



Student Handbook 2011



Berkeley College®

WELCOME TO BERKELEY COLLEGE!

Dear Berkeley Student:

Welcome to Berkeley College. Berkeley College has historically, for 80 years, been committed to helping students to achieve and succeed in their educational goals. As you are now a member of the Berkeley community, we are committed to make your student experience rewarding and productive.

On several occasions, Dr. Dario A. Cortes, President, Berkeley College has said to students,

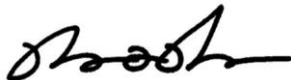
“Your success is our success, and we are here to help you.”

Without a doubt, that is why Berkeley College is not only your choice, but the choice of all Berkeley faculty and professional staff.

As with any community, the college has established standards of conduct for its members. These expectations are held equally by students, faculty and all associates of the Berkeley College community. You should review this Student Handbook and the College Catalog so that you are familiar with our policies, educational programs, and all the support offices that are here to assist you.

We encourage you to participate in our student clubs and activities that are sponsored by the Student Development and Campus Life Department, as well as other programs that are offered by various offices around campus including the Academic Support Center, Career Services, Office of Military and Veterans Affairs, and the International Student Office. Becoming involved both in the classroom and outside the classroom will only enhance your personal growth and knowledge as a college student.

Our goal is to provide an exciting and rewarding learning community for every Berkeley College student, and you are the most important part of that community. We are thrilled to have you join us. On behalf of everyone here at Berkeley College, I welcome you and wish you the best in your studies.



Thomas L. Thomas, Ph.D.
Senior Vice President, Student Success

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Berkeley College reserves the right to add, discontinue, or modify its programs and policies at any time. Modifications subsequent to the original publication of this Student Handbook may not be reflected here.

MISSION

Berkeley College empowers students to achieve professional and personal success in dynamic careers and in a diverse global society by providing a comprehensive and supportive educational experience, fostering academic integrity, and encouraging life-long learning.

VALUES

In achieving our Mission, Berkeley College is guided by core values.

Teaching and Learning

- We recognize and respond to student needs through one-on-one attention, small classes, and services focusing on our students as individuals.
- We begin our students' education at their level of preparedness, by providing quality learning experiences that lead to success.
- We focus our efforts on career preparation and emphasize the practical applications of learning in order to build a bridge to employers.
- We promote the liberal arts as an integral part of a collegiate curriculum.

The College Environment

- We believe that every associate at Berkeley is an educator.
- We are committed to attracting a diverse student population and to promoting the academic and career success of each student.
- We create a sense of community for our students to enhance their educational experience.
- We develop students' interpersonal skills critical to personal and workplace success, such as self-management, leadership, integrity, and social communication.

The Larger Berkeley Community

- We embrace diversity and inclusiveness as critical to the educational environment and continuously work to enhance it.
- We engage and collaborate with employers to provide educated, ethical, and responsible leaders for a global society.
- We are responsible and constructive members of the global community, and we encourage students and associates to do the same.

INSTITUTIONAL GOALS

- Develop, support, and deliver curricula, programs, and services designed to prepare our students for professional and personal success.
- Attract, develop, and retain a diverse student population and promote its success.
- Attract, develop, and retain highly qualified, diverse faculty and staff who are committed to our mission.
- Ensure our programs and services are continually relevant to the markets we serve.
- Ensure facilities and operations support our College's current needs and anticipated growth.
- Proactively position our College to communicate its value and benefits and build this identity and image among our many constituencies.
- Ensure a sound fiscal environment for our College and our students.

ACADEMIC YEAR

Calendar Year

Berkeley College's calendar includes four terms organized on the quarter system. The fall quarter begins in September, followed by the winter quarter in January, the spring quarter in April, and the summer quarter in July.

An academic year is comprised of three terms totaling 36 weeks, and a full-time student is expected to complete a minimum of 36 quarter credit hours in that time. Academic years that span the summer quarter are comprised of 35 weeks. The campuses are closed on some legal holidays. The current academic calendar at the end of this Handbook specifies the exact dates.

The Quarter System

All courses are evaluated in terms of quarter hours of credit.

Class Hours

Generally, instructional hours are from 8 a.m. through 11 p.m. on weekdays and from 9 a.m. through 5 p.m. on weekends.

PROGRAM OFFERINGS

Degrees Offered

Berkeley College offers undergraduate programs of study on a year-round quarter system that can save students time as they pursue one of the following programs:

- Associate in Applied Science (A.A.S.)
- Associate in Science (A.S.)
- Bachelor of Business Administration (B.B.A.)
- Bachelor of Science (B.S.)

The majority of the College's academic programs are available in the day, evening, and weekend sessions through Berkeley's eight locations and online.

Programs of Study

Accounting*

A.A.S., Accounting

B.B.A., Accounting

B.S., Accounting

Business Administration

B.S., Business Administration

Fashion Marketing and Management

A.A.S., Fashion Marketing and Management

B.B.A., Fashion Marketing and Management

B.S., Fashion Marketing and Management

Financial Services

A.A.S., Financial Services

B.B.A., Financial Services

B.S., Financial Services

General Business

B.B.A., General Business

Health Services

A.A.S., Health Services Administration

A.A.S., Health Services Administration - Medical Insurance, Billing, and Coding

B.B.A., Health Services Management

B.S., Health Services Management

Information Systems Management

A.A.S., Business Administration - Information Systems Management

B.B.A., Business Administration - Information Systems Management

Interior Design+

- A.A.S., Interior Design (Paramus Campus only)
- B.S., Interior Design Management (Paramus Campus only)

International Business

- A.A.S., International Business
- A.S., International Business
- B.B.A., International Business
- B.S., International Business

Justice Studies - Criminal Justice

- A.A.S., Justice Studies - Criminal Justice
- B.S., Justice Studies - Criminal Justice

Management

- A.A.S., Business Administration - Management
- B.B.A., Business Administration - Management
- B.S., Management
- B.S., Management - Entrepreneurship
- B.S., Management - Environmental Management
- B.S., Management - Human Resources Management
- B.S., Management - Nonprofit Management

Marketing

- A.A.S., Business Administration - Marketing
- B.B.A., Business Administration - Marketing
- B.S., Marketing

Paralegal Studies+**

- A.A.S., Paralegal Studies

* Accounting majors must achieve a minimum of a C average in Financial Accounting I, Managerial Accounting, and Financial Accounting II in order to enroll in Intermediate Accounting I.

** Students must achieve a grade of C or better in Expository Writing and Writing Through Literature to remain in the program.

+ Program not offered online.

Not all programs and courses are offered at all locations.

*ACADEMIC POLICIES**Matriculation Status*

A matriculated student is one who is officially enrolled in a degree program. Students who wish to take only a single subject or a combination of subjects are welcome as nonmatriculated students.

College Skills

All new matriculated students, including transfer students and those entering Berkeley College as first time freshmen are assessed to determine competency levels in reading, writing, and mathematics. When this assessment indicates a need, students are scheduled for one or both of the following College Skills courses designed to ensure their successful transition to college life: Integrated Reading and Writing and/or Transitional Math. This may include a requirement to participate in at least one Supplemental Instruction study session per week.

While all students may attempt to complete Associate's degrees in 18 months and Baccalaureate degrees in three years, the College encourages students who need one or more College Skills courses to consider extending their programs to ensure that they have the basic skills essential to academic success. These courses may be waived for students who have passed basic skills courses with a grade of C or better at other colleges.

All College Skills courses must be successfully completed within the first academic year. Until that time students should carry no more than 16 credit hours per quarter. Students required to take College Skills courses must receive a passing grade in order to complete their programs and graduate from the College. Students also have the option of meeting basic skills requirements by taking independent programs through the Academic Support Center prior to their first quarter.

College Skills courses carry equivalency units that are not counted toward graduation requirements. However, these courses are included in the determination of the full- or part-time enrollment status for a term, and financial aid disbursements are made based on this status.

Attendance

If illness, accident, or similar circumstances requires absence for three or more consecutive days, it is the student's responsibility to notify the Advisement Department and contact faculty to make up assignments and/or tests.

Students are subject to withdrawal from the College for nonparticipation in all of their courses.

Returning students who have not attended class by the first class day of the second week of the quarter will be withdrawn for the quarter.

Add/Drop Policy

Students may add a course or courses to their schedules prior to the start of the second week of the quarter.

Courses dropped during the first two weeks of classes do not appear on the student's transcript. Students who drop a course or courses (including College Skills courses) and reduce their quarter credit hours to fewer than 12 (or the equivalent) prior to the enrollment status determination should notify the Financial Aid Department. This action may adversely affect eligibility for financial aid.

Cancelled Classes

The College reserves the right to cancel courses or scheduled sections of courses at its discretion.

Additional Credits Per Quarter

A per credit tuition rate is charged for each credit in excess of 18 for students who started prior to January 1, 2007 and maintain continuous full-time enrollment. For students starting after January 1, 2007, a per credit tuition rate is charged for each credit in excess of 16 credits. Students who wish to enroll in more than this maximum number of credits must have permission from an academic advisor. Permission will be granted to only those students who have strong academic records. Students may not enroll in more than 20 credits in any one quarter.

Leaves of Absence

A one-quarter academic leave of absence (LOA) may be granted at the discretion of the Advisement Department for students who are financially cleared. Students who take a leave of absence will be charged the prevailing rate of tuition and residence at the time of their return unless eligible for a tuition freeze. A leave of absence may be requested only at the end of a term for the subsequent term.

Online/Blended Courses

An introductory online course to familiarize the student with online learning is a prerequisite to enrolling for online and blended courses. Additional information is available in the Advisement Department.

TRANSFER CREDIT POLICIES*Residency Requirement*

Students must complete the last 25 percent of the credits required for their degree in residence at Berkeley College.

Transfer Credit

Berkeley College will accept transfer credits from accredited post-secondary institutions for courses in which the student earned a minimum grade of C and that are

applicable to a student's program at Berkeley. Foreign transcripts are evaluated using guidelines from World Educational Services, Inc.

Transfer credit is transcribed as CR and is not part of the GPA calculation. Transferability of credit is recorded on a student's transcript upon receipt of an official transcript.

Legal Specialty Courses

The transcript evaluator determines if the course taken is from a regionally accredited university or college, a C or better was achieved, and if it is a course that is offered as a legal specialty. The course must also be from an approved ABA program. The syllabus is compared to the College's course syllabus. A determination is made whether the courses are similar enough for acceptance by the College. The following legal specialty courses must have reviewed New Jersey or New York law* to be transferred for credit: Torts; Litigation; Legal Research and Writing; Advanced Legal Research and Writing; Advanced Litigation; Real Estate Law; Family Law; Criminal Law and Procedures; and Wills, Trusts, and Estates.

A student may transfer only three legal specialty courses.

*Students must have studied the appropriate state law for the location in which they are transferring.

New Jersey Statewide Transfer Agreement

Berkeley College has implemented the New Jersey Statewide Transfer Agreement which provides for a seamless transition from associate to baccalaureate degree programs and supports the successful acquisition of baccalaureate degrees by transfer students. An A.A. or A.S. degree from a New Jersey community college will be fully transferable as the first two years of a baccalaureate degree program at New Jersey four-year institutions. Berkeley College has established an appeal process through which transfer students can appeal a decision that they believe is not consistent with this Agreement. Students can find the process on Berkeley College's website. Questions regarding the appeals process can be forwarded to the Registrar's Department.

Upper Division

To be admitted directly to an Upper Division, students must have completed either a relevant Associate's degree or at least 60 semester/90 quarter credits in appropriate course work with a grade of C or better at Berkeley College or another accredited institution.

Credit by Challenge Examination

Advanced placement and appropriate academic credit will be granted to students passing challenge exams who demonstrate mastery of any course offered by Berkeley College. The passing score is 80% or better. Credit is transcribed as CE and is not part of the GPA calculation.

