

HUDSON
COUNTY
COMMUNITY COLLEGE

50 YEARS
of Excellence

FIFTY AND FORWARD!



2025-2026

STUDENT
HANDBOOK

Hudson County Community College

2025 – 2026 STUDENT HANDBOOK

Published by Student Affairs and Enrollment



Hudson County Community College reserves the right to change, without notice, any of the materials published in this handbook. Revisions and updates can be found on the [MyHudson Student Portal](#).

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- Center for Teaching, Learning, and Innovation

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WELCOME FROM THE SENIOR VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT

Dear HCCC Students,

We are delighted to welcome you to the 2025-2026 academic year at Hudson County Community College (HCCC)! Our campuses are bustling with activity inside and outside the classroom. We continue to offer classes and services both on campus and remotely, offering students greater flexibility. As a reminder, the best way to stay connected with the College is by checking your HCCC email daily and following the College on social media.

This handbook was created to provide you with valuable information about the people, programs, and services that support the academic, personal, and professional development of all HCCC students. The handbook also introduces you to or reminds you of our College community standards. HCCC is a special place – the diversity of cultures, ethnicities, and traditions of the county is reflected at our College, making the HCCC experience a rich and rewarding one.

From enrollment to graduation and everything in between, we are here to support you in your academic endeavors. Take advantage of all of the support services the college has to offer you. Involvement in co-curricular activities will make your experience here more enjoyable and memorable.

Finally, I want you to know that my door is always open. I welcome your feedback, suggestions, and questions about your student experience. You will find my contact information below. On behalf of the entire HCCC community, I wish you much success this academic year! **Hudson is Home!**

Yours truly,

Lisa Dougherty, Ed.D.
Senior Vice President for Student Affairs and Enrollment
studentaffairs@hccc.edu
(201) 360-4160

ABOUT THE COLLEGE

MISSION STATEMENT:

Hudson County Community College provides its diverse communities with inclusive, high-quality educational programs and services that promote student success and upward social and economic mobility.

VISION STATEMENT:

As one of the nation's leading and most diverse urban community colleges, we aspire to offer best-practice, transformative, educational, and economic opportunities for our students and all residents of Hudson County.

VALUES STATEMENT:

Hudson County Community College is committed to these values:

- Holistic Services
- Understanding through Data
- Diversity, Equity, and Inclusion
- Student Success
- Open to All
- National Distinction
- Collaboration and Engagement
- Academic Excellence
- Responsible Stewardship of Resources
- Ethical Behavior, Integrity, and Transparency
- Support of Innovation and Leadership



LEADERSHIP & GOVERNANCE

Board of Trustees

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Officers of the College

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Patricia Clay, *Associate Vice President and Chief Information Officer*
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County Executive and Board of County Commissioners

Craig Guy, *County Executive*
Anthony L. Romano, Jr., *Chairperson*
Jerry Walker, *Vice-Chairperson*
Fanny J. Cedeño, *Chair Pro Temp*
Yraida Aponte-Lipski
Robert P. Baselice
Albert J. Cifelli, Esq.
Kenneth Kopacz
William P. O'Dea
Caridad Rodriguez

GENERAL INFORMATION

COLLEGE CATALOG

The College Catalog is available to students to familiarize themselves with curriculum requirements, course descriptions, complete policies, procedures, etc. It is the student's responsibility to educate themselves with the College Catalog. The College Catalog is available on the College website at [hccc-college-catalog.pdf](#)

PARKING

HCCC Parking Stackers are Located at 119 Newkirk Street, Jersey City, NJ.

In limited quantity, the College offers free parking for Faculty, Staff, and Students with a valid HCCC ID (Students) or HCCC parking hang tag (Employees). Up to 104 parking spaces available on a first-come, first-served basis! For more information, click the link: [HCCC Parking Stackers](#).

Several paid parking lots in the Journal Square area offer discounted rates at the following Journal Square locations:

- **Bergen Avenue Parking** - 871 Bergen Avenue Up to 4 hours, \$8; up to 7 hours - \$10; 6 a.m. to 11 p.m. - \$12 (show valid HCCC ID for discount)
- **State Square Garage** - 132 Sip Avenue (across from the Culinary Conference Center or access from 2854 Kennedy Boulevard) Discounted parking rates of \$10.60 for up to 12 hours and \$13.25 over 12 hours with the ParkWhiz App (Contact Security for code)
- **Welcome Parking** - 30 Journal Square (behind 26 Journal Square)

For a detailed list and more information on discounted rates, please visit the Front Information Desk inside each College building on the Journal Square campus or click the link: [Student Parking & Transportation](#).

SCHOOL CLOSINGS

The College also provides students and employees with a free emergency alert system called Connect-ED. Rest assured, the personal information you enter into the Connect-ED system is confidential. Signing up is also free; however, mobile service providers may charge a fee for incoming messages, depending on one's plan. Please visit [EmergencyNotifications \(hccc.edu\)](#) for more information.

SHUTTLE SERVICE

Shuttle service is provided on a first-come, first-served basis to facilitate students' travel between Jersey City and North Hudson campuses: [Shuttle Schedule \(hccc.edu\)](#). The shuttle service between the North Hudson Campus and Journal Square Campus is available Monday through Friday during the fall and spring semesters (no service during summer). The shuttle service is open to HCCC students, staff, and faculty with a current HCCC ID. The shuttle departs from 81 Sip Ave., directly in front of the Student Center and North Hudson

Campus entrance. The Safety and Security Office can be reached at (201) 360-4080. The shuttle makes absolutely no unscheduled stops.

WEB SITE

Visit the Hudson County Community College website at [Home \(hccc.edu\)](http://Home(hccc.edu))

CAMPUS LOCATIONS

JOURNAL SQUARE CAMPUS

70 Sip Avenue

Jersey City, NJ 07306

Phone: (201) 714-7100

[Driving Instructions](#)

The facilities at the Journal Square Campus include our Administrative and Student Services Building at 70 Sip Avenue; the Student Center at 81 Sip Avenue; the STEM Building at 263 Academy Street; the Culinary Conference Center at 161 Newkirk Street; and Gabert Library at 71 Sip Avenue. Classrooms, administrative and faculty offices are located at 870 Bergen Avenue, 81 Sip Avenue, 870 Bergen Avenue, and 162-168 Sip Avenue. (See map below)

NORTH HUDSON CAMPUS

4800 Kennedy Boulevard

Union City, NJ 07087

Phone: (201) 360-5346

Executive Director of NHC: *Joseph Caniglia, Ed.D.*

E-mail: jcaniglia@hccc.edu

[Driving Instructions](#)

Located at 4800 Kennedy Boulevard in Union City, the North Hudson Campus is an entire campus under one roof. The NHC offers a broad range of credit and non-credit courses in a state-of-the-art facility, which includes smart classrooms, a one-stop enrollment center, a library, a bookstore, computer labs and media center, science labs, art studios, large common spaces, a student lounge with an outdoor courtyard, the North Hudson Courtyard Café, and a rooftop terrace. The facility was designed to be ecologically sound with sustainable features throughout. A glass-enclosed pedestrian bridge connects the North Hudson Campus to the Light Rail Transit Station (Bergenline Avenue stop).

SECAUCUS CENTER

Frank J. Gargiulo Campus of the Hudson County Schools of Technology

One High-Tech Way

Secaucus, NJ 07094

(201) 360-4386

Executive Director of the Secaucus Center & Early College Program: *Christopher Conzen, Ed.D.*

E-mail: cconzen@hccc.edu

[Driving Instructions](#)

Located at the Frank J. Gargiulo Campus of the Hudson County Schools of Technology, the Secaucus Center provides opportunities for Early College, non-matriculated, and matriculated students to take courses for college credit on-site. The location has full-time staff members to assist with almost all the needs of a Hudson County Community College student, from admissions to advisement to registration. The Secaucus Center also provides free and accessible parking on location.

The College offers classes taught by talented and dedicated faculty in several locations around the county. Classes offered by the College provide the flexibility and diversity needed to address the varied educational needs of a rapidly changing community and workplace. All courses taught at off-campus locations are for HCCC programs. HCCC exercises complete academic oversight of all its programs and grants all college credits, degrees, and certificates, whether classes are taught on- or off-campus.

[FYI – link to map has changed to [Locations](#)]

BUILDING LOCATIONS AND CODES (SEE MAPS ON NEXT PAGES)

JOURNAL SQUARE CAMPUS



- A** 70 Sip Avenue
- E** Culinary Conference Center
161 Newkirk Street
- F** 870 Bergen Avenue
- G** Student Center
81 Sip Avenue
- J** 2 Enos Place
- L** Gabert Library
71 Sip Avenue
- S** STEM (Science, Technology,
Engineering & Mathematics)
Building
263 Academy Street
- X** 26 Journal Square



JOURNAL SQUARE CAMPUS:

- Welcome Parking - 30 Journal Square (behind 26 Journal Square) \$
- Parking Stackers - 119 Newkirk Street
Monday to Friday only from 7 a.m. - 10:30 p.m.
Free parking. *First come, first served.*
Learn more at <https://www.hccc.edu/abouthccc/visiting/index.html>
- Bergen Avenue Parking - 871 Bergen Avenue
Up to 4 hours, \$8; up to 7 hours - \$10; 6 a.m. to 11 p.m. - \$12
(show valid HCCC ID for discount) \$
- State Square Garage - 132 Sip Avenue (across from the Culinary Conference Center or access from 2854 Kennedy Boulevard)
Discounted parking rates of \$10.60 for up to 12 hours and \$13.25 over 12 hours with the ParkWhiz App (Contact Security for code) \$
<https://www.parkwhiz.com/parking-app/>
- Liberty State Park Light Rail Station (Between Communipaw and Johnston Avenues) Daily rate is \$3.45 or monthly rate is \$57.50 (subject to change). (Options: After exiting the Light Rail, take PATH from Exchange Place or #6 bus to Journal Square Transportation Center.) \$

*parking subject to change

www.hccc.edu/campus

NORTH HUDSON CAMPUS



**4800 Kennedy Blvd.
Union City, NJ**



NORTH HUDSON CAMPUS:

- West New York Municipal Parking Lot:
Bergenline Avenue, between 51st and 52nd Streets
(lot sticker or payment via ParkMobile required) \$
Lot is free for Faculty/Staff with HCCC Zone Number.
Contact Security for Zone Number
- Union City Parking Lot: Bergenline Ave.
between 47th and 48th Streets \$

**parking subject to change*

www.hccc.edu/campus

HOSPITAL

JCMC – Jersey City Medical Center, Barnabas Health Systems
355 Grand Street
Jersey City, NJ

COLLEGE COMMUNITY STANDARDS

ANTI-HARRASMENT AND NON-DISCRIMINATION POLICY:

PURPOSE

The purpose of this Non-Discrimination and Anti-Harassment Policy is to ensure all students, employees, community members of Hudson County Community College (“College”), and other members of the public have an environment free of any type of unlawful discrimination, including freedom from harassment based on any protected classification.

For the full Anti-Harassment and Non-Discrimination Policy, click the link: [Anti-Harassment and Non-Discrimination Policy](#).

POLICY ON STATEMENT OF STUDENTS’ RIGHTS AND RESPONSIBILITIES

Hudson County Community College is a community of scholars whose ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. The College is committed to preserving the exercise of any right guaranteed to individuals by the Constitution. However, practicing and preserving these freedoms and rights requires respect for all in the community to enjoy them to the same extent. In a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly operation of the College or with the rights of other members of the College cannot be tolerated.

Within the framework of this commitment, the College grants certain rights to and requires specific responsibilities from each student in the educational community. The statement of rights and responsibilities ensures that all students may pursue their academic goals in an environment free from unreasonable constraints. The review and judicial process that supports this statement of rights and responsibilities protects the students’ due process.

- The rights listed in this document shall not be construed to deny or lessen other fundamental constitutional guarantees.
- All students shall enjoy the same fundamental rights and shall be bound by the same responsibility to respect the rights of others.
- Among these fundamental rights are freedom of speech, freedom of the press, freedom of assembly, freedom of association, freedom of religion, freedom of political beliefs, freedom from personal force, violence, and personal abuse, and freedom from unreasonable searches and seizures.
- Students enrolling in the College assume an obligation to conduct themselves in a manner compatible with the College’s function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the College retains the power to

maintain order within the College and exclude those disruptive students from the educational process.

POLICY ON STUDENT GRIEVANCE PROCEDURES

Under the present student grievance procedures, students are free to take their concerns to a variety of College and student groups to be heard, but specific steps should be followed:

- A. Complaints related to academic experience – e.g., instructor methods, grades, class requirements, etc. (refer students to the catalog for grade appeal procedure):
 - 1. Faculty Member
 - 2. School Dean
 - 3. Vice President for Academic Affairs
 - 4. President
- B. Complaints related to College employees (faculty/staff) regarding sexual, racial, religious, and homophobic harassment:
 - 1. Title IX Coordinator(s) [Title IX Compliance](#)
 - 2. Vice President for Institutional Engagement and Excellence
 - 3. President
- C. Administrative decisions related to payment (e.g., refunds, outstanding obligations, fees, deferred charges, etc.)
 - 1. Director of Student Accounts
 - 2. Controller
 - 3. Vice President for Business and Finance/CFO
 - 4. President
- D. Complaints related to support services for students with disabilities:
 - 1. Director of Accessibility Services
 - 2. Vice President for Institutional Engagement and Excellence
 - 3. President
- E. Security issues (e.g., property damage, thefts, etc.):
 - 1. Executive Director of Safety & Security
 - 2. Controller
 - 3. Vice President for Business and Finance/CFO
 - 4. President
- F. Student Prohibited Conduct Issues:
 - 1. Dean of Student Affairs
 - 2. Student Conduct Board
 - 3. Senior Vice President of Student Affairs & Enrollment
 - 4. President

STUDENT CODE OF CONDUCT POLICY:

PURPOSE

Hudson County Community College ("College") is committed to creating and maintaining a safe and inclusive learning environment. The Policy on Student Code of Conduct ensures students uphold and advance HCCC's mission, vision, and values, conduct themselves responsibly and lawfully, and comply with College policies and procedures.

For the complete Student Code of Conduct Policy, click this link: [Student Code of Conduct Policy](#).

PROHIBITED CONDUCT

1. Engaging in any abusive or demeaning conduct or obscene gestures directed toward another individual or group creates a hostile environment, disrupts the educational process, or impedes the rights or privileges of other College community members.
2. You are demeaning the race, sex, religion, color, creed, disability, sexual orientation, national origin, ancestry, or age of individuals.
3. Obstructing or disrupting teaching, learning, research, administration, discipline procedures, or other college-authorized events.
4. Directly threatening, verbally assaulting, or harassing an employee (administrator, faculty, and staff), student, or guest(s) of the College.
5. Failing to comply with directives from a College official (e.g., asked to leave a classroom, vacate an area, produce an I.D. card, etc.).
6. Engaging in gambling while on College premises or at functions sponsored by the College.
7. Inappropriate language, disorderly conduct, lewd, indecent, or obscene conduct or expression on campus.
8. Acts of **dishonesty**, including but not limited to the following:
 - Forgery, alteration, or misuse of any College document, record, or identification instrument.
 - Alteration of College records, documents, or identification instruments, or using the same with the intent to defraud.
 - Providing false information to any College official, faculty member, or office.
 - Tampering with the election of any college-recognized student organization.
9. Setting a fire on the campus or campus-related premises without proper authority. Inappropriate use of any explosive, chemical, or flammable substance may present a fire hazard, annoyance, threat, or danger to property, person, or persons on College premises.
10. Theft, larceny, embezzlement, fraud, or the temporary taking of property or possession of stolen goods without permission.
11. Theft, sale, and possession of stolen books.
12. The intentional making of a false report of a bomb, fire, or other emergencies in any building, structure, or facility on College premises or College-related premises by

- activating a fire alarm or any other manner.
13. Physical assault, rape, or sexual harassment of an employee (administrator, faculty, staff), student, or guest(s) of the College.
 14. Vandalism, malicious destruction, damage, defacing, or misuse of College, public, or private property, including library materials and all computers/equipment.
 15. Unauthorized occupation, entry, or use of any College or College-related facilities or premises.
 16. Participation in a demonstration, riot, or activity that disrupts the normal operations of the College and infringes on the rights of other members of the College community, leading or inciting others to disrupt scheduled and normal activities within any College building or area.
 17. Unauthorized use or possession of any firearms, ammunition, explosives, fireworks, or other dangerous weapons, substances, or materials on the campus.
 18. Violation of the College's smoking policy.
 19. Use, possess, manufacture, or distribute any illegal drugs, controlled substances, narcotics, or alcoholic beverages, or be under the same influence.
 20. Abuse of the disciplinary process, including but not limited to:
 - Failure to obey the summons of the Student Conduct Board or a College official.
 - Falsification, distortion, or misrepresentation of information before the Student Conduct Board.
 - Disruption or interference with the orderly conduct of a judicial proceeding.
 - Attempting to discourage an individual's proper participation in or use of the judicial system.
 - Attempting to influence the impartiality of a member of the Student Conduct Board before and during a judicial proceeding.
 - Harassment (verbal or physical) and intimidation of a member of the Student Conduct Board before, during, and after a judicial proceeding.
 - Failure to comply with the Student Conduct Code's sanction(s) imposed.
 - Influencing or attempting to influence another person to commit an abuse of the judicial system.
 - Any other violation of existing local, state, or federal law.
 - The College reserves the right to amend and expand the list of infractions. The College reserves the right to immediately address disciplinary matters through the Office of Student Affairs and the Enrollment Office.

