

# General Information

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- Certificates and Transcripts (p. 1)
- Course Cancellations and Changes (p. )
- Credit Courses (p. 1)
- Disability Services (p. )
- Emergency and Inclement Weather Closing (p. 1)
- Employer Paid Training (p. )
- Lifetime Learning Credit Act (p. )
- Morris County Agencies Only (p. 2)
- Purchasing Text Books (p. )
- Student Records (p. )
- Student Withdrawal and Refunds (p. 2)
- Traffic and Parking Regulations (p. 2)
- Use of CCM Library (p. 2)
- Visit CCM's Website (p. 2)

## 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 is required, programs have additional requirements). Request the certificate using the "Request a Certificate" form found at [www.ccm.edu/2017/09/06/continuing-education-certificate-request-form](http://www.ccm.edu/2017/09/06/continuing-education-certificate-request-form) (<http://www.ccm.edu/2017/09/06/continuing-education-certificate-request-form>) (<http://www.ccm.edu/2017/09/06/continuing-education-certificate-request-form>). Email your request to CPP@CCM.EDU. Certificates will take 7-10 business days after receipt of your request to be mailed out.

For proof of course or program completion, please request a transcript from the Office of Records and Registration by going to [www.ccm.edu/admissions/records-and-registration/](http://www.ccm.edu/admissions/records-and-registration/) (<http://www.ccm.edu/admissions/records-and-registration/>) and following the instructions for completing the form. Be sure to indicate/state 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.**

On occasion, courses may be cancelled for a variety of reasons including low enrollment. Every effort is made to contact students using the contact information of record on file with the Office of Records and Registration as far in advance of the class as possible.

If a course is cancelled, we attempt to notify participants by telephone or email prior to the first class meeting. Students will receive a full refund. Please be sure your current contact information has been recorded by the Office of Records and Registration by using the "Change of Information" form found at <http://tinyurl.com/q8wrej7/>. For regulatory compliance reasons, the information entered at the time of online registration may not update your official college information of record.

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.

## Credit Courses

CCM credit programs cover a spectrum of transfer and career-oriented fields of study. For information on credit courses, call the Admissions Office at 973-328-5100.

### STUDENTS SEEKING DISABILITY ACCOMMODATIONS:

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 [disabilityservices@ccm.edu](mailto:disabilityservices@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](http://www.ccm.edu) (<http://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 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 imperative that CCM have 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" paragraph below to make corrections.

## Employer Paid Training

CCM welcomes payment by employers. To do so, each employee must register individually and pay at the time of registration. Online

registration and payment may only be done via a single credit card.

Other ways to register include mailing separate registration forms and checks 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.

## Lifetime Learning Credit Act

Individuals can qualify for an educational tax credit for tuition and fees paid for continuing education courses. A family can claim on its tax return a credit equal to 20 percent of the first \$10,000 of educational expenses for a maximum tax credit of \$2,000. The tax credit is subject to income and other limitations. For detailed information consult IRS Publication 970, Tax Benefits for Higher Education, which can be obtained at any IRS office or at [www.irs.gov/pub/irs-pdf/f970.pdf](http://www.irs.gov/pub/irs-pdf/f970.pdf) (<http://www.irs.gov/pub/irs-pdf/f970.pdf>).

## 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..

## Purchasing Text Books

Courses which require textbooks state so in the course description.

It is the student's responsibility to have the necessary book in hand for the beginning of the first class. You may purchase most books through the CCM Campus store or other retail outlets. For textbook information, availability, and pricing please contact the CCM Campus Store online at <https://bookstore.ccm.edu/>.

The Campus Store offers various options for purchasing some books including: rental, purchasing used, online purchase with store or home delivery. The CCM Campus store is open 8:30am-4:30pm, Tuesday, Wednesday and Friday and 8:30pm-6:30pm on Monday and Thursday during the academic year and 8:30-4:30, Monday thru Friday during summer sessions.

## Student Records

All student records are maintained by the Office of Records and Registration. 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 our student records management system.

For regulatory purposes related to out-of-county tuition costs, changes of address and other contact information must be made in writing using the appropriate form provided by the Office of Records and Registration found at <http://tinyurl.com/q8wrej7/>. **Simply entering correct information at the time of class registration does not change your official information.** Please ensure CCM has current and correct contact information.

## Student Withdrawal and Refunds

Students will receive a full refund (minus a \$10 drop fee per course) if notification is received in writing three (3) business days prior

to the first class. Mail your request to Records and Registration, County College of Morris, 214 Center Grove Road, Randolph, New Jersey 07869-2086 or email it to [registrar@ccm.edu](mailto:registrar@ccm.edu). Thereafter there are no refunds. 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 may take 4-6 weeks to be processed and mailed. 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. We have well-lighted parking lots with emergency phones under a blue colored light, and the lots are regularly patrolled by our Department of Public Safety. Persons driving or parking on campus are expected to 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 in a couple ways:

1. Visiting the Public Safety Office located at the 675 building, Academic Drive and Route 10 East;
2. Removing it from the current print version of the Continuing Education catalog.

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.

## Use of CCM Library

Participants enrolled in non-credit courses may charge books out of the college library. Morris County residents with valid library cards from a Morris County public library may use that card to register for borrowing privileges at CCM.

## Visit CCM's Website

CCM's website is complete with tools to make your experience more personal. We look forward to meeting you at [www.ccm.edu](http://www.ccm.edu) (<http://www.ccm.edu>).