTE: It is recommended that teachers, faculty, or instructors consider both the special guidelines for instructors and take into account the four factors that are used to evaluate fair use when they are deciding what and how much of a copyrighted work to use.

What Can Be Copied?

- A chapter from a book (never the entire book).
- An article from a periodical or newspaper.
- A short story, essay, or poem. One work is the norm whether it comes from an individual work or an anthology.
- A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.
- Poetry
 - Multiple copies of a poem of 250 words or less that exist on two pages or less or 250 words from a longer poem.
- Prose
 - Multiple copies of an article, story, or essay that are 2,500 words or less or excerpts up to 1,000 words or 10 percent of the total work, whichever is less.
- Illustrations
 - Multiple copies of a chart, graph, diagram, drawing, cartoon, or picture contained in a book or periodical issue.

What Should Be Avoided?

- Making multiple copies of different works that could substitute for the purchase of books, publisher's reprints, or periodicals.
- Copying the same works from semester to semester.
- Copying the same material for several different courses at the same or different institutions.
- Copying more than nine separate times in a single semester.

When is Permission Required?

- When you intend to use the materials for commercial purposes.
- When you want to use the materials repeatedly.
- When you want to use a work in its entirety and it is longer than 2,500 words.

How Do I Get Permission?

- For materials to be used for Bergen Community College courses, you must obtain permission yourself. If you would like to request permission yourself, we include the following sample letter you may use as a guide:

**Material Permissions Department
Hypothetical Book Company
500 East Avenue
Chicago, IL 60601**

Dear Sir or Madam,

I would like permission to copy the following for continued use in my classes in future semesters:

Title: Knowledge is Good, Second Edition
Copyright: Hypothetical Book Co., 1965, 1971.
Author: Frances Jones
Material to be duplicated: Chapter 10 (photocopy enclosed).
Number of copies: 5
Distribution: The material will be distributed to the students in my class and they will pay only the cost of the photocopying.
Type of reprint: Photocopy
Use: The chapter will be used as supplementary teaching materials.

I have enclosed a self-addressed envelope for your convenience in replying to this request.

Sincerely,

Faculty Member

Copyright and Electronic Publishing

- The same copyright protections exist for the author of a work regardless of whether the work is in a database, CD-ROM, bulletin board, or on the Internet.
- If you make a copy from an electronic source, such as the Internet, for your personal use, it is likely to be seen as fair use. However, if you make a copy and put it on your personal Web site, it is less likely to be considered fair use.
- The Internet IS NOT the public domain. There are both uncopyrighted and copyrighted materials available. Assume a work is copyrighted.

Tips for the Internet

- Always credit the source of your information.
- Find out if the author of a work (e.g., video, audio, graphic, icon) provides information on how to use his or her work. If explicit guidelines exist, follow them.
- Whenever feasible, ask the owner of the copyright for permission. Keep a copy of your request for permission and the permission received.

The Educational Multimedia Guidelines

The guidelines provide guidance for the use, without permission, of portions of *lawfully* acquired copyrighted works.

Definitions

- The guidelines are intended to apply to educational multimedia projects that incorporate educators' original material, such as course notes or commentary, together with various copyrighted media formats, including motion media, music, text material, and graphics illustrations.
- The guidelines are voluntary and do not have the force of law.
- If you follow the guidelines, it is highly likely that your use is fair use.
- The guidelines are safe *minimums*.
- The newly created work that includes copyrighted material may **only** be used for learning activities. Other uses, such as selling the work commercially, require permission.

Time Restrictions

- The fair use of copyrighted material in multimedia projects lasts for *two* years only. After two years, obtain permission before using the project again.

Types of Media and Permissible Amounts

- Motion media:
 - Up to 10 percent of the total or three minutes, whichever is less.
- Text material:
 - Up to 10 percent of the total or 1,000 words, whichever is less.
 - An entire poem of less than 250 words may be used, but no more than three poems by one poet or five poems by different authors in an anthology. For poems exceeding 250 words, 250 words should be used but no more than three excerpts from one poet or five excerpts from different poets in the same work.
- Music, lyrics, and music video:
 - Up to 10 percent of the work but no more than 30 seconds of the music or lyrics from an individual musical work.
- Illustrations or photographs:
 - No more than five images from one artist or photographer.

- No more than 10% or 15 images, whichever is less, from a collection.
- Numerical data sets:
 - Up to 10 percent or 2,500 fields or cell entries, whichever is less, from a copyrighted database or data table.
- Copying of a multimedia project:
 - No more than two copies may be made of a project.

When Should You Get Permission?

- When you intend to use the project for commercial or non-educational purposes.
- When you intend to duplicate the project beyond the two copies allowed by the guidelines.
- When you plan to distribute the project beyond the scope of the guidelines.

Counseling Center

Located in A-118, the Counseling Center has a staff of professional counselors who offer a wide variety of services for students.

Academic Counselors

Academic counselors assist students in selecting programs of study that are appropriate for their personal and professional goals. Students and counselors work together to choose a program of study that is suitable to the student's needs based on factors such as academic status and history, professional goals and educational backgrounds. Workshops and literature are provided in the areas of study skills, time management, and test taking. **Faculty advisors should feel free to consult with Academic Counselors regarding any student-advising situation.** Students should be referred to an Academic Counselor, preferably by appointment, if the student is on academic probation or seeking reinstatement from suspension or dismissal, the student wishes to formally change his or her degree program, or the student is interested in applying to change his or her degree program to an Allied Health or Nursing Program.

Personal Counselors

Personal counselors provide students with a safe and confidential atmosphere where they have an opportunity to talk about their individual concerns. The Personal Counselors will help students understand themselves, explore alternatives, reach a decision, or feel better about coping with problems. When appropriate, a student may be referred to outside agencies.

International Counselors

International counselors provide services and programs to international students. Following international student admissions to Bergen, the International Counselors are available to help students with adjustments to this country and to help students take part fully in student life.

International Counselors also assist international students with immigration issues following their admission to Bergen.

Transfer Counselors

Transfer counselors assist students with information and resources for transferring to a 4-year college. They are available by appointment when appropriate, and through transfer information sessions to meet students' needs in a variety of ways. Other transfer resources include Transfer Express, Transfer Day, and Transfer Evening, a Transfer Guide, Transfer Connection (a brochure), and "Best Bets" course equivalents for specific colleges.

Course Syllabi

There are standard course syllabi that establish course content for all courses taught at Bergen Community College. These syllabi are available in the relevant department and/or division offices. Using the syllabus as a guide, faculty produce student course outlines which include the faculty's name, phone extension, office location, and office hours, as well as a course description based on the catalog description, course requirements and prerequisites, required texts and supplies, course outcomes, grading procedures including the weight given to each graded component in the course, attendance policies, and a list of topics covered in the course.

Curriculum Development Procedures

New courses and programs typically begin with a faculty member bringing a proposal before the discipline/department through which the curriculum will be offered. The divisional dean must then approve the proposal, after which it goes to the Curriculum Committee and then to the Faculty Senate. If General Education status is desired, approval from a group of institutions to which Bergen students transfer must be obtained. See **General Education**.

Datatel's Colleague System

Bergen Community College uses Colleague, an Enterprise Management System, provided by Datatel, Inc. for all back office functions (admissions, registration, financial aid, financials, purchasing, etc.). For help using Colleague, visit http://www.bergen.edu/doit/datatel_tr/. All faculty are provided a Colleague user account at first hire. The most convenient method for accessing this account is through WebAdvisor. To access WebAdvisor, use Internet Explorer and visit <http://go.bergen.edu>. Use the access faculty menu option. As a first time user, go to the personal profile menu and choose the sign-up for WebAdvisor option. Be sure to make a record of your user name and password. Use WebAdvisor for up-to-date information about your schedule, class lists, and much more. The WebAdvisor system is under intensive

development and will become a key tool for faculty and students at Bergen Community College. To access your Colleague account when you are in your office at Bergen Community College, use WebAdvisor. All office computers at Bergen Community College have the Colleague Client installed, whether in a Windows desktop icon or in the Start menu. Use this for functions not available in WebAdvisor. As a first time Colleague user, you will need assistance from your department office or the Help Desk for an introduction to Colleague. For complete information visit <http://www.datatel.com/> and register as a Datatel client.