ANTI-BULLYING POLICY

Recognizing and addressing bullying is paramount to ensuring a safe and healthy campus environment conducive to learning and protecting the rights of individuals. Hudson County Community College defines "bullying" as severe or repeated use by one or more individuals of written, verbal, or electronic communication or a physical act or gesture exclusion directed at another individual. Bullying may cause physical or emotional harm, create a hostile environment, infringe on a person's rights, and disrupt the campus environment. Individuals who believe they are the subject of bullying or know about bullying behavior should immediately report such conduct to the Dean of Students Office and the Office of

Public Safety & Security. Complaints of bullying will be investigated promptly and in as impartial and confidential a manner as possible. Retaliation against any individual reporting such conduct will not be tolerated.

Any individual found, after appropriate investigation, to have participated in bullying is subject to disciplinary action per the institution's current policies.

The College has a zero-tolerance policy for any form of cyber-stalking, cyber-bullying, or cyber-sexual harassment.

THE JUDICIAL PROCESS

PHILOSOPHY

Individuals assume specific responsibilities for upholding and maintaining the standards and expectations of the community to which they belong. The College expects students to comply with civil laws and College regulations. Student conduct that violates these laws and regulations may result in College disciplinary action. The judicial process assumes that disciplinary procedures, when required, should be an educational process. Disciplinary sanctions are imposed to help students develop individual responsibility and encourage self-discipline, foster respect for the rights of others, and protect the rights, freedoms, and safety of campus community members.

The purposes of the judicial process are to provide a fair, educational process for accountability of student conduct, to promote the development of individual integrity, to protect the rights of members of the College community, and to uphold the non-academic rules and regulations of the College.

PROCEDURAL REQUIREMENTS: COMPLAINT AND INITIAL INVESTIGATION

Any college community member may file complaints about alleged code of conduct violations against any student. The complaint shall be a written statement citing the code(s) allegedly violated, provisions, and providing a summary of the facts that constitute a violation.

Complaints shall be filed with the Dean of Students' Office. The Dean of Student Affairs or designee shall promptly consider and investigate the complaint.

Following the investigation, the Dean of Student Affairs or designee shall determine whether sufficient grounds exist to believe a code violation occurred. When the Dean of Student Affairs or designee has determined insufficient grounds to believe a breach of the code of conduct occurred, the complaint shall be dismissed. In writing, all involved individuals shall be informed of this action. When the Dean of Student Affairs or designee has determined that there are sufficient grounds to believe that a violation of the code of conduct occurred, the Dean of Student Affairs or designee shall either hold an informal hearing or refer the case to the Student Conduct Board, depending on the severity of the alleged violations.

RIGHT TO A HEARING

The accused student shall be entitled to an expeditious hearing of the case. In hearings involving more than one accused student, the Case Manager, at their discretion, may permit the hearings concerning each student to be conducted separately.

NOTICE AND RESPONSE

All charges shall be presented to the accused student in written form. The right to written notice of the charges will be delivered no less than 72 hours before the hearing, except when faced with the end of a semester. In such cases, the student may waive their right to 72 hours' notification to expedite the timely conclusion of a pending hearing. All written notices will be mailed to the student's address as it appears in the official college records. Students are responsible for informing the Enrollment Services office of their current address.

INFORMAL HEARING

In some cases of student misconduct, a formal hearing may not be necessary. It is often true that when the student admits responsibility and the violation is less severe. In this case, the student attends an informal hearing with the Case Manager to discuss the incident, the student's involvement, and any steps that must be taken or sanctions imposed to resolve the matter. An official letter summarizing this discussion will follow this meeting. The letter becomes a part of a student's judicial file.

STUDENT CONDUCT BOARD

In cases where the alleged violation is of such a nature that, in the opinion of the case manager, a sanction of suspension or expulsion could be imposed, the matter will be referred to the Student Conduct Board. This authority and responsibility remain with the case manager, who is informed of all proceedings and reviews the determination and recommendations on sanctions. Some matters, such as cases involving student sexual misconduct, are referred to the College's Title IX Officer.

Structure of the Student Conduct Board

- The Student Conduct Board comprises trained College community members, students, faculty, and staff.
- The Dean of Student Affairs appoints an executive chair as a non-voting member. The chair is responsible for keeping notes during the hearing, providing a written summary of the reasoning of the Board, and distributing copies of the charges, decisions, and recommended sanctions.

Members of the Student Conduct Board must disqualify themselves from hearing cases arising out of matters relating to them or concerning persons about whom they are unduly prejudiced.

EVIDENCE, TESTIMONY, AND WITNESSES

The hearing shall be informal and need not adhere to formal rules of procedure or technical rules of evidence followed by courts of law.

- The student shall be entitled to appear in person to present a defense to the judicial body and call witnesses. The student shall be entitled to refuse to answer questions or may elect not to appear before the judicial body. Should the student elect not to

appear, the hearing shall be held in the student's absence. The student shall be entitled to ask questions of the judicial body or witnesses.

RIGHT TO AN ADVISOR

Students may be assisted at hearings by an advisor. The advisor cannot speak for the accused student but can only advise the student. Students must notify the case manager if they intend to bring an advisor and provide the advisor's name 24 hours before the hearing.

BURDEN OF PROOF

After the hearing, the judicial body shall determine, by majority vote (if the judicial body consists of more than one person), whether the student has violated each section of the code of student conduct that the student is charged with violating. The judicial body's determination shall be based on whether it is "more likely than not" that the accused student violated the code of conduct.

PRIVACY AND RECORDS OF THE PROCEEDINGS

Hearings are held in private to protect the confidential nature of the proceedings. There shall be a record of all hearings, such as a tape recording. The record shall be the property of the College.

THE DECISION

The student is notified in writing of the adjudicating body's decision and method of appeal within five school days of the final hearing.

SANCTIONS

Any student found responsible for violating any of the regulations or policies of Hudson County Community College may be subject to one or more of the following sanctions:

- Verbal Warning
- Formal Written Warning
- Fines and restitution
- Mandatory participation in mental health counseling or an educational program
- Disciplinary Probation: Such status indicates that future policy violations may result in more severe sanctions and suspension or expulsion from the College.
- **Suspension:** The student is prohibited from enrolling in classes or being on College premises for a specified time.
- **Expulsion:** The student is permanently prohibited from enrolling in classes or being on College premises.

EMERGENCY SUSPENSION

If a student's actions pose an immediate threat or danger to any member of the College, the Dean of Student Affairs (in consultation with the Senior Vice President for Student Affairs and Enrollment and Executive Director of Safety and Security) may immediately suspend or alter a student's rights pending a Student Conduct Board hearing. Scheduling the hearing shall not preclude the resolution of the matter through mediation or any other dispute-resolution process. The decision is based on whether the student's continued presence on the College campus reasonably threatens the physical or emotional well-being of any

individual, including the student, or for reasons relating to the safety and welfare of any college property or any College function.

APPEALS

In writing, the adjudicating body's decision may be appealed by the charged student to the Senior Vice President for Student Affairs and Enrollment within ten school days of the decision's release. Appeals should specify the nature of and reasons for the appeal. The Senior Vice President for Student Affairs and Enrollment may hear the appeal. Appeals shall be based only upon the following grounds:

- Procedural conduct by the adjudicating body may have been prejudicial to the accused student.
- The imposition of sanctions that are disproportionate to the offense.
- The emergence of new evidence that the exercise of due diligence could not have previously been discovered and that, had it been presented at the initial hearing, it would have affected the original decision of the adjudicating body.

The original decisions, including sanctions, on appeal may be sustained, reversed, or modified. The matter may also be returned to the Conduct Board for reconsideration and further findings of fact or determinations. It is at the discretion of the person handling the appeal to refer the matter to another appropriate college body. Appeal decisions generally will be released within 21 business days of receipt of the request. Appeal decisions are final.

SEXUAL HARASSMENT AND TITLE IX POLICY

PURPOSE

The purpose of this Sexual Harassment and Title IX Policy is to ensure all students, employees, community members of Hudson County Community College ("College"), and members of the public are provided an environment free from sexual harassment and discrimination based on sex in all programs and activities of the College.

For the full Sexual Harassment and Title IX Policy and Procedures, click the link: [Sexual Harassment and Title IX Policy and Procedures](#).

COLLEGE POLICIES, PROCEDURES AND GUIDELINES

ACADEMIC INTEGRITY POLICY

Academic integrity is central to the pursuit of education. For students at HCCC, this means maintaining the highest ethical standards in completing their academic work. In doing so, students earn college credits through their honest efforts. When awarded a certificate or degree, they have attained a goal representing genuine achievement. They can reflect with pride on their accomplishment. This is what gives college education its essential value.

Violations of the principle of academic integrity include:

- Cheating on exams.
- Reporting false research data or experimental results.
- Allowing other students to copy one's work to submit to instructors.
- Communicating the contents of an exam to other students who will be taking the same test.
- Submitting the same project in multiple courses without first discussing this with instructors.
- Submitting plagiarized work. Plagiarism is using another writer's or an application's words or ideas without crediting the source appropriately. This unacknowledged use may be from published books, articles, the Internet, or another student's work.
- Using artificial intelligence and/or machine learning tools/aides to complete an assignment (e.g., essay, research paper, discussion forum, exam, quiz, etc.) and represent the work entirely as one's own.

When students act dishonestly in meeting their course requirements, they lower the value of education for all students. Students who violate the college's policy on academic integrity are subject to failing grades on exams or projects, or for the entire course. Severe cases may be reported to a division dean or director for further disciplinary action, including suspension or dismissal from HCCC.

VIOLATIONS OF ACADEMIC INTEGRITY

When students dishonestly meet their course requirements, they lower the value of education for all students. Students who violate the College's policy on academic integrity are subject to failing grades on exams or projects or for the entire course. In some cases, severe academic integrity violations may warrant further disciplinary action.

VIOLATIONS REPORTED TO THE SCHOOL DEAN OR DEAN OF STUDENT AFFAIRS

Depending on the severity of the violation(s), the School dean will determine whether further disciplinary action is warranted. The Dean of Student Affairs assists Academic Affairs in maintaining an elevated level of academic integrity on campus. The Dean of Student Affairs works with the faculty and School deans to educate students about academic dishonesty and adjudicate disciplinary cases where there are suspected violations of college policies. Should a breach of HCCC's academic integrity standards warrant a disciplinary hearing with the Dean of Student Affairs, sanctions may include suspension, expulsion, or other appropriate measures.

ACCESSIBILITY SERVICES GRIEVANCE PROCEDURE FOR STUDENTS

The College has implemented this procedure for students with documented disabilities who have requested accommodations in compliance with the steps outlined in the College's Student Process for Requesting Accommodations, but believe they have not been granted appropriate or, have been denied reasonable accommodations, approved accommodations have not been effectively implemented, or have been the subject of possible discriminatory treatment based on their disability.

I. Internal Grievance Procedure

For complaints specifically related to services and accommodations for students with disabilities at Hudson County Community College through the Office of Accessibility Services, the following procedure should be observed:

- A. Students experiencing difficulty or issues with academic accommodations, auxiliary aids, and services offered by the Office of Accessibility Services are encouraged to discuss their concerns informally with the Coordinator of Accessibility Services, who initially makes the recommendations.
- B. If a consensus cannot be reached with the Coordinator, the student is encouraged to:
- C. Send a written complaint via email to the Director of Institutional Engagement and Excellence for Accessibility Services (Section 504/Title II Facilities Coordinator) within 30 business days of the discussion with the Coordinator of Accessibility Services.
- D. The written complaint should include the student's name, identification number, and details of the alleged violation.
- E. This notice will serve as an official complaint.
- F. The Director will conduct a thorough investigation as may be appropriate. All involved persons will be asked to submit evidence relevant to the complaint.
- G. After the investigation is completed, the Director will provide a written determination providing the validity of the complaint and resolution, which will be forwarded to the student within 30 business days after the filing.

II. Appeal Process

After completing the investigation, unsatisfied students may request that their accommodation(s), complaint denial, or implementation plan be reviewed and reconsidered by the Vice President for Institutional Engagement and Excellence.

- A. The student should submit a written appeal via email to the Vice President for Institutional Engagement and Excellence detailing the alleged violation and including their name and student identification number.
- B. The Vice President for Institutional Engagement and Excellence will:
- C. Review the request and related documentation.
- D. Meet with the student to discuss the specifics of the case.
- E. Submit a written determination to the student within thirty (30) business days of receipt of the appeal.
- F. The outcome of this appeal will be considered final.

III. Grievance Against the Office of Accessibility Services

Students seeking to file a complaint against the Office of Accessibility Services will follow the Appeal Process outlined above by submitting their complaints directly to the Vice President for Institutional Engagement and Excellence.

IV. Accessibility Resources for Students

Below are the names and roles of relevant College officials who serve as Accessibility Services resources for students seeking guidance or support:

Danielle Lopez

Director of Institutional Engagement and Excellence for Accessibility Services

Section 504/Title II Facilities Coordinator

Office of Accessibility Services

71 Sip Avenue – Lower Level

Jersey City, NJ, 07306

(201) 360-5337

E-mail: dlopez@hccc.edu

Karine Davis

Coordinator of Accessibility Services

Office of Accessibility Services

71 Sip Avenue – Lower Level

Jersey City, NJ, 07306

(201) 360-4163

E-mail: kdavis@hccc.edu

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Student records are protected following the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). Student academic records are maintained in the Registrar's Office.

College officials may view them with a legitimate educational interest, and others as authorized by law. To protect the privacy of the student, the student's grades and other non-directory information will be released only to the student and not to family members without written release. For protection, the student must present valid identification when requesting any information relating to their record. Contact the Registrar's Office at (201) 360-4120 for more details.

Student records are protected following the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). Student records will only be released upon written authorization from the student. Under FERPA, Hudson County Community College may release "directory information" without the student's consent. Directory information may include name, address, telephone listing, electronic mail address, date and place of birth, photographs, the field of study, enrollment status (full and part-time), degrees and awards

given, dates of attendance, most recent previous school attended, and grade level. A student who wishes to prevent the disclosure of directory information must submit a written request to the Registrar's Office no later than the tenth day of the start of each semester. FERPA applies to high school students taking courses with HCCC.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights concerning their education records. These rights include:

- The right to inspect and review the student's education records within 45 days after Hudson County Community College receives an access request. A student should submit a written request to the registrar, dean, head of the academic department, or another appropriate official identifying the record(s) the student wishes to inspect. The school official will make access arrangements, notify the student of the time, and place the documents that may be reviewed. Suppose the school does not maintain the records of the official to whom the request was submitted. In that case, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise violate the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write to the school official responsible for it, clearly identify the part of the record the student wants to be changed, and specify why it should be changed. Suppose the school decides not to amend the record as requested. In that case, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. When informed of the right to a hearing, additional information regarding the hearing procedures will be provided to the student.
- The right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hudson County Community College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

STUDENT CORRESPONDENCE

Individual students may not write to anyone in the name of Hudson County Community

College unless done officially by a student organization or with approval from an official office of the college.

STUDENT E-MAIL PROCEDURE

Please refer to the [Acceptable Use for Information Technology Systems Procedure](#) Hudson County Community College Email Procedure, excerpted here for convenience.

