

Dear Student,

Thank you for registering for classes at Warren County Community College this semester. We would like 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 Disclosure Information" 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.

Cengage Unlimited

Next semester, Warren County Community College will begin an agreement with Cengage that will provide students with access to electronic course materials for an annual fee of \$140. The fee, payable with tuition will save students hundreds of dollars every semester. In addition, students who prefer paper copies of textbooks may rent textbooks for \$7.99 per semester. More information will be shared throughout this semester to help you better understand this exciting new opportunity.

Voter Registration

WCCC strongly encourages all eligible students to register to vote. You can do so at any time by going to <http://www.state.nj.us/state/elections/voter-registration-application.html>. 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 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 recently adopted new 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 new policy requirements.

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

Sincerely,

-Jeremy

Jeremy L. Beeler, M.Ed.

Vice President of Student Services



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