Challenge examinations can only be attempted once for each course, and may not be taken for any courses in which the student received a failing grade in a previous quarter. Students may not attempt to test out of courses in which they are currently registered.

Students with 49 or fewer credits completed towards the Associate's degree or 139 or fewer credits towards the Bachelor's degree are allowed to apply for challenge examinations. An examination fee may be charged. Applications are available in the Advisement Organization in Blackboard.

Credit by Advanced Placement Examination

Students who have taken college-level courses in high school and who have passed the Advanced Placement exams given by the College Board will receive credit for those courses if they are applicable to their program at Berkeley College. Credit is transcribed as CR and is not part of the GPA calculation.

Credit from Articulation Agreements

Berkeley will grant credit from Tech-Prep agreements or other articulation agreements with high schools and other postsecondary institutions. Credit is transcribed as CR and is not part of the GPA calculation.

Credit for Prior Learning

Many adults have acquired learning outside of the classroom. In some cases, that learning is college level and can earn college credit. The College assesses portfolios for possible credit. Developing a portfolio to document learning is based on the assumption that learning can take place in settings other than a formal classroom. Over the course of a quarter, the student will work with a faculty member and through the process of reflection, analysis, and articulation develop the narratives and support documentation necessary to earn college credits for college-level learning. A fully documented experiential learning portfolio must be submitted for faculty evaluation. Credit is transcribed as CP and is not part of the GPA calculation.

Berkeley College grants credit as recommended by standard assessment guides, including National **PONSI** (Program on Noncollegiate-Sponsored Instruction); **ACE** (The American Council on Education); and **DANTES** (Defense Activity for Non-Traditional Educational Support). The College also grants credit for acceptable scores on national standardized examinations including **CLEP** (College-Level Examination Program); **ACT-PEP** (American College Testing-Proficiency Examination Program); and for professional certification exams in the **ACE** exam guide. The academic advisor will counsel students, review the possibilities for credit recognition, and determine the best method for assessment.

EVALUATION AND GRADING

Course Syllabus

Students receive a syllabus for each course during the first week of the quarter. The syllabus contains the instructor's name and office hours, a general description of the course and its contents, a statement of learning outcomes, descriptions of the

instructor's attendance and grading policies, the academic integrity policy, and a list of major assignments.

Grading System

At the end of each quarter, a single final grade is recorded for each scheduled course. Academic standing at Berkeley is based upon the following grading system:

GRADING SYSTEM			
Grade	Grade Point Equivalent	Percentage Equivalent	Explanation
A	4.00	90-100%	Excellent
B+	3.50	85-89%	Very Good
B	3.00	80-84%	Good
C+	2.50	75-79%	Above Average
C	2.00	70-74%	Average
D	1.00	60-69%	Lowest passing grade
F	0	--	Failing
P	None	--	Passing
I	None	--	Incomplete
W	None	--	Withdrawal Nonparticipation
WP	None	--	Withdrawal Passing
WF	None	--	Withdrawal Failing

Computation of Grade Point Average (GPA)

To compute the GPA for the quarter, each letter grade is converted to the grade point equivalent listed above. Then, that grade point is multiplied by the number of credits designated for the course. This procedure is followed for each course.

Next, the number of grade point equivalents for all courses is added. That total is then divided by the total number of credits attempted for the quarter. The result is the quarter GPA. (College Skills courses are not included in the computation of the GPA.)

Incomplete Grade

Inability to complete course work due to documented circumstances beyond the student's control (such as severe illness) may, at the discretion of the instructor, result in a grade of I. However, all work must be completed by the end of the first week of the following quarter. If all work is not completed by that time, the I grade becomes an F. It is the responsibility of the student to contact the instructor to make the necessary arrangements for makeup work.

Course Withdrawal

Students who wish to drop a course must do so in writing and must have the approval of the Advisement Department. Courses dropped during the first two weeks of classes do not appear on the student's transcript. Withdrawal from a course between weeks three and nine results in a grade of WP or WF, which indicates whether the student was passing or failing the course at the time it was dropped. A grade of W will be assigned to students who enrolled in but did not participate in a course. Students who do not officially drop a course will receive a letter grade that reflects their achievement.

Repeated Course

When a course is successfully repeated, the original failure remains on the transcript but is not included in calculating the cumulative GPA. Students may not repeat courses for which credit already has been earned (grade of D or better) either at Berkeley College or in transfer from another college.

Change of Major

All courses remain on the transcript and continue to be included in the cumulative GPA when students change their major.

ACADEMIC RECORDS*Quarter Grade Reports*

Quarter grade reports may be accessed online through Student Self-Service in Blackboard.

President's List

Matriculated students who achieve a grade point average of 4.00 with a minimum of 12 academic credits qualify for the President's List.

Dean's List

Matriculated students who achieve a grade point average of 3.50 or better with a minimum of 12 academic credits qualify for the Dean's List.

Transcript Requests

Unofficial transcripts of record may be accessed online through Student Self-Service in Blackboard.

Official transcripts are issued upon written request and upon payment of a \$5 fee for each transcript.

Official transcripts are sent directly to other colleges and institutions by the Registrar Department. Official transcripts are mailed within five business days. Overnight and same-day processing are available for an additional fee. Transcripts are not released for students in financial arrears with the College. The Registrar Department can be

reached at 973-278-5400, ext. 1119 or online at www.BerkeleyCollege.edu/Registrar. Transcripts should be requested well in advance of the required receipt date.

GRADUATION

Requirements

To qualify for graduation, students must complete the prescribed course of study with a minimum average of 2.00 (C), discharge all financial obligations to the College, and meet the credit-hour requirement for their major.

A commencement ceremony is conducted annually in the spring. Students must complete all requirements by the end of the winter quarter to be eligible to participate in the spring commencement exercises.

Honors

Students who achieve an overall 3.50 average will be graduated *Cum Laude*; students who achieve an overall 3.70 average will be graduated *Magna Cum Laude*; and students who achieve an overall 4.00 average will be graduated *Summa Cum Laude*.

Graduation Pictures

Graduates may have formal pictures taken during their graduating quarter at the College. Arrangements are made through the Student Development and Campus Life Department.

FINANCIAL AID POLICIES

Enrollment Status Determination

A student's enrollment status is determined at the end of the add/drop period (week two). At that time the student is charged, and any financial aid is paid based on the enrollment status. Individual course drops after week two do not entitle the student to a refund for that course.

Leaves of Absence

For purposes of student financial aid, a student granted a leave of absence (LOA) is considered withdrawn from the College. Any overpayment of institutional charges will be refunded in accordance with federal regulations. A student returning from a leave of absence will be charged the prevailing rate of tuition unless eligible for a tuition freeze.

Withdrawals from the College

Students who wish to officially withdraw from the College must notify the Advisement Department. The date the student notifies the Advisement Department will be used for refund calculations. Students are strongly encouraged to contact the Financial Aid and Student Accounts Departments prior to withdrawing for an explanation of the tuition and financial aid adjustments that may occur. Berkeley College institutional financial aid awards are earned ratably each quarter during the tuition refund period.

Students who withdraw or are dismissed during or after week seven of the quarter will retain 100 percent of their awards. Students who cease attendance without providing official notification of withdrawal may be responsible for 100 percent of the quarterly charges.

Mid-quarter withdrawals will be subject to the tuition refund policy detailed in the College Catalog.

*New York State Tuition Assistance Program (TAP) –
Good Academic Standing Requirements*

A student is considered in “good standing,” meeting program pursuit standards, and making satisfactory academic progress to receive New York State Tuition Aid Program assistance, if the minimum requirements established are maintained.

Pursuit of Program

Students must have and maintain a “full-time” enrollment status to receive a TAP award. “Full-time” is defined as 12 quarter credit hours per term (quarter). A student may register for up to 18 credit hours in a term (or up to 21 with special approval by the Advisement Department); however, enrollment in more than 12 credit hours does not entitle the student to a TAP award that is greater than the per-term award maximum for 12 quarter credit hours.

A student must earn 24 quarter credit hours in an aid year, exclusive of College Skills courses, in order to receive a fourth TAP payment for the spring quarter.

New York State regulations allow a “medical/health waiver” if a student is unable to engage in full-time study due to health or medical reasons. Granting of this waiver is extremely rare, is not routine, and its use is not encouraged.

Full-Time Associate Degree students must complete required credit hours, exclusive of College Skills courses, according to the following schedule to maintain “program pursuit:”

<u>Term/Payment</u>	<u>Must Receive a Grade For:</u>	
1st Quarter	at least 6 Quarter Credit Hours	[50% of FT]
2nd Quarter	at least 6 Quarter Credit Hours	[50% of FT]
3rd Quarter	at least 9 Quarter Credit Hours	[75% of FT]
4th Quarter	at least 9 Quarter Credit Hours	[75% of FT]
5th Quarter or more	12 Quarter Credit Hours	[100% of FT]

Full-Time Baccalaureate Degree students must complete required credit hours, exclusive of College Skills courses, according to the following schedule to maintain “program pursuit.”

<u>Term/Payment</u>	<u>Must Receive a Grade For:</u>	
1st Quarter	at least 6 Quarter Credit Hours	[50% of FT]
2nd Quarter	at least 6 Quarter Credit Hours	[50% of FT]
3rd Quarter	at least 6 Quarter Credit Hours	[50% of FT]
4th Quarter	at least 9 Quarter Credit Hours	[75% of FT]
5th Quarter	at least 9 Quarter Credit Hours	[75% of FT]
6th Quarter	at least 9 Quarter Credit Hours	[75% of FT]
7th Quarter or more	12 Quarter Credit Hours	[100% of FT]

Satisfactory Academic Progress

The minimum standards of satisfactory progress for students attending Berkeley College, for Federal financial aid purposes, contain both qualitative and quantitative measures that are DIFFERENT than the “Program Pursuit” and “Satisfactory Academic Progress” policy according to New York State regulations.

There are currently two sets of charts that affect the determination of Standards of Progress and it is based on when a student received their first TAP payment. To determine how a student’s progress is measured see the table below.

First TAP Payment Received at any Institution	Effective for	Associate Degree	Baccalaureate Degree
Before July 1, 2007	Remainder of the Student's TAP Eligibility	Chart A	Chart B
Between July 1, 2007 and Earlier Than July 1, 2010	2010-11 Award Year	Chart A	Chart B
	2011-12 Award Year and Beyond	Chart C	Chart D
On or After July 1, 2010	Remainder of the Student's TAP Eligibility	Chart C	Chart D

These charts are located on page 19 and continue on page 20.

The New York State TAP requirements for satisfactory academic progress are as follows:

Chart A

Associate Degree Programs (6 Quarters, 90 Qtr Cr Hrs) - for students who received their first TAP payment earlier than July 2010.

Before Being Certified For This Payment	1	2	3	4	5	6	7	8	9
Student Must Have Accrued At Least This Many Credits	0	6	12	21	30	42	54	66	78
With At Least This Grade Point Average	0	1.2	1.3	1.4	1.5	1.6	2.0	2.0	2.0

Chart B

Baccalaureate Degree Programs (12 Quarters, 180 Qtr Cr Hrs) - for students who received their first TAP payment earlier than July 2010.

Before Being Certified For This Payment	1	2	3	4	5	6	7	8	9	10	11	12
Student Must Have Accrued At Least This Many Credits	0	6	12	18	27	36	45	57	69	81	93	105
With At Least This Grade Point Average	0	1.2	1.3	1.4	1.5	1.6	2.0	2.0	2.0	2.0	2.0	2.0

Chart C

Associate Degree Programs (6 Quarters, 90 Qtr Cr Hrs) - for students who received their first TAP in July 2010 or later.