Individuals with access to the College's IT Systems are responsible for using them professionally, ethically, and legally, and following applicable College policies and procedures. Users should maintain an academic and work environment conducive to efficiently and productively carrying out the College's mission.

Electronic communications whose meaning, transmission, or distribution is illegal, unethical, fraudulent, defamatory, harassing, irresponsible, or violates College policies or procedures are prohibited. Electronic communications should not contain anything that could not be posted on a bulletin board, seen by unintended viewers, or appear in a College publication. Material considered inappropriate, offensive, or disrespectful to others should not be sent or received as electronic communications using College facilities. The CIO will oversee the enforcement of this procedure.

A. Actions Considered Violations of this email procedure are as follows:

1. Sending unauthorized bulk email messages ("junk mail" or "spam").
2. Using email for harassment, whether through language, frequency, content, or size of messages.
3. Forwarding or otherwise propagating chain letters and pyramid schemes, whether or not the recipient wishes to receive such mailings.
4. Malicious emails, such as "mail-bombing" or flooding a user's site with very large or numerous pieces of email.
5. Forging of sender information other than accountname@hccc.edu or another preapproved header address.
6. Sending emails for commercial purposes or personal financial gain.

The College can remove access to accounts that violate this procedure.

A. Email Rules and Controls:

1. The College does not archive email.
2. The College does filter email for spam and malicious content.
3. The College blocks email accounts that send spam and malicious content.

Procedures

The Office of Information Technology Services will review this policy as needed. Students with questions or comments about this policy should contact the ITS office.

STUDENT E-MAIL POLICY

Purpose of the Policy

Hudson County Community College increasingly relies on electronic communication among students, faculty, staff, and administration. It is motivated by the convenience, speed, cost-effectiveness, and environmental advantages of e-mail rather than printed communication. Because of this increasing reliance on and acceptance of electronic communication, e-mail is considered an official communication method within HCCC.

[Acceptable Use Policy \(hccc.edu\)](http://hccc.edu)

Procedures

The Office of Information Technology Services will review this policy as needed. Students with questions or comments about this policy should contact this office. The College can remove access to accounts that violate this policy.

COLLEGE-WIDE IDENTIFICATION CARDS

Students must always carry an official HCCC CWID* card (**C**ampus **W**ide **I**dentification). The presentation of a CWID card may be necessary to fulfill certain student services (shuttle service, trips, events, library, computer labs, etc.) and is required upon entering all of the college's facilities. Students may obtain a new or replacement (fees may apply for replacements) CWID card at the Safety & Security Department, 81 Sip Avenue (G Building), Journal Square Campus (201) 360-4080, or the North Hudson Campus at 4800 Kennedy Boulevard (N Building), North Hudson Campus, (201) 360- 4777.

***Documents needed to obtain a CWID card are a state-issued ID and a current, valid class schedule. Mobile schedules must have real-time access to Canvas. Still, photos will not be accepted**

ADVERTISING AND NOTICES

ALL Posters and Notices not created by the HCCC Department of Communications and placed on non-departmental Bulletin Boards must be brought to the Office of Student Life & Leadership for approval. Once approved, the flyer or poster may be placed only in designated areas. Posting in spaces other than those specified (bulletin boards) is prohibited. **No posters are allowed on doors, windows, walls, bathrooms, etc. No notices regarding the sale of personal items or services will be approved.** No book sales, babysitting services, or other outside "for-profit" organizations will be approved for posting.

PETITIONS

Before a petition can be circulated, one copy must be filed with the Vice President for Student Affairs and Enrollment. Each copy must bear the name of the student or student organization sponsoring the petition and the topic of the petition.

SOLICITATION

To minimize personal inconvenience and interference with College activities, no person shall sell, solicit, or promote anything, including subscriptions, pledges, memberships, or other types of support for any drives, campaigns, causes, or organizations anywhere on College property.

Distribution or circulation of leaflets, pamphlets, circulars, cards, or other literature is prohibited during working hours or work areas unless authorized by the President or the President's designated representative.

DEMONSTRATION AND PROTEST POLICY

PURPOSE

The philosophy of Hudson County Community College ("College") is to encourage freedom in expressing ideas in a scholarly and law-abiding manner. The Demonstration and Protest Policy ensures a safe and inclusive environment for all College community members. This policy outlines the expectations for, and obligations of, anyone wishing to hold a protest or other public demonstration on property owned or controlled by the College.

For the full Demonstration and Protest Policy, click the link below:

[Demonstration and Protest Policy](#)

STUDENT CENTER AND LOUNGES

Our Journal Square Campus is the home to the **Student Center!** The Student Center, located adjacent to the Library Building at 81 Sip Ave., accommodates a Student Lounge, Dining Location, Veteran Student Lounge, Student Life and Leadership & Student Affairs offices, SGA & Club Room, a Multipurpose Room, and a Conference Room.

There are also two other lounges at the Journal Square campus. The Culinary Student Lounge is on the 4th Floor of the Culinary Conference Center at 161 Newkirk Street. On the 1st Floor of the Nursing and Health Professions Building, there is a student lounge in the back, 870 Bergen Avenue.

The North Hudson Campus Student Lounge on the 2nd Floor features plenty of lounging and access to a beautiful courtyard to enjoy sunny days with your friends or homework, and a new Café.

GUIDELINES FOR STUDENT LOUNGE CONDUCT

Hudson County Community College has established itself as an institution of higher learning that welcomes and embraces people from all ethnic, social, religious, and economic backgrounds. The diversity of our college community fosters opportunities for sharing different ideas and opinions. It promotes tolerance, respect, and understanding for others who may be different.

The proper function of the Student Lounges is based on the premise that no one activity interferes with another. Thus, if your activities do not interfere with or impede the activities of others, you are entitled to enjoy yourself.

Student conduct that shows good intentions, mature consideration for all reasonable and foreseeable consequences, and respect for the rights of others should not conflict with the standards of the College. We expect HCCC students to abide by the Guidelines of Student Conduct and be responsible citizens.

- Loud, obscene, lewd, and offensive language, photos, videos, or behavior will not be tolerated.
- Loud movies, music, or video games will not be tolerated from a personal device.
- Any inappropriate physical contact will not be tolerated.
- Dispose of all refuse in the proper receptacle. **CLEAN UP AFTER YOURSELF!**
- Possession and consumption of alcoholic beverages are strictly prohibited.
- Possession and use of dangerous controlled substances is strictly prohibited.
- Engaging in any form of gambling is strictly prohibited.
- Respect all College property.

Students must comply with the reasonable request or direction of an HCCC College Official. Failure to comply can result in removal from facilities and exclusion from participation in any events held in lounges.

All lounges close at 10:00 p.m. unless otherwise noted.

HEALTH AND WELLNESS POLICIES

DRUG AND ALCOHOL-FREE ENVIRONMENT

The College is committed to promoting its students' wellness and positive self-development. The unauthorized use or abuse of alcohol and the illegal use and abuse of drugs impede students from gaining the full benefit of their learning experience. It exposes them to severe illness and health risks. Unauthorized or illegal use and abuse of drugs or alcohol are prohibited at the College. The College will try to provide its students with an environment free of unauthorized use and abuse of alcohol and illegal drugs. Violations of this policy may lead to severe disciplinary action.

ALCOHOL

HCCC is an educational institution committed to maintaining an environment that allows students to fully benefit from their learning experience and understand the negative consequences of illicit alcohol and drugs on their lives. Following the policy approved by the Board of Trustees of HCCC and Public Law 101-226, the College will try to provide its students with an environment free of the problems associated with the unauthorized use and abuse of alcohol and illegal drugs.

The College is committed to promoting its students' health and positive self-development. The unauthorized use or abuse of alcohol and drugs inhibits students from attaining the full measure of their learning experience, exposes them to serious illnesses and health risks, and, therefore, is prohibited. The College wishes to comply with the Drug-Free Workplace Act of 1988, 41 USC-701 et seq., and other relevant substance-abuse laws.

HEALTH RISKS OF SUBSTANCE ABUSE

We live in a drug-oriented society. Drugs have saved lives, significantly reduced human suffering, and improved the quality of life. Sometimes, drugs are misused or abused. Psychoactive drugs act on the central nervous system. They may increase activity (stimulants), decrease activity (depressants), or cause hallucinations (hallucinogens).

Every drug has multiple effects that depend on the properties of the drug and the dosage taken. When two or more drugs are taken together or sequentially, their effects may be more potent than their additive sum.

The effects of drug use are highly individualized. Drug use or abuse can affect physical, emotional, and social health. It can cause accidents, illnesses, drug dependence, overdose, and even death. It can cause legal problems, economic problems, school or work problems, and relationship problems. Drug use and abuse can cause serious harm.

Listed below are some common health effects of alcohol and drug use and abuse:

Alcohol

- * Accidents
- * Blackouts
- * Cirrhosis of the liver
- * Fetal Alcohol Syndrome (congenital disability)
- * Gastritis
- * Heart disease
- * Mouth, throat, and liver cancer

Marijuana

- * Confusion and distortion of time perception
- * Damaged lung tissue
- * A decrease in male sexual capacity
- * Increased heart rate
- * Loss of motivation
- * Short-term memory loss
- * Tolerance and psychological dependence

Amphetamines

- * Acute psychosis
- * Death
- * Elevated blood pressure

- * Insomnia
- * Malnutrition
- * Nervousness/panic attacks

Mental Health, Counseling, and Wellness support is available, and referrals for alcohol and drug support services as well. Mental Health, Counseling, and Wellness staff can provide confidential support to HCCC students with educational information and referral services for alcohol and drug abuse. Mental Health Counselors are available to help students understand and identify factors that may point to an abuse of alcohol or drugs by themselves, family, or friends. Counseling is offered to students who must take the first step in acknowledging a problem. Counselors provide referrals to treatment programs and support to students as they contact outside agencies.

Lifeline 988 – [Lifeline 988](#)

STANDARDS OF CONDUCT

HCCC's rules and regulations expressly prohibit the following:

- The consumption, possession, or sale of alcoholic beverages on campus.
- The illegal possession, sale, use, or exchange of any drug, narcotic, hallucinogen, or chemical agent.

Local, state, and federal laws that apply to underage consumption and use of drugs and alcohol (including motor vehicle violations) will be fully enforced at HCCC. Examples of maximum penalties for specific offenses are: **Driving while under the influence of alcohol or drugs** – (jurisdiction: State of New Jersey) - the third offense can result in the loss of a driver's license for ten years, a \$1,000 fine, and 180 days in jail. **Heroin/cocaine distribution** - (jurisdiction: State of New Jersey) - 1/2 ounce to one ounce can result in a fine of up to \$100,000 and five to ten years in prison.

SMOKING POLICY

Smoking, including cigarettes, cigars, pipe tobacco, and use of electronic cigarettes, is always prohibited on the College campus, including in all of its buildings, laboratories, classrooms, lounges, private offices, balconies, vestibules, loading docks, outdoor terraces/courtyards, and on any other campus property as well as within proximity to or obstructing any building entrance, covered walkway or ventilation system.

Signs will be posted at each building's entrance and displayed in prominent, visible areas to inform all individuals entering or occupying HCCC property that smoking is prohibited.

Compliance with this policy is the shared responsibility of all Hudson County Community College staff, students, and faculty. The success of this policy will depend on the courtesy, respect, and cooperation of all campus community members.

CHILDREN ON CAMPUS POLICY

PURPOSE

Hudson County Community College (“College”) and its Board of Trustees (“Board”) recognize that our students, faculty, and staff shoulder many responsibilities in their lives, including, for some, the responsibility of caring for children. We work to foster a positive relationship with families by hosting family-friendly events throughout the school year.

When an extenuating circumstance occurs that would require parents or guardians to stay home to attend to their child(ren), they may be confronted with the difficult decision of whether to come to campus in the absence of a policy that provides discretion to instructors and/or supervisors to permit them to bring their child(ren) to campus. In adopting the below policy, the College is attempting to meet the needs of parents or guardians, while at the same time assuring that there will be little to no disruption to other members of the College community.

For the full Children on Campus Policy, click here: [Children on Campus Policy](#).

LACTATION POLICY

Purpose

This Lactation Policy ensures that Hudson County Community College (“College”) gives nursing parents the appropriate time and space to express milk while on campus. This policy applies to all students, faculty, and staff at the College.

For the full Lactation Policy, click here: [Lactation Policy](#).

STUDENT AFFAIRS AND ENROLLMENT

70 Sip Avenue – 1st Floor

Jersey City, NJ 07306

Phone: (201) 360-4160

FAX: (201) 653-9479

Senior Vice President for Student Affairs and Enrollment: *Lisa Dougherty, Ed.D.*

E-mail: studentaffairs@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

The mission of the Office of Student Affairs and Enrollment is to empower students throughout their educational journey by providing inclusive and holistic support services that lead to personal, social, and academic success.

The Offices of Student Affairs and Enrollment include Admissions, Advisement, Athletics, Career and Transfer Pathways, Dean of Students, Early College, Educational Opportunity Fund (EOF), Enrollment Services, Financial Aid, Hudson Helps Resource Center, Hudson Hub One Stop Student Services Center, Mental Health Counseling and Wellness, Registrar, Student Life and Leadership, and Testing and Assessment. Our office doors are open, and everyone is

committed to providing you with the best student experience possible during your time at HCCC. We hope you will take advantage of all we offer regarding student support and opportunities to engage in student life.

Students are encouraged to stop by our offices to discuss any issue that affects the quality of student life at the College or any matter that is of general concern to the College community.

ENROLLMENT SERVICES

70 Sip Avenue, 1st Floor

Jersey City, NJ 07306

Phone: (201) 360-4112

FAX: (201) 714-2136

Dean: *Matthew Fessler*

E-mail: mfessler@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

The Enrollment Services Center contains the Admissions and Registrar's offices. It provides enrollment services (registration, schedule changes, enrollment verification) and student records (grades, transcripts, address changes, major/minor, course substitutions).

Enrollment Services is also the location where you can apply for graduation. Please call (201) 714-7200 or email enrollment@hccc.edu for more information about our services.

ADMISSIONS OFFICE

70 Sip Avenue, 1st Floor

Jersey City, NJ 07306

Phone: (201) 714-7200

Fax: (201) 714-2136

E-mail: admissions@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

[Admissions \(hccc.edu\)](http://Admissions(hccc.edu))

The Admissions Office represents the College and promotes the institution within the community while actively recruiting new students and assisting students in the first enrollment phase. The Admissions Office also allows prospective students to tour the campus and speak with Admissions Representatives. If you want to learn more about HCCC's programs and admissions information, please e-mail admissions@hccc.edu.

HUDSON HUB

70 Sip Avenue, 1st Floor

Jersey City, NJ 07306

Phone: (201) 360-4117

Director: *Dominique Maynard, M.Ed.*

E-mail: HUDSONHUB@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

The Hudson Hub One Stop Student Services Center will be the premier location to complete your HCCC business in one setting. We can assist you with questions and tasks related to Admissions, Financial Aid, Student Accounts, and Registrar. The staff will also be able to provide information and referrals to other student services on campus to provide you with the best customer service. The Hudson Hub will launch soon, and representatives look forward to serving you and improving your HCCC experience.

TESTING AND ASSESSMENT CENTER

71 Sip Avenue, Lower Level

Jersey City, NJ 07306

Phone: (201) 360-4190

Assistant Dean: *Darlery Franco*

E-mail: testing@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

The Testing & Assessment Centers provide many testing services to support students' academic journey at HCCC. All students must adhere to HCCC's Academic Integrity Policy when taking any exam or assessment at the Testing Center.

Following admission to HCCC, all new students must be evaluated for placement into English, English as a Second Language, and Mathematics coursework. Students pursuing certificate programs may need to participate in or take all placement tests.

Students must complete one of the following placement methods:

Test Exemption/Waiver Criteria

Before taking the College Placement Test (CPT) or Directed Self-Placement, students are encouraged to review our test exemption waiver criteria:

- Overall High School GPA of 3.0
- SAT
- ACT
- AP
- TOEFL
- GED
- HiSET
- TASC
- NJ STARS
- Accuplacer scores from another institution
- College credits from another Institution

For more information on placement test exemption/waiver criteria, please visit www.hccc.edu/testing.

College Placement Test (Accuplacer)

Students not meeting the College placement/waiver criteria can take the College Placement Test or complete the Directed Self-Placement questionnaires.

Students who require special testing accommodations for placement testing are encouraged to visit the Accessibility Services Office or email at@hccc.edu.

