Dear Student,

Thank you for registering for classes at Warren County Community College this semester. I'm sending you this email to provide you with some important information to assist you during your time at WCCC.

Mandatory Disclosures
The Federal Government requires that every college make students aware of where important consumer and college information can be accessed. This information is available on the College's website (www.warren.edu). The website contains all the disclosure requirements, including information on WCCC's mission, accreditation status and programs offered by the College. The College's student handbook and college catalog also are available on the website. This information may be found by selecting "Student Right To Know Info" on the left side of the home page. If you would prefer a paper copy of this information, please stop by the Office of Student Services. In addition, please make sure to visit the Bulletin Board outside of Campus Operations for any public notices, including meeting times of the Board of Trustees and the annual campus crime statistics.

Emergency Notification/School Closings
WCCC has an emergency notification system for the campus community. To sign up, please go to the College's website and click on the **Emergency Notification** System link on the left hand side of the page. You will be able to receive a text message in the event of a closing or delay. The College also will post this information as an announcement on our webpage, on various radio and television stations and puts a message on the main phone line (908) 835-9222.

Emergency Response and Evacuation Information
In the event of an emergency, WCCC may indicate that evacuation of the building is necessary. Should you hear an audible fire alarm, receive a text message from the WCCC emergency notification system or be otherwise notified by faculty or staff that it is necessary to evacuate the building, please proceed to the nearest exit and move away from the building to a safe distance as directed by college faculty and staff.

Campus Crime Statistics
Under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, WCCC is required to disclose campus crime statistics and also disseminate an annual report regarding campus security. Statistics on campus crime and the College's most recent report will be included under the "Campus Safety and Security" information under Students. Campus crime statistics also are posted on the public bulletin boards at Washington and Phillipsburg. Please note that there were no reportable crime incidents over the three year reporting period.

U.S. Census

The United States Census is taking place this semester. Make sure that you are counted. It is important that everyone is counted as the Census defines important things like financial allocations to our area and our representation in congress. It is estimated that each person who does not register with the Census results in $20,000 of lost resources to the local community. Do you part, register with the Census today. If you need assistance or have questions, see Jeremy in Student Services. Computers are available in the Library to complete the Census online.

Voter Registration

WCCC strongly encourages all eligible students to register to vote. You can do so at any time by going   to   https://www.state.nj.us/state/elections/voter-registration.shtml. Voting allows you to voice your opinions and impact actions being taken by local, state and federal officials.

Seasonal Flu

The best way to prevent the spread of seasonal flu is through proper hygiene. WCCC has installed hand sanitizer stations at various locations throughout the building. We encourage students to stay home when ill to prevent the spread of germs to others. For more information on flu, please go to http://www.cdc.gov/flu/.

Students with Disabilities

Rebecca Mellinger is the campus Disability Services Coordinator. Her office is located in Student Services (room 119) and she can be reached at (908) 835-2625 or rmellinger@warren.edu. If you had an I.E.P. in high school, you should bring a copy to Student Services and discuss what accommodations may benefit you here at WCCC.

Updating your Contact Information with the College

Please make sure to keep your contact information up to date. Click on "forms" under Quicklinks on our website and complete the Change of Name and/or Address form or visit Student Services to update your student information. This information may also be updated through your MY WARREN account.

Intimidation and Bullying Policy

Warren County Community College takes intimidation and bullying seriously. We strive to maintain a positive learning environment for all students. Please refer to the Intimidation and Bullying policy in the Right to Know section of the website or visit Student Services for more information or if you feel you are experiencing intimidation or bullying on campus.

Sexual Assault-Sexual Violence Policies and Procedures

The College has adopted policies related to the federal Violence Against Women Act (VAWA). This information can be found under the Right to Know policies. Please make sure to review the policy requirements.

Cengage Unlimited for Textbook Access
WCCC uses Cengage Unlimited for all of its textbooks. *Students will not need to purchase any textbooks.* Cengage is a one-year subscription cost of $135 that was included in your tuition and fees. All new students should have received instructions on how to subscribe and upload digital materials via their preferred and WCCC email. Students who enrolled in the Summer or Fall semesters did not need to subscribe again and can simply upload digital materials as they have done in previous semesters. Students having difficulties should report to Academics to see Dr. Marianne Van Deursen or to the library to see Lisa Stoll.

Finding Page Numbers in Cengage Unlimited Digital Resources
Please see the attached PDF document for instructions on how to find page numbers in Cengage Unlimited digital resources.

Distance Learning Student Participation
All students taking a distance learning course should remember to participate in discussion board posts each week. The discussion board will be used to measure minimum participation compliance, even if you have submitted other assignments in a given week. Failure to participate in a weekly discussion board will result in a student being marked absent for the week in question.

Information Literacy Modules
Take part in new campus wide opportunity to be a more successful student at WCCC! The WCCC Library has created an online tutorial system to help teach you the basics of information literacy through five brief modules. At the end, there is a five minute assessment you will need to complete. Follow this link to start the modules: http://warren.libguides.com/c.php?g=789379 Some professors will give you extra credit for completing the modules! Ask them about it today!

Student Success Resources
A variety of student success resources are available to you through My Warren by clicking on the "Students" tab and then "My Advising Info." Links to videos with tips on subjects like test anxiety, study skills, note taking, and getting organized. These links connect you to resources publicly available online and are not produced or endorsed by Warren County Community College, but rather meant as a guide to assist you in locating helpful resources on various topics.

Career Exploration with FOCUS 2
FOCUS 2 is an online, interactive, self-guided career and education planning system designed to help you make decisions about your future career goals and education

plans. Click here to learn more about FOCUS 2 and setup your account. http://www.warren.edu/focus2career/

We strongly recommend that you print out your report summary and assessment results. Plan to meet with an Academic Advisor in Students Services to review and interpret your results and determine how you can apply what you learn to enhance your student success. If you need any help, contact Student Services at 908-835-2300 or the Library at 908-835-2336.

Academic Planning

We want to help you complete your degree in a timely fashion. It's important to properly plan your courses in order to ensure that you graduate in the time intended. Student Services will be hosting multiple Academic Planning workshops over the next several weeks to assist you in determining which courses you might take each semester through graduation. Look for more information via email, MyWarren, in Student Services and on fliers around campus. Participation in a one hour Academic Planning workshop guarantees you get first choice of the courses running next semester.

Summer and Fall Registration

Summer registration is available now. Please see the listing of courses on My Warren and register online or with an academic advisor today. Don't wait – courses may not be available if you wait.

Fall registration will begin just after mid-term grades are posted in My Warren. Courses will be available for viewing at the end of March on My Warren and registration will open in April. Students are encouraged to meet with an academic advisor to make course selections, but will have access to register for classes online.

Golden Eagle Safety Nest

Hunger makes it difficult for students to focus in class. If you don't have enough to eat, the Golden Eagle Safety Nest program is here to help. You can come to Student Services to get weekly vouchers for use in the café. You can also get a monthly grocery store gift card at the Library. Both require you to be a currently enrolled student with a student ID card. If you have any questions, please contact Lisa Stoll in the Library or Professor Karen Hillyer.

We hope that you have are able to achieve your academic goals while you are here at Warren County Community College. We are here to help you achieve your goals. Please do not hesitate stop by Student Services with any questions or concerns you may have.