Desk Copies of Texts

See **Book Orders**.

Dental Hygiene Services

The Dental Hygiene Clinic is located on the third floor in the Science wing of the Main Building. There are 22 dental units and each has state-of-the-art equipment and facilities. Dental hygiene students are supervised by faculty members who are registered dental hygienists; there is also a dentist in every clinic session. Preventive dental hygiene services are offered to the public at a nominal fee. These services include scaling, polishing, X-rays, fluoride treatments, sealants, and athletic mouth guards. Oral cancer exams, oral hygiene instruction, and nutritional counseling are also provided. Clinic hours are 8:30 a.m. to 12:30 p.m. and 1:00 p.m. to 5:00 p.m. on Monday, Wednesday, and Friday in the fall semester and Monday through Friday in the spring semester.

Developmental Programs

All students who take a Basic Skills Assessment and Placement Test in English and mathematics may, unless they qualify for a waiver, have to take a sequence of non-degree credit developmental courses in English and/or mathematics. For more information, see *Bergen Community College Catalog*, and contact the Testing Center (L-121).

Distance Learning

Distance Learning is an integral part of the Bergen Community College's program offerings. All Distance Learning courses are the equivalent of their traditional on-campus counterparts. They cover the same subject matter, carry the same credit, and are available for the fall, spring, and summer semesters.

Distance Learning provides the faculty member as well as the student with a more flexible way of participating at Bergen. Online courses are offered via several different delivery modes:

- Online courses via the Internet
- Web-enhanced courses -- a combination of a traditional course with an Internet component
- TeleWeb courses
- Hybrid courses
- Interactive Television (ITV) courses

Each delivery style offers its own distinct advantages and is designed to meet different needs. Regardless of the delivery type, online courses allow the faculty member to communicate by phone, email, and through scheduled office hours with students.

Throughout the semester, Distance Learning works closely with online faculty members to ensure that their course and curriculum content are accessible 24/7. At the beginning of each semester, Distance Learning requests that instructors place their course syllabus on the Distance Learning Web site. This information gives potential students an idea of the requirements. Throughout the semester, Distance Learning communicates with instructors and updates the classes with online announcements.

E-mail

A BCCNET e-mail account is provided to all full-time faculty and staff, at the time of first hire. The default user name and password is the same as one's BCCNET user name and password (see Computer Services). A BCCNET e-mail account provides communication to all Bergen Community College users as well as all Internet e-mail users. Bergen Community College e-mail service is not intended to be a private, secure communication method. The recommended Bergen Community College e-mail reader is MS Outlook. Bergen Community College e-mail is accessible through any POP3, Imap, or Web-based reader. Visit <http://www.bergen.edu/factmail>. Bergen Community College e-mail is subject to the Acceptable Use Policy (see above).

Emergency Closings

When the College is forced to close for an emergency, the building is evacuated. Generally, the alert to evacuate will be the ringing of the fire alarm. Once the building is evacuated, the building is locked and no unauthorized personnel are given entry back into the building.

Emergency Evacuation Procedures

An alarm is sounded and all unauthorized individuals are to exit via the nearest exit. They are to walk at least 100 yards away from the building. Designated Evacuation Marshals assist with the evacuation and also keep individuals 100 yards away from the building. Doors are locked to prevent individuals from re-entering the building prior to the all-clear signal being given. When the all-clear signal is given, Public Safety and/or Evacuation Marshals will allow people back into the building. For individuals who are physically impaired, there are areas of safe refuge in the Main Building. These areas are located in the basement, and on the second and third floors, in the area of the elevators. An emergency phone is affixed to the wall to call for assistance.

Emergency in the Classroom

When Public Safety is notified of an emergency in a classroom, an officer is dispatched immediately. The officer then assesses the emergency and takes appropriate action. A report of the incident is filed.

Emergency Telephones

The Main Building has emergency phones located in the basement, and on the second and third floors in the area of the elevators.

Employee Assistance Program

Through Magellan Healthcare, Bergen Community College has a “confidential counseling and referral service that can help you, your household members, and dependents develop” life management skills (*Living Healthy, Working Well: Magellan Behavioral Health* available through the Department of Human Resources). It offers face-to-face evaluations with counselors who can help with such issues as anger management, alcohol or drug dependencies, and work stress, among other things. Contact the Department of Human Resources (A-316) for further details.

End of Semester Procedures

Full-time

Approximately a week before the end of semester, you will receive a set of final rosters, along with filing instructions. Final grades must be filed no later than 48 hours after the final class session.

Adjunct

No later than 48 hours after the final class session, you need to submit the following clearances:

- a. Final grade roster – Registrar’s office
- b. Semester grade rosters – Department office
- c. Roll book copies of attendance rosters—Department office
- d. Graded final exams—Department office
- e. Office and faculty room keys—Public Safety (L-154) or Department office
- f. Library books—Library
- g. Parking violations—Public Safety (L-154)
- h. Desk copies of textbooks—Department office
- i. Audio-visual equipment—Audio-Visual office

You will receive a form for the appropriate written sign-offs (a through g, above). This form must be submitted when grades are turned in and you pick up your paycheck.

Ender Hall

Ender Hall is home to several unique programs: Art, Hotel/Restaurant, Horticulture, Applied Music, and Theater. It also has more than 30 general use classrooms seating from 20 to 60 students. The building is also home of the English Language Resource Center and the Child Development Center, which provides daycare for children of faculty and staff, as well as the community at large. Students and faculty are invited to visit the landscaped courtyard, which is equipped with a gazebo and benches. The following information is provided for new faculty and staff who use the College’s original facility, Ender Hall:

- All rooms in Ender Hall are on one floor. They begin with E-100 and end up with E-199.
- Parking for faculty and staff is reserved in ‘F’ Lot.
- The Administrative offices for both day and evening sessions are in E-123.
- Copy machines, scantrons, a thermafax overhead duplicator, faculty and staff mailboxes, and adjunct faculty folders are in E-125.
- The Ender Hall Counseling office is in E-131.
- The English Language Resource Center is in E-126.
- The Child Development Center is located in a restricted access area off a corridor at the back of the building.
- A faculty lounge, E-166, has restrooms, a copy machine, a computer and printer, and a microwave oven.
- The cafeteria is in E-185 and vending machines are in the corridor leading to the courtyard.

- Cancellation of a class will be posted in the Front Lobby, outside the theater.
- A copy machine for student use is in the hallway outside E-126.
- Ender Hall faculty offices exist for programs in American Language, Art, Criminal Justice, Drafting & Design, World Languages, Hotel/Restaurant, Horticulture, Applied Music, and Theater.

English Language Resource Center (ELRC)

The ELRC is located in Ender Hall (E-126) and provides supplemental support to students for whom English is not their native language. The ELRC offers multimedia computer programs, cassettes, videotapes, and books, as well as conversation groups and individual tutoring to assist students in becoming proficient in English.

Enrollment Statistics

The Fact Book contains information on overall enrollment, enrollment by degree and program, student demographics, number of graduates, faculty, and budget. Copies of the Fact Book are routinely distributed to the Board of Trustees, President, Vice Presidents, Deans, Directors, Department Heads, Academic Coordinators, the Library, and to several other areas of the College. Anyone else who is interested in the Fact Book is welcome to request one from the Office of Research and Planning.

Evening and Weekend Services Office

Room L-113 in the Main Building is the home base for supervision of all evening and weekend services. Some of the teaching tools available are supplies, copying equipment, a Scantron, a transparency maker, and a typewriter. Adjunct faculty members may have their mail delivered to L-113. Hours are 8-9 a.m., 2:30-10:30 p.m., Monday through Friday and 8 a.m.-4 p.m. on Saturday. E-123 is a complementary Evening office in Ender Hall. Hours are 3-10:30 p.m., Monday through Friday. A friendly, service-oriented staff is available in both locations. There is also an adjunct faculty lounge (L-124), which has two computers and a faculty lounge (E-166) for the use of all faculty. It has a computer, a printer, and a copying machine.