ESL Placement

Students who have not completed four years of high school in the U.S. may be required to take the ESL placement test. The results determine whether students require the English as a Second Language (ESL) program or the Academic Foundations program to strengthen basic skills before taking college-level courses.

Directed Self-Placement

The directed-self placement process allows students to select their course placement in English, English as a Second Language, and Math without taking a test. Students are provided with course descriptions followed by a questionnaire where they are asked to reflect on their prior and current academic skills and abilities.

CLEP

As part of HCCC's transfer policy, the College-Level Examination Program (CLEP) allows students to receive college credit for their knowledge by earning qualifying scores on any thirty-three examinations. Students can also earn credit for knowledge acquired through independent study, prior coursework, on-the-job training, professional development, cultural pursuits, or internships.

ATI TEAS

The ATI TEAS is a standardized entrance exam for students applying to HCCC's Nursing and Radiography programs. Students are tested in four primary areas: Reading, Math, Science, and English/language usage.

CENTER FOR ACADEMIC & STUDENT SUCCESS (C.A.S.S.)

70 Sip Avenue, 2nd Floor

Jersey City, NJ 07306

Phone: (201) 360-4150

Dean: Dr. Bernadette So

E-mail: bs@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

The Center for Academic & Student Success (C.A.S.S.) enhances and supports the mission of HCCC. It provides the student access to an integrated, seamless, and holistic system of support services. These services are provided by the offices of [Advisement](#), [Career and Transfer Pathways](#), and [Educational Opportunity Fund \(EOF\)](#), which help the student navigate opportunities and challenges to achieve academic and career goals. We empower students to identify their strengths, develop strategies, and make informed decisions to be successful. Ultimately, using C.A.S.S. services, students receive valuable tools to succeed in the classroom and beyond.

ADVISEMENT

Journal Square Campus

70 Sip Avenue, 2nd Floor

Jersey City, NJ 07306

Phone: (201) 360-4150

Director: *Dr. Gretchen Schulthes*

E-mail: advising@live.hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; Closed on Fridays

North Hudson Campus

4800 Kennedy Boulevard, 1st Floor

Union City, NJ 07087

Phone: (201) 360-4627

[Advisement \(hccc.edu\)](http://advisement(hccc.edu))

In support of the College's mission, the Advisement Department provides guidance and Support to HCCC students by assisting them with identifying and achieving their educational, career, and personal goals. Services include academic advising, major selection, course planning and registration, goal setting, and transfer planning.

Academic counselors and advisors provide accurate and up-to-date information about educational programs and college policies. While course registration is a priority for all in the weeks leading to the start of each semester, students are strongly encouraged to meet with staff throughout the academic year to create and update individualized plans to outline their continued path to graduation. Students are encouraged to schedule an appointment online, but walk-in assistance is also available. All matriculated students are assigned a professional advisor to support them at the College.

Within the Advisement department is also the Hudson Scholars program. Hudson Scholars offers a broad range of one-on-one support to aid students in transitioning to college and life at HCCC. Students can receive personalized advisement and support and connect with other students through campus activities and events, all while earning some extra money – up to \$625 per semester just for participating. Eligible incoming students receive invitations to join before their first term at the College.

CAREER AND TRANSFER PATHWAYS

70 Sip Avenue, 3rd Floor

Jersey City, NJ 07306

Phone: (201) 360-4184

Associate Dean: *Jennifer Valcarcel*

Associate Director: *Brianna Casagrande*

E-mail: ctpathways@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; Closed on Fridays

Career and Transfer Pathways Homepage: [Career and Transfer Pathways \(hccc.edu\)](http://Career and Transfer Pathways (hccc.edu))

To schedule an appointment with our team, please visit: [Make an Appointment \(hccc.edu\)](#)
Connect with us on Instagram: [Career and Transfer IG.](#)
Handshake Platform: [Connect with Employers today!](#)

The Career and Transfer Pathways office is dedicated to supporting your journey, whether you're aiming to transfer to a four-year university or enter the workforce directly. We offer ample services to help you prepare for the next steps in your academic and professional life. For career support, we offer individual and group counseling, resume writing assistance, job search strategies, and interview techniques. We also provide guidance on career exploration, college majors, occupational fields, and employment trends, along with opportunities for employer visits to ensure you're fully equipped for success. We facilitate connections with 16 four-year partner institutions if you plan to transfer. We provide on-site visits from transfer representatives, instant decision days, campus tours, workshops, and career and transfer fairs. Our active transfer partnerships include Fairleigh Dickinson University, Felician University, Kean University, LIM College, Montclair State University, New Jersey City University/CONNECT Program, New Jersey Institute of Technology, Ramapo College, Rider University, Rowan University, Rutgers University-Newark, Saint Peter's University, St. Thomas Aquinas College, Stockton University, Thomas Edison State University, and University of Phoenix.

EDUCATIONAL OPPORTUNITY FUND PROGRAM (EOF)

2 Enos Place – Room J008

Jersey City, NJ 07306

Phone: (201) 360-4180

Fax: (201) 714-7118

Director: Dr. Jose Lowe

E-mail: eof@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

[Educational Opportunity Fund \(hccc.edu\)](#)

For over 55 years, the Educational Opportunity Fund (EOF) program has provided access to higher education for New Jersey students from educationally and economically disadvantaged backgrounds. EOF provides support services to assist students in developing the skills needed to navigate and master the transition into college successfully. EOF students are assigned a personal advisor to help them reach their academic, career, and personal goals from enrollment through graduation.

Support services include academic advisement, transfer and career advisement, tutorial services, supplemental instruction, mentoring, social activities, and enrichment workshops. During the summer, EOF offers first-time, first-year students an intensive summer program that aids in exiting developmental courses and entering degree-earning classes in the fall semester.

While EOF is **NOT** a financial aid program, eligible EOF students also receive additional financial assistance ranging from \$100-\$800 per semester. To qualify for consideration, an HCCC student must enroll in at least six credits during their first semester of enrollment. EOF

students must be residents of New Jersey for at least one year before enrollment and meet the state's income eligibility criteria (as defined by the NJ Office of the Secretary of Higher Education). Interested students must complete an EOF application and interview during the selection process.

FINANCIAL AID OFFICE

Journal Square Campus

70 Sip Avenue, 2nd Floor

Jersey City, NJ 07306

Phone: (201) 360-4200

Text: (201) 744-2767

Dean: *Sylvia Mendoza*

Hours: 9:00 am - 5:00 pm, Monday-Friday

E-mail: financial_aid@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; Closed on Fridays

North Hudson Campus

4800 Kennedy Boulevard, 1st Floor

Union City, NJ 07087

Phone: (201) 360-4214

Text: (201) 744-2767

Hours: 9:00 am - 5:00 pm, Monday-Friday

E-mail: financial_aid@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; Closed on Fridays

[Financial Aid \(hccc.edu\)](http://FinancialAid(hccc.edu))

The College's Financial Aid Office's primary purpose is to assist those students who, without such aid, could not attend HCCC. Many options exist to help students pay for their college education. Federal and state programs are administered through the office. If you have any questions regarding financial aid, please call (201) 360-4200, and a staff member will gladly assist you. As new federal and state financial aid regulations are established, the College will make the information available through an addendum to the College Catalog.

Scholarships

HCCC offers many merits and scholarships that are need-based. Some of the scholarships include HCCC Foundation scholarships and Hudson County Government scholarships. For a complete listing of available scholarships, visit [Scholarships](#); for more information on the HCCC Foundation and Government scholarship descriptions, see [Scholarships](#). Contact the Development Office at (201) 360-4002 for additional information on the Government Scholarship.

REGISTRAR

70 Sip Avenue, 1st Floor

Jersey City, NJ 07306

Phone: (201) 360-4121

FAX: (201) 714-2136

Registrar: *Victoria Orellana*

E-mail: registrar@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; Closed on Fridays

[Registrar \(hccc.edu\)](http://hccc.edu)

The Registrar's Office is located within Enrollment Services. The Registrar's Office is the custodian of student academic records and is responsible for the integrity of these records. The Registrar's Office maintains grades, processes grade changes, and schedules class space and time. This office issues the appropriate diploma representing the degree earned upon completing all requirements. The Registrar is responsible for disseminating transcripts and certificates to local, state, and federal agencies, employers, and others entitled to receive this information.

DEAN OF STUDENTS

81 Sip Avenue – 2nd Floor

Jersey City, NJ 07306

Phone: (201) 360-4602

FAX: (201) 714-7180

Dean of Student Affairs: *Dr. David Clark*

E-mail: deanofstudents@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; Closed on Fridays

ATHLETICS

81 Sip Avenue, 2nd Floor

Jersey City, NJ 07306

Phone: (201) 360-5402

Director: *Jonathan Sisk*

Email: athletics@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; Closed on Fridays

The Office of Athletics is an engaging and student-centered office within the College. The office offers students opportunities to participate in intercollegiate athletics programming, recreational sports, and utilize fitness and wellness facilities. These offerings provide opportunities for all students, whether pursuing competitive, recreational, or cooperative endeavors, focusing on giving them avenues to reach their personal goals.

[Athletics \(hccc.edu\)](http://hccc.edu)

HUDSON HELPS RESOURCE CENTER

70 Sip Avenue, 3rd Floor

Jersey City, NJ 07306

Phone: (201) 360-4188

Director: *Katherine Morales, MSW, LSW*

E-mail: HUDSONHELPS@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; *Closed on Fridays*

[Hudson Helps \(hccc.edu\)](http://hudsonhelps.hccc.edu)

“The greatness of a community is most accurately measured
by the compassionate actions of its members.” – Coretta Scott King

Hudson Helps' mission is to provide thoughtful, caring, and comprehensive information on access to services, programs, and resources to address basic needs beyond the classroom, resulting in tremendous student success.

Hudson Helps seeks to provide a thorough list of services, programs, and resources that address many basic needs of our HCCC community members beyond the classroom.

[Addressing Food Insecurity at HCCC](#)

HCCC Food Pantries

The United States Government Accountability Office (GAO) recently conducted research. They found that increasing evidence indicates that some college students are experiencing food insecurity, which could negatively affect their academic success.

Hudson County Community College established food pantries on both campuses to address hunger and food insecurity that may exist among the campus population. We welcome the opportunity to work with volunteers throughout the year. Volunteers will receive and distribute donations, sort food items, check expiration dates, discard expired items, and keep the pantry area clean and organized.

The HCCC Food Pantries are located on the lower level at 2 Enos Place (Journal Square Campus, Room J002, (201) 360-4109) and 4800 Kennedy Blvd, Room N513A (North Hudson Campus, (201)360-4709). Please check the website at [Food Pantry \(hccc.edu\)](#) for hours of operation and other helpful food pantry information.

New Jersey Supplemental Nutritional Assistance Program (NJ SNAP) Benefits for College Students

What is NJ SNAP?

Sometimes, people feel they should not need help putting food on the table, but sometimes, making ends meet is a struggle. If you are not sure how or if you can pay for your next meal or next week's groceries, NJ SNAP may be able to help.

NJ SNAP, formerly Food Stamps, is New Jersey's Supplemental Nutrition Assistance Program that can help low-income families buy the groceries they need to eat healthier.

Do I qualify for NJ SNAP?

Are you a student between 18 and 49, enrolled at least half-time in a college, university, community college, business, technical, trade, or vocational school requiring a high school diploma?

If so, you may be eligible for food assistance through New Jersey's Supplemental Nutrition Assistance Program (SNAP). SNAP is a federal program that can help low-income individuals and families buy groceries to eat more healthily. Eligibility depends on factors like income, household size, resources, etc.

In addition to income eligibility factors, students must also meet other requirements. For additional information on NJ SNAP and detailed requirements, please visit [NJHelps](#).
[NJ SNAP](#)

Transportation Discounts

Full-Time HCCC Students: Enjoy a 25% discount on NJ Transit Monthly Passes. The Hudson County Community College and NJ TRANSIT partnership gives students more transportation options and opportunities! **Full-Time and Part-Time** Hudson County Community College students can receive a rail, bus, or light rail monthly pass at 25% off the regular monthly pass price when they enroll online through NJ TRANSIT's Quik-Tik program. For more information, please visit [NJ Transit Quik-Tik Home \(hccc.edu\)](#)

HCCC Career Closet

The Career Closet strives to serve Hudson County Community College students by providing business professional wear to students for internships, job interviews, and other professional opportunities. We have a variety of sizes and items, including full suits, shirts, blouses, dresses, skirts, pants/slacks, and accessories appropriate for the workplace. All items are free and meant for students to keep.

The Career Closet is located at the Journal Square Campus and inside the Hudson Helps office. Please check the [Career Closet | Hudson Helps \(hccc.edu\)](#) for hours of operation and how to book an appointment.

Comprehensive County and State Resources

Hudson County and State Resource Guides

The College has collected and produced a repository of specific services outside the academic assistance we currently provide. We have collected various resource guides throughout Hudson County and the state of New Jersey that provide a list of mental health, homelessness, childcare, alcoholism, drug treatment, and other health-related resources.

Please check the website at [Hudson Helps \(hccc.edu\)](#) for a detailed list of resources.

- Hudson County Alliance to End Homelessness
- Hudson County Resource Guide for Homeless Veterans
- Hudson County Resources to Prevent and End Homelessness
- Hudson County Childcare Resources
- Hudson County Community Agencies Resource Guide
- State of New Jersey Department of Human Services
- NJHelps.org
- Immigration Resources

Emergency Assistance

Unexpected emergencies may arise amid educational endeavors. Hudson County

Community College is committed to alleviating any unnecessary burdens that could potentially disrupt a student's academic and student success. For additional information on possible alternatives to assist in an emergency, please email us at emergencyfund@hccc.edu.

MENTAL HEALTH COUNSELING & WELLNESS

Journal Square Campus

70 Sip Avenue, 3rd Floor

Jersey City, NJ 07306

Phone: (201) 360-4229

Director: *Dr. Doreen Marie Pontius*

Email: dpontius-molos@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; Closed on Fridays

(With flexibility for evening appointments via Telehealth)

North Hudson Campus

4800 Kennedy Blvd, 7th Floor

Union City, NJ 07087

Phone: (201) 360-4611

Assistant Associate Director: *TBA*

Hours: 9:00 am – 5:00 pm, Monday – Friday

Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; Closed on Fridays

(With flexibility for evening appointments via telehealth)

[Mental Health Counseling and Wellness Center \(hccc.edu\)](http://hccc.edu/mental-health-counseling)

[@hcccmentalhealthcounseling](https://www.instagram.com/hcccmentalhealthcounseling) • [Instagram photos and videos](#)
[HCCC Mental Health Counseling & Wellness - Involved](#)

At Mental Health Counseling & Wellness (MHCW), we are dedicated to supporting the college's mission and helping you achieve your goals. We are here if you feel stressed, anxious, sad, or need someone to talk to. We value diversity and recognize that each of you is unique and special. Our commitment to treating everyone with respect and dignity is unwavering. We provide **FREE** mental health counseling services to all HCCC students, in-person and remotely; our counselors are licensed mental health professionals. All interactions are strictly confidential, ensuring your privacy and comfort. To get started, please complete the [General Care and Concern Form](#), and we will get in touch within 24 hours. Alternatively, call (201) 360-4229 to speak directly.

At MHCW, we provide comprehensive resources to support mental health. These include support groups, workshops, Mental Health First Aid Training, and suicide prevention training. We also offer the presence of community providers on campus during the Fall & Spring semesters to conduct wellness checks and facilitate support groups specifically for the LGBTQ+ community.

Additionally, we have an Active Minds Club available for students to join. If you are passionate about promoting mental health or organizing events, we invite you to join our

Active Minds Club. This is an excellent opportunity for you to participate actively in mental health promotion. Please contact Jose Rivera at (201) 360-4229 to get started.

After-hours support: 24/7 nights, weekends, and holidays.

TalkCampus – [Sign Up Now - TalkCampus](#)

It is a global, peer-to-peer support community that will provide support at any time of the day. Bilingual assistance is also available through Talk Campus.

Uwill – [Uwill](#)

Free telehealth weekend and after-hours mental health counseling. 24-hour access to free mindfulness videos.

