

# 2018 - 2019 Student Handbook

Effective September 1, 2018 to August 31, 2019

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# Berkeley College 2018-2019 Student Handbook

Dear Students,

Welcome to the start of a new academic year! Whether you are just beginning, at the midway point, or close to graduation, college is a time for embracing new experiences, overcoming obstacles, and achieving your goals. I hope that throughout your time here at Berkeley College you will be committed to excelling academically, getting involved, and making the most of the many people, services, and resources that Berkeley offers.

Whether your passion is student leadership, clubs and activities, athletics, or community engagement, I challenge you to engage, connect, and participate fully in college life. This is a pivotal time in your life. You have embarked upon an adventure that will lay the foundation for the fulfillment of life's aspirations. Stay true to your principal objective: graduation! Visualize yourself walking across the stage at commencement, beaming with the pride and satisfaction of knowing that you committed yourself fully and made it happen. The only limitations are the ones you set for yourself. In the words of author A.A. Milne, "Promise me you'll always remember: you're braver than you believe, and stronger than you seem, and smarter than you think." Remember, too, that when you need us, we'll be here to help.

Exciting things are always happening at Berkeley College. Please keep informed of new opportunities and resources that are available to you. And I encourage you to contact your Academic Advisor if you have any questions regarding your courses or other concerns.

On behalf of the entire Berkeley College family, I wish you success in your studies, your career, and your life.

All the best,

Dallas Reed

Vice President, Student Development and Campus Life

# **Student Handbook 2018 - 2019**

# **Mission, Vision, and Values**

## **Mission Statement:**

Berkeley College empowers students to achieve lifelong success in dynamic careers.

## **Vision:**

Berkeley College will be the college of choice for students pursuing lifelong success in dynamic careers and employers seeking graduates prepared to meet the demands of the global marketplace.

## **Values:**

In achieving its mission, Berkeley College is guided by the values of:

- Students First
- Applied Learning
- Integrity
- Respect
- Renewal

# Campuses

## New York Campuses

### **MIDTOWN MANHATTAN**

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

### **BROOKLYN**

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

### **WHITE PLAINS**

99 Church Street  
White Plains, NY 10601  
914-694-1122

## New Jersey Campuses

### **NEWARK**

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

### **PARAMUS**

64 East Midland Avenue  
Paramus, NJ 07652  
201-967-9667

### **WOODBIDGE**

430 Rahway Avenue  
Woodbridge, NJ 07095  
732-750-1800

### **WOODLAND PARK**

44 Rifle Camp Road  
Woodland Park, NJ 07424  
973-278-5400

## Online

### **BERKELEY COLLEGE ONLINE®**

[BerkeleyCollege.edu/Online/](http://BerkeleyCollege.edu/Online/)  
973-405-2111

## Student Experience

- [Athletics](#)
- [Berkeley College Alumni Association](#)
- [Campus Activities](#)
- [Community Service](#)
- [Diversity and Multicultural Activities](#)
- [Honor Societies](#)
- [Online Opportunities](#)
- [Orientation](#)
- [Personal Counseling](#)
- [Student Clubs and Organizations](#)
- [Voter Registration](#)

## **Athletics**

Intercollegiate athletics plays an important part in college life. Participation in athletics helps students develop leadership, sportsmanship, and interpersonal skills that will be valuable throughout their careers. At Berkeley College, full-time students may get involved in intercollegiate competition on a regional and national level. Berkeley College is a member of the United States Collegiate Athletic Association (USCAA) and the Hudson Valley Intercollegiate Athletic Conference (HVIAC).



## **Berkeley College Alumni Association**

The Berkeley College Alumni Association serves more than 50,000 alumni across the U.S. and around the world. Alumni have access to free, lifetime career assistance\*; alumni networking and employment opportunities; College libraries and e-resources; and invitations to social, networking, and educational events. Alumni also return to Berkeley for speaking engagements, as alumni panelists, for community service events, and as advisors on the Alumni Leadership Council.

The Alumni Association maintains an alumni directory, a great tool for finding friends, classmates, and successful professionals in a wide range of occupations. It allows graduates to create and update custom profiles showing only the information they want to share. The Office of Alumni Relations oversees all activities and encourages alumni to reach out with questions and suggestions.

Reach out to the Office of Alumni Relations at [Alumni@BerkeleyCollege.edu](mailto:Alumni@BerkeleyCollege.edu) and visit the [alumni website](#).

\*while the College is in operation

## **Campus Activities**

### **Getting involved can help you get ahead.**

A Berkeley College education involves learning that takes place both in and out of the classroom. In fact, exceptional opportunities for educational excursions exist within just a few miles of each of the Berkeley campuses. Campus activities span a wide range of interests and there is something for everyone. Events have included trips to museums, theaters, and more. Embracing the diverse and multicultural activities at Berkeley College contributes toward the social, personal, emotional, and cultural development of students.

## **Community Service**

### **Learn how good it feels to give back.**

Community service has always been a priority at Berkeley, and students, staff, and faculty support numerous causes on a regular basis. The Berkeley Cares Community Service Program is the College's social responsibility initiative that builds on Berkeley's long tradition of addressing important societal issues. Through this program, students, faculty, and staff are committed to donating hours of hands-on service to the community and creating a community of care at each campus and surrounding neighborhoods. It is a great way to get involved, meet new people, and help those in need.

Students have the opportunity to get involved with community organizations such as area soup kitchens, shelters, schools, and libraries, as well as national organizations such as JDRF, the American Cancer Society, March of Dimes, Cystic Fibrosis Foundation, the American Conference on Diversity, Community