Before Being Certified For This Payment	1	2	3	4	5	6	7	8	9
Student Must Have Accrued At Least This Many Credits	0	6	12	21	30	42	54	66	78
With At Least This Grade Point Average	0	1.3	1.5	1.8	1.8	2.0	2.0	2.0	2.0

Chart D

Baccalaureate Degree Programs (12 Quarters, 180 Qtr Cr Hrs) - for students who received their first TAP in July 2010 or later.

Before Being Certified For This Payment	1	2	3	4	5	6	7	8	9	10	11	12
Student Must Have Accrued At Least This Many Credits	0	6	12	18	27	36	45	57	69	81	93	105
With At Least This Grade Point Average	0	1.3	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0	2.0

TAP Academic Standing

If a student is unable to meet the “program pursuit” or “satisfactory progress” standards (described previously) during any term in which a TAP grant was received, the student loses eligibility for a TAP award in the subsequent term.

When a student who has received a TAP award officially or unofficially withdraws from all scheduled classes during a term, the student automatically loses TAP eligibility for the subsequent term.

If a student successfully completes a term and is otherwise making satisfactory progress for both state and federal financial aid, but fails to enroll for the subsequent Term, TAP eligibility upon re-enrollment at some later date is unaffected.

If a student is subject to dismissal under either the federal or state progress policy, and an appeal under the federal policy is granted by the College, the student remains ineligible for a TAP award during the subsequent term.

Reinstatement of Good Academic Standing

A student who loses good academic standing for TAP may have this standing restored in one of the following ways: (1) remedying academic deficiencies and meeting good academic standing requirements by completing one term of study without TAP program funds; (2) successful appeal to the Director, Financial Aid after readmission to the College after an absence of at least one calendar year; (3) transferring to another institution; or (4) applying for and receiving a one-time waiver based on extenuating circumstances. TAP appeals and waivers must be approved by the Director, Financial Aid.

One-Time Waiver of Good Academic Standing Requirement

A one-time waiver of the good academic standing requirement may be granted during a student's period of enrollment. This waiver is permitted under New York State regulations for extraordinary or unusual cases where the student was unable to successfully complete the required academic coursework due to mitigating circumstances. For example, a waiver may be warranted for: (a) death of a spouse or parent; (b) divorce or separation; (c) extreme illness documented by a physician; or (d) other unusual or extraordinary reason beyond the student's control that is documented and approved by the Director, Financial Aid. When applying for a waiver, students must demonstrate that the circumstances which impeded their academic performance have been resolved.

Accelerated Study

Accelerated study, defined by New York State for the receipt of TAP, is every consecutive 4th payment of TAP. That 4th quarter is considered the 'evaluated' quarter. When reaching the 5th payment/quarter the clock starts over from the beginning.

To be eligible for an accelerated TAP payment students must be enrolled full time in the prior term but must also earn 36 quarter hour credits the prior three consecutive quarters. The 36 quarter hours must be credits earned at the Berkeley and applicable to the student's program of study. Transfer credits cannot be used to meet this requirement. If a student changes programs, the 36 credits must be applicable to the program in which the student was enrolled when the credits were earned. Therefore, a student changing their major may use the 36 credits from the previous degree program to meet the requirement. Non-credit remedial hours earned are equivalent to 2 credits towards the 36 but students are limited to only one per quarter for a total of 6 quarter credits towards the required 36.

SATISFACTORY ACADEMIC PROGRESS

Berkeley's policy on satisfactory academic progress applies to all matriculating students and all federal, state, and institutional financial aid programs. Additional information may be obtained from the Financial Aid or Advisement Departments.

Minimum Standards

All Berkeley students enrolled in degree or credit-bearing certificate programs must meet minimum standards of satisfactory academic progress. Both qualitative and quantitative measures are utilized to determine satisfactory progress. Students who do not meet minimum standards may be ineligible for future financial aid disbursements and are subject to dismissal.

Qualitative Standards

In order to satisfy the minimum qualitative standards and remain in good academic standing, students enrolled in associate degree (A.A.S. and A.S.) must maintain the grade point averages specified below:

Qualitative Standards: A.A.S. and A.S.	
Credits Attempted	Required GPA
0 - 15	1.50
16 - 30	1.60
31 - 44*	1.75*
45 or more	2.00

In order to satisfy the minimum qualitative standards and remain in good academic standing, students enrolled in baccalaureate degree programs (B.B.A. and B.S.) must maintain the grade point averages specified below:

Qualitative Standards: B.B.A. and B.S.	
Credits Attempted	Required GPA
0 - 30	1.60
31 - 60	1.75
61 - 75	1.80
76 - 89	1.90
90 or more	2.00

Quantitative Standards

In order to maintain the quantitative standard for satisfactory progress, students must successfully complete their programs in no more than one and one-half the normal time frame in credit hours attempted. This requirement is illustrated on page 23.

Note that the standards are for full-time students. Students enrolled less than full-time will have the policy applied on a pro-rata basis in accordance with enrollment status.

Quantitative Standards					
	Normal Time Frame (full-time)	Maximum Time Frame (full-time)	Average Number of Credit Hours Attempted per Term	Average Number of Credit Hours Students Must Complete per Term	Maximum Number of Credit Hours Attempted for Program
Degree Programs					
90 cr. hours	6	9	15	10	135 cr. hours
180 cr. hours	12	18	15	10	270 cr. hours

Academic Probation and Appeal Procedure

Any student who fails to meet the minimum qualitative or quantitative measures will be placed on academic and financial aid Probation for the subsequent term. The Probation period consists of one quarter in which students must meet the minimum standards. If the minimum qualitative and quantitative measures are met at the end of the Probationary quarter, the Probation will be removed; if not, the student will be placed on Final Probation for the subsequent quarter. If the minimum qualitative and quantitative measures are met at the end of the Final Probationary quarter, the Final Probation will be removed; if not, the student will be dismissed from the College. While on Probation or Final Probation, students are considered to be making satisfactory academic progress and may continue to receive eligible disbursements of financial aid.

Any student who is denied financial aid or who is subject to dismissal from the College for not meeting the standards of satisfactory academic progress may appeal that decision in writing to the Associate Provost, Faculty Affairs. The appeal must be filed prior to the start of the subsequent term.

Final determination will be made by a committee comprised of the Dean of the School relevant to the student's major, the Director, Financial Aid, and the Dean, Advisement. Students will be notified in writing of the decision of the committee. If an appeal is approved, the student is considered to be making satisfactory academic progress and will remain eligible to continue in the program of study and receive financial aid. Final Probationary status, however, continues for that quarter. If the student then fails to meet the standards of satisfactory academic progress, the student is dismissed from the College.

If an appeal is denied, the student may apply for reinstatement after three quarters of non-attendance by submitting the request in writing to the Associate Provost, Faculty Affairs. Students granted reinstatement must have paid the College all previously incurred tuition and fee charges. Reinstated students will be considered to be making satisfactory academic progress but are enrolled on a Final Probationary status.

STUDY ABROAD

Federal financial aid funds may be available for study abroad programs if a consortium agreement between the home and visiting school is approved in advance. Questions regarding consortium agreements should be directed to the Dean, Advisement.

STUDENT SUPPORT

The Berkeley College community is committed to student success. To assist students in achieving their fullest potential, the College provides an array of support services delivered by student-centered faculty and staff.

Registration

During registration all students consult with an academic advisor to discuss their academic programs. Students must receive financial aid clearance from both the Financial Aid and Student Accounts Departments each term. Once classes begin, academic advisors monitor students' progress to ensure the achievement of their educational goals.

All students enrolled in an online degree program who have not selected their course schedule by Friday of week 6 for the subsequent term will be assessed a \$100 late scheduling fee. For example: course selections for the Spring 2011 term must be submitted by February 11, 2011 to avoid the late fee.

Orientation

Orientation provides new students with information regarding the services available at the College. The program acquaints students with their peers and faculty, helps students feel comfortable in their new surroundings, and encourages them to become active participants in campus life.

Berkeley has developed multiple orientation programs designed to meet the specific needs of incoming students, whether day or evening, just out of high school or adults, attending on-site or online.

Orientation is mandatory. It is available online for both evening and online students.

Berkeley Card

Students receive a Berkeley Card which acts as their campus identification card. It should be carried at all times. In addition to being used for security purposes, these cards have various financial and administrative uses. The cards can be used instead of other payment options in the dining room, bookstore and vending machines. Students may add funds to their balances either on campus or through Blackboard. Students may monitor their transaction activity on their card. The cost of replacing lost cards is \$10.

Berkeley BLUE Card

The Berkeley BLUE Card is the mechanism used to manage refund processing for all students. Upon enrollment, all students are mailed a card with a 16-digit reference

number that must be used to 'activate' their preferred refund method. Students are given three refund preferences from which to choose. There is no charge to students for any of the three preferences. Questions about the Berkeley BLUE Card may be directed to the Student Accounts Department.

Blackboard

Blackboard is Berkeley's student portal. Through Blackboard, students have access to their courses, email, Student Self-Service, campus announcements, key policies and reports, and Berkeley Card account information. In addition, students can access the online library and information from different departments of the College.

Student Self-Service allows students to register online, access their class schedule, change a class section, view Berkeley's schedule of classes and course catalog, grades, and unofficial transcript. Students can update personal information, make a payment, apply for financial aid, and view their financial aid awards.

Blackboard can be accessed at www.my.BerkeleyCollege.edu.

Pharos Uniprint/Print Conservation Program

Students may print in classrooms, libraries, and other laboratory areas. The Berkeley Card entitles students to a print quota each quarter. Once the quota has been used, students may replenish their account. Remaining print quotas cannot be carried over to the following quarter. Further information is available at the Student Accounts Department and in Blackboard.

Career Counseling and Placement Services

Berkeley provides a variety of career development and placement services. Career Services specialists work with students on an individual basis to obtain internships and full-time positions that are best suited to students' majors, interests, and abilities. Interviews are scheduled in a variety of fields.

Orientation to the Career Services Department begins in the first quarter when a career counselor introduces students to the services offered by the Department. This includes an explanation of Berkeley's Career Services software package, Career Zone. Career Zone enables students to see available part-time and full-time positions, search for specific job openings, and apply to those openings online.

Individual assistance with résumé preparation and job interviewing strategies is an integral part of the educational program, and career fairs and on-campus employer presentations are organized on a regular basis. All students complete Career Management Seminar, a course that focuses on exploring career opportunities, the job search process, and interview preparation.

Financial Aid

Financial Aid Administrators are available to assist students with applications for federal, state, and institutional grants, loans, and scholarships. Students must submit a Free Application for Federal Student Aid (FAFSA) in order to be considered for any type of federal, state, or institutional aid awards. The FAFSA should be submitted

online at www.fafsa.ed.gov, listing a Berkeley College school code. Upon receipt of the FAFSA information, the Financial Aid Department will prepare an award letter for each student. Students selected for verification may be required to produce additional documents to finalize their package. These requirements will be emailed to students at their Berkeley College email address and will also be available to view in Blackboard. A wide variety of financial assistance programs and financing options are offered for students who need to supplement their own resources to meet college costs. Individual assistance with financial aid related issues is available on a walk-in basis or through scheduled appointments.

The Registrar Department serves as the certifying office for all veterans' educational benefits. Questions regarding veterans' benefit processing or certification should be directed to the Registrar Department.

Students receiving financial aid must submit renewal financial aid applications (FAFSA) each January. The Financial Aid Department posts application renewal deadlines in Blackboard. It is the student's responsibility to submit renewal applications by the stated deadlines.

Students receiving financial aid must be cleared by the Financial Aid Department in order to complete registration each quarter.

Individual notices will be emailed to students at their Berkeley College email address.