STUDENT LIFE & LEADERSHIP

Journal Square Campus

81 Sip Avenue, Suite 212

Jersey City, NJ 07306

Phone: (201) 360-4195

Assistant Dean: *Veronica Gerosimo*

E-mail: studentlife@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

North Hudson Campus

4800 John F. Kennedy Blvd, Room 204

Union City, NJ 07087

Phone: (201) 360-4653

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

[Student Life and Leadership \(hccc.edu\)](#)

The Office of Student Life & Leadership seeks to educate and engage the whole student through high-quality co-curricular activities that complement and enhance the academic experience, learning-centered leadership opportunities that support educational excellence, and programming that promotes diversity and civic engagement on both campuses.

The office oversees all clubs and organizations, provides leadership development and community service opportunities, and operates the Student Lounges.

Get “Involved” by logging onto involved.hccc.edu, HCCC’s Student Engagement Platform, where you can join clubs, events, and track your involvement. Additional ways to stay informed about upcoming events and opportunities are by checking out the Student Life Weekly e-newsletter, sent to students’ e-mail, campus bulletin boards, or the Student Life Guide found at various locations around the College.

Become involved: [Explore Involved \(hccc.edu\)](#)

Clubs and Organizations

Phone: (201) 360-4197

Associate Director: *Angela Tuzzo*

E-mail: studentlife@hccc.edu

[Explore Clubs and Organizations \(hccc.edu\)](#)

Many opportunities are available for students to organize and lead activities at the College. One of the most popular ways is through the many student clubs. The Student Activity Fee supports these clubs fiscally. Since every student pays this fee, every student should take advantage of the opportunity to become involved.

Organized student clubs represent the student body's various interests, including cultural, academic, vocational, and artistic interests. Clubs are organized and run by students and supported by at least one faculty or staff advisor who guides students in developing ideas and planning activities for the club. Students are strongly encouraged to participate in clubs and organizations to further their development as responsible members and leaders of the College community. New clubs can be formed as new interests are identified.

For a complete list of current clubs and organizations, visit [Explore - Involved \(hccc.edu\)](#).

If you want to join or start a new club, please email Angela Tuzzo, Associate Director, Student Life & Leadership, at atuzzo@hccc.edu.

Student Government Association

81 Sip Avenue, 2nd Floor

Jersey City, NJ 07306

Phone: (201) 360-4742

E-mail: sga@hccc.edu

[Involved SGA \(hccc.edu\)](#)

One of the college's most significant aspects of student life is the Student Government Association (SGA). The Student Government Association is the voice and governing body for Hudson County Community College students. The SGA Executive Committee consists of an Executive Board and Senators. The SGA also oversees the Inter-Club Council, where a representative from each student club and organization comes together to discuss programs, collaborations, and other campus topics. All enrolled students are members of the SGA. The SGA, through the Executive Board, is responsible for advocating student issues and serving as a communication link between the student body and the College Administration.

Student Publications

The Orator, Student Newspaper

The student newspaper is the forum where students express their journalism, photography, and artistic talents. The Orator's strength comes from the student body; therefore, HCCC strongly encourages all students interested in journalism to become members of The Orator staff.

Crossroads, Literary Magazine

An outlet for any student who wishes to have their artistic expression, either through the written word or through the art of painting/drawing, published and referenced by the entire HCCC community.

Diversity

Diversity Magazine is a collection of writing from HCCC's ESL program, with pieces written by students at various levels of their education.

Honors Rhapsody

The Honors Rhapsody Newsletter features news and spotlights within the Honors Program, including student writings, Honors Program event recaps, student spotlights, and more.

Clubs and Organization Procedures Manual

This manual outlines Hudson County's administrative policy and procedure in student programming and club recognition. The Office of Student Life and Leadership prepares it with the hope that student organizations or officers will find such a compilation an aid to their work. All clubs and organizations are issued a copy at the beginning of the academic year and can be found on Involved.

[Student Publications \(hccc.edu\)](http://hccc.edu)

ACADEMIC AFFAIRS

70 Sip Avenue, 4th Floor

Jersey City, NJ 07306

Phone: (201) 360-4287

FAX: (201) 635-2425

Vice President for Academic Affairs: *Dr. Darryl Jones*

E-mail: djones@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

70 Sip Avenue, 4th Floor

Jersey City, NJ 07306

Phone: (201) 360-4011

FAX: (201) 635-2425

Associate Vice President for Academic Affairs: *Dr. Heather Devries*

E-mail: hdevries@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

70 Sip Avenue, 4th Floor

Jersey City, NJ 07306

Phone: (201) 360-4186

Associate Dean for Academic Affairs: *Dr. Pamela Bandyopadhyay*

E-mail: pbandyopadhyay@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

2 Enos Place – 3rd Floor

Jersey City, NJ 07306

Phone: (201) 360-4377

Director of Academic Affairs: *Kenny Fabara*

E-mail: kfabara@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

The Office of Academic Affairs oversees the planning, development, organization, administration, and operation of not-for-credit and for-credit, academic, career-oriented, and transfer programs, courses, activities, and personnel.

The programs are organized under schools and offices:

- School of Business, Culinary Arts & Hospitality Management
- School of Nursing and Health Sciences
- School of Science, Technology, Engineering & Mathematics (STEM)
- School of Humanities and Social Sciences
- Academic Support Services
- Instructional Support Services

Each Academic School offers programs for Associate of Arts, Fine Arts, Associate of Science, and Associate of Applied Science degrees or certificates. The Academic Schools and the programs they offer are listed below:

SCHOOL OF BUSINESS, CULINARY ARTS AND HOSPITALITY MANAGEMENT

(Business Administration, Accounting, Supply Chain Management, Cannabis Studies, Culinary Arts, Baking & Pastry & Hospitality Management)

161 Newkirk Street – 2nd Floor

Jersey City, NJ 07306

Phone: (201) 360-4631

FAX: (201) 795-7641

Dean: *Dr. Ara Karakashian*

E-mail: akarakashian@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

[Business, Culinary, and Hospitality Management \(hccc.edu\)](http://hccc.edu/business-culinary-and-hospitality-management)

The School of Business, Culinary Arts, & Hospitality Management offers A.A.S., A.A. & A.S. degree programs and certificates designed to prepare students for immediate employment and transfer opportunities to four-year institutions in Culinary Arts, Baking & Pastry, Business Administration, Accounting, Hospitality Management, Supply Chain Management (Transportation, Logistics, & Distribution), and Cannabis Studies.

The Culinary Arts Institute has maintained continuous accreditation from the American Culinary Federation Educational Foundation since 1997. The culinary arts and baking & pastry programs recently received Exemplary Accreditation from the ACFEF.

The institute offers specialized proficiency certificates in Culinary Arts and Baking & Pastry and one-year certificates in Culinary Arts and Hospitality Management. Additionally, there are three specialized degree options in Hospitality Management: Entrepreneurship, Hotel Restaurant Management, & Travel and Tourism.

The School also offers the Certificate-Supply Chain Management (Transportation, Logistics, & Distribution), preparing students for careers in the industry. Newer programs include the Certificate in Accounting, where students can enhance their skills and employability within two semesters.

The AS Business Administration-Cannabis Studies, Certificate-Cannabis Business Management, and Certificate-Cannabis Business Agent are all emerging credentials preparing graduates for success in this growing industry. Graduates with any cannabis credentials may obtain immediate employment in manufacturing, wholesale, retail, and delivery, with the option of working within one of ten local dispensaries.

SCHOOL OF NURSING AND HEALTH PROFESSIONS

870 Bergen Avenue – 3rd Floor

Jersey City, NJ 07306

Phone: (201) 360-4338

FAX: (201) 420-7674

Dean: *Dr. Catherine Sirangelo-Elbadawy*

E-mail: healthprograms@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; Closed on Fridays

[Nursing and Health Professions \(hccc.edu\)](http://hccc.edu/nursing)

The School of Nursing and Health Professions offers A.S. degree programs to prepare students to transfer to four-year institutions and A.A.S. and certificate programs to prepare students for careers immediately upon graduation or to develop technical skills in specialized areas geared towards the health sciences. The faculty members have diverse academic and professional backgrounds, including years of practical clinical experience in medical and health-related fields.

SCHOOL OF SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS (STEM)

263 Academy Street – Room S204A

Jersey City, NJ 07306

Phone: (201) 360-4265

FAX: (201) 714-4308

Dean: *Dr. Burl Yearwood*

E-mail: stemprograms@hcccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

The STEM School offers A.S. degree programs to prepare students to transfer to four-year institutions and A.A.S. and certificate programs to prepare students for entry-level careers upon graduation or to develop technical skills in specialized areas. The faculty members have diverse academic and professional backgrounds, including years of practical/industry experience in science, mathematics, and technology-related fields.

[STEM \(hccc.edu\)](http://hccc.edu/STEM)

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

71 Sip Avenue – Room L420

Jersey City, NJ 07306

Phone: (201) 360-4750

Dean: *Dr. Alison Wakefield*

E-mail: awakefield@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

[School of Humanities and Social Sciences](http://hccc.edu/School_of_Humanities_and_Social_Sciences)

For assistance with Humanities and Social Sciences – hum-ss@hccc.edu

For assistance with English or Academic Foundations English – english@hccc.edu

For assistance with English as a Second Language – esl@hccc.edu

Humanities, including Studio Arts, Computer Arts, Liberal Arts, Humanities, English, Communications, Modern Languages, Speech, Music, Philosophy, and Theatre Arts.

Social Sciences, including Criminal Justice, Human Services, Social Justice, Psychology, Sociology, Elementary/Secondary Education, Early Childhood Education, and History

The School of Humanities and Social Science offers A.A., A.S., and A.F.A. degree programs transferable to four-year institutions. Our academic and proficiency certificate programs also help prepare students for immediate employment upon graduation.

Office of English as a Second Language (ESL) and Academic Foundations English (AFE)

Journal Square Campus

71 Sip Avenue – 3rd Floor (L320)

Jersey City, NJ 07306

Phone: (201) 360-4362

North Hudson Campus

4800 Kennedy Blvd – 7th Floor (N703Q)

Union City, NJ 07087

Phone: (201)360-4362

English as a Second Language (ESL)

All levels of ESL are designed to prepare students for academic writing, reading, grammar,

and discussion. Placement evaluations are made at the end of each semester, enabling students to continue their ESL studies in the skills areas and levels most appropriate for them. ESL students who attain sufficient proficiency in English (as demonstrated by satisfactory completion of coursework and college placement examination scores) move directly into English language academic courses.

Academic Foundation English (AFE)

All levels of developmental English are designed to assist students in learning the skills that will provide the foundation for their future college work success. Faculty treat students with the respect they deserve as adults in college and create motivating classroom environments. Classes are designed to meet the particular academic needs of each student. HCCC employs a testing and placement system and a full range of Academic Foundations courses in English to allow underprepared students to develop academic skills.

CENTER FOR TEACHING, LEARNING, AND INNOVATION

71 Sip Avenue, Lower Level – L206

Jersey City, NJ 07306

Phone: (201) 360-4775

Director: *Dr. Paula Roberson*

E-mail: proberson@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; Closed on Fridays

[CTLI \(hccc.edu\)](http://hccc.edu/ctl)

Mission: The Center's mission is to enhance teaching effectiveness, thereby improving student learning

The Center for Teaching, Learning, and Innovation (CTLI) is dedicated to enhancing our faculty's professional and intellectual development through various professional development opportunities, collaborations, and discussions. We endeavor to remain relevant and engaging in our offerings and promote a culturally responsive, inclusive, and diverse platform of teaching and learning opportunities.

The CTLI is linked with other institutions of higher learning in the pursuit of best practices, sound guidance, and collaborative inquiry as we aspire to be dynamic in our growth and offerings. Moreover, the CTLI partners with internal Schools and programs across the College to enhance the student and faculty teaching and learning experience and encourage a collegial and scholarly environment that advances the mission of Hudson County Community College.

HUDSON ONLINE

Center for Online Learning

71 Sip Avenue, 6th Floor

Jersey City, NJ

Phone: (201) 360-4038

Executive Director: *Matthew LaBrake*

Email: col@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

[Online Learning](#)

Welcome to Online Learning

Hudson County Community College provides students with an alternative to traditional on-campus courses in online, remote, and hybrid courses. You can complete a whole degree online or mix online courses with your on-campus courses to create a custom learning experience. See our website for more information about instructional modalities and what it takes to be a successful online learner.

How do I access my courses in Canvas?

We use Canvas as our platform for delivering online courses. To access Canvas via the College's website www.hccc.edu, click Menu (upper right corner), then scroll down the options until you see Canvas. Alternatively, bookmark the direct link <http://hccc.instructure.com> in your web browser. When using Canvas, we strongly recommend using Firefox or Chrome as your web browser, not Safari or Internet Explorer.

You can use the Canvas for Students mobile app on a smartphone. **Note: Do not use the mobile app to take quizzes. Download the app on [iOS](#) or [Android](#).**

Canvas support is available 24/7

Canvas support is available online and by phone any time you get stuck. Call (833-225-1548) or use [Canvas live chat](#) to get help when needed!

Is there an orientation to Canvas?

Our highly recommended [Video Guide to Online Learning at HCCC](#) consists of six brief videos overviewing Canvas functions and navigation. We encourage you to watch it whether you are in an online, hybrid, remote, or face-to-face course.

Suppose (and only if) you are enrolled in a Hudson Online course. In that case, you have also been automatically enrolled in a self-paced [Hudson Online Student Orientation](#). It should appear in your course list in Canvas. The Orientation is free, non-credit, and mandatory for online students. The Orientation provides tips and best practices for online success and introduces Canvas and related tools.

Workshops

The Center for Online Learning offers Getting Started with Canvas workshops! View the schedule and register here:

[Workshops \(hccc.edu\)](#)

Is there accessibility assistance within Canvas?

Accessibility is available in each course through [Blackboard Ally](#). If you need any help, please contact us at col@hccc.edu.

Academic Support:

Online tutoring is available 24/7, either from in-house tutors or through *Brainfuse*. Find out more on the [Academic Support Services \(hccc.edu\)](https://hccc.edu/academic-support-services).

HCCC also offers online advising through Zoom to help with academic planning. Find out more and make an appointment online at [Advisement \(hccc.edu\)](https://hccc.edu/advisement).

Financial Tips:

For fully online programs, we offer in-county tuition no matter where you are, and the fees are well below the average college costs per credit. [Financial Aid \(hccc.edu\)](https://hccc.edu/financial-aid) is available for online students.

Questions

If you have questions regarding online learning, contact us at the Center for Online Learning via email at col@hccc.edu or 201-360-4038.

HUDSON ONLINE POLICIES**Course Content**

Students are responsible for checking all course content on time.

Attendance

Attendance is recorded for online courses. Good attendance is a requirement for providing financial aid to students. In an online course, students are recorded as present for the week if they have posted to a graded discussion or submitted an assignment or quiz; simply logging in is insufficient.

Technology Requirements

To have an excellent online course experience, you will need the following:

- Suppose you are taking an online, hybrid, or remote course. In that case, you must have ready access to an up-to-date computer and reliable, fast internet access. Always use the latest Firefox or Chrome browser version to access Canvas. Ensure pop-ups are allowed in your browser.
- You should have a recent version of Microsoft Office on your computer.
- If you use a program other than Microsoft Word to create documents, save or export them as a Word (.docx) file before submitting.
- *Camera/Mic:* You may need the ability to join interactive video discussions or participate in web-camera-enabled proctoring (for online exams, you may have to have a secure environment and be prepared to show your face and place)
- In general, we do not require a specific platform; however, Macs do not work with Microsoft Access, so you will need access to a PC for courses that require Microsoft Access.
- If a student has technical issues, they must contact their Instructors and inform them of the situation. However, it is not a valid excuse for not participating in a discussion or submitting an assignment on time.

[Online Proctoring \(hccc.edu\)](https://hccc.edu)

Instructors may utilize an online proctoring service to support academic integrity in remote and online courses by monitoring and recording exam sessions. A browser extension in Chrome uses your computer's screen, webcam, and microphone to create a remote-proctored environment. It enables you to take exams via Canvas in the location of your choice. Our current online proctoring solution is Honorlock.

To find out more, [Honorlock Policy](#)

Online plagiarism detection

Instructors may utilize software that checks assignments submitted through Canvas for plagiarism and other violations of academic integrity. Student writing is scanned for matched text by comparing the work to an extensive database of other student submissions, publications, websites, and other materials on the Internet. A report is provided to instructors that gives insight into how much material may have been cited or borrowed from different sources.

Turnitin Originality is our current online plagiarism detection solution. Learn more about the associated privacy policy here: [Turnitin Originality](#).