Faculty Development

The College encourages professional development by supporting travel reimbursement for faculty who present papers or attend professional conferences; by a tuition reimbursement plan; and by sponsoring workshops, discussions, and seminars on campus. The Office of the Academic Vice President publishes upcoming plans and events concerning faculty development programs in the Monday Report.

Faculty Evaluation

Tenured

Each faculty member completes an annual record of activities, which lists contributions in teaching effectiveness, scholarship and professional growth, and contributions to the Division, College, and community. The Divisional Dean completes a performance evaluation based on this record. Faculty administer student evaluation forms for the purpose of ongoing improvement in the delivery of instruction and support services.

Non-tenured

The Divisional Dean and appropriate elected, tenured faculty observe non-tenured faculty in the classroom each year. The Divisional Dean completes semiannual overall evaluations, and student evaluations are completed each semester. Non-tenured faculty apply for reappointment annually. After five years of continuous full-time service, the faculty member is eligible for tenure. If the faculty member is granted a fifth reappointment, tenure is granted at the beginning of the sixth year of service. Non-teaching non-tenured faculty are evaluated by the appropriate dean or director, and annual performance reports, based on criteria of effectiveness, are completed and reviewed with individual faculty.

Lecturers

The Department Chair observes or assigns tenured faculty to observe lecturers each semester.

Adjunct

The Department Chair assigns annual classroom observation by appropriate tenured faculty. Student evaluations are completed each semester.

Student evaluation of faculty take place at the end of the fall and spring semesters.

Faculty Records

Each faculty member has two files, an administrative and a divisional file, which are maintained in accordance with the procedures set forth in the *BCC/BCCFA* agreement.

Faculty Senate

The Faculty Senate is the chief representative governing body of the Bergen Community College faculty. The Senate formulates resolutions and recommendations, advises the president of the College, and participates in decision-making on all matters related to the academic operation of the College, including but not limited to the following: standards of admission and retention of students; requirements for granting degrees and certificates; curricula of the College; educational standards and policies; academic freedom and tenure; development and maintenance of student life; composition and function of College committees; and current or projected budget allocations.

Final Examinations

If a final comprehensive exam is given, a copy of it is to be filed in the relevant department office a week prior to its administration. A last-unit test is not considered a final exam and a copy of it need not be filed. Some departments require final exams whereas others consider them optional.

Fire Drills

Fire drills may be done during each semester. Alarms will be sounded throughout the buildings. You are instructed to take your personal belongings with you and immediately leave the building by the nearest stairway. Do not use the elevators. See also Emergency Evacuation Procedures.

Fitness Center

The opportunity to pursue a personal exercise program can be realized by making use of the Fitness Center/Classroom (G-032) and the newly renovated Fitness Center (S-128). These rooms are available during a variety of scheduled hours during the week. The College pool, eight-lane track, and tennis courts are also available for use.

Food in Classrooms

College policy prohibits food in classrooms, as it can lead to insect or rodent infestation or other problematic health conditions.

Forms

Division, Department, and Program Offices keep relevant forms on file. In addition, many current forms are available on the College Web site. It is best to inquire in the relevant office about when and how to submit any required forms.

General Education

The Bergen Community College General Education Program requires students to take an array of courses in (1) Communications, (2) Humanities, (3) Mathematics and Computer Science, (4) Natural Sciences, (5) Social Sciences, and (6) Wellness and Exercise Science. Through an integrated program of study in the foregoing academic areas, students learn (1) to communicate effectively in both speech and writing; (2) to use critical thinking and problem solving skills in analyzing information gathered through various media and from a variety of sources; (3) to recognize, analyze, and assess ethical issues and situations; (4) to apply appropriate mathematical and statistical concepts and operations to interpret data and to solve problems; (5) to understand the nature of science and the scientific method and to distinguish science from other fields of study; (6) to use social and behavioral science theories and concepts to analyze human behavior and social and political institutions; (7) to analyze and evaluate works of the literary, visual, or performing arts; (8) to analyze historical events and movements in Western and/or non-Western societies and to assess their subsequent significance; (9) to analyze the implications of commonalities and differences among culturally diverse peoples; and (10) to use the concepts of optimum health and fitness to improve and maintain their well-being. Bergen Community College's general education courses are intended to contribute to a well-rounded student education and to facilitate student transfer to other colleges and universities. The College advises students who plan to transfer into bachelor's degree programs to consult with a transfer counselor at Bergen Community College to determine which Bergen Community College general education courses meet general education requirements at various four-year colleges and universities. For a full statement of the goals and objectives of the Bergen Community College General Education Program and for other information on the Program, contact the Academic Vice President's Office at 201-447-7190.

Gifts to the College

The Bergen Community College Foundation holds three major fundraising events per year, the Medallion Awards Dinner, the 50/50 raffle, and the Bergen Community College Golf Classic, and also solicits individual and corporate scholarship contributions throughout the year. Donors may make gifts of cash, multi-year pledges, and may donate appreciated securities, insurance, personal property or real estate, and equipment. Donors may also remember the Bergen Community College Foundation in a will, an annuity or another planned giving vehicle. All gifts made payable to the Bergen Community College Foundation are tax deductible to the extent allowed by federal and state laws.

Grades

The following are grades that may be assigned by the instructor:

Grade	Description
A	Excellent
B+	Very Good
B	Good
C+	Above Average
C	Average
D	Below Average
E	Unofficial Withdrawal
INC	Incomplete
F	Course must be repeated to earn credit

Incomplete grades indicate that a portion of required course work has not been completed and evaluated by the end of the semester due to unforeseen, but fully justified reasons, and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. The instructor may not issue the “INC” grade unless it is requested by the student and the conditions for resolving the incomplete are agreed upon in a contract (which is available in the Registration Office) with the exception of missing the final exam due to an emergency. All grades of “INC” that are not resolved by the deadline in the academic calendar will be converted to grades of “F.”

F: Course Failure: Course requirements have not been satisfactorily met. The student should be assigned a grade of “F” if she/he has not earned the grades of A, B+, B, C+, D or INC. The grade will be reflected in the student’s GPA.

E: Enrolled But Neglected to Officially Withdraw Prior to the Deadline: The “E” grade is intended to designate an unearned failure and should not be issued to a student whose performance while attending the course would ordinarily have resulted in an “F” grade.

Grants

The Grants Office works with Bergen Community College faculty, administration, and staff to assist in design, development, and acquisition of discretionary and entitlement grants that further the mission and goals of Bergen Community College. It also assists in the management of those projects that are awarded grant funding. Specifically, the Office:

- Provides information on upcoming grant opportunities and identifies appropriate funding sources.
- Facilitates planning and budgeting of proposed projects and activities.
- Assists in writing and editing and provides other technical assistance and support in development of proposals.
- Helps ensure project consistency with Bergen's mission and priorities, with funding agency requirements, and with applicable state and federal guidelines.
- Coordinates preparation and submission of all proposals for grant funding.
- Monitors progress and assists in implementation and evaluation of funded projects.

For further information, please contact <http://www.bergen.edu/grants>.

Health Services

The Health Services Office, located in HS-100, is staffed by registered nurses for the purpose of rendering first aid, emergency care, health information, and health counseling. In addition, neighboring hospitals provide emergency medical service for more critical needs. The phone number is (201) 447-9257.

Help Desk

Bergen Community College Help Desk service for faculty and staff is available in person between 8 a.m. and 5 p.m. Monday through Friday. Visit the Office of Information Technology (OIT) Web site for help at <http://www.bergen.edu/doiit>. Use the Help Desk voice mail or e-mail 24 hours each day. Call 7109 or e-mail helpdesk@bergen.edu. The Bergen Community College Help Desk is designed to provide service on an as-available, next-business-day-best-faith-effort basis. Rapid response is available for classroom emergencies only. The teacher station is equipped with a Windows desktop icon to help access the Rapid Response Team during a classroom emergency.

