

Spring 2024

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. Please review the information in this email thoroughly in addition to the student handbook, posted on the Warren Community College website.

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.

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, as well as on various radio and television stations.

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 section of the Warren website 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.

Mental Health Resources

Free personal counseling services are available for students who want to speak with a trained professional about a variety of issues through Uwill. Uwill connects students with therapists licensed to practice in the state in which you live. You can connect with a therapist by telephone, video, text or chat. For instructions on how to schedule an appointment with a Uwill therapist, please see the attached instructions. This services is supported by a grant through the NJ Office of the Secretary of Higher Education.

In addition, The Center for Family Services, located across the street from the College on Route 57 provides behavioral health support and services to residents of Warren County. You can reach them at (877) 922-2377.

Immunization Reporting

Full-time students are required by the State of New Jersey to show proof of immunization for Measles, Mumps, Rubella (MMR), Hepatitis B and Meningitis. If you have not already provided this information, you may be required to do so before you will be permitted to register for the next semester. Please submit the Immunization Reporting form attached this email and also found here: <http://www.warren.edu/uploads/Immunization-Form-2021.pdf>. You should submit the form to your doctor who will fill it out based on your medical records. Students may also get a Titer Test to show immunity.

Student ID cards and Parking Permits

Students may bring a photo ID such as driver's license or high school ID card or a birth certificate to the library to get a Warren County Community College student ID card. You do not need to get a new student ID each semester. Your student ID card does not expire.

While you are in the library, be sure to get a parking permit if you drive to campus.

Student ID cards and parking permits are free to all students.

Warren County Shuttle

Warren County operates a shuttle for Warren County residents. The shuttle operates a Phillipsburg/Washington route and Washington/Hackettstown route. The suggested fare is \$1.00. For more information or to see a schedule/route for either route, please visit <https://www.warrencountynj.gov/government/human-services/transportation-services>

Voter Registration

We strongly encourage 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.

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. 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 students coming to campus may opt to wear a mask and 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. Students should follow COVID guidelines issued by the CDC and posted on campus.

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. Students who are not feeling well should not come to campus. For more information on flu, please go to <http://www.cdc.gov/flu/>.

Students with Disabilities

Jeremy Beeler is serving as the Interim Disability Services Coordinator. His office is located in Student Services (room 119) and he can be reached at (908) 835-2300 or jbeeler@warren.edu. If you had an I.E.P. or 504 plan in high school, you should submit a copy to Student Services. You can then meet with him to discuss what accommodations may benefit you here at Warren once he has reviewed your documentation.

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 to update your student information.

Intimidation and Bullying Policy

Warren 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 store or through another provider.* Cengage is a one-year subscription that was included in your tuition and fees. All new students received instructions on how to subscribe and upload digital materials via email. Students who enrolled for the first time in the Spring or Summer terms 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. Lisa Stoll (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 and may have a negative impact on financial aid.

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 MyWarren. Participation in a one-hour, virtual Academic Planning workshop gives you priority choice for courses running next semester.

Summer and Fall Registration

Summer and Fall registration will begin in a few weeks. 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.

Graduation

Students who expect to complete their degree requirements in December, May, or Summer are eligible to walk in the May graduation ceremony should apply for graduation now. Applications will be available outside of Student Services or on the College website under Quicklinks and then Forms. Students are encouraged to apply for graduation before registering for their last semester to ensure they have met all of their degree requirements.

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.

Stay safe and be well,

-Jeremy

Jeremy L. Beeler, M.Ed.

Vice President of Student Services