[Privacy Policy](#)

HUDSON COUNTY COMMUNITY COLLEGE CLASSROOM RECORDING POLICY

Student Classroom Recording Policy:

- Hudson County Community College prohibits the audio-visual recording, transmission, and distribution of classroom sessions. Classes may only be recorded with the instructor's advance written permission. The Hudson County Community College classroom recording policy must be listed in all syllabi.
- All classroom recordings can only be used by students in that class for academic purposes. Recordings may not be shared, reproduced, or uploaded to public websites or other media, and these recordings may contain copyrighted material and are prohibited from commercial use.
- All students and guests must be informed that the class may be recorded. Due to issues related to privacy and the possible inhibition of student participation, instructors should be mindful of the effects of permitting classroom recording.
- Instructors should retain electronic or paper copies of their written consent to grant classroom recordings.
- Students must destroy their recordings at the end of the semester.
- Students granted permission to record their class by the Office of Disability Support Services should inform the instructor beforehand and are subject to the policies outlined in this document.
- Violation of this policy is subject to disciplinary action listed under the code of conduct as included in the Student Handbook.

Instructor Classroom Recording Policy

- Instructors may record their classes if students are informed in writing beforehand that recording will occur. Instructors may distribute their lectures, but this must be limited to the lecture portion of the class. Recordings of student presentations or activities may be used in the class if the students are notified beforehand of the recording. Recordings of student presentations or activities may not be distributed in any way without the students' advance written consent.

If you have questions regarding online learning, contact us at the Center for Online Learning via email at col@hccc.edu or 201-360-4038.

ACADEMIC SUPPORT SERVICES

2 Enos Place – Room J205

Jersey City, NJ 07306

Phone: (201) 360-4377

Director of Academic Affairs: Kenny Fabara

E-mail: kfabara@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

[Academic Support Services \(hccc.edu\)](http://hccc.edu/academic-support-services)

Administrative Support Specialist: Chris Liebl

Phone: (201) 360-4187

Email: academicsupport@hccc.edu

Abigail Douglas-Johnson (ADJ) ACADEMIC SUPPORT SERVICES DEPARTMENT

The ADJ Academic Support Services Department comprises the following:

- STEM and Business Tutorial Center
- Writing Center
- Academic Support Center
- ESL Resource Centers

Academic support is available to all HCCC students to help scholars achieve their educational goals and become autonomous and efficient learners. Tutors and students work collaboratively in one-on-one, small group, and workshop settings to reinforce course material, develop confidence, and foster independence. We provide face-to-face and remote tutoring. Additionally, Academic Coaches are assigned to specific classes, work collaboratively with instructors inside the classroom, and assist students both inside and outside of the classroom during designated times. Academic workshops are also offered throughout the academic year to supplement what students are learning in their courses.

Students can either walk in (on a first-come, first-served basis) or schedule an appointment using [Navigate 360](#), a student-success tool that helps students, advisors, and faculty to communicate better. This free app is a one-stop resource hub to help students stay on track with their college education. With Navigate360, HCCC students can make the most of their college journey.

Hours of Operation

During the fall and spring semesters, all centers are open Monday through Friday, 10:00 am - 7:00 pm, and Saturday, 10:00 am - 3:00 pm.

Locations

The Writing Center (ESL Resource Center)

2 Enos Place – J 204

Phone: (201) 360-4370

STEM and Business Tutorial Center

71 Sip Avenue – Lower Level

Jersey City, NJ 07306

Phone: (201) 360-4187

Coordinator: *Rodrigo Romea*

Phone: (201) 360-4036

Email: rromea@hccc.edu

Academic Support Center (North Hudson Campus)

4800 Kennedy Boulevard – Room N704

Coordinator: *Carlos Dunn-Fernandez*

Phone: (201) 360-4779

Email: cdunnfernandez@hccc.edu

Main Campus (Jersey City)

Director, Academic Affairs: *Kenny Fabara*

Phone: (201) 360-4377

E-mail: kfabara@hccc.edu

The mission of the Academic Support Services Centers is to promote academic success by meeting students where they are, building on their strengths, and providing encouragement to increase motivation and perseverance.

Our tutors work with students in developmental, emerging bilinguals, first-year writing, social sciences and humanities, and STEM and Business courses. They provide personalized and equitable tutoring assistance that helps them achieve and maintain academic success.

The centers provide expert tutoring in state-of-the-art facilities that readily meet the individual needs of the College's diverse student population. Some of the services and programming offered are:

- Tutoring for writing across the disciplines/curriculum
- Individualized tutoring for students with accommodations
- Small Group Tutoring: Students work collaboratively with tutors and peers to develop

- and reinforce content knowledge
- Academic Workshops
 - ESL Conversation & Pronunciation
 - ESL Grammar & Writing
 - MyMathLab: How to Graph
 - College Composition I: Essay Building Strategies
 - Typing for Speed and Accuracy
 - ESL and math exam preparation workshops
 - Workshops by Request
- Special events
 - National Poetry Month
 - National Novel Writing Month (NaNoWriMo)
 - Writing Contests

The ESL Resource Centers (ERC) provide various resources that enhance the language learning experience, reinforce content knowledge and retention, and contribute to improving and mastering core competencies. Students have opportunities to participate in experiential learning activities that foster engagement within and around the college community. Students also have access to Rosetta Stone Catalyst. This comprehensive language-learning software helps students improve their reading, writing, speaking, and listening proficiency, focusing on academic and work-related communication skills.

Brainfuse Online Tutoring

Brainfuse is an Online Tutoring service available to students through the online portal Learning Management System (LMS) Canvas, giving students direct access to synchronous and asynchronous online tutoring at no extra cost.

Brainfuse offers the following features:

- **Live Help:** Connect with a live tutor on demand
- **Writing Lab:** Submit academic papers or career documents for review
- **Submit a Question:** Ask a question to be answered offline, usually within 24 hours
- **Review previous sessions and submissions:** Review recordings of past tutoring sessions
- **Academic Tools:** Students can access supplementary resources, such as practice exercises and study tools for math, writing, and science.

Our services are free, and students, staff, and faculty are encouraged to contact the department for more information regarding any of our services and resources at: academicsupport@hccc.edu.

HCCC HONORS PROGRAM

71 Sip Avenue – L009

Jersey City, NJ

Associate Director: *Jenny Henriquez*

Phone: (201) 360-4249

E-mail: honors@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; Closed on Fridays

[Honors Program \(hccc.edu\)](http://hccc.edu)

Hudson County Community College offers several courses with an “Honors Only” designation each semester. To register for one of these courses, students must meet specified academic criteria established to guarantee their ability to benefit from the rigor of the Honors Program sections. In these courses, students should expect a smaller class size, more one-to-one instructor contact, greater complexity and breadth of assignments, and the opportunity to work alongside other students with similarly exceptional initiative and ability. Honors students must complete a capstone project for every Honors course, attend the Honors Showcase at the end of the semester, and participate in college-wide and Honors Program-sponsored events.

Members of the College’s Honors Program are provided with many unique opportunities. Some of the benefits include the designation of Honors courses on students’ transcripts, priority registration, access to the private Honors Lounge, a chance to meet, work, and socialize with other Honors students, stimulating smaller classes that provide challenging coursework and exciting class discussions, and milestone recognition upon completion of three and five Honors courses. Honors students also have leadership opportunities through participation in the Honors Newsletter and the Honors Student Council, as well as numerous events sponsored by the Honors Program and partner 4-year universities.

Dean’s List

Associate Dean: *Dr. Pamela Bandyopadhyay*

E-mail: pbandyopadhyay@hccc.edu

Full-time degree students who have a G.P.A. of 3.5 or higher and no “F” grades in the current semester are eligible. Students with a grade of “I” on their records shall be evaluated after the period allowed for the completion of coursework. Part-time degree students earning twelve credits who meet the requisite criteria during a calendar year are also eligible for the Dean’s List.

HONOR SOCIETIES

[Organizations - Involved \(hccc.edu\)](http://hccc.edu)

Alpha Alpha Alpha (Tri-Alpha)

Chapter Advisors: *Dr. Jose Lowe & Angela Tuzzo*

E-mail: jlowe@hccc.edu or atuzzo@hccc.edu

Alpha Alpha Alpha (Tri-Alpha) is a national leadership and honors organization that recognizes academic achievements in first-generation college students, creates enthusiasm for scholarship, promotes leadership, and provides support networks for first-generation students within and across college chapters. HCCC’s Chapter was chartered in November 2021. To be inducted, which occurs once a year in the fall semester, students must have earned at least 30 credits towards an associate degree, earned a minimum of a 3.2 GPA,

and neither of the student's parents, stepparents, nor legal guardians has completed an associate's degree.

National Society of Leadership Success (NSLS)

Chapter Co-Advisors: *Veronica Gerosimo, Angela Tuzzo, Keischa Taylor*

E-mail: vgerosimo@hccc.edu or atuzzo@hccc.edu

The National Society of Leadership and Success (NSLS) is the nation's largest leadership honor society. NSLS aims to build leaders of tomorrow by helping people discover and achieve their goals. The Society offers life-changing lectures from the nation's leading presenters and a community where like-minded, success-oriented individuals come together and help one another succeed. It also serves as a powerful force of good in the greater community by encouraging and organizing action to better the world. HCCC's chapter of NSLS was founded in December 2013. Eligible students must have completed at least 12 semester hours of college credit, passed CSS-100, and have a minimum GPA of 2.5 or higher. To find out more: www.NSLS.org

Phi Theta Kappa (PTK)

Chapter Advisor: *Theodore Lai & Angela Tuzzo*

E-mail: tlai@hccc.edu or atuzzo@hccc.edu

www.ptk.org

Phi Theta Kappa (PTK) is the internationally acclaimed honor society for students in community and junior colleges. The organization provides members opportunities to develop character, leadership, and service, exchange ideas and ideals, and stimulate interest in continuing to achieve academic excellence. Scholarship opportunities exist for members continuing at HCCC and those preparing to transfer to four-year colleges. Approximately eight hundred four-year colleges have Phi Theta Kappa scholarships.

Beta Alpha Phi, HCCC's Chapter of Phi Theta Kappa, was established at Hudson County Community College in 1995. Scholarship opportunities exist for members continuing at HCCC and those preparing to transfer to four-year colleges. Full and part-time students who have completed at least twelve semester hours of college credit at HCCC and have a cumulative GPA of 3.5 or higher are eligible for membership in Beta Alpha Phi, HCCC's chapter of Phi Theta Kappa.

[Phi Theta Kappa \(PTK\) | Hudson County Community College \(hccc.edu\)](http://www.hccc.edu/ptk)

Psi Beta

Phone: (201) 360-4734

Faculty Advisors: *Salvador E. Cuellar*

E-mail: scuellar@hccc.edu

Psi Beta is the National Honor Society in Psychology for Community and Junior Colleges. Membership offers many benefits. In addition to recognizing outstanding academic performance, Psi Beta provides opportunities for members to learn more about the field, meet and interact with professionals working in various areas of psychology, acquire

leadership skills, participate in community service, and work with peers with similar interests. To qualify for Psi Beta membership, students must have a genuine interest in studying psychology, have a GPA of at least 3.25, a “B” average or above in psychology courses, and have completed at least twelve semester hours of college credit.

SALUTE

Chapter Advisor: *Willie Malone*

E-mail: wmalone@hccc.edu

SALUTE is the first national honor society established for recognizing high-achieving student veterans and military in two-year and four-year institutions of higher education. It offers a unique opportunity for a four-tier system. The honor society encourages students to improve their GPA and move to higher tiers within the society during their academic careers, earning more opportunities for scholarships as they advance. Eligible veteran students have earned at least twelve semester hours of college credits and have at least a 3.0 GPA.

Sigma Kappa Delta (SKD)

Chapter Advisor: *Heather Connors*

E-mail: hconnors@hccc.edu

Sigma Kappa Delta (SKD) is the National English Honor Society for Two-Year Colleges. The society recognizes outstanding academic achievement and promotes the study of English literature and language. Members organize and participate in literary events and fundraising activities and are eligible for scholarships and awards. To qualify for membership, students must have completed at least twelve college credits with a GPA of 3.0 in general scholarship and at least one college-level course in English language and literature (excluding developmental courses) with no grade lower than “B” in all such classes.

COLLEGE LIBRARIES

Dean of College Libraries: *John Hernandez*

E-mail: library@hccc.edu

[HCCC Libraries](#)

Journal Square Campus

71 Sip Avenue – 1st & 2nd Floors

Phone: (201) 360-4360

North Hudson Campus

4800 Kennedy Blvd., 3rd Floor

Union City, NJ 07087

Phone: (201) 360-4605

The Journal Square and North Hudson Campuses' Libraries support students, faculty research, and curricular needs. The Libraries' website, [HCCC Libraries](#), guides our resources and services. A current HCCC ID card with a semester sticker is required to borrow library materials. Online resources can be accessed on or off-campus with the proper HCCC username and password. Group study rooms are available for student use and may be

reserved in advance. Textbooks for most courses are on reserve and available to students in either library. Librarians can instruct classes and provide individualized research help (in-person, online, and via chat and phone).

Computers, scanners, printers, and charging stations are available for student use. The library hosts many events and workshops online and, in our Makerspace, equipped with 3D printers, Virtual Reality headsets, and art materials. Visit the library at [HCCC Libraries](#) to learn more.

OFFICE OF INSTITUTIONAL ENGAGEMENT & EXCELLENCE

71 Sip Avenue, 6th Floor

Jersey City, NJ 07036

Phone: (201) 360-4628

Vice President: *Dr. Yeurys Pujols*

Email: ypujols@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; Closed on Fridays

[Institutional Engagement and Excellence](#)

Hudson County Community College is firmly committed to promoting a welcoming and engaging campus community where every student, faculty, staff, and community member feels valued, supported, and can fully participate in the life of the College independently of their background or lived experiences. We celebrate the uniqueness of each individual and value their contributions to shaping our institutional culture and enriching our community. We are committed to removing barriers to student and employee success, advancing inclusivity through best and innovative practices, and promoting institutional excellence in all forms.

The mission of the Office of Institutional Engagement and Excellence is to promote an institutional climate that embraces and celebrates all members of the college community by promoting their educational and professional success while championing fair and holistic practices, policies, and procedures in all College activities.

[The President's Advisory Council on Institutional Engagement and Excellence \(PACE\) - HCCC](#)

The Hudson County Community College (HCCC) President's Advisory Council on Institutional Engagement and Excellence provides leadership, support, and counsel in fostering a welcoming and engaging institutional environment that embraces and celebrates all members of the college community by promoting their educational and professional success while championing fair and holistic practices, policies, and procedures in all College activities.

[PACE \(hccc.edu\)](#)

ACCESSIBILITY SERVICES

71 Sip Avenue, L010 & L011

Jersey City, NJ 07306

Phone: (201) 360-4157

Fax: (201) 714-7265

Director: *Danielle Lopez*

Coordinator: *Karine Davis*

(Please get in touch with us for North Hudson and evening hours)

E-mail: as@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

[Accessability Services \(hccc.edu\)](http://hccc.edu)

Original Statement: In compliance with the Americans with Disabilities Act (ADA) of 1990, as amended in 2008, and Section 504 of the Rehabilitation Act of 1973 (Section 504), Hudson County Community College is committed to providing reasonable accommodations to students with disabilities.

Students with disabilities must self-identify with the College by completing an accommodation request form and submitting documentation to the Office of Accessibility Services (AS). Documentation provided by students is kept confidential. Once the documentation is reviewed and the student completes the initial meeting, eligibility for accommodations is determined. AS prepares the Accommodation Letter and emails it to the student at their HCCC email address before the beginning of the semester or as soon as their eligibility has been determined if requesting accommodations after the semester has already begun. The student is responsible for providing a copy of their Accommodation Letter to all their professors and discussing the implementation of their accommodations.

Revised Statement: The Office of Accessibility Services (OAS) works with Hudson County Community College (HCCC) students with documented disabilities to provide a range of reasonable accommodations. These accommodations support equal access to academic programs, activities, and services in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

Students seeking accommodations must self-identify by submitting an Accommodation Request Form and appropriate documentation to OAS. All submitted documentation is kept confidential. After reviewing the documentation and completing an intake meeting, OAS determines eligibility and, if approved, issues an official Accommodation Letter to the student. Students are encouraged and empowered to self-advocate by sharing their Accommodation Letter with instructors and discussing their accommodations. Staff members are dedicated to supporting and advocating for the success of students with disabilities at HCCC.