Henry and Edith Cerullo Learning Assistance Center

The Tutoring Center, English Language Resource Center, and Writing Center are collectively known as the Henry and Edith Cerullo Learning Assistance Center. Khairia Fazal is the manager of this facility. She may be reached in room L-125, 201-447-7908

English Language Resource Center

The English Language Resource Center, located in Ender Hall Room 126, provides help to students whose native language is not English. The center assists students to become proficient in English through multimedia computer programs, cassettes, video tapes, and books as well as individual tutoring. The English Language Resource Center also offers ESL conversation groups and specialized language skill workshops. The center is open when classes are in session for day and evening hours.

Marilyn Pongracz, Supervisor, 201-612-5292.

Dale Egan, Assistant Supervisor, 201 612 5292

Tutoring Center

The Tutoring Center, staffed with peer and professional tutors, offers free individual and group tutoring, supplemental instruction, and online tutoring for subjects offered at Bergen Community College. The Tutoring Center provides alternative approaches to problem solving and organizational skills. Tutors help clarify classroom lectures and textbooks and help students prepare for exams. These services build student self-confidence and reduce fear of failure. The Tutoring Center is equipped with the latest technology and software, including tapes, books, review sheets, exercises, and software programs. Also Smarthinking, an online tutoring program, is currently available free for all Bergen Community College students. Students apply for the Smarthinking account by submitting an online application form at (<http://www.bergen.edu/smarthinking>) or filling out an application at the Learning Assistance Center. The Tutoring Center success is due to the team collaboration, which consists of Tutoring Center staff members, tutors, faculty, counselors, and administrators. The Tutoring Center is located in room L-125, and may be reached at 201-447-7489. If there are any questions, please contact:

Lena Bakir, Tutorial Assistant Supervisor, 201-493-3529

Madhvi Shah, Evening and Saturday Supervisor, 201-689-7056

Robert Fusco, Mathematics Technical Assistant, 201-493-3616

Jasmine Delacruz, Secretary, 201-447-7837

Writing Center

The Writing Center, located in the Learning Assistance Center L-125, is designed to help students improve their writing. Individualized tutorials in all facets of the writing process including development of ideas, organization, editing, and proofreading are available to all students enrolled in college-level courses. The center also offers computer-assisted instruction in grammar, study skills, and writing. Students receive assistance in written assignments, including research papers, in all content areas. Additionally, faculty can receive assistance in developing writing assignments for

their classes or professional projects, such as grant proposals, dissertations, or publications. All Writing Center instruction is provided by full-time faculty and professional staff of Bergen Community College. See also, the Online Writing Lab (OWL), which is an expansion of the Writing Center.

Kathleen Corcoran Bagley, Supervisor, 201-447-7136

Hotel-Restaurant-Hospitality

In the Main Building, the Hotel/Restaurant/Hospitality Program boasts a fine dining experience in the Bergen Room, the table-service restaurant in C-210. The commercial kitchen and dining room is open in the spring semester, is student-operated and staffed, and offers complete meals at affordable prices. Reservations are required. From the new fully equipped laboratory kitchen in Ender Hall, the Ender Hall Cafeteria in E-188 is a self-service restaurant open in the fall semester and is also operated and staffed by students. It offers a complete meal, a sandwich, or a snack. No reservations are necessary. It is best to call ahead for take-out orders.

ID cards

All staff, faculty, and students are required to obtain an ID card from Public Safety. They are also required to have the card in their possession while on campus and to produce it on demand. This card also serves as a library card for checking out books.

Information Technologies

Bergen Community College is a member school of the New Jersey Higher Education Network (NJEDg.net) and the New Jersey Virtual Community College Consortium (NJVCCC). Internet service and wide area network connectivity are provided by NJEDg.net. The registered Bergen Community College Internet domain is www.bergen.edu. The BCCNET is a switched Ethernet, providing 100 BaseT Ethernet connectivity at any wired workplace.

The BCCNET provides network services to all computers and devices connected. Among network services provided are internet access, printing, automatic IP address assignment, virus defense, e-mail, and other services as appropriate.

All full-time faculty are assigned a BCCNET account, user name, and password, at the time of first employment. The default user name is your first initial plus your last name in lower

case. The default password is 12345; please change it at your earliest convenience. Contact the Help Desk at x7109 for assistance.

Institute for Learning in Retirement (ILR)

See **Community Services—Institute for Learning in Retirement**.

International Students with Student Visas

If a student with a student visa who is registered in your class withdraws or fails to adhere to your announced absence policy, this should immediately be brought to the attention of the International Student Advisor in Room A-118.

Interactive Television (ITV) Courses

Interactive television courses require regular class attendance, which can include students and/or the instructor from another college. These courses are usually held in a multimedia computer lab and course work and participation may be conducted via the television.

Keys

The issuance of keys is under the auspices of the Department of Public Safety. Keys are issued to staff/faculty through a work order approved by the head of the area, which has authority over that area.

Late Withdrawals

Students who wish to withdraw from a course past the withdrawal deadline are required to write an appeal. Appeals are filed in the Registration Office. Students are not encouraged to appeal unless they have written support from the instructor or medical documentation.

Legal Matters

A written or verbal request for information concerning a student or employee that is received from an attorney, outside agency, law enforcement entity, or a private individual must be reviewed with the Executive Vice President. The same process is to be followed if a subpoena is mailed or delivered to a faculty member. In every instance, contact should be made with the Executive Vice President's Office as soon as possible since there are often deadlines for response that must be adhered to. There are federal laws that protect the privacy/confidentiality of information. Failure to follow College procedures could expose the faculty member and the College to legal and financial impacts. The Executive Vice President's Office is located in A-330; the telephone extension is 7205.

Library (See Sidney Silverman Library and Learning Resource Center)

Limited English Proficiency (LEP) Students

LEP students are defined as those who do not possess sufficient English language proficiency to participate fully in college-level courses. These students may have attended high school in the United States and thus may not have gone through the American Language Program. Increasing numbers of LEP students are occurring in all classes, creating a challenge for instructors. Faculty concerned about such students should refer them to the Dean of Humanities.

Medical Emergency Response

Public Safety Officers respond to all emergencies. A College Health Service Nurse responds to all emergencies when on duty. In case of emergency, call Public Safety by dialing 6 on any campus telephone or call the College Health Services Office by dialing 2. Emergency telephones are located by most elevators. These telephones directly connect you to the Public Safety Department. Injuries incurred on campus, or during a college-connected activity, **must** be reported to the College Nurse or a Public Safety Officer. If it is not possible to report it immediately, a report must be made before 24 hours have elapsed.

Memberships, Professional

Professional memberships can be considered part of professional growth and therefore listed on the Annual Record of Activities or as part of a reappointment or promotion application.

Monday Report

Originating from the Office of the Academic Vice President, this weekly publication, available in print and on the Bergen Community College Web site, keeps the campus current on events, activities, awards, and upcoming plans.

New Course Proposal

Typically, successful proposals for new courses or programs are developed at the department or discipline level and then receive approvals from (1) the appropriate Divisional Dean, from (2) the College-wide Curriculum Committee, from (3) the Faculty Senate, and finally, from (4) the President of the College. For a course to be added to the College's list of general education courses, it must be developed in accordance with guidelines set by the Bergen Community College Committee on General Education, and it must receive approval from the General Education Committee before proceeding to the Curriculum Committee. For the guidelines and requirements for general education courses, contact the Office of the Academic Vice President (Room A-310), 201-447-7190. For detailed instructions and forms to be used in the overall process of introducing new courses and programs, obtain the Bergen Community College Curriculum Committee's "Guide to Successful Curriculum Development and Change" from the Office of the Academic Vice President (see above for contact information).

New Jersey Virtual Community College Consortium (NJVCCC)

Bergen Community College is a founding member of the NJVCCC. In order to increase the access to education for those with time and/or place constraints, the community colleges in New Jersey formed a consortium to share courses. This means that students can take courses from one of the community colleges around the state and have the credits pertain to a degree or certificate.

Many of the online courses that are offered at Bergen are offered in cooperation with the NJVCCC. The instructor may be affiliated with any one of the 19 community colleges in the state of New Jersey.

Registrations are conducted at each of the colleges. When the semester is over, grades are sent and processed through the NJVCCC and sent to the student's home school.

Office Hours

Faculty will post one office hour, scheduled on each of three different teaching days; a fourth hour will be made available each week on an appointment basis. Faculty will note office hours in their student course outline.

