General Information

Certificates and Transcripts

Certificates may be awarded upon request to participants who successfully complete an entire certificate program or the individual classes within these programs (a minimum of 80% attendance/participation is required; programs may have additional requirements). Students can request a Certificate of Completion by going to https://www.ccm.edu/workforce-development (http://catalog.ccm.edu//www.ccm.edu/workforce/) and scrolling down to the FAQ section to the question "How do I request a certificate of completion". Electronic certificates will be emailed ten business days after receipt of request. For proof of course or program completion, please request a transcript from the Office of Records and Registration by going to https://www.ccm.edu/admissions/records-registration/transcript-requests/ and follow the instructions for completing the form. Be sure to state that you are seeking your NON-CREDIT course transcript.

Course Cancellations and Changes

It is to your advantage to register early to ensure a class will run.

Courses may be cancelled for a variety of reasons including low enrollment. We make every effort to contact students as far in advance of the class as possible using the contact information on file. Please be sure your contact information is current (See "Student Records" section). Because of the uncertainties regarding course enrollment and the appropriation of public funds for community colleges, the college reserves the right to modify, alter or cancel any of its programs, courses or services. The college reserves the right to change instructors, to cancel, combine or divide courses, to change the time, date or place of meeting, to change the cost per course, to make other necessary decisions in these course offerings and to do so without obligation. The college is not responsible for errors in printed material.

Accessibility Services

In accordance with the policies underlying Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act (ADA) of 1990, the ADA Amended Acts (ADAA) of 2008 and County College of Morris policy, no qualified individual with a disability shall, solely on the basis of that disability, be excluded from participation to County College of Morris programs or activities. Students may seek reasonable accommodations for their documented disability by self-identifying and registering with the Office of Accessibility Services. Students who are approved through Accessibility Services for classroom accommodations are encouraged to meet with faculty members on an individual basis to discuss their specific needs. To register or learn about services, students may contact the Office of Accessibility Services at 973-328-5284 or aso@ccm.edu.

Emergency and Inclement Weather Closings

In case of severe weather, the college may cancel classes. You can call the 24-hour information number or access CCM's website for emergency closing information. It is recommended that you check one of these sources to get the current status of the campus before leaving for class during inclement weather and if you are in any doubt of school closings.

• 24-hour number 973-328-5580. A recorded message details the status of the campus.

• CCM's website: www.ccm.edu (https://www.ccm.edu/)

See your instructor at the next class for make-up information. In the event that the college closed on what was to have been your only or last session, you will be contacted regarding the make-up class.

We regret that it may not be possible to notify each person individually though every attempt is made to do so by CCM staff and your class instructor. It is critically important that CCM have your correct contact information in its student records management system. If this information has changed since you last updated it with the Office of Records and Registration directly, please follow the instructions in the "Student Records" section to make corrections.

Employer Paid Training

CCM welcomes payment by employers. To do so, an employer may register a group of employees, or each employee may register their personal information individually in the Workforce Development non-credit registration system, and the company can then finalize registration(s) and make payment via credit card. Please contact the Center for Workforce Development at wfd@ccm.edu for further instruction and assistance to register and pay for employees. Other ways to register include mailing separate registration forms and payment for each individual to the Records and Registration Office, or coming in person to the Records and Registration Office. Purchase Orders will only be accepted from County of Morris Agencies (see below). All registrations must be accompanied by full payment for the course(s) for which the student is registering.

Morris County Agencies Only - payment procedure

These include municipalities, schools and affiliate Morris County agencies, such as courts and parks. Submit a voucher or purchase order in lieu of payment. This must accompany the registration form via mail or in person. Online registration cannot be accomplished

with this payment method. Municipalities and government agencies outside of Morris County must pay by credit card or check.

Nondiscrimination Statement

County College of Morris will not discriminate against students based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. County College of Morris will take affirmative action to provide equal opportunity in all programming and will operate programs as required under title 29 of the code of federal regulations, part 30.

Purchasing Textbooks

Courses that require textbooks state so in the course description. It is the student's responsibility to have the necessary books in hand for the beginning of the first class. For textbook information, see the course description on the website (https://www.ccm.edu/workforce-development/workforce-programs/). You will find most books at retail or online outlets.

Student Credentials and Student Identification

WFD students receive CCM student credentials and are required to obtain picture identification for all on-campus classes. You will receive student credentials via email to your personal email address in advance of your course start date. These credentials supply you with a CCM student email address, access to technology resources when required for a course and complementary MS Office 365 access. Student credentials are needed to obtain a student picture identification card prior to your first on-campus class. All students must wear their CCM ID while on campus. Please visit the Office of Campus Life for more information on obtaining a student ID. Individuals taking one-day Grant-Supported Training courses on campus will not receive student credentials, but must obtain a visitor pass through the Public Safety Office.

Student Records

CCM's Office of Records and Registration maintains all student records. This office is the only office on campus to have access to social security numbers and the only office that can formally change information in the Student Records Management System.

For regulatory purposes, last names, birth dates and social security numbers cannot be changed over the phone or via course registration. You should update your personal and contact information in writing using the form provided by the Office of Records and Registration found at https://www.ccm.edu/wp-content/uploads/admissions/Records-Registration-Change-of-Personal-Info-Interactive.pdf. Proof of certain personal information updates may be requested. Please make sure that CCM has your current contact information when you register in the Workforce Development non-credit registration system.

Student Withdrawal and Refunds

Students will receive a full refund if a request to withdrawal is received in writing three (3) business days prior to the first class. E-mail or U.S. Mail your request to Center for Workforce Development at wfd@ccm.edu or to Records and Registration, County College of Morris, 214 Center Grove Road, Randolph, New Jersey 07869-2086 or email it to registrar@ccm.edu. Thereafter, no refunds will be made for dropped courses. Please contact Workforce Development at wfd@ccm.edu with questions or concerns. Refunds are not issued for purchases made by students related to their courses. Refunds are issued to the student registered for the course, not the organization/sponsor paying for the course. Refunds are issued through the same payment source that the student registered with and may take two to four weeks to be received. It is not possible to transfer course costs from one semester to another.

Traffic and Parking Regulations

County College of Morris provides on-campus parking for its students, guests and visitors. The well-lit parking lots have emergency phones under a blue colored light. The lots are patrolled regularly by the Department of Public Safety. Persons driving or parking on campus must observe all traffic signs and regulations. Maximum speed limit on campus is 25 MPH unless posted otherwise.

Students are required to display a temporary parking pass on the front dashboard of their car while parked on campus. Temporary Parking Passes may be obtained by:

1. Visiting the Public Safety Office located in the 675 building, Academic Dr. and Route 10 East, parking lot 10, or

2. Removing the pass from the current print version of the Workforce Development schedule

Vehicles in violation of campus parking rules and regulations may be subject to towing at owner's risk and expense. Parking Lots 5 and 8 are reserved for staff. Parking Lot 5 is available for student parking after 5 p.m. only. If these regulations are modified during campus emergencies, signs will be posted.