Students are strongly encouraged to contact the Office of Accessibility Services for more information and assistance or to begin the accommodation process.

CULTURAL AFFAIRS AND HCCC ART GALLERIES

71 Sip Avenue, 6th Floor

Jersey City, NJ 07306

Phone: (201) 360-4182

Director: *Michelle Vitale*

Email: gallery@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

[The Arts at HCCC \(hccc.edu\)](http://TheArtsatHCCC(hccc.edu))

The HCCC Department of Cultural Affairs (DOCA) celebrates diversity year-round with various programs and exhibitions at Dineen Hull Gallery. DOCA's mission is to provide supplementary programs to stimulate awareness of the arts and foster creativity. Our goal is to transcend the understanding of visual and performing arts by closing the distance between the experience of art and everyday life in the community we serve.

DOCA hosts several exhibitions in the College's nearly 3,000-square-foot gallery and welcomes thousands of guests each semester. The biannual student art exhibition features graduating Computer Arts and Studio Arts majors, Teacher as Artist exhibits (displayed in both College Libraries), celebrating the creativity of Hudson County educators, and pop-up exhibitions held on the sixth-floor atrium, allowing DOCA to partner with and highlight various HCCC academic departments. Featured exhibitions include Out on Broadway: A Visual Legacy, Hip Hop Utopia, and Urban Crossroads.

The gallery exhibitions expose students to local and international artists of various disciplines and provide educational programming relevant to the constituents of Hudson County. Through the DOCA Docent Program, students learn the daily operations of running a gallery while shadowing our staff; they interact with artists and understand all aspects of running multidisciplinary programs and art exhibitions. Additional DOCA programs include Art Café, Collectors Club, Gallery Tours, and HCCC Spotlights. The department's past programs have included the New Jersey Symphony Orchestra's presentation of classic Bollywood music, Indie Female Filmmakers Screenings presented by Tribeca Film Festival star Delaney Buffet, a variety of NJPAC satellite educational presentations, the Ladybugs jazz performance and broadcast with WBGO, and community artist residencies with Thinking in Full Color and Jersey City Writers. All programs are **FREE** and open to the public.

VETERANS AFFAIRS AND INTERNATIONAL STUDENT SERVICES

71 Sip Ave, Lower Level

Jersey City, NJ 07306

Associate Director: *Zach Forrest, M.S.*

Phone: (201) 360-5396

Email: zforrest@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

INTERNATIONAL STUDENT SERVICES

71 Sip Avenue, 6th Floor

Jersey City, NJ 07306

Phone: (201) 360-4136

FAX: (201) 714-2136

Hours: 9:00 am – 5:00 pm, Monday-Friday

E-mail: internationalstudent@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

[International Students \(hccc.edu\)](#)

The United States Immigration and Naturalization Service, U.S. Department of Justice, has approved international students' enrollment at HCCC. The issuance of I-20 forms is handled through the Office of Enrollment Services (70 Sip Ave, 1st Floor). Please get in touch with International Student Services for more information and the deadlines for submitting international student applications (201) 360-4136. International students requiring an I-20 student visa must also complete an International Student Application, available as a separate packet.

VETERANS AFFAIRS (Veterans Lounge)

81 Sip Avenue, 1st Floor

Jersey City, NJ 07306

Veterans Affairs Assistant: *Willie Malone*

Phone: (201) 360-4135

FAX: (201) 714-2136

Email: wmalone@hccc.edu

E-Mail: veterans@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

All Veterans Affairs issues should be referred to the HCCC Veterans Certification Official in the Office of Enrollment Services. The Certification Official assists students who are veterans (or family members of veterans) in the areas of benefits, enrollment certification, and record maintenance.

[Veteran Services \(hccc.edu\)](#)

FINANCE

26 Journal Square, 14th Floor

Jersey City, NJ 07306

Vice President for Business and Finance/CFO: *Veronica D'Alessandro-Zeichner*

Phone: (201) 360-5400

E-mail: vzeichner@hccc.edu

Email: finance@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

Controller: *Geoffrey Sims*

Phone: (201) 360-4045

Email: gsims@hccc.edu

This School is responsible for the financial and business affairs of the College, including the

Student Accounts/Bursar, the Controller's Office, and Budget & Purchasing.

PURCHASING DEPARTMENT

26 Journal Square, 14th Floor

Jersey City, NJ 07306

Phone: (201) 360-4047

Director of Contracts & Procurement: *Jeff Roberson, Jr.*

Email: jrobersonjr@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

CUSTOMER SERVICE/MAILROOM & COPY CENTER

2 Enos Place, Lower Level

Jersey City, NJ 07306

Phone: (201) 360-4690

Customer Service Manager: *Frederick Medina*

E-mail: fmedina@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

We aim to produce quality goods and services in a timely and cost-effective way. The Customer Service Center provides faculty and staff with various services such as quality printing, stapling, and binding services, including but not limited to newsletters, catalogs, postcards, letterheads, envelopes, and ads, to the Communications Department and College community. We collect and distribute inter-office and outgoing mail, prepare and make copies, and provide stationery supplies to College faculty and staff. We strive to ensure that the Mail Room/Copy Center services fulfill our College's needs.

FACILITIES, ENGINEERING, AND CONSTRUCTION DEPARTMENT

81 Sip Avenue – Lower Level

Jersey City, NJ 07306

Phone: (201) 360-4099

Executive Director: *Ilya Ashmyan*

E-mail: lashmyan@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

In partnership with students, faculty, and staff, we provide a learning environment supporting academic excellence and community engagement. As innovative professionals, we respond to the needs of the College community with dignity and respect toward all. We are dedicated to safe, high-quality work as a team of highly skilled individuals. We attain this through training and education in all the construction trades and building codes.

Anticipate and respond – As dependable partners, we listen and learn how our services are used for the educational mission. We are flexible and available to provide service in an organized and timely manner.

Dignity and respect – At the core of our ability to work together is the recognition that each of us has a personal need for self-worth, attained through valued work and ideas that are heard.

INFORMATION TECHNOLOGY SERVICES

Journal Square Campus

70 Sip Avenue, 3rd Floor

Jersey City, NJ 07306

Phone: (201) 360-4310

Associate Vice President and Chief Information Officer: *Patricia Clay*

E-mail: pclay@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; Closed on Fridays

North Hudson Campus

4800 John F. Kennedy Blvd – 3rd Floor

Union City, NJ 07087

Phone: (201) 360-4309

Hours: 9:00 am – 5:00 pm, Monday – Friday

Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; Closed on Fridays

[Information Technology Services \(hccc.edu\)](http://hccc.edu)

Information Technology Services

The Information Technology Service Department is at 70 Sip Avenue in Jersey City. The department is led by the Associate Vice President, Chief Information Officer (CIO), who reports to the Vice President for Business and Finance/Chief Financial Officer. The ITS staff is responsible for network support and operations, academic computer labs, telecommunications, web services, and PC technical support. The office is also responsible for administrative computing and computer operations, supported by the Ellucian Colleague software products.

ITS Department Mission Statement:

"The mission of the Information Technology Services Office at Hudson County Community College is to provide students, faculty, and administration with the highest level of technological services, support, and customer service to promote student success."

Hudson County Community College (HCCC) continues to make considerable investments and advancements in deploying and using its technological resources. HCCC has implemented several significant initiatives and steps towards achieving its goal of supporting the College's mission. In addition to striving toward the most effective use of technology, ITS provides excellent customer service to the College.

Portable Technology Accountability Procedure

[Portable Technology \(hccc.edu\)](http://hccc.edu)

ACADEMIC COMPUTER LABS

70 Sip Avenue, 3rd Floor

Jersey City, NJ 07306
Phone: (201) 360-4356
FAX: (201) 792-9448
Academic Lab Manager: *Diana Perez*
E-mail: dperez@hccc.edu
Hours: 9:00 am – 5:00 pm, Monday – Friday
Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; Closed on Fridays

Mission Statement:

“The mission of the Academic Computer Labs is to provide students and faculty with adequate computing facilities and services so they may complete their projects.”

The computer labs are located at the Jersey City and North Hudson campuses.

The Academic Computer Labs provide supported software and hardware for daily use for the students, faculty, and staff. All Academic Computer Labs have educational software installed and have USB connectors, HP printers, scanners, iMacs, MS Office, and internet access. Trained lab assistants are available to assist walk-in students in Open Computer Labs. They are occasionally assigned to classes to help with software and equipment use.

The department dean should request software installation through the ITS Track-It system.

Computer Open Labs Locations:

Open Computer Labs are equipped with educational software, CD-ROMS, USB connectors, HP printers, scanners, iMacs, MS Office, and internet access for all computer lab users:

- Jersey City: S217, STEM Building (263 Academy Street, 2nd Floor)
- Jersey City: L419 (71 Sip Avenue, Library 4th Floor) – Great for workgroups or projects.
- North Hudson Campus: N224 (4800 Kennedy Blvd., 2nd Floor) – Great for workgroups and projects.

MAC Open Labs Locations:

Mac Open Labs are equipped with all the software used by art classes. Students may use these MacOpen Labs to complete their assignments. Lab hours will vary every semester due to classes scheduled in these rooms:

- Jersey City: L514 (71 Sip Ave. – 5th Floor)
- North Hudson Campus: N306 (4800 Kennedy Blvd. – 3rd Floor)

Academic Laboratory Rules and Regulations:

You have agreed to follow the Academic Laboratory Rules and Regulations when using the Open Computer Labs. These are Professional Instructional Lab Assistants to help users with HCCC software and hardware. Students are encouraged to walk into the computer labs. The Open Lab Schedule is posted on bulletin boards and our website.

The Instructional Lab Assistants in the Open Labs represent the College and are the first line of authority. Their judgments must be respected. The first level of appeal is to the lab coordinator or lab manager. Failure to follow the Academic Lab Rules and Regulations may

result in students being asked to leave the facility. Serious infractions or student misconduct in HCCC Academic Labs could result in the matter's referral to the Office of Student Affairs.

Technology at HCCC collaborates with the curriculum. Computers and other technology equipment are tools used as part of the teaching and learning process.

In deciding the Academic Laboratory Rules and Regulations, there are two overriding principles:

- 1) The College's information technology resources exist to support the College's mission.
- 2) The College is committed to ensuring a positive learning environment for its community members.
 - All computer lab users must show an HCCC photo ID card with the current semester sticker. An ID card can be obtained from Jersey City or NHC campus security.
 - Students must use their HCCC student username and password to log in to the HCCC computer labs.
 - Students with special needs have priority at designated workstations.
 - All students are welcome to work on projects as groups in labs L419, S217, and N224. However, all computer users must maintain an appropriate and orderly area to provide an excellent environment for our users.
 - Cell phones are not permitted in the Open Labs. All electronic devices must be in silent or vibrate mode. Otherwise, you are distracting others trying to complete their academic assignments.
 - No still or video photography is permitted in the labs.
 - Intentionally viewing, sending, or retrieving pornographic, obscene, sexist, racist, abusive, or harassing information is prohibited. Viewers will be asked to stop, and if they persist, they will be told to leave the computer lab. Computer labs are monitored.
 - No open or closed food, drink, or beverage containers are permitted in the labs.
 - Minors and non-computer users are not permitted in the open labs.
 - The labs do not permit pets (or laboratory animals), skating, or bicycles. Assistive animals (seeing-eye dogs and the like) are excluded from this rule.
 - Computer workstations and printers in the computer labs are there to support schoolwork. Academic use is the priority use of workstations. Users must relinquish workstations for this purpose upon request. Computer stations and printers are not for general entertainment (games, gambling) or commercial use.
 - Users of the Open Computer Lab printers may not print course materials such as textbooks, handbooks, or extensive research articles. Users may not use printers as copy machines. The course-assigned faculty member and academic departments provide the course material required for their class. Authorization by the instructor is not valid.
 - Do not print any flyers or advertisements unless they are part of your class assignment.
 - Lab assistants can cancel any print jobs that do not comply with the lab rules.

- Only paper supplied by the lab may be placed into the lab printers and only by lab staff.
- The lab staff does not provide USB flash drives. Users are responsible for saving their work. Computer user files stored on local hard drives are not protected and are subject to modification and erasure. Staff is not responsible for lost or damaged information. Additionally, they highly recommend that computer users make backup copies of all computer work to have the information in multiple places.
- Assistance for individually owned computers and software is not provided.
- Users should not leave their computers unattended for more than five (5) minutes. Unattended computers will be reassigned. Again, the Staff is not responsible for lost or damaged items.
- Users should not abuse the labs or any equipment. If users have a problem with the equipment or a software application, they should ask the lab assistant for help.
- Lab Assistants cannot provide extensive help with a particular software application. Students may request tutoring from the Tutorial Centers (201-360-4185) at Journal Square or (201-360-4623) at the North Hudson Center.
- Do not change the configuration of any computer. Do not install screensavers or wallpaper.
- Users must check their work area before leaving. The lab staff is not responsible for lost, stolen, or misplaced items, including personal items and books. Do not leave anything in the computer lab unattended for any time. Sometimes, things are found, and you may check with lab supervisors or security.
- All computer users must prepare to leave the open lab ten (10) minutes before closing and vacate the open lab by closing time.

Questions/comments regarding the Academic Computer Labs can be directed to computerlabs@hccc.edu.

New Student Accounts – Questions & Answers:

- Question: Can I log in to my account immediately after I register?
- Answer: Yes. After you apply, you can access your HCCC email and your portal page.

Returning Students

- Question: My password has expired, and I'm a returning student and have not logged in within the last 245 days. How do I reset my password?
- Answer: To reset your password, visit <https://myaccess.hccc.edu>. If you need help, contact ITS.

Where do I get a Student ID?

- Question: Where can I get a Student ID?
- Answer: Student IDs are provided by contacting the Safety and Security Department.

Have problems getting connected?

- Question: Where can I go if I need support with my computer or have network issues?

- Answer: Support is available for problems accessing the HCCC network, College e-mail accounts, and the MyHudson portal. If you encounter any issues, please contact the ITS Help Desk at itshelp@hccc.edu.

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Support is available for problems accessing the HCCC network, College e-mail accounts, and the MyHudson portal. If you encounter any issues, please contact the ITS Help Desk.

[Information Technology Services \(hccc.edu\)](#)

E-mail: itshelp@hccc.edu

Phone: Journal Square Campus: (201) 360-4310

North Hudson Campus: (201) 360-4309

PUBLIC SAFETY & SECURITY

81 Sip Avenue, 1st Floor – Command Center

Jersey City, NJ 07306

Phone: (201) 360-4080 / 201-360-4085

Executive Director: *John Quigley*

E-mail: jquigley@hccc.edu

[Security Home \(hccc.edu\)](#)

The Safety & Security Department exists to serve all people within its jurisdiction with respect, fairness, and compassion. Our primary focus is to provide a safe and secure environment conducive to our community's education, employment, and daily activities. We maintain a vigilant and proactive approach to security concerns and continually evaluate our Security measures to implement improvements. Therefore, “Teamwork” in the collective efforts of students and staff in collaboration with local authorities and College Security is necessary. The Department provides Security services such as, but not limited to, Shuttle Service, College-Wide Photo IDs, Security Escorts for personal safety, fire safety education, parking information, and lost and found.

This office is open from 7:00 a.m. to 10:30 p.m., seven days per week, except for college-scheduled closings in observance of all recognized holidays and summer hours. However, our Security dispatch in Jersey City's Command Center is available 24/7, 365 days a year at (201) 360- 4080.

Security in North Hudson Campus is available from 7:00 a.m. to 10:30 p.m., seven days per week, except for college-scheduled closings in observance of all recognized holidays and summer hours at (201) 360-4777.

STUDENT ACCOUNTS

Journal Square Campus Office

70 Sip Avenue, 1st Floor

Jersey City, NJ 07306

Phone: (201) 360-4106

FAX: (201) 795-3105

Director of Student Accounts: *Leslie Lang*

E-mail: studentaccounts@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

North Hudson Campus Office

4800 Kennedy Boulevard, 1st Floor

Union City, NJ 07087

Phone: (201) 360-4735

FAX: (201) 360-4737

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

[Student Accounts \(hccc.edu\)](http://StudentAccounts(hccc.edu))

Upon registration for classes, the student creates a contract with the College by which HCCC commits to holding class seats for the student. This contract automatically produces a financial obligation to the College. Payment deadlines are posted online via [Tuition and Fees \(hccc.edu\)](http://TuitionandFees(hccc.edu)). The College accepts Visa, MasterCard, American Express, Discover, debit cards, cash, checks, and money orders.