Office Space

Full-time

Divisional Deans assign office space.

Adjunct

There is an adjunct lounge (L-124) in the Main Building and a common faculty lounge (E-166) in Ender Hall. Each is equipped with a personal computer and printer. In addition, faculty can work in C-308 in the Main Building.

Online Certificates and Degrees

Bergen now offers more than 90 Distance Learning courses. A student may complete all of his or her general education requirements and all the requirements for ten certificate and degree programs online. Courses may be applied to a Bergen Community College degree, certificate, as an elective, for general interest, or for professional development. For more information and a current listing of Distance Learning courses, go to:

www.bergen.edu/dlearning

Online Courses

When enrolled in an online course, a student does not attend classes at all but participates in an online learning community. All online courses are indicated by a suffix of **WB** in the registration booklet (e.g., SOC-101-099**WB**). Courses are open to enrolled Bergen Community College students and to the general public.

All course information and materials are online. Some courses have online or proctored tests. Students participate in course discussions and interact with the instructor and other students. Most faculty and students participate in their course at least once a day throughout the semester, using the time to contribute to the continuing class discussion. Office hours are arranged by the instructor. Bergen provides training for faculty who want to teach an online course. The program is called The Online Professor Program (TOPP).

Organizational Chart

A summary version of the College's organization chart may be found in the Fact Book. Anyone wishing to see more detail may come to the Office of Research and Planning.

Outcomes Assessment

The College has developed an institutional plan for student learning outcomes and assessment. As part of this initiative, each course taught at the College will include a set of student learning objectives, which will be stated on the course outline or syllabus. Instructors should consult the discipline coordinator or department head in their area to find out what information should be included in their courses.

In addition, assistance in course syllabus formulation, program review, the articulation of learning objectives, and the development of techniques for the assessment of student learning outcomes may be obtained from the College's Center for Instructional Effectiveness, Room A-224.

Faculty may find useful information about learning assessment techniques by visiting the College's Faculty Web site at the following URL - <http://www.bergen.edu/assessment/>. Located at this site are links to: The Bergen Community College Assessment Plan; Student Learning Objectives; the Do's and Don'ts of Assessment; and Grading Rubrics.

Outside Employment

It is the policy at Bergen Community College that "no full-time officers or employees of the College shall engage in any employment outside of the College that (i) constitutes a conflict of interest, (ii) occurs at a time when said officers or employees are expected to perform their assigned duties at the College, or (iii) diminishes the efficiency of said officers or employees in performing their primary work obligations at the College" (*Bergen Community College Policy Manual*, Exhibit A to Code of Ethics.)

Parking

Excluding visitors, all staff, faculty, and students who drive on campus are required to have a parking decal affixed to their car when it is parked on campus. If an individual drives more than one car, each car must have a decal. Should a staff or faculty member's child drive the car to attend classes, he or she should park in a student parking area and notify Public Safety that the car is in the student parking area. Should a staff or faculty member bring a car onto campus without a decal, he or she should notify Public Safety immediately. Decals are issued through Public Safety.

Paychecks

Adjunct

1. Generally issued four times in the fall and spring, and twice each in summer one and two.
End of Sept., Oct 15, Nov. 15, End of Semester
Feb. 15, Mar. 15, April 15, End of Semester
June 15, End of Semester
July 15 or July 31 and End of Semester (depends on 10th day date).
2. The amount of each check is prorated to the time taught. The percentage changes each semester.
3. Checks are available after issue on payday in the Evening Office (Room L-113) from 2:30 to 10 p.m. During the day they are available from 9 a.m. to 2:30 p.m. in A-310 (The Office of the Academic Vice President).
4. Direct deposit is not available to adjunct faculty.
5. All other payment requests must come to Payroll on the correct form. The forms must be approved and signed by the Department Head and a Vice President. Forms for each type of work that is performed are available from the appropriate academic department. Due dates for payment requests are available in the Payroll office. They change each year.
6. Substitutions and docks are entered by the appropriate department. The payments are semi-monthly and one payroll behind.

Full-Time Faculty

1. 10-month faculty are paid semi-monthly from September through June.
2. 11-month faculty are paid semi-monthly from July through June.
3. Checks are picked up by each department on payday and distributed to the faculty.
4. Overload is paid the same way as adjunct checks. However, the checks are picked up by the department.
5. Direct deposit is encouraged. Direct deposit can be made into two savings and two checking accounts for each employee.
6. All other payment requests must come to Payroll on the correct form. The forms must be approved and signed by the appropriate department head and a Vice President. Forms for each type of work that is performed are available from the appropriate academic department. Due dates for payment requests are available in the payroll office. They change each year.
7. Stipends are paid on the 15th of each month. They are paid July through June.
8. Substitutions and docks are entered by the appropriate department. A report runs semi-monthly for payment. The payments are semi-monthly and one payroll behind.

Payroll Questions

1. Questions on taxes and deductions should be directed to the Payroll office (A-230), 201-447-7106.
2. Questions on base salary and overload payment amounts should be directed to the Department of Human Resources (A-316), 201-447-7442.
3. All inquiries on other payments should start with the person entering payment data in your home department.

Performing Arts Series

See **Community and Cultural Affairs**.

Personal Problems

See **Employee Assistance Program**.

Printing

See **Copy Center**.

Program Reviews

“In order to maintain current and relevant academic programs and courses, the College will engage in a systematic review process which includes self-evaluation activities carried out by faculty as well as a site visit and a written review report by an external consultant. For programs holding specialized accreditation, the reaccreditation process will serve as the periodic review.” (*Bergen Community College Policy Manual*; Section D: DI)

To receive assistance in the program review process, contact Dr. David Hadaller, Assistant Academic Vice President in room A-310.

Promotion Process

See *BCCFA* for description of the promotion process.

Public Relations

The Office of Public Relations, ext. 7120, is responsible for internal and external communications—including media relations, advertising, the production of publications, from flyers and brochures to the academic catalog, and designing and managing content on the Bergen Community College Web site. The Public Relations staff also helps to coordinate college-wide events such as Women’s History Month, Black History Month, President’s Recognition Awards, Open Houses, and Commencement.

Public Safety

Public Safety is located in Room L-154. The telephone number is 201-447-9200 or 201-447-7116. In the event of an emergency, dial 6 on any internal phone. The campus is patrolled by uniformed Public Safety Officers seven days a week, 365 days a year.

Publications

The Public Relations staff is available to facilitate the production of the best possible quality of college publications including the college catalog, the annual report, departmental brochures, the student handbook, the faculty handbook, Pegasus, Continuing Education catalogs, and the Institute for Learning in Retirement catalogs. Publication suggestions and/or revisions can be directed to the Office of Public Relations at ext. 7120. Guidelines and procedures, established by the PR office to assure the quality of publications, can be viewed at www.bergen.edu/PR/contentpubguidelines.asp.

Rank

Faculty are hired into a particular rank. For minimum requirements for consideration for appointment or promotion to a particular rank, see *BCCFA*.

Reaccreditation of Programs

Many programs, including Nursing, the Allied Health Programs, and the Legal Assistant Program, are accredited by specialized accrediting agencies. The program review process for these areas is mandated by the appropriate accrediting agency.

Reappointment

See **Evaluation**. See also *BCC/BCCFA Agreement* for a description of the reappointment process.

Research and Planning

The Office of Research and Planning is a resource center for information about the College community including data on students, graduates, faculty, administration, programs, facilities, and more. If the staff of the office does not have the information you want, they will most likely know where to get it or how to collect it. The staff is available to help faculty who wish to find out the demographics of the College, learn about student outcomes including graduation or transfer, conduct educational research such as studying the effects of different instructional techniques, or administer surveys to their classes as part of that research. In addition to being a resource for faculty, Research and Planning is responsible for state and federal reporting, providing information for internal decision-making and for outside agencies, and conducting college-wide surveys. Among its many projects are the annual publication of the Fact Book and the Graduate Follow-Up Report.