Tuition Payments

Tuition is payable in advance. Tuition may be paid in person, by mail, or online through Student Self-Service. The Student Accounts Department accepts payment by cash, check, MasterCard, Visa, Discover Card, or American Express.

Billing for tuition and fees is done on a quarterly basis, although the student may make one payment in full for the entire academic year.

Instructions for registration and payment of term bills are sent by mail to all students for their first term. Subsequent term bill information is available to students online through Student Self-Service six weeks prior to the start of each term. It is the student's responsibility to obtain and pay the term bill on time and no later than one week prior to the start of classes. Students who fail to do so are charged a late registration fee and are subject to having their schedules removed.

The College reserves the right to make any changes in the schedule of hours or in the courses of study that may be desirable.

Tuition Freeze

Full-time students have the opportunity to take one quarter off and still maintain a locked-in tuition rate. To be eligible for this program students would be required to maintain full-time enrollment for three consecutive quarters during their first academic year. Students would then be permitted to take one quarter off at any time after their first academic year without being charged the new tuition rate. Student must return as a full-time student the subsequent quarter.

Academic Support Center

The Academic Support Center (ASC) offers a full array of academic support services to help students improve their academic performance and achieve their educational goals. The ASC offers workshops to help strengthen study skills and time management. Tutoring is available online and on-site. The tutoring program has been awarded Level 1 College and Reading Learning Association (CRLA) program certification.

Academic Advisement

Students experiencing academic difficulties should contact the Advisement Department as soon as possible.

In an effort to ensure academic success, the College has implemented an early warning, mid-quarter progress report, and late warning monitoring system designed to identify students experiencing academic difficulties. Those students then are referred to the Advisement Department for appropriate intervention, which may include counseling, tutoring, and/or extra-help sessions and assignments. The administration may recommend dismissal for those students who do not maintain satisfactory academic progress.

College Transfer Counseling

The Advisement Department will assist students who wish to enter the upper division at Berkeley and/or transfer credits to other colleges.

Personal Counseling

Berkeley College recognizes the value of counseling services and has professional counselors available to work on a short-term basis with students individually or as a group. When appropriate, referral to outside treatment is provided.

Services are available to all enrolled students and are designed to assist students with social, emotional, or academic issues so that they are able to remain in school and benefit from their educational opportunities. In addition, the Student Development and Campus Life Department frequently offers special seminars, based on student needs, interests, and demands.

Library

All locations maintain libraries that support the academic programs of the College and provide for the general, intellectual, and cultural enrichment of the Berkeley community. They are well stocked with collections matched to local curricula and offer technology to speed student research in databases and on the Internet. All locations offer wireless Internet access.

The libraries are open days, evenings and weekends when classes are in session. Academic librarians are available to assist in navigating the electronic resources, and locating materials within the Berkeley collection and/or the local public library systems. The academic librarians can help students develop a deeper understanding

of how to find, interpret, and use many types of information, a valuable skill in today's workforce.

The Berkeley College Online™ Library meets the needs of students across town or halfway around the world. The library website organizes the collection of electronic databases, e-books, reference tools, assignment support, and other helpful features that are accessible whenever students need them. Online students have full access to all the campus resources and may borrow materials which are delivered by mail. Academic librarians are frequent participants in the online class environment and help students develop the skills needed to find, interpret, and use many types of information. Librarians may also be contacted by email, Live Chat, telephone or web-based forms. The online library is always open.

STUDENT DEVELOPMENT AND CAMPUS LIFE

The Student Experience

The Student Development and Campus Life Department supports students in reaching their educational goals at Berkeley College. The Department works in a cooperative relationship with faculty, College staff, and students to provide a safe and secure environment that fosters students' intellectual, psychological, physical, social, and professional development. A diverse range of programs, activities, and services are designed to enhance the student experience at Berkeley College.

Diversity and Multicultural Activities

The diversity of the student body at Berkeley College enhances the experience here and contributes to the cultural enrichment of the community. Many ethnic and multicultural events are planned and coordinated by students and staff to promote understanding of the similarities and differences among cultures. They help form relationships that can last far beyond the college years.

Student Organizations

Berkeley College students are encouraged to join or form student organizations that address their interests and concerns. Whether social, cultural, academic, or recreational in purpose, student organizations offer opportunities to network, share and lead. Many locations, for example have academic organizations such as fashion, business, accounting, and paralegal clubs, while others have social and cultural organizations such as poetry, community service, music, and international clubs.

Community Service

Community service has always played an important role at Berkeley College, and students are provided ample opportunities to work with organizations or participate in programs that benefit the greater community. These include, but are not limited to, Habitat for Humanity, the American Cancer Society, the March of Dimes, the American Conference on Diversity, the Juvenile Diabetes Research Foundation, the American Red Cross, Community Blood Services, the Humane Society of Bergen County, the ALS Association, as well as many local community charitable activities.

Berkeley College is also committed to protecting the environment and engages both students and staff through a program called Project GreenPath.

Athletics and Recreation

Berkeley College encourages and empowers students to develop their leadership, sportsmanship, and interpersonal skills through a variety of athletic programs and recreational activities. Some locations offer intercollegiate sports while other locations provide students the opportunity to engage in club sports or intramural events both on- and off-campus.

Activities include, but are not limited to, basketball, soccer, cross country, volleyball, cheerleading, flag football, paintball, and bowling. Berkeley College encourages students to participate in the various athletic and recreational programs, and open tryouts are offered for the intercollegiate programs. Berkeley College is a member of the United States Collegiate Athletic Association (USCAA).

Student Activities

Berkeley College recognizes that each student's opportunity to learn extends beyond the classroom. In fact, the metropolitan area becomes the classroom for Berkeley students. Within just a few miles of any of Berkeley College's eight locations are theaters, museums, merchandising centers, concert halls, malls, amusement parks, zoos, golf courses, bowling alleys, beaches, ski resorts, and much, much more. Field trips, guest speakers, and social and cultural events, both in the city and the suburbs, contribute to the Berkeley College experience.

Trips are routinely scheduled to such locations as the United Nations, the New York Stock Exchange, the National Bar Association, the Liberty Science Center, Broadway, Times Square, Great Adventure, and local professional sporting events, among others.

Online Opportunities

The Berkeley College Online™ Campus is vibrant and adds value to the College community. In addition to having the option of participating in any on-site activities, programs, events, or clubs, online students have their own student organizations, such as the Online Book Club, the Fashion Club, the Poetry Club, the Parents' Café, and the Healthy Café. Online students can also participate in various discussion boards, contests, and community outreach programs through Blackboard and can volunteer to become a peer mentor for new online students, assisting them with their transition into the online community.

Student Government

All students have a voice in Berkeley College governance through the Student Government Association (SGA). Although the College's Board of Trustees is ultimately responsible for final policy decisions, student comments and recommendations are encouraged and heeded. Elected SGA officers meet regularly and act as a liaison between students and administration. The Association also serves in an advisory capacity in planning campus activities and events. Residence Hall Associations (RHA) serve the interests and concerns of resident students.

Leadership Development Institute

Berkeley's Leadership Development Institute provides emerging leaders with the opportunity to receive additional training from staff and faculty who specialize in this field.

A student must apply for admission to the Institute and have exhibited an interest in and potential for leadership. Students selected for the Institute meet quarterly at different locations, with each meeting focusing on a different aspect of leadership. Subjects include peer mentoring developing and determining learning outcomes, instituting and maintaining change the role and implementation of assessment planning and conflict management to name a few.

As participants, students not only get the opportunity to meet student leaders from other locations, but also to visit other Berkeley locations and attend events off-site throughout the year. At the conclusion of the program, students celebrate their participation with an informal graduation ceremony and create a student development transcript that chronicles their involvement in the life of the College.

Honors Program

The Berkeley College Honors Program is a selective interdisciplinary program that gives students the opportunity to study a topic related to all majors of the College in greater depth than is possible in the regular undergraduate program. Topics are chosen by the faculty for their wide-ranging importance and cross-disciplinary nature.

Students meeting the eligibility requirements are invited to submit an application to the Honors Admissions Committee by the end of week two of the quarter prior to their beginning the program. Those who are accepted into the program are done so on the condition that during the quarter prior to their beginning Honors Study, they will have completed 72 quarter credits while maintaining a GPA of 3.8. Transfer students may apply their transfer credits to the eligibility requirement; their GPA from their previous institution will be used in the calculation of the 3.8 GPA requirement for admission.

Students admitted into the program receive a written response from the Director by the end of week four of the quarter prior to their beginning the program. Should a student's GPA drop below the required 3.8, the admission will be withdrawn. Credits earned in the Honors Program will contribute towards the fulfillment of the liberal arts requirement. All students completing the program who have a GPA of 3.70 or higher will receive Berkeley College Honors noted on their diploma and will be recognized at graduation.

Honor Societies

Students who attain high academic achievement may join a variety of honor societies in recognition of their accomplishment. For example, Sigma Beta Delta is for students enrolled in business, management, and administration Baccalaureate programs; Alpha Sigma Lambda is for adult students enrolled in Baccalaureate programs; Lambda Epsilon Chi is for students who have attained excellence in Paralegal Studies; Phi Theta Kappa is for students enrolled in Associate's degree programs; and Financial Management Association (FMA) Honor Society is for students enrolled in Accounting, Business Administration, and Financial Services degree programs. Mu Kappa Tau is

for students enrolled in a Bachelors of Business Administration Marketing and Bachelors of Science in Marketing degree programs. Students who choose to join these societies participate in a formal induction ceremony and receive ceremonial cords that are worn during commencement.

Alumni Activities

The bond between students and the College continues after graduation. Berkeley has an active Alumni Association that sponsors numerous functions each year providing graduates opportunities to network professionally, cultivate friendships, and remain connected with the College. Alumni can stay informed of Alumni Association news and events online at www.BerkeleyCollege.edu/Alumni.

Voter Registration

Students are encouraged to exercise their right to vote. Voter registration forms are available through the Student Development and Campus Life Department.

STUDENT RIGHTS AND RESPONSIBILITIES

Conduct

Students are expected to abide by all public laws; to comply with the regulations and policies of the College; and to demonstrate a positive attitude, diligence, and courteous conduct toward instructors, staff, and fellow students.

The College reserves the right to dismiss or suspend students for conduct which impedes, destructs, or interferes with the orderly and continuous administration and operation of the College or any unit of the College.

Academic Integrity and Plagiarism

The principles of academic integrity encompass simple standards of honesty and truth. Each member of the College community has a responsibility to uphold the standards of the community and to take action when others violate them. Faculty members have an obligation to educate students about the standards of academic integrity and to report violations of these standards to the Student Development and Campus Life Department. Students are responsible for knowing what the standards are and for adhering to them. Students also should bring any violations of which they are aware to the attention of their instructors. Any breach of academic integrity is a serious offense that may result in disciplinary consequences.

Plagiarism is a violation of the integrity of the academic community. Representing someone else's work as one's own is a serious academic offense and may result in failure, suspension, or dismissal.

Recording Classroom Lectures or Discussions Policy

Students are not permitted to record classroom lectures or discussions without written authorization from the Department Chair. Violation of the policy may result in disciplinary action, which could include the suspension or dismissal of the student from the College. The Department Chair may authorize recording of classroom lectures or

discussions only when, and to the extent, reasonably necessary to effect a reasonable accommodation to a student's documented disability.

Copyright Policy

Original "works of expression," such as writings, graphics, photographs, and music, may be protected from unauthorized use by the federal copyright laws. The symbol © is often used to indicate that the material is subject to copyright restrictions. Copyright laws govern whether -- and to what extent -- you are permitted to copy such works or to create new works derived from them without first receiving permission from the holder of the copyright (often the author or publisher of the original). The copyright laws are complex, particularly as they apply to digital media (under some circumstances downloading information from websites, downloading music from a peer-to-peer application, or even mere cutting and pasting copyrighted materials may constitute infringement, and websites may have materials copyrighted by one owner embedded within materials that have been copyrighted by a different person).