Payment can be made over the phone, in person, and online by logging onto [Liberty Link](#)>Student Finance>Make a Payment.

A Deferred Payment Plan is offered to HCCC students for the current Fall and Spring semesters to assist in paying tuition and fees and secure classes for the semester.

Students may arrange Deferred Payment Plans online at [Liberty Link](#)>Student Finance>Make a Payment>Create Payment Plan or with the Student Accounts Offices. Students must be prepared to make their first payment before the payment plan becomes active.

Students who are approved for financial aid may be able to apply their awards toward their tuition and fee charges. However, financial assistance may not cover the entire cost of attending College, leaving a balance to be paid by the student. If financial aid is reduced or canceled, the student will be responsible for paying the College. Obligations from prior semesters must be paid before re-registration.

HUMAN RESOURCES

HUMAN RESOURCES

70 Sip Avenue – 3rd Floor

Jersey City, NJ 07306

Phone: (201) 360-4071

Vice President for Human Resources: *Bob DiMartino*

E-mail: rdimartino@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; Closed on Fridays

Phone: (201) 360-4071

Director of Faculty and Staff Development: *Amaalah Ogburn*

E-mail: aogburn@hccc.edu

Phone: (201) 360-4072

Director of Benefits and Compensation: *Josianne Payoute*

E-mail: jpayout@hccc.edu

[Human Resources \(hccc.edu\)](http://HumanResources(hccc.edu))

The Human Resources Department is committed to serving the mission of Hudson County Community College by providing leadership and guidance in developing, implementing, and administering Human Resources policies, practices, and programs.

The Human Resources Department is dedicated to strategically working with the diverse College community to identify and respond to its changing needs. The Department is a resource for the College. Working as a team through shared strengths to provide the highest quality customer service while maintaining the highest standards of integrity, leadership, innovation, knowledge, efficiency, honesty, and respect.

Human Resources Services covers:

- Compliance with local, state, and federal laws
- Establishment and maintenance of accurate employee records
- Implementation and administration of benefit plans, including health and pension
- Professional Staff Development
- Recruitment and orientation of employees

EQUAL OPPORTUNITY STATEMENT

Hudson County Community College (HCCC) is an equal opportunity/affirmative action employer. Hudson County Community College is committed to affirmative action in recruiting, admitting, and retaining students, recruiting, training, tenure, assignment, and separating all faculty and staff. Following existing New Jersey statutes and Federal law, no person at the College shall be discriminated against based on race, color, class, sex, religion, creed, age, lifestyle, disability, marital status, affectional or sexual orientation, ancestry, national origin, veteran's status, or union membership. Equal access to

employment opportunities and educational programs is extended to all qualified persons.

Questions regarding the equal opportunity policy and compliance statement may be directed to the Office of Human Resources, 70 Sip Avenue, Jersey City, New Jersey 07306.

ADVANCEMENT AND COMMUNICATIONS

OFFICE OF ADVANCEMENT AND COMMUNICATIONS

26 Journal Square, 14th Floor

Jersey City, NJ 07306

Phone: (201) 360-4004

FAX: (201) 656-1799

Vice President for Advancement and Communications: *Nicole Bouknight Johnson*

E-mail: nicolebjohnson@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

THE HCCC FOUNDATION

26 Journal Square, 14th Floor

Jersey City, NJ 07306

Phone: (201) 360-4778

Fax: (201) 656-1799

Development Coordinator: *Natalia Da Silva*

E-mail: ndasilva@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

ALUMNI RELATIONS AND SERVICES

Advancement and Communications

26 Journal Square, 14th Floor

Jersey City, NJ 07306

Phone: (201) 360-4078

Alumni Relations Coordinator: *Atim Annette Oton*

Email: aoton@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

The Hudson County Community College Alumni Relations and Services provides our graduates and past students with information that will help keep them connected to the HCCC community and former classmates. Beginning with the first class of graduates in 1976, HCCC alumni are vital to our institution. As we celebrate 50 years, we connect and strengthen graduates' and past students' connection to the school and provide benefits that will last a lifetime.

The HCCC Alumni Association strengthens the College's alumni community, sustains the connection between alums and the College, acts as a vehicle for alums to contribute their knowledge and perspective to the College, and creates responsive leadership for its alums.

Membership is open to anyone who has earned 30 credits or more, graduated, or completed a Certificate at HCCC.

The Hudson County Community College Foundation is committed to generating financial support to benefit Hudson County Community College and its students. To this end, the Foundation will work with the community and College faculty and staff to promote the opportunity for students to attend the College and participate in its programs. Our vision is that all students should be able to have a college education.

COMMUNICATIONS

26 Journal Square, 14th Floor

Jersey City, NJ 07306

Phone: (201) 360-4060

FAX (201) 653-0607

Assistant Vice President: *Jennifer Christopher*

E-mail: jchristopher@hccc.edu & communications@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

The Communications Department is responsible for consistently communicating with the College's diverse audiences – prospective students, the general public, alums, and donors (potential and existing). Through press releases, publications, announcements, print, audio, social media, and digital advertisements, the Communications Department carefully conveys the College's vision, enhances its image, and disseminates information about its plans and successes.

The Communications Department is entrusted with maintaining a consistent look and message portrayed in all marketing, advertising, and public relations efforts via guidelines on acceptable uses of the College's name, logo, and seal: the logo and seal are to be used with permission on official documents, in appropriate size proportions, and in authorized colors. Similarly, the Hudson County Community College name may be used only with prior written consent. It may not be used for commercial or personal gain. Further information about acceptable uses is available at [Graphic Standards \(hccc.edu\)](#). It also oversees the design, writing, and printing of all HCCC primary departmental collateral materials, including business cards, signage, brochures, programs, and flyers. It coordinates photography services for special events by request.

The Communications Department has established a social media presence for the College on Facebook, Flickr, Twitter, YouTube, Instagram, and Pinterest; these pages are accessible on the College's main page, www.hccc.edu, or the MyHudson portal:

- [Faculty and Staff Homepage Home \(hccc.edu\)](#)
- [Hudson County Community College - Home | FacebookHudsonCCC | Flickr](#)
- [Hudson County Community College \(@hcccofficial\) • Instagram photos and videos Hudson County Community College | LinkedIn](#)
- [Hudson County Community College \(hudsonccc\) - Profile | Pinteresthudsonccc \(@HudsonCCC\) / Twitter](#)
- [HudsonCountyCollege - YouTube](#)

Complete social media guidelines are available on the Communications page on the College website, [Social Media Guidelines \(hccc.edu\)](#).

CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT

CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT

161 Newkirk Street, E504

Jersey City, NJ 07306

Phone: (201) 360-4224

Vice President: *Lori Margolin*

Email: lmargolin@hccc.edu

Hours: 9:00 am – 5:00 pm, Monday – Friday

*Summer Hours: 8:30 am – 5:30 pm Monday – Thursday; **Closed on Fridays***

The School of Continuing Education and Workforce Development is a dynamic and innovative division of the College, offering a wide array of in-demand certification pathways designed to support individuals, businesses, and the broader community. Through specialized continuing education certifications, au-pair programs, health professions, English as a Second Language (ESL) training, industry seminars, pre-college and career exploration programs including initiatives for the I/DD community, summer youth programs, workforce training, and degree pathways, the school enables learners to advance their careers, enhance their skills, earn credentials, and pursue lifelong learning. Hudson for Business, the School's dedicated business training division, is the region's leading provider of professional business training, delivering cutting-edge subscription courses and customized professional development solutions tailored to the evolving needs of Hudson County's businesses and organizations.

[Continuing Education \(hccc.edu\)](#)

[Workforce Development \(hccc.edu\)](#)

HCCC REFERENCE GUIDE

Information On	Whom to Contact	Location & Building Code	Extension (201) 360-
24 Hour Security	Safety & Security	All College Buildings	JC – 4080 NHC – 4777
Absence Due to Illness or Death in Family	Instructor or School Dean	Academic Office	---
Absence from Examinations	Instructor	Faculty Office	---
Academic Advising	Advisement	Building A – 2 nd Floor Building N – 1 st Floor	JC – 4150 NHC – 4627
Academic Calendar	Academic Affairs	Building A – 4 th Floor	4010
Academic Policies & Procedures	Academic Affairs	Building A – 4 th Floor	4010
Accidents	Safety & Security	All College Buildings	JC – 4080 NHC – 4777
Activities & Events	Student Life & Leadership	Building G – 2 nd Floor Building N – 2 nd Floor	JC – 4195 NHC – 4653
Adding and Dropping Classes	Advisement	Building A – 2 nd Floor Building N – 1 st Floor	JC – 4150 NHC – 4627
Address Change	Registrar & Enrollment Services	Building A – 1 st Floor	4121
Admissions	Admissions	Building A – 1 st Floor Building N – 1 st Floor	JC – 4150 NHC – 4627
Alcohol/Substance Abuse	Mental Health Counseling & Wellness	Building A – 3 rd Floor	4229 or 4611
Alumni Association & Relations	Development	Building X – 14 th Floor	4060
Archives	Library	Building L – 1 st Floor	4360
Audio Visual Equipment	Library	Building L – 1 st Floor	4360
Books and Supplies	College Bookstore	N/A	4393
Bulletin Boards – Approval to Post	Student Life & Leadership	Building G – 2 nd Floor Building N – 2 nd Floor	JC – 4195 NHC – 4653
Career Planning	Career and Transfer Pathways	Building A – 3 rd Floor	4184
Change of Major	Advisement	Building A – 2 nd Floor Building N – 1 st Floor	JC – 4150 NHC – 4627
Clubs and Organizations	Student Life & Leadership	Building G – 2 nd Floor	4197
Commencement Information	Student Life & Leadership	Building G – 2 nd Floor Building N – 2 nd Floor	JC – 4195 NHC – 4653
Complaints (Judicial) Against Students	Dean of Student Affairs	Building G – 2 nd Floor	4189 or 4602

Computer Labs	ITS Department	Various Locations	JC – 4356 NHC – 4625
Continuing Education and Workforce Development	CEWD	Building F – 5 th Floor	4224
Copying & Binding	Mailroom	Building J – Lower Level	4685
Courses Taken at Other Schools	Transfer Evaluator	Building A – 1 st Floor	4148
Cultural Events	Cultural Affairs	Building L – 6 th Floor	4176
Diplomas	Registrar	Building A – 1 st Floor	4110
Disabled Student Concerns	Accessibility Services	Building L – Lower Level	4157
Early College	Student Affairs	Building J – 1 st Floor	5330
Educational Opportunity Fund	EOF	Building J – Lower Level	4180
E-Mail Issues	ITS	Building A – 3 rd Floor	4310
Emergencies (24 Hours)	Safety & Security	All College Buildings	911 JSQ – 4080 NHC – 4777
Emergency Closings	Keep ALERT at:	<u>ConnectEd</u>	
Employment – On-Campus Listings	Human Resources	Building A – 3 rd Floor	4070
Enrollment Verification	Registrar & Enrollment Services	Building A – 1 st Floor	4121
Financial Aid	Financial Aid Offices	Building A – 2 nd Floor Building N – 1 st Floor	JC – 4200 NHC – 4212
Food Pantries	Hudson Helps	Building J – Room J002 Building N – Room N513A	JC – 4109 NHC – 4709
Going to a Four-Year School & Obtaining a Scholarship	Career & Transfer Pathways	Building A – 3 rd Floor	4184
Grade Approval	Instructor or School Dean	Faculty Office	---
Graduation Audit	Registrar	Building A – 1 st Floor	4110
Health & Immunization Records	Enrollment Services	Building A – 1 st Floor	4110
Honors Program	Academic Affairs	Building L – Lower Level	4041
Hudson Helps Resource Center	Student Affairs	Building A – 3 rd Floor	4188
Identification Cards	Safety & Security	All College Buildings	JC – 4080 NHC – 4777
Illness (on-campus)	Safety & Security	All College Buildings	JC – 4080 NHC – 4777
Incidents	Safety & Security	All College Buildings	JC – 4080 NHC – 4777

Incomplete Grade	Instructor	Faculty Office	---
Institutional Engagement & Excellence	Office of Institutional Engagement & Excellence	Building L – 6 th Floor	4628
Judicial Affairs/Code of Conduct	Dean of Student Affairs	Building G – 2 nd Floor	4189 or 4602
Leadership Opportunities	Student Life & Leadership	Building G – 2 nd Floor	JC – 4195
Learning Communities	Academic Affairs	Building A – 4 th Floor	4012
Leave of Absence	Advisement	Building A – 2 nd Floor	JC – 4150 or 4152
Literary Magazine & Paper: Orator, Tapestry	Student Life & Leadership	Building G – 2 nd Floor	JC – 4195
Loans & Verification	Financial Aid Offices	Building A – 2 nd Floor Building N – 1 st Floor	JC – 4200 NHC – 4212
Lost & Found	Safety & Security	All College Buildings	JC – 4080 NHC – 4777
Mail Services	Mailroom	Building J – Lower Level	4685
Maintenance	Facilities	Building G – Lower Level	4686
Make-up Exams	Instructor	Faculty Office	---
Matriculation Requirements	Advisement	Building A – 2 nd Floor	JC – 4150 or 4152
Mental Health Counseling and Wellness	Student Affairs	Building A – 3 rd Floor	4229 or 4611
MyHudson Portal/EAP Navigate	ITS Department	Building A – 3 rd Floor	4310
Name Change	Registrar & Enrollment Services	Building A – 1 st Floor	4121
Network Services	ITS Department	Building A – 3 rd Floor	4310
Photocopying (Student)	Library	Building L – 1 st Floor	4360
President's Office	President's Office	Building A – 4 th Floor	4003
Probation (Academic)	Advisement	Building A – 2 nd Floor	JC – 4150 or 4152
Probation (Non-Academic)	Dean of Student Affairs	Building G – 2 nd Floor	4189 or 4602
Program Changes	Advisement	Building A – 2 nd Floor	JC – 4150 or 4152
Registration	Advisement	Building A – 2 nd Floor Building N – 1 st Floor	JC – 4150 NHC – 4627
Room Set-Up	Facilities	Building G – Lower Level	4686
Schedule Changes	Advisement	Building A – 2 nd Floor Building N – 1 st Floor	JC – 4150 NHC – 4627
Scholarships	Development	Building A – 3 rd Floor	4069
Secaucus Center	Executive Director	Secaucus, NJ	4386
Sexual Assault or Sexual Harassment	Office of Institutional Engagement & Excellence	Building L – 6 th Floor	4628
Student Center	Student Affairs	Building G – 1 st Floor	5401

Student Employment: Work Study or Part-Time	Financial Aid Office Career Services	Building A – 2 nd Floor Building A – 3 rd Floor	4210 4184
Student Organization Information (SGA & Clubs)	Student Life & Leadership	Building G – 2 nd Floor	JC – 4197
TAG Certification	Financial Aid Offices	Building A – 2 nd Floor Building N – 1 st Floor	JC – 4200 NHC – 4212
Transcript Request	Registrar & Enrollment Services	Building A – 1 st Floor	4121
Transfer Pathways	Career and Transfer Pathways	Building A – 3 rd Floor	4184
Tuition Information – Payments and Reimbursements	Student Accounts	Building A – 1 st Floor Building N – 1 st Floor	JC – 4102; 03; 04 NHC – 4735
Tutoring Services	Tutoring Program	Building A – Lower Level	4187
Unfair Treatment in Course	Instructor or School Dean	Academic Office	---
Veteran's Information	Enrollment Services	Building A – 1 st Floor	4135
Web Page (Home Page)	Communications	Building X – 14 th Floor	4340
Withdraw from College	Advisement	Building A – 2 nd Floor Building N – 1 st Floor	JC – 4150 NHC – 4627

Hudson is Home!



STAY CONNECTED!



www.facebook.com/hcccedu



[HudsonCCC](https://twitter.com/HudsonCCC)



www.flickr.com/photos/hudsonccc



[instagram.com/hcccofficial](https://www.instagram.com/hcccofficial)



www.youtube.com/user/HudsonCountyCollege



www.pinterest.com/hudsonccc


**HUDSON
COUNTY
COMMUNITY COLLEGE**