Right to Know

All public employers in the state of New Jersey are under the requirements of “The New Jersey Worker and Community Right to Know Act,” which became law in 1983. This law requires the following:

1. Provide its employees with information about the hazardous substances at their workplaces.
2. Monitor and track hazardous substances in the workplace and the environment.
3. Complete an annual survey which lists the names and quantities of all regulated chemicals stored or utilized at the College.
4. Label all containers containing regulated chemicals as required by the Right to Know Act.
5. Train any employee who is exposed or potentially exposed to a hazardous chemical as required by The Right to Know Act.
6. Maintain a “Central File” that contains all the “State of New Jersey Department of Health Hazardous Substance Fact Sheets” and the “Material Safety Data Sheets” of all hazardous chemicals at the workplace.

Roll Book Rosters

See **Class Lists**.

Room Assignments and Changes

The permanent assignment form is used to change the meeting place of a particular section for the semester. Please include the semester, class number, class section number, day, start/end time, current location, class size, and a reason for requesting a new room. Include any special criteria for the new room that you would like to use. Signature of the Dean or Department Head is needed before any change can be made. Room changes can be made electronically. Go to the Bergen Home Page. Choose Faculty and Staff. Then choose tools, and then choose Bergen Community College forms. Submit to the Assistant Academic Vice President's Office, A-310.

Room Reservations (Meetings and Conferences)

Temporary room requests are used for special events, exams, and meetings. Please include the date, start/end time, anticipated number in attendance, your phone extension or e-mail, and a brief description of the meeting. Submit to the Scheduling Office, A-310.

Schedules

Full-time

Teaching assignments follow the policies and procedures as set forth in *BCCFA*. The required base workload for fall and spring semesters is 15 contact hours. Overload and summer schedules vary. See also *BCCFA*.

Adjunct

Divisional Deans or Department Heads or designees assign schedules on a term by term basis. There is no presumption of ongoing employment. Assignments are contingent on overall student registration. Adjunct faculty receive a contract signed by the President of the College, distributed after the official 10th day of the semester with the first paycheck and must be signed and returned (a copy to be retained by the adjunct faculty member) at that time.

Security Services

Public Safety will render first responder first aid to the injured. They will respond to all burglar and fire alarms. They will stop and question suspicious persons on campus. They will enforce the rules and regulations of the College, the Borough, the County, and the State. They will assist all individuals on campus with any security problems they may have. On an as needed basis, Public Safety will escort an individual to his or her car or classroom.

Sexual Harassment

Bergen Community College “is committed to providing its students and employees with an academic and work environment free from sexual harassment or discrimination.” For more details, see *Bergen Community College Policy Manual*; BM:BMA.

Sidney Silverman Library and Learning Resource Center

Library

The Library has over 140,000 items in its collection. These include circulating books, reference books, audio books, videotapes, DVD, CD-ROM, and microfilm. The collection reflects the curriculum taught and the instructional needs of our students. Faculty are encouraged to recommend additional items for inclusion in the Library’s holdings. Be sure to check the Library’s holdings before making class assignments.

Desktop Library and Electronic Resources

The Library homepage -- <http://www.bergen.edu/library> -- is your gateway to library information and services. The Library catalog is freely available to anyone with Internet access. The Library’s electronic resources -- full-text newspaper, journal, magazine articles, and reference resources -- are available off-campus to Bergen Community College students, faculty, and staff. Instructions for off-campus access are on the library Web site.

Library Instruction

Library instruction classes are available during all regularly scheduled class hours. A member of the Library faculty will work with you to tailor a library instruction class to the needs of your students. Requests for Library Instruction must be made at least two weeks in advance. The *Instruction Request* form is available online from the Library home page or in print form at the Library Reference desk and the Evening office. Please supply a copy of your assignment or course syllabus. Also, be sure to include three preferred dates and your correct campus mailbox, e-mail address, and phone number so we may contact you to confirm the class date and time.

Note: No Library instruction will be given without the instructor or a substitute instructor present.

Reserve Materials

Textbooks & Print Materials: The Library maintains a copy of most course textbooks in the reserve collection at the circulation desk. Faculty members should check with the Circulation Desk one month in advance of the semester to ensure that their text is included in the reserve collection. Supplemental class materials (books, articles) may also be placed on reserve. To place items on reserve, please visit the circulation desk or call: Head of Access Services (201-612-5236) or Evening Circulation Coordinator, (201-447-7970). The reserve material can be searched through the Library Catalog by course # or faculty name. Print materials are available for use in the Library for 2 hours.

Reserve Articles – Copyright Law: IN ORDER TO COMPLY WITH THE LAW, THE LIBRARY WILL NOT ACCEPT ANY COPIED MATERIALS FOR RESERVE UNLESS YOU INCLUDE A LETTER OF PERMISSION FROM THE COPYRIGHT HOLDER. ACCORDING TO “FAIR USE,” COPIED MATERIALS CAN ONLY BE USED FOR ONE SEMESTER.

Electronic Reserves: Print material and items in digital format may be placed on electronic reserve. E-reserve items are available through the Library catalog 24/7. For further information, please contact: Head of Access Services, (201-612-5236) or E-reserve coordinator (201-447-7982).

Media Reserves: Media Reserves are media materials used in the classroom or for student assignments. These items are restricted to in-classroom use or to viewing in the Media Center. To place an item on media reserve, please contact the Media Center (201-447-7132).

Borrowing Privileges and Circulation Policies

- Your Bergen Community College ID is your library card.
- All faculty may borrow circulating books for the full semester.
- Video tapes in the circulating collection may be borrowed for 3 days.
- Reserve materials circulate within the Library for a 2-hour loan period.
- Reference books and periodicals circulate with special permission.
- Adjunct faculty must return all library materials by the end of the semester.
- Full-time Bergen Community College faculty may request borrowing privileges at most academic libraries in NJ.

An authorization form is available at the Bergen Community College Library’s Circulation Desk.

Media Center

The Library Media Center provides material, equipment, and expert assistance for all your multimedia needs.

Media Center Hours: Monday-Friday 7:45 a.m. – 10:30 p.m.; Saturday 8:00 a.m. –3:00 p.m.; closed on Sundays.

Ender Hall Media Center Hours: Monday-Thursday 8:00 a.m. – 7:00 p.m.; Friday 8:00 a.m. – 6 p.m.; closed Saturday and Sunday.

Equipment: PETS (Portable Electronic Teaching Stations), VCR, TV, Projectors; audio equipment

Materials: Videos on all subjects (many closed captioned); CD's and computer-based programs in ESL, career guidance, and American Sign Language.

Services: Audio tape duplication; training in the use of multimedia equipment

To obtain audio-visual equipment/material for classroom use, please visit or contact: The Media Center , Room C-107 at (201-447-7132) 24 hours in advance. Equipment must be picked up from and returned to the Media Center.

Ender Hall, E-154 (201-447-7438) 48 hours in advance. All equipment must be picked up from E-154 and returned promptly after class to Room E-154.

Your request must include: title of media, call number, class hour, and room number.

Interlibrary Loan Service

Books and articles not available at Bergen Community College may be borrowed through interlibrary loan. Requests must include complete bibliographic information. Because interlibrary loans may take two to three weeks to fill, it is important that you and your students plan ahead. Request forms are available in the Library at the Reference Desk or at the Circulation Desk. For interlibrary loan information, contact (201-447-7982)

Collaboration Between Faculty and the Library

Bergen Community College Librarians act as liaisons to all academic departments and programs. The liaison solicits faculty input in selecting library materials and planning library services. Librarians will be happy to provide you with a brief individual orientation to library resources or to assist you in your research projects. To find the liaison to your department, call the Reference Desk (201-447-7436) or visit our web page:

<http://www.bergen.edu/library/directory.htm#liaison>

Important Things to Tell Your Students

Library Hours:

Monday-Friday 7:45 a.m. to 10:30 p.m.

Saturday 8:00 a.m. to 3:30 p.m.

Sunday noon to 5:00 p.m.

For summer and intersession hours, see the Library home page or call 201-447-7131.

- Library catalog and electronic resources are available off-campus to students and faculty 24/7.
- Reference Librarians are available to answer questions and provide guidance on research projects.
- Students should go to the library often to study, to read, to learn, to grow.
- The Library has workstations with adaptive equipment for students with limited vision.
- A TTY phone (201-447-7436) is available at the Reference Desk for incoming calls from deaf or hard of hearing students.
- A Librarian is available to work with special needs students (201-447-7993).