Certain limited copying of published materials without permission may be allowed under the "Fair Use" doctrine. Whether portions of a copyrighted work may be copied without permission is determined by evaluating four factors: the purpose for which it is being used (for example, is the use for educational or commercial purposes?); the nature of the work being copied (is it factual or creative?); the size of the excerpt being used (most of the work or only a small portion?); and the effect it would have on the market value of the original work if such copying were widespread. So, for example, it may be permissible to copy a quote or short excerpt from a copyrighted work (acknowledging the author), but copying an entire song may constitute unlawful infringement.

Berkeley students are required to comply with the copyright laws. Failure to do so may be grounds for disciplinary action and may subject the infringer to civil or criminal penalties.

Student Electronic Information Policy

Berkeley's computer systems and associated hardware and peripherals are to be used for educational purposes only. The use of computers and the Internet are privileges which may be limited or revoked at any time. Computer usage may be monitored so students should not have an expectation of privacy. Students have a responsibility to use computers and the Internet ethically and lawfully (and with respect for their fellow students), and Berkeley reserves the right to report any suspected illegal activity to the appropriate authorities.

Any attempts to circumvent PC/Network security, damage or tamper with any of Berkeley's electronic resources, including software, hardware, network infrastructure, virus propagating, and sustained high volume network traffic, may result in disciplinary action including immediate dismissal. Internet access is provided in all Berkeley College labs and residence hall rooms for educational purposes. The College has installed systems that attempt to block offensive material, and restrict and access to other sites that have been known to monopolize network bandwidth, or violate copyright laws.

Alcohol and Drug Abuse

Berkeley is an educational institution committed to maintaining an environment that allows students to enjoy the benefits of a substance free environment and to understand the negative consequences of the use of alcohol and drugs on their lives.

Berkeley strictly prohibits the possession, sale, use, or distribution of illegal drugs, and the unauthorized use of alcohol where students are present, on any College property, affiliated property, and at College sponsored events. Any student found in violation of these rules is subject to all applicable legal action under local, state, and federal laws as well as disciplinary action, up to and including immediate suspension or dismissal from the College. Students convicted of certain drug-related crimes may also become ineligible to participate in federal financial aid programs. A copy of Berkeley's Policy is available from the Student Development and Campus Life Department and in Blackboard.

Weapons Policy

Possession of weapons of any kind is strictly prohibited. Students in violation of the policy are subject to disciplinary action which could include suspension or dismissal from the College.

Student Dress Code

As part of its mission to prepare students for careers in the business world, Berkeley requires students to dress in a manner that will create a positive self-image. Inappropriately dressed students may not be permitted to attend classes. Students enrolled in College Internships are required to follow the participating company's dress code.

Immunization Requirements

New York and New Jersey State laws require that all students born on or after January 1, 1957 (except those who have been determined to be exempt from such requirements for appropriately documented medical or religious reasons) be immunized against measles, mumps, and rubella. New Jersey laws also require any new student who enrolls at Berkeley for the first time on or after January 1, 2008 for a program consisting of twelve (12) or more credits (and who is not otherwise exempt) to show appropriate proof of immunization or actual immunity from Hepatitis B. In addition, all students living in the residence halls at the Garret Mountain location must receive one (1) dose of meningococcal meningitis vaccine.

A certificate of immunization signed by a physician or healthcare provider must be submitted to the College prior to starting classes. The certificate must document the student's receipt of two (2) live doses of measles vaccine and one (1) live dose each of mumps and rubella vaccine. In addition, students attending Berkeley's New Jersey campuses must document their receipt of three (3) doses of Hepatitis B vaccine administered within prescribed time frames. Serological proof of immunity or a Student Health Record from a previously attended school properly documenting the required immunization history may be accepted as adequate proof of such immunization.

Additionally, students resident at the Garret Mountain location must be vaccinated against meningococcal meningitis. Berkeley College also complies with regulations of the States of New Jersey and New York regarding the distribution of information about meningitis and vaccination. All Berkeley students who do not submit other proof of immunization against meningitis must acknowledge in writing that they have received the required information and either have been immunized or have elected to forego immunization.

Hospitalization Insurance

State law in New Jersey requires that all full-time students have hospitalization insurance. Full-time students must verify their hospitalization insurance or obtain coverage prior to starting classes. Hospitalization insurance is available through the College.

Communications

Please instruct your family and friends **not** to call you at the College. **Messages will be delivered only in case of emergency.** The use of cell phones and PDAs is prohibited in class.

Student Records and Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law governing how student records and information are managed. Generally, FERPA prohibits educational institutions from disclosing private student information (such as grades and social security numbers) without prior consent from the student. It also gives students the rights to review many student records and correct errors.

FERPA permits institutions to disclose some student records under specific conditions. For example, certain student information may be disclosed in emergencies involving threats to the health or safety of the student or the College community or when a student is injured or missing for a defined period of time without explanation (all students are required to furnish emergency contact information for this purpose). Institutions are also permitted to designate less private categories of "Directory Information" that may be disclosed without a student's consent, unless the student has specifically instructed the institution not to share such information. At Berkeley, "Directory Information" includes a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, most recent previous school attended and photograph.

Campus Security Report

Each year, in accordance with federal regulations, the College distributes a Campus Crime Report for each campus. The report contains statistical information about various types of crimes and fire incidents reported in or around campus during the previous year; describes many security, public emergency and fire safety measures employed by the College; and discusses information and counseling resources available to help prevent crimes and aid victims.

Campus Crime Reports are available to students on Blackboard and to others on the Berkeley College website at www.berkeleycollege.edu and the U.S. Department of Education website at www.ope.ed.gov/security.

The College has various policies relating to campus security, including a Missing Students Policy, Emergency Management Plans and Evacuation Procedures, all of which are available to students on Blackboard. Paper copies of Campus Crime Reports, the Missing Students Policy, Emergency Management Plans and Evacuation Procedures are also available upon request from the Student Development and Campus Life Department and the Admissions Department.

Media Relations Consent

The Media Relations Department regularly publishes press releases and photos acknowledging the accomplishments of Berkeley students and staff. Such releases may include induction in honor societies, involvement in community service projects, individual recognition for academic and nonacademic success, and graduation.

If students or staff do not wish to have their names and/or likenesses included in press releases or published materials, they must contact the Registrar or Dean, Advisement.

Equal Opportunity Policy

Recognizing that its diversity greatly enhances opportunities for learning, Berkeley is firmly committed to providing all students equal access to its programs, resources, opportunities and facilities. The College does not tolerate discrimination or harassment on the basis of gender or sexual orientation ("sexual harassment," which, for example, may include unwelcome sexual comments or advances, requests for sexual favors, or other unwelcome verbal, physical or expressive behaviors of a sexual nature), race, color, creed, religion, national origin, age, ancestry, disability, or civil union, marital or veteran status. Violations of Berkeley's policies against unlawful discrimination and harassment may result in disciplinary action, including but not limited to being barred from campus, suspended, or dismissed from the College.

Reflecting the College's unwavering commitment to equal educational opportunity, Berkeley's facilities are designed to accommodate physically challenged students. In accordance with the Americans with Disabilities Act, the College makes every reasonable effort to offer equal educational opportunities to eligible students with documented disabilities. While students are expected to meet the College's academic standards and requirements, Berkeley encourages students with documented disabilities who seek reasonable accommodations to submit the documentation early in the application process so that the circumstances may be evaluated in a timely manner.

Any concerns regarding equal opportunity issues should be raised in writing with the Dean, Student Development and Campus Life for New Jersey or New York, who serves as the campus Equal Opportunity Officer, within 30 days of the event that causes the concern. The Dean will review the written statement, initiate any investigation (s)he deems appropriate under the circumstances, and notify the student promptly of a determination. If corrective action is required, it will be initiated as soon as practicable.

Requests for accommodation of a disability should be submitted with appropriate documentation to the Student Development and Campus Life Department. Such requests will be considered carefully and every reasonable effort will be made to accommodate the needs of the disabled student.

Grievance and Appeal Procedure

Grievances relating to academic matters (e.g., grade appeals) should be promptly presented to the appropriate faculty member, and then, if necessary, the Department Chair and finally, the Dean of the School relevant to the student's major. In all academic matters, including grade appeals, the decision of the Dean of the School relevant to the student's major is final.

Grievance procedures for academic and financial aid probation and dismissal due to unsatisfactory academic progress are described under Academic Probation and Appeal Procedure on page 23.

Grievance procedures for the alleged denial of access to the benefits and services of the College as a result of discrimination on the basis of gender, race, color, creed, religion, national origin, sexual orientation, age, ancestry, disability, civil union, marital or veteran status are described under Equal Opportunity Policy above.

Grievances relating to a suspension or dismissal for nonacademic reasons must be presented in writing to the Campus Operating Officer within ten school days of the effective date of the suspension/dismissal.

Any other grievance should be promptly presented in writing to the Campus Operating Officer.

If a student does not receive a satisfactory remedy for his or her grievance, the student may request further review by a Grievance Committee which consists of a member of the Executive Committee, the President of the Faculty Association, the Chair of the Student Services Committee, and two officers of the Student Government Association. The request for review by the Grievance Committee must be submitted in writing to the Associate Provost, Faculty Affairs.

The student will be advised of the date and time of the Grievance Committee meeting so that he or she may participate. The Committee will render its recommendation regarding the grievance within ten class days of its meeting. The student will be notified promptly of the Committee's recommendation.

If a student wishes to appeal the decision of the Grievance Committee, he or she must submit a written request to the Associate Provost, Faculty Affairs within five days after being notified of the Committee's decision. The Associate Provost, Faculty Affairs will notify the student of a final decision within five school days of the student's appeal.

GENERAL INFORMATION

Parking

On-campus parking is available for students at the Garret Mountain, Paramus, and Middlesex Campuses. Parking permits may be obtained at registration and must be displayed in the vehicle. General parking is prohibited in the areas that are reserved for the handicapped or for visitors, faculty, or staff.

Any student who parks either in a restricted area or without displaying a permit decal will be subject to a \$15 fine.

The College cannot assume responsibility for automobiles or their contents while parked on its property. It is suggested that anything of special value, such as radios, CD players, etc., be removed or locked in car trunks while parked on campus.

In Newark, numerous parking garages and public/metered-street parking are available for students throughout downtown.

Numerous parking garages are available throughout midtown and lower Manhattan. Parking garages and metered parking are available in downtown Brooklyn.

The Westchester Campus is located diagonally across the street from the Hamilton Main Municipal Parking Garage. There is also metered parking on the streets surrounding the campus; and the transit center is only three blocks from the campus.

The College strongly encourages all students to investigate the option of public transportation.

Food Service

Garret Mountain has a dining room located on the lower level of the Student Center. A variety of hot and cold foods, snacks, and beverages are available throughout the day. All other locations offer vending machines and microwave ovens in their Student Centers and have restaurants nearby.

Eating is not permitted in the academic areas of the campuses. Beverages are not permitted in any computer classroom.

Fire Drill Procedures

Fire drills are held several times during the year for your protection. Please familiarize yourself with the detailed instructions posted in each classroom.

Insurance

The College does not carry insurance on students' belongings and is not responsible for loss or damage from any cause. Students should arrange for adequate coverage on personal policies.

Lost and Found

Any personal property, including textbooks, found on the premises should be turned in to the Student Development and Campus Life Department.

Campus Closing

The Garret Mountain, Newark, and Westchester Campuses are closed to nonresident students after 11 p.m. Monday through Thursday, after 1 a.m. on Friday and Saturday, and after 10 p.m. on Sunday. Students in violation of this policy are subject to disciplinary action.

