

Dear Student,

Thank you for registering for classes at Warren Community College (Warren) this semester. We would like to provide you with some important information to assist you during your time at Warren.

### **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 (<http://www.warren.edu/student-disclosure-information/>). The website contains all the disclosure requirements, including information on Warren'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.

### **COVID-19 Information**

Warren Community College's COVID-19 Information Center can be found online at <http://www.warren.edu/covid-19-updates-click-here-for-up-to-date-information/> and has a variety of important information about safety procedures, College operations and access to services, and CARES funding opportunities for students. Please refer to this website for important information and for contact information for staff members who can answer other questions you may have.

Please note that you should not come to campus unless you have an on-campus class session or have an appointment with a staff member. Walk-in services are not provided at this time. Students coming to campus must be wearing a mask and have a forehead temperature scan, complete an online safety disclosure and quiz and consent to wear the mask and maintain social distancing guidelines while on campus. Students should frequently wash hands and use hand sanitizer stations located throughout the building frequently to protect against COVID-19. Students who are not feeling well should not come to campus.

### **Emergency Notification/School Closings**

Warren 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 (or go directly to <http://www.warren.edu/uploads/Emergency-Notification-System.pdf>). 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, the College may indicate that evacuation of the building is necessary. Should you hear an audible fire alarm, receive a text message from the Warren 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, Warren 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. The official Clery statistics will be posted in November this year.

### **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, please contact me.

### **Voter Registration**

We 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. Warren 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 who are not feeling well should not come to campus.

### **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](mailto: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 Warren.

### **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**

**Warren uses Cengage Unlimited for all of its textbooks. *Students will not need to purchase any textbooks from the campus bookstore or through another provider.*** Cengage is a one-year subscription cost of \$135 that was included in your tuition and fees. All new students received instructions on how to subscribe and upload digital materials via their preferred and Warren email. Students who enrolled in the Spring or Summer semesters did not need to subscribe again and can simply upload digital materials as they have done in previous semesters. Students having difficulties should contact Dr. Marianne Van Deursen ([VanDeursen@warren.edu](mailto:VanDeursen@warren.edu)) or Lisa Stoll ([LStoll@warren.edu](mailto:LStoll@warren.edu)).

### **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 (web-based) course should remember to participate in discussion board posts and complete assignments such as quizzes each week. The discussion board and other assignments will be used to measure minimum

participation compliance. Failure to participate in a weekly discussion board or other assignments 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 Warren! The Warren 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! Check your syllabus for details,

### **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 Community College, but rather meant as a guide to assist you in locating helpful resources on various topics.

### **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, the website, and on My Warren. Participation in a one hour Academic Planning workshop guarantees you get first choice of the courses running next semester.

### **Spring Registration**

Spring registration will begin after mid-term grades are posted in My Warren. Courses will be available for viewing on My Warren prior to registration. Students are encouraged to meet with an academic advisor to make course selections, but will have access to register for classes online.

We hope that you have are able to achieve your academic goals while you are here at Warren Community College. Please do not hesitate to contact me with any questions or concerns you may have. Stay safe and be well.

Sincerely,



**Jeremy L. Beeler, M.Ed.**

Vice President of Student Services