Library Administration

Director (201-447-7130)
Assistant Director (201-447-7447)

Small Business Development Center (SBDC)

The Small Business Development Center, located at the Ciarco Learning Center, 355 Main Street, Hackensack, NJ 07601, is a private organization of professional management consultants, partially funded by the US Small Business Administration, the NJ Economic Growth Commission and community based organizations. The SBDC is in the knowledge business, tapping best practices and providing technical assistance to existing and start-up businesses in the form of confidential consultations and training workshops. The SBDC assists small businesses with the formulation of strategies to meet challenges, provides resources to achieve objectives, and acts in a mentoring capacity. The SBDC saves time, money, and effort in finding the best solutions for business problems. SBDC's have been in existence for over 22 years and currently have 1,000 locations throughout the United States. New Jersey has twelve regional centers. The state's SBDC headquarters is at Rutgers University in Newark. Due to organizational limitations, SBDC can only guide a project, not implement it. For information, call (201) 489-8670; fax (201) 489-8673 or e-mail sbdc@bergen.edu

Smoking

There are designated non-smoking areas on campus. When individuals are found smoking in a non-smoking area, their names are taken and filed. Should they be caught a second time, their names, if employees, are forwarded to their supervisor, and if students, to the Vice President for Student Services.

Specialized Services

Statistics

National statistics show that approximately 10 percent of the college population consists of students with disabilities, with the highest numbers being found in public two-year institutions. In Bergen County, increased numbers of students have been classified as having a disability at the elementary or high school level. Approximately 10-15% of the student population at Bergen Community College consists of students with disabilities. As an open-admissions college there are a variety of students with physical, mental, or emotional disabilities attending, the largest numbers being students with learning disabilities, Attention Deficit Disorder (ADD), Attention Deficit Hyperactivity Disorder (ADHD), dyscalculia, and more. Some students cope well with devastating conditions, yet other students do not cope

well with relatively minor issues or need assistance with low self-esteem, parental pressure, dependency, or stigmas.

Mission

The purpose of the Office of Specialized Services (OSS) is to assist students with disabilities to make progress toward achieving their educational goals and to work as a team with teaching faculty to address problems or answer questions that may be identified during this process.

Accommodations Process

A student with a disability must disclose this information to OSS and present documentation of disability. A confidential file is set up, but the student must initiate the process. Individual accommodation forms are developed each semester the student requests services. Students then present the completed forms to the instructor. If students indicate that they have a disability but do not have the accompanying forms, please refer them to the OSS.

Types of Accommodations

The accommodation form details the individualized services allowed for each student. These services are not optional, but required under two federal laws, the Americans with Disabilities Act, and the Rehabilitation Act. Therefore, it is critical that faculty contact the OSS if there are problems or questions concerning the accommodations. Student's rights are detailed in *Bergen Community College Catalog*, and includes a complaint process to the College Compliance Officer. For more information on this process, see the OSS section of the College Web site.

Testing Center

Accommodations may include extended time for tests, use of adaptive equipment, use of a reader or scribe, or tests in Braille or other formats, depending on each student's functional limitations. Faculty submit their tests to the Testing Center so that these services can be provided.

Academic Support Services

New students with disabilities arrive at Bergen from a variety of educational settings. Some may have been allowed calculator use, lowered academic expectations, small class size or class aides. Different laws (IDEA) govern the provision of services in high school. Students entering Bergen Community College must make the transition to college and the first semester is crucial. One of the most critical supports in making that transition successfully is use of tutors. It is highly recommended that all new OSS students use tutoring supports from the beginning of the semester. If you notice that a student is experiencing difficulty, please emphasize the importance of this or call the OSS.

Specialized Classes

Bergen Community College is a mainstreamed environment but each semester there may be several specialized classes. In the past, they have included an adapted physical education class, special mathematics classes, Freshman Seminar, or remedial language classes for students who are deaf. The college catalog will list these.

Web Site

Current staff and their specialty areas are listed under the OSS/CCDE section of the College Web site.

Adaptive Technology Center

In the Main Building, adaptive equipment is available in the library and in the OSS student lab (S-131). The array of equipment includes a Braille machine, print enhancement, large screens, and software that reads textbooks and the Internet. In West Hall, adaptive equipment will be available in all computer labs and classrooms. The Resource Accommodation Specialist can demonstrate what is available and provide training on effective classroom tools.

Center for Collegiate Deaf Education (CCDE)

There are eight campuses in the state of New Jersey presently receiving designation as a special needs campus. Bergen Community College is currently one of two deafness centers, as assigned by the NJ Commission on Higher Education. Colleges that receive this designation are responsible for community education projects and other public awareness activities as well as direct student service. Students who are deaf or hard of hearing communicate in a variety of fashions including sign language or speech reading. Sign language instructors may be assigned to your classes or note-taker services may be requested. Effective communication tips for instructors can include facing the student, speaking slowly and clearly, not chewing gum or turning away. For more information, please contact the CCDE staff.

New Diagnostic Referrals

There are a variety of mental health conditions or other health or learning issues that develop in young adulthood. OSS can assist students in obtaining a referral to an appropriate off-campus facility for diagnosis.

Student Conduct

Accommodations and/or the presence of a disability are not a license for acting out, manipulation, or any other type of inappropriate student conduct. Meetings with OSS staff, the student, and the instructor are recommended if problem behavior is observed. Behavior problems do not necessarily mean the student has a disability. In addition, parents may be more overprotective and attempt to intercede by contacting you. OSS encourages the student to take responsibility for communication and limits interaction with parents.

Emergencies

If you notice a dramatic change in a student's behavior, expressions of intense frustration or depression, or actual verbalization of thoughts of harm to self or others, please contact the OSS for emergency service. See **Emergencies**.

Student Admission

Students who wish to be considered degree-seeking must file an application with the Admissions Office. Most programs except Allied Health are on a rolling-admission basis. Allied Health Programs have specific deadline dates and are on a seat-availability basis. Applicants to the Allied Health Programs must meet specific entrance requirements prior to submitting an application. Students who wish to attend Bergen Community College as non-degree seeking students do not need to submit an application to the Admissions Office.

Student Characteristics

Students at Bergen Community College are representative of the diverse population of Bergen County. They bring to our campus many diverse backgrounds and academic achievements. You can find more information in *The Fact Book* pertaining to student characteristics.

Student Course Outline

See **Course Syllabi**.

Student Evaluation of Full-Time Faculty

See **Faculty Evaluation**.

Student Evaluation of Adjunct Faculty

See **Faculty Evaluation**.

Student Problems in Class/Procedures

See **Emergency in the Classroom**.

Student Records

Please note all information in student records is confidential. For further information on confidentiality on records refer to the Family Education Rights and Privacy Act (FERPA) of 1974 or contact the Division of Registration and Student Information Services or the Executive Vice President. Most full-time faculty members have user names and passwords to the Colleague system and access to student records and roster information. If you are a full-time faculty member and do not have access, you can request it from your Department Chair.

Subpoenas

See **Legal Matters**.

Substance Abuse

Should an individual be found with a controlled dangerous substance, the police are notified. Should any individual be found on campus with alcohol in possession, a Public Safety report is made and the supervisor or Vice President of Student Services is notified.

Substitute Instruction

Department Heads or Coordinators arrange for qualified substitute instructors when needed. Members of the full-time and part-time faculty are called on to substitute whenever possible. See **Absences**.

Support Services--Online Courses

Students who take an online course offered at Bergen Community College have the rights and privileges of any other Bergen Community College student. All students have access to the college library, student support services, test-taking facilities and the assistance of the Distance Learning division.

Telephone Operators

A telephone operator is on duty Monday through Friday when the school is open during business hours from 8 a.m.-7 p.m. The number is (201) 447-7100. On an internal phone, dial 7100 or 0.

TeleWeb Courses

When enrolled in a TeleWeb course, students view professional-quality videos on their own and attend three on-campus seminars during the semester. Exams may also be given on campus. TeleWeb courses (indicated by a suffix of M in the registration booklet, e.g., PSY-101-059M) allow students to earn college credits at home by viewing videotapes, by

completing reading and writing assignments, and by engaging in various online class activities.