BerkAlert

Prior to, or during an emergency situation, the College may utilize BerkAlert to notify students via text messaging, e-mails, cell phones, and home and business phones of any pending emergency. Contact information for students must be current in order to be reached in the event of an emergency. Students must access the Student Self-Service tab in Blackboard to update their contact information. If contact information is not updated and current, students will not receive notifications.

College Closing

Since business offices seldom close due to inclement weather, classes are in session whenever possible. In cases of extreme weather or emergencies, however, the closing of the campuses will be made available over the Internet at www.closings.berkeleycollege.edu, by phone as an option on the automated phone menu at each campus, and by BerkAlert.

Students may call the Garret Mountain Campus at 973-278-5400, the Middlesex Campus at 732-750-1800, the Paramus Campus at 201-967-9667, the Newark Campus at 973-642-3888, the Midtown Manhattan Campus at 212-986-4343, the Lower Manhattan Extension Center at 212-372-4446, the Westchester Campus at 914-694-1122, and the Brooklyn Campus at 718-637-8600.

Schedules for delayed openings due to inclement weather are posted in Blackboard.

College Bookstore

Textbooks, supplies, and college merchandise are available for sale at each campus bookstore as well as online. The information about textbooks, including prices, course requirements, International Standard Book Numbers (ISBN), and the availability of used textbooks and e-books, is also available from the online bookstore. Textbooks are generally available by week eight each quarter for the subsequent term. Bookstore hours vary by campus and are posted in Blackboard.

Students with anticipated financial aid credit may charge books against the anticipated funds by submitting a signed "Transfer of Funds Request" form to the campus Student Accounts Department. This form is available in Blackboard.

The online bookstore may be accessed at www.BerkeleyCollege.edu/Bookstore or in Blackboard.

ADMINISTRATIVE STAFFMidtown Manhattan and Lower Extension Center

President - Dario A. Cortes

Provost - Glen Zeitzer

Campus Operating Officer - Kristin Rowe

Assistant Campus Operating Officer - William Moya

Dean, Advisement - Mirela Burca

Assistant Dean, Advisement - Cheryl Coveleski

Academic Advisor - Angela Alexander

Academic Advisor - Joseph Anderson

Academic Advisor - Patricia Antonino

Academic Advisor - Delle-Ann Barrow

Academic Advisor - Tracey Drayton

Academic Advisor - Tracy Gamble

Academic Advisor - Claudia Giraldo

Academic Advisor - Dari Malloy

Academic Advisor - Emmeline Robles

Academic Advisor - Xiomara Rozon

Academic Advisor - Maria Shirling

Director, Student Development and Campus Life - Victoria Gray

Director, Counseling - Adam Rosen

Personal Counselor - Laura Kleinman

Program Coordinator - Nicole Luthman

Director, Academic Support Center - Tom Kitchen

Learning Coordinator, Academic Support Center - Paul Hebert

Reading Assistant - Rosalind Eisenberg

Director, Library - Candace Stuart

Associate Director, Library - Paul Galfano

Reference/Instruction Librarian - Georgette Coffey

Reference/Instruction Librarian - Romel Espinel

Reference/Instruction Librarian - Winson Lau

Director, Career Services - Stuart Siegman

Senior Counselor, Career Services - Sandy Cohen

Counselor, Career Services - Sarah Allende

Counselor, Career Services - Jairo Borja

Counselor, Career Services - Laura DeAngelis

Counselor, Career Services - Jodi Hirsch

Counselor, Career Services - Nancianne Pearce

Counselor, Career Services - Marc Thompson

Director, Financial Aid - Susan Barschow

Assistant Director, Financial Aid - Theresa Bryant

Assistant Director, Financial Aid - Cheryl Hope

Financial Aid Administrator - Malika Amlett

Financial Aid Administrator - Jaime Baron

Financial Aid Administrator - Mahogany Bartley

Financial Aid Administrator - Nancy Bocanegra

Financial Aid Administrator - Chenae Dennis

Financial Aid Administrator - Jakora Holman

Financial Aid Administrator - Shakirra McKinley

Financial Aid Administrator - Jeffrey Moisset

Financial Aid Administrator - Anuvita Parbhu

Financial Aid Administrator - Susan Rincon
Financial Aid Administrator - Nakiya Rodriguez
Director, Student Accounts - Zoila Antonio
Student Accounts Administrator - Norma Chicaiza
Student Accounts Administrator - John Costello
Student Accounts Administrator - George Martinez
Student Accounts Administrator - Lissette Penaloza
Student Accounts Administrator - Aurora Ramirez
Student Accounts Administrator - Jayasree Ramrattan
Student Accounts Administrator - Laura Richard
Student Accounts Administrator - Saranda Selimaj
Student Accounts Administrator - Josephine Zelisko
Director, Enrollment - Stephen Weinstein
Director, Adult Admissions - Joel Martinez
Director, High School Admissions - Robert Medrano
Associate Director, Adult Admissions - Charles Cheesman
Associate Director, High School Admissions - Sandra Haseeb
Associate Director, High School Admissions - Gregory Lawing
Assistant Director, Adult Admissions - Adele Birden
Assistant Director, Adult Admissions - Denise Malagon
Assistant Director, Adult Admissions - Carolina Moquete
Assistant Director, Adult Admissions - Chelsea Ward
Admissions Associate - Devan Baumstein
Admissions Associate - Marlon Cabey
Admissions Associate - Megan Dunn
Admissions Associate - Tatiana Elie-Chin
Admissions Associate - Arturo Gonzalez
Admissions Associate - Chad Jeffries
Admissions Associate - Michelle Lange
Admissions Associate - Erica Luong
Admissions Associate - Marquis Martin
Admissions Associate - Jumoke Mendez
Admissions Associate - Carla Merente
Admissions Associate - Ben Mollemaa
Admissions Associate - Silivia Ortiz
Admissions Associate - Lydia Picano
Admissions Associate - Yvonne Plata
Admissions Associate - Mir Rahman
Admissions Associate - Kandes Ross
Admissions Associate - Gerald Scarimbolo
Admissions Associate - Patrick Sorel
Admissions Associate - Deena Valencia
Admissions Associate - John Van Brunt
Admissions Associate - Sheila Vaughan
Admissions Associate - Vance Vizcarrondo
Admissions Associate - Luan Ximines
Admissions Associate - Jasmine Williams
Manager, Bookstore - Peter Nawoschik
Manager, Desktop Services - Jesse Mercado
Computer Support Technician - Dana Kilcrease
Computer Support Technician - Luis Bertrand-Otero
Computer Support Technician - Jiten Lad

Computer Support Technician - Stephen Perot
 Director, Building and Grounds - Pete Blankman
 Administrative Assistant, Admissions - Milagros Cornejo
 Administrative Assistant, Admissions - Guerdie Lucien
 Administrative Assistant, Admissions - Kim McFarlane
 Administrative Assistant, Admissions - Christina Rodriguez
 Administrative Assistant, Advisement - Galina Sigalova
 Administrative Assistant, Advisement - Kenia Urena
 Administrative Assistant, Advisement - Sulanyi Yapor
 Administrative Assistant, Campus Operations - Ashley Allard
 Administrative Assistant, Campus Operations - Cheryl Epps
 Administrative Assistant, Campus Operations - Diana Perez
 Administrative Assistant, Career Services - Kathy Paredes
 Administrative Assistant, Financial Aid - Angela Morgan
 Administrative Assistant, Financial Aid - Jessica Tobar
 Administrative Assistant, Faculty Affairs - Diana Ingui
 Receptionist - Ana Ledesma
 Receptionist - Zhanna Raymond
 Receptionist - Elizabeth Viloria

Brooklyn

President - Dario A. Cortes
 Provost - Glen Zeitzer
 Campus Operating Officer - Conrad Walker
 Dean, Advisement - Carol Alleyne
 Academic Advisor - Bradley Hawk Keie
 Personal Counselor - Nedjyne Levy
 Coordinator, Student Development and Campus Life - Melissa Vidam
 Learning Coordinator, Academic Support Center - Eva Daniels
 Director, Library - Simona Fraser
 Counselor, Career Services - Jairo Borja
 Director, Financial Aid - Shaundia Comrie
 Financial Aid Administrator - Gichard Dormevil
 Student Accounts Associate - Adriana Chicaiza
 Director, Admissions - Randy Gomez
 Admissions Associate - Alia Alinur
 Admissions Associate - Kassim Howell
 Admissions Associate - Jeremy Sogluizzo
 Bookstore Associate - Hunter Sapp
 Computer Support Technician - Daniel Smith
 Administrative Assistant, Admissions - Isha Shea
 Administrative Assistant, Advisement - Lorena Byrd

Westchester

President - Dario A. Cortes
 Provost - Glen Zeitzer
 Vice President, Campus Operating Officer - Cynthia Rubino
 Dean, Advisement - Antonio Santiago

Academic Advisor - Alexandra Sansone
 Assistant Dean, Student Development and Campus Life - Sherrille Shabazz
 Director, Student Development and Campus Life - Sharod Tomlinson
 Personal Counselor - Elaine Demasi Zukerman
 Senior Director, Residence Life - Alicia Martinez
 Director, Residence Life - Michael Gilbert
 Residence Life Counselor - Janelle McAllister
 Residence Life Counselor - Oni Nwasike
 Director, Library - James Leftwich
 Senior Counselor, Career Services - Cruskaia Albert-Hall
 Counselor, Career Services - Ana Yee
 Director, Financial Aid - Amanda Manuel
 Financial Aid Administrator - Angelo Carino
 Financial Aid Administrator - Mika Woody
 Interim Director, Student Accounts - Kristle Cade
 Director, Adult Admissions - John Wool
 Director, High School Admissions - Lynn Ovimeleh
 Assistant Director, Adult Admissions - Jessica Thoms
 Assistant Director, High School Admissions - Ce Ce Belcher
 Admissions Associate - Peter Beuchner
 Admissions Associate - Douglas Colon
 Admissions Associate - Priscilla Gonzalez
 Admissions Associate - Diane Mekuli
 Admissions Associate - Charles Stott
 Admissions Associate - Rachel Wyler
 Bookstore Manager - Peter Nawoschik
 Bookstore Associate - Andrew DeGuzman
 Computer Support Technician - Luis Colon
 Director, Building and Grounds - Eric Chulan
 Administrative Assistant, Admissions - Joanne Mazzullo
 Administrative Assistant, Admissions - Janice Ramsey
 Administrative Assistant, Advisement - Ann Marie Owen
 Administrative Assistant, Campus Operations - Mameni Gbarbea

Garret Mountain

President - Dario A. Cortes
 Provost - Glen Zeitzer
 Campus Operating Officer - Linda Pinsky
 Dean, Advisement - Deborah Palicia
 Academic Advisor - Joe Pasqualetto
 Academic Advisor - Doreen Pino
 Dean, Student Development and Campus Life - Neddie Ramadan
 Director, Student Development and Campus Life - Amy Melissa Young
 Director, Personal Counseling - Sandra Coppola
 Senior Director, Residential Life - Alicia Martinez
 Residence Counselor - Keenan Colquitt
 Director, Academic Support Center - Roger Perry-Stovall
 Assistant Director, Academic Support Center - Loren Kleinman
 Reading/Writing Coordinator - Rose Arszulowicz
 Math Coordinator - Philip Benjamin

Circulation/Reference Librarian - Yevgeniy Sokolovskiy
 Reference/Instruction Librarian - Amanda Piekart
 Reference/Instruction Librarian - Matthew Regan
 Director, Career Services - Susan Marshall
 Counselor, Career Services - Ceasar Castro
 Counselor, Career Services - Maria Ortega-Cubas
 Counselor, Career Services - Greg Sanders
 Director, Financial Aid - Carmen Ferrari
 Financial Aid Administrator - Awilda Cruz
 Financial Aid Administrator - Christopher DaCruz
 Financial Aid Administrator - Jixelly Pena
 Financial Aid Administrator - Steven Perez
 Director, Student Accounts - Steven Figueiredo
 Student Accounts Administrator - Paula Cannizzaro
 Student Accounts Administrator - Cameron Jones
 Student Accounts Administrator - Ruth Morrill
 Student Accounts Administrator - Ann Mulligan
 Director, Adult Admissions - Michael Lincoln
 Director, High School Admissions - Christine D'Elia
 Associate Director, Adult Admissions - Alissa Passoff
 Associate Director, Adult Admissions - Jeanine Tudda
 Assistant Director, High School Admissions - Jaswant Singh
 Admissions Associate - Lynne D'Amario
 Admissions Associate - Silvia Ferraro
 Admissions Associate - Bruno Ferriera
 Admissions Associate - Janet Glass
 Admissions Associate - Pamela Piro
 Bookstore Manager - Elizabeth Steinfeldt
 Bookstore Associate - Jeny Mariano
 Manager, Desktop Services - Teri Pegnataro
 Campus Technician - Eric Daley
 Campus Technician - Wayne Davison
 Campus Technician - Jeff Hernandez
 Campus Technician - Justin Gerbasi
 Director, Buildings and Grounds - Frank Baeli
 Administrative Assistant, Admissions - Patricia D'Allegro
 Administrative Assistant, Admissions - Kelli Williams
 Administrative Assistant, Advisement - Christine Ranucci
 Administrative Assistant, Career Services - Juanita Rogers
 Administrative Assistant, Campus Operations - Janice Sanchez
 Administrative Assistant, Faculty Affairs - Jill Upritchard
 Receptionist - Suzanne Dinse

Middlesex Campus

President - Dario A. Cortes
 Provost - Glen Zeitzer
 Campus Operating Officer - Debra Mallamace
 Dean, Advisement - Linda Lanzi
 Academic Advisor - Stephanie Jacques
 Academic Advisor - Tara Matusik

Director, Student Development and Campus Life - Kevin Frey
 Personal Counselor - Alyson Pompeo
 Learning Coordinator, Academic Support Center - Debra Sekula
 Director, Library - Bonnie Lafazan
 Reference/Instruction Librarian - Alyssa Valenti
 Counselor, Career Services - William Bolognese
 Counselor, Career Services - Rovena Passero
 Director, Financial Aid - Tino Lula
 Financial Aid Administrator - Natasha Bullard
 Director, Student Accounts - Monica Ehalt
 Student Account Administrator - Linda Lopez
 Student Account Administrator - Tara Solan
 Director, Adult Admissions - Jennifer Blumberg
 Director, High School Admissions - Sara Mamrak
 Associate Director, Adult Admissions - Gerald Wilkins
 Assistant Director, High School Admissions - Carlos Gomez
 Admissions Associate - Matthew Greene
 Admissions Associate - Nicole Krimin
 Admissions Associate - David Patti
 Admissions Associate - Breanna Woicekowski
 Manager, Book Store - David Powers
 Computer Support Technician - Luis Colon
 Supervisor, Buildings and Grounds - Jesse Warnick
 Administrative Assistant, Admissions - Elizabeth Bueno
 Administrative Assistant, Admissions - Cheryl Packan
 Administrative Assistant, Advisement - Amalia Henriquez

Paramus

President - Dario A. Cortes
 Provost - Glen Zeitzer
 Campus Operating Officer - Evan Miller
 Dean, Advisement - Suzanne Casadevall
 Academic Advisor - Alice Hayes
 Director, Student Development and Campus Life - Jennifer Litvak
 Personal Counselor - Nicole Palagano
 Learning Coordinator, Academic Support Center - Candice Kaup-Scioscia
 Director, Library - Maria Deptula
 Counselor, Career Services - Sarah Mellone
 Counselor, Career Services - Lynn Page
 Director, Financial Aid - Daniel Larkin
 Financial Aid Administrator - Arlene Marte
 Director, Student Accounts - Matthew El Sabry
 Student Accounts Administrator - Lauren Figueiredo
 Director, Adult Admissions - Elaine Coleman
 Director, High School Admissions - Kevin O'Sullivan
 Admissions Associate - Christopher Brundage
 Admissions Associate - Dipexa Gandhi
 Admissions Associate - Katie Gensinger
 Admissions Associate - Jolanta Lipinski
 Computer Support Technician - Stanley Kukulka

Supervisor, Buildings and Grounds - Mohammed Mohosin
 Administrative Assistant, Advisement - Stephanie Ransegnola
 Administrative Assistant, Admissions - Lauren Rosano
 Administrative Assistant, Admissions - Vicky Torunidis

Newark

President - Dario A. Cortes
 Provost - Glen Zeitzer
 Campus Operating Officer - Stan Holland
 Dean, Advisement - Sophia Smith
 Academic Advisor - Eva Benoit-Allien
 Academic Advisor - Tami Pitt
 Director, Student Development and Campus Life - Sandra Garcia
 Personal Counselor - Amanda Frey
 Program Coordinator - Ashante Barnes-Awe
 Residence Counselor - Chad Jones
 Learning Coordinator, Academic Support Center - Rachel Dues
 Mathematics Coordinator, Academic Support Center - Isben Jeudy
 Director, Library - Susan Van Alstyne
 Librarian - Anne Hutchinson
 Counselor, Career Service - Jenny Baguidy
 Director, Financial Aid - Diana Coleman
 Financial Aid Administrator - Gaetano Feo
 Financial Aid Administrator - Patricia Okorodudu
 Director, Student Accounts - Lamont Covington
 Student Accounts Administrator - Loriea Kannatt
 Student Accounts Administrator - Luz Valencia
 Director, Adult Admissions - Sandra Tavares
 Director, High School Admissions - Leigh LeBlanc
 Assistant Director, Adult Admissions - Princess Sielski
 Assistant Director, High School Admissions - Michelle Hernandez
 Admissions Associate - Matthew Clayton
 Admissions Associate - Jennifer Cole
 Admissions Associate - Luis Garcia
 Admissions Associate - Vanessa Hernandez
 Admissions Associate - Joel Ramirez
 Admissions Associate - Erica Robinson
 Manager, Bookstore - Tony Denis
 Bookstore Assistant - Allana Williams
 Computer Support Technician - Curtis Long
 Computer Support Technician Assistant - Ayanna Sheppard
 Director, Buildings and Grounds - Johnrocco Sibilia
 Administrative Assistant, Admissions - Frandia Payero
 Administrative Assistant, Admissions - Shaleena Santos
 Administrative Assistant, Advisement - Raiana Stinnett
 Administrative Assistant, Campus Operations - Shirley Mora

Online

President - Dario A. Cortes
 Provost - Glen Zeitzer
 Campus Operating Officer - Sharon Goldstein
 Interim Dean, Advisement - Liz Nutzel
 Academic Advisor - Linda Delisle
 Academic Advisor - Jessica Dodge
 Academic Advisor - Jeremy Wright
 Dean, Student Development and Campus Life - Erin Selby
 Program Coordinator, Student Development and Campus Life - Christina Seeber
 Coordinator, Academic Support Center - Scott Sisco
 Director, Library - Elizabeth Leonard
 Director, Career Services - Donna-Marie Hay
 Counselor, Career Services - Jessica Sanders
 Director, Financial Aid - Antonio Oliverio
 Financial Aid Administrator - Carmela Incorvaia
 Financial Aid Administrator - Samantha Matthews
 Financial Aid Administrator - Susan Ruppel
 Director, Student Accounts - Ashley Maikranz
 Student Accounts Administrator - Sophia Baptiste
 Student Accounts Administrator - Donna Daidone
 Assistant Director, Admissions - Rosanna Leto
 Admissions Associate - Fabiola Campbell
 Admissions Associate - Paul Caramucci
 Admissions Associate - Nina Kim
 Admissions Associate - Linda Marrotte
 Admissions Associate - Patricia Meeney
 Admissions Associate - Pam Nickelston
 Admissions Associate - Natalia Novoa
 Admissions Associate - Andrew Oldakowksi
 Admissions Associate - Dana Proft
 Admissions Associate - John Ramos
 Admissions Associate - Jenny Vera
 Admissions Associate - Alyssa Walters
 Bookstore Associate - Matthew Iglesias
 Computer Support Tech - Jose Quinones
 Administrative Assistant, Admissions - Rosanne D'Aloisio
 Administrative Assistant, Admissions - Michelle Ranieri
 Administrative Assistant, Advisement - Rosemary Mineros

OFFICERS, GENERAL ADMINISTRATION, AND STAFF

President - Dario A. Cortes
 Provost - Glen Zeitzer
 Senior Vice President, Administration - Beth Coyle
 Senior Vice President, Finance - Lee Miara
 Senior Vice President, Enrollment - Diane Recinos
 Senior Vice President, Student Success - Thomas Thomas
 Associate Provost, Academic Administration - Troy Adair
 Associate Provost, Faculty Affairs - Marianne Vakalis

Assistant Provost, Online - Carol Smith
 Vice President, Chief Compliance Officer - William Brandt
 Vice President, Library Services - Marlene Doty
 Vice President, Corporate Relations - Kevin Hill
 Vice President, Student Development and Campus Life - Ed Hughes
 Vice President, Financial Aid - Howard Leslie
 Vice President, Student Accounts - Eileen Loftus-Berlin
 Vice President, Enrollment - Christine Richard
 Vice President, Operations - Mark Wagener
 Interim Vice President, Advisement - Gail Okun
 Registrar - Richard Feltman
 Dean, School of Professional Studies - Judith Kornberg
 Dean, School of Business - John Rapanos
 Senior Associate Vice President, Financial Aid Administrative Computing -
 Ursula Bisconti
 Associate Vice President, Enrollment - Carol Allen-Covino
 Associate Vice President, Enrollment - David Bertone
 Associate Vice President, Planning, Chief of Staff to the President - Linda Luciano
 Associate Vice President, High School and Community Outreach - Lori Merante
 Associate Vice President, Enrollment - Michael Russo
 Associate Vice President, NJ Financial Aid Operations - Barbara Sylvester
 Assistant Vice President, Business and Auxilliary Services - Robert Fishbein
 Assistant Vice President, Institutional Advancement - Laura Jewell
 Assistant Vice President, Assessment and Institutional Research - Ross Miller
 Assistant Vice President, Advisement - Liz Nutzel
 Assistant Vice President, Office of Military and Veterans Affairs - Richard Robitaille
 Senior Director, Compliance - Rachel Adler Jaffee
 Senior Director, Academic Support Center - Gerald Iacullo
 Senior Director, Student Accounts - Kerry Maikranz
 Senior Director, Enrollment - Robert Oddo
 Director, Corporate Learning Partnership - Rosemarie Berman
 Director, Honors Program - William Cipolla
 Director, Bookstore Operations - Luis Collazo
 Director, Media Relations - Ilene Greenfield
 Director, Center for Global Studies - Vinita Ittoop
 Director, Athletics - Brian Maher
 Director, Center for Excellence in Learning and Teaching - Shelly Nice
 Director, Financial Aid Processing - Joli Patel
 Director, Alumni Relations - Michael Smullen
 Director, Alumni Placement - Amy Soricelli
 Director, Budgeting - Rita Quint
 Director, Institutional Research - Christopher Vinger
 Director, Readmissions - Juli Wood
 Executive Assistant to the President - Genine Leogrande

The Affirmative Action Officer for all campuses is Thomas Thomas, Berkeley College,
 3 East 43rd Street, New York, NY, 10017, 212-986-4343.