Tenure

See **Faculty Evaluation**. See also *BCCFA*.

Terms and Conditions

See the *Agreement between Bergen Community College and Bergen Community College Faculty Association, July 1, 2001 - June 30, 2004* (cited in this handbook as *BCCFA*) for matters concerning the bargaining unit, negotiations, Board rights and responsibilities, Association rights and responsibilities, individual contracts, salary, load, schedules for fall and spring semesters, lecture modes and class overload compensation, fringe benefits, leaves of absence, consideration for appointment, reappointment, tenure and promotion, personnel files, grievance procedures, engagement of new faculty, and lecturer classification, among other topics.

Testing and Assessment

Upon receipt of an application to the College, the Office of Testing and Assessment sends out testing invitations. Degree-seeking students are required to take the Accuplacer [ETS] Placement Test. The result of this test determines a student's required entry-level courses in math, algebra, and English.

Under specific conditions, students may have their placement test requirement waived. Contact the Testing Center (S-127) for these specific conditions. The Testing Center also administers the Levels of English Proficiency Test (LOEP) as well as challenge, proficiency, and credit-by-examination tests in a number of subject areas.

Faculty may occasionally arrange that classroom make-up tests be administered by the Testing Center with the advance approval of the Coordinator of Testing. Make-up test services are provided only on an as-needed basis for the few individual students who provide compelling reasons for having missed scheduled in-class examinations. For further information, please contact the Coordinator of Testing in Room S-127.

Textbook Selection

Members of a program, discipline, or department collaborate to select texts for courses with more than one section. In some areas, publishers are invited to hold on-campus book fairs in order to bring the most current selections to the attention of the faculty.

The Online Professor Program (TOPP)

About TOPP

TOPP is a program that prepares faculty to develop and teach web-enhanced, partially online (hybrid), or fully online courses. Teaching online requires that faculty surmount two significant learning curves; learning the **technological skills** involved in building and managing a course in the online learning environment and developing some specific **pedagogical skills**. TOPP has been successful in assisting faculty with both.

Faculty must have the approval of their department head and dean for developing an online or partially online course and for participation in TOPP. No approval is needed for web-enhancing a course or use of the course management system.

Web-Enhanced Courses

A "Web-enhanced course" is a traditional face-to-face class that has a Web site to accompany and support the class materials. A course Web site can provide additional time on task and involvement in course materials. It can also enhance communication and provide alternative supplemental materials. Faculty who wish to web-enhance their courses may attend a coordinated program or arrange a series of appointments for individualized training depending on their needs.

TOPP Curriculum

Faculty planning to teach online or partially online are encouraged to enroll in the web-enhanced program first so that they may become familiar with some of the basic concepts and tools of Bergen Community College's course management system. The formal TOPP program has three levels. Level 1 is for faculty who are creating/teaching their first online or partially online course. Level 2 is for faculty members in their first semester of teaching their online or partially courses. Level 3 is for experienced online professors. .

Level 1 is required for the faculty member who has never taught online or partially online before.

Level 2 is strongly advised for faculty in their first semester of teaching online or partially online.

Level 1 and 2 workshops provide instruction in various WebCT tools, each of which is

correlated with one or more of the “Seven Principles of Good Practice,” (Chickering and Gamson, 1987).

Level 3 is for the faculty member with at least three semesters of teaching online or partially online with the goal of revising their course to reflect exemplary course practices.

TOPP courses vary in format and may be online, partially online, or face-to-face workshops depending on skills required and scheduling needs.

Travel Reimbursement

Each department has a travel budget. Requests for travel reimbursement go to the appropriate Department Head and are sent on to the Divisional Dean, then to the Office of the Academic Vice President for appropriate approvals and signatures. Additional monies may be available through Faculty Development.

Tuition Reimbursement

See *BCC/BCCFA Agreement*.

Tutoring Center [Learning Assistance Centers]

Located in L-125 (201-447-7489), the Tutoring Center [Learning Assistance Centers] is staffed with peer and professional tutors and operates under the auspices of Academic Studies. It offers free individual and group tutoring, supplemental instruction, and online tutoring for subjects offered at Bergen Community College. The Tutoring Center offers alternative approaches to problem solving and organizational skills. Tutors help clarify classroom lectures and textbooks, and offer guidance in exam preparation. These services build student self-confidence and reduce fear of failure. The Tutoring Center has the latest technology available, which includes such instructional resources as tapes, books, review sheets, exercises, and software programs. SMARTHINKING, the online tutoring program, is currently available for free for all Bergen Community College students. Students apply for the SMARTHINKING account by submitting an online application form at <http://www.bergen.edu/smarthinking> or filling out an application at the Tutoring Center. Every semester a faculty member from each department is assigned to the Tutoring Center. Their role includes educating faculty about the tutoring services, assisting the Tutoring Center with the referral and feedback system, and developing tutor training activities, materials, and resources.

Use of College Name

Neither the College name nor the College seal may be used without specific permission.

Visitors to the College

Visitors should be directed to park in a student parking area and report first to Public Safety. At Public Safety, they can register their cars for one-day parking. Public Safety will also gladly assist them with anything they may need.

Voice Mail

All full-time faculty are provided a voice mail box at first hire. Please contact the Help Desk at helpdesk@bergen.edu if you have difficulty. Please set up an appropriate greeting, using your office telephone as soon as possible. For further information please see the IP Telephony website - <http://www.bergen.edu/cit/staff/iptelephony>

WebAdvisor

See Datatel's Colleague System.

Web-Enhanced Courses

Web-enhanced courses operate in a more traditional setting; classes meet on campus on a regular basis. Instructors use the online component for additional course materials, assignments and/or continued class discussions. Bergen provides training for faculty who want to teach a Web-enhanced course. See **The Online Professor Program (TOPP)**.

Web Development Procedures

The Public Relations staff is also available for consultation to facilitate the production of the best possible quality departmental and divisional Web pages. Web page requisitions and guidelines can be viewed at www.bergen.edu/PR/indexPRforms.asp.

Wellness Center

The Wellness Center exists to promote total “wellness,” which is defined as the physical, emotional, social, psychological, and spiritual state of one’s health. The activities of the Center include the Health Fair, the Great American Smokeout, meditation sessions, anti-violence events, Peer Support, workshops on body image and self-esteem, referrals on wellness issues, and many more areas. For more information, see *Bergen Community College Catalog*.

Withdrawal from Class

A student is not officially withdrawn from the College or from any individual course unless the appropriate form has been filed, or the student has dropped the course via WebAdvisor. Students who are on Financial Aid are advised to check with the Financial Aid Office prior to dropping to ensure that they will not jeopardize their aid. Educational Opportunity Fund (EOF) students must drop their courses with their EOF counselor. International (F-1 visa) and Allied Health students must drop their courses with their counselor in A-118. A student placed in the Academic Intervention and Monitoring System (AIMS) must obtain approval from the Testing Center prior to dropping. Students may not drop English Basic Skills (EBS) courses. If they wish to drop EBS courses, they will be required to withdraw from the entire semester. Refunds are based on the date that the drop is processed. Deadline dates are published in the academic calendar.

Withdrawal from the College

Degree-seeking students who wish to withdraw from all of their courses must withdraw in the Counseling Center (Room A-118). All other students may withdraw at the Registration Service Windows or via WebAdvisor.

Word Processing Facilities (see Computer Laboratories)

All office computers at Bergen Community College are provided with MS Office Pro (Word, Excel, Outlook, PowerPoint, Access, and other programs). Faculty are welcome in the free-time labs and in the information common in the Library. When a higher degree of privacy or quiet is desirable, word processing is available in the Faculty Development Lab, C-308, and in the Adjunct Faculty Lounge, A-124, and by arrangement with your department office.

Xeroxing

Copying machines are available throughout the campus. Faculty can use copying machines for small jobs in divisional workrooms or faculty lounges at no expense. Coin-operated copying machines are also available in the library and in some lobby areas. For complete copying services, see **Copying Center**. See also **Copyright**.