FACULTY

Susan Abramowitz	Curtiss Cale	Charles Dugan
Angelo Abreu	Ronald Calitri	Karen Eason
Guy Adamo	Norris Cannon	Brian Egan
Trinee Adams	John Carlton	Kevin Egan
Alyssa Adomaitis	Stephanie Cato	Christian Ehiobuche
Daniel Agwu	Wendy Celi	David Eichenholtz
Rosalyn Akalonu	Wen-Wen Chien	Rosalind Eisenberg
Corrado Amato	David Chong	Ossama Elhadary
Kwaku Ampadu-Nyarkoh	Yesudas Choondassery	James Ellerby
Stephen Apolito	Prathima Christdas	Glenn Emanuel
Andrew Apostolopoulos	Chris Christiansen	Anthony Englese
Thomas Apperson	Thomas Christo	Keri English
Pauline Assenza	Alexande Christopoulos	Lance Erickson
Moses Ayiku	Edith Churchman	Antoinette Esteves
Moya Bansile	Gary Cianci	John Eyerman
Melissa Baralt	Erica Ciccarone	Nicole Fahey
Dena Bateh	Anthony Clark	Elham Fahmy
Paula Baxter	Neil Cleary	Gaby Fahmy
Sarah Beauchea	Derek Cockle	Nancy Fairbrother
Rahul Bedi	Grace Coleman	Denise Feldman
Gary Belkin	Rosalind Collazo	Jack Feldman
Howard Benedikt	Kimberly Collica	Stephanie Fells
Frank Benna	Kristin Comeforo	Kim Felsenthal
Michele Berkwits	Christine Connolly	Keran Feng
LaTronya Berry	Celeste Conway	Manuel Ferreira
Donna Betancourt	Jan Corwin	Luisa Ferreira
Barbara Blake	Janet Costa	William Filerino
Arthur Blumenthal	Ryan Courtien	Thomas Finnegan
Amy Bohrer	Jose Cueto	Katherine Flaherty
Celia Bonadies	Kathy Culla	Mirlene Fleury
Donna Bonofiglio	Ed Curtis	Ernesto Fong
John Borba	Frank Cuzzi	Dustin Freeley
Claudine Boros	Paul Czarnecki	Joyce Frei-McNeill
Ann Brass	Leslie Ann Da Silva	Michael Frew
Ira Breskin	Eva Daniels	Mark Friedberg
Jacqueline Brody	Jo David	Lawrence Froelich
Eben Bronfman	Tanisha Day	John Gaffney
Charlane Brown	Laura Del Vecchio	James Gaffney
David Brown	Anthony Dell Cioppia	Erin Gallagher
Dave Browne	Darshan Desai	Rashmi Gaonkar
Joy Browne	Glen DeSalvo	Nashwa George
Wayne Bruce	Robert DeSantis	Christopher Geraghty
Shannon Burton	Andrew DeStephano	Leon Geter
Zachary Bush	James Dominkewicz	Ruth Gillman
Myra Butensky	Thayer Draper	Cezar Giosan
Kevin Byrne	Melissa Du Browa	David Glazer
Robert Calafiore	Thomas Duffy	Harry Goberdhan

FACULTY

Frederic Goetz	Jill Jichetti	Ross London
Gavin Goldstein	Leisha Jones	Domenico Loschiavo
Gene Goldstein	Jacqueline Jonnard	Richard Lovas
Geoffrey Goldstein	Joan Jorda	Leslie Lowenstein
George Gonzalez	Thomas Joyce	Robert Lucy
Tasha Gordon-Solmon	Kevin Judge	Ian Lundy
James Grady	Ruth Kaplan	Abel Lushiku
Patricia Greer	Lisa Karakas	Edward Lynskey
Alfred Greulich	Steven Kastens	Wendy MacAuley
Deborah Grison	Erica Katz	Diane Maglio
Gwen Groblewski	Candice Kaup	Ashford Maharaj
Cristina Guarneri	Robert Keiber	Vincent Maher
Carol Hanna	Miriam Keller-Perkins	Michael Mahoney
Byron Hargrove	Rah-nee Kelly	Michael Maneri
Barbara Harper	Pamela Kerlan	Kenneth Mann
Chelsea Harriman	Thomas Kernodle	Marilyn Marcillo-Gomez
Moneef Hauter	Gerald Kessler	Bahir Masadeh
Paul Hebert	Badrul Khan	Frances Massa
Fern Hendelman	Sedigheh Khavari	Jennifer Mazza
William Henry	Mohand Khoukhi	Stephen McAllister
Stanley Herman	Frank Khoury	Michael McAteer
Christopher Herrmann	Heather Klomhaus	Jimmy McCarty
Patrick Hill	James Knable	Cassandra McCright-Smith
Clark Hill	Catherine Ko	Michael McDonough
Cheryl Anita Hill	Dean Kostos	Gerald McEvoy
Wolfgang Hinck	Anthony Kozberg	Vanessa Meer
Cal Hodock	Rachel Krause	Raul Mendez
Stanley Hoffman	Paul Krinzman	Robert Meurer
James Hohn	Gary Krulish	Boris Mikhail
Alan Horwitz	Frances Kuffel	Joseph Miller
Gregory Hotchkiss	John Lambo	Thomas Miller
Andrew Hrechak	Daria La'Shannon	Dorothy Minkus-McKenna
Christina Hunt	Athena Lazarides	Mark Mishler
Sandra Hurtes	Steven Lazarus	Donn Mitchell
Kenneth Husserl	Jim Lee	Filippa Modesto
Anna Ilyasova	Kyong Lee	Barbara Monaghan
Marianna Ilyasova	Joanne Lee	Michael Montlack
Lawrence Isaac	Bridget Lepore	Marlon Morales
Vinita Ittoop	Richard Levenson	Keith Morgan
Sara Jablon	Roy Levi	Marcus Morreale
Richard Jackson	Philip Levine	Patricia Morrison
Bernard Jacobs	Marisa Levy	Kevin Moxley
Michael Jacobs	Elita Lewis	Mary Mulholland
Gerald Jankowitz	Lauren Linkowski	Maureen Mullins
Peter Jaskierny	Patrick Little	Emmanuel Mulumba
Tara Jepson	Edmond Lleshi	
Isben Jeudy	Dori Lombard	

FACULTY

William Murray	Eugene Ruffini	Victoria Szerko
Albert Muzikar	Marga Ryersbach	Anthony Szulczewski
Michael Nelson	Michael Safranek	Tricia Taaca
Stella Nicolaou	Barbara Sanoudis	Tanisha Taylor
Solomon Nyaanga	Bernardo Saravia	Raymond Terry
Richard Olivieri	Monica Sauberman	David Testone
Melanie Olson	Allen Sauberman	Lori Thanos
Brien O'Neill	Karen Schlusberg	Mary Thomas
William Orbe	Amalea Schrader-Rank	Ellen Thomas
Sherri Orenberg-Ruggieri	Ilse Schrynemakers	Syleecia Thompson
Sefiat Owolabi	Richard Schultz	Bianca Thompson-
James Pacello	Joseph Scuralli	Owen
Vincenzo Pagano	Judith Sedaitis	Caitlin Thomson
Robert Page	Emily Seibert	Hartono Tjoe
Marilyn Papayanis	Josette Seibles	Eileen Toplansky
Edward Paulino	Daniel Seidel	Jose Torres
Tomasz Pazdrowski	Debra Sekula	Roseann Torsiello
Neil Pedersen	Mitchell Serels	Archie Traynor
Paul Pensabene	Deodat Sharma	Anna Tsipenyuk
Anita Persaud	Praveen Sharma	Hui-Wen Tu
Ralph Peters	Deirdre Sharp-Profaca	Claudia Tyska
Ken Peters	Stephanie Shewciw	Anna Tzanos
Margaret Peterson	Susan Shook	Huseyin Unver
Giammarie Pieri	Marc Shur	Fernando Uribe, Jr.
Jennifer Plotts	Maria Sieber	Sunanda Vaidya
Peter Polidoro	Jessica Siecieska	Michael Valletta
Kenneth Pressman	Alan Siege	Fernando Villegas
Shannon Pullaro	Stephen Sifaneck	Lina Villegas
Alice Radin	Donald Singer	Jacqueline Vlymen
Andrew Raleigh	Anna Skokowska	James Vrettos
Deborah Ranges	Maya Sloan	Mary Wagner
Lori Rassas	Erica Smith	Anne Walsh
Afshin Razani	Pamela Snyder-Gallagher	Bing Wang
Theresa Reboli	William Soliman	Carl Ward
Maya Reddi	Robert Sollfrey	Charlotte Watson
Joel Reichart	Lloyd Soobrian	Jennifer Watts
Arthur Remedios	Julia Sorrentino	Randy Weinerman
Lynne Remedios	Earl Spencer	Ira Weissman
Dean Reonieri	Mitchell Spingarn	Kelly Welker
Bonnie Ricci	Patianne Stabile	Yarissa Williams
Sharon Ritt	Jason Statuto	Steven Wilson
Daniel Rivera	Mary Ellen Stiehl	Neil Wilson
Martin Rock	Deanne Stigliano	Stephen Wolf
Esteban Rodriguez	David Stoler	Gail Wood-Miller
Shelly Rosen	Steven Streeter	Robert Woods
Jeff Rosenbaum	Grazia Svokos	Larry Yodice
Francine Rubin	Edina Szalai	Zahid Zamir

FACULTY

John Zanetich
Peter Zanzonico
Corinna Zapata
John Zarelli

Ilona Zasanova
Mulugeta Zewdie
Judith Zirin-Hyman
Cathleen Zotto

Marc Zuckerman

ACADEMIC CALENDAR

WINTER QUARTER 2011

Monday, January 3 – Classes Begin

Monday, January 17

Martin Luther King, Jr. Day – No Classes

Monday, February 21

Presidents' Day – No Classes

Sunday, March 27

Classes End

Monday, March 28 through Sunday, April 3

Spring Vacation

SPRING QUARTER 2011

Monday, April 4 – Classes Begin

Monday, May 30

Memorial Day – No Classes

Sunday, June 26

Classes End

Monday, June 27 through Monday, July 4

Summer Vacation

SUMMER QUARTER 2011

Tuesday, July 5 – Classes Begin

Monday, September 5

Labor Day – No Classes

Sunday, September 18

Classes End

Monday, September 19 through Sunday, September 25

Fall Vacation

FALL QUARTER 2011

Monday, September 26 – Classes Begin

Monday, October 10

Columbus Day – No Classes

Thursday, Sunday, November 24-27

Thanksgiving Recess

Sunday, December 18

Classes End

Monday, December 19 through Monday, January 2, 2012

Winter Vacation

WINTER QUARTER 2012

Tuesday, January 3 – Classes Begin

Monday, January 16

Martin Luther King, Jr. Day – No Classes

Monday, February 20

Presidents' Day – No Classes

Sunday, March 25

Classes End

Monday, March 26 through Sunday, April 1

Spring Vacation

The College reserves the right to make
changes in the calendar.

New York Locations



MIDTOWN MANHATTAN
3 East 43rd Street
New York, NY 10017
212-986-4343



**LOWER MANHATTAN
EXTENSION CENTER**
150 William Street
New York, NY 10038
212-375-4446



BROOKLYN
255 Duffield Street
Brooklyn, NY 11201
718-637-8600



WESTCHESTER
69 Church Street
White Plains, NY 10601
914-694-1122

New Jersey Locations



GARRET MOUNTAIN
44 8th Camp Road
Woodland Park, NJ 07424
(Formerly West Paterson)
973-275-5400



MIDDLESEX
430 Railway Avenue
Woodbridge, NJ 07095
732-750-1600



NEWARK
536 Broad Street
Newark, NJ 07102
973-642-3888



PARAMUS
64 East Atland Avenue
Paramus, NJ 07652
201-967-9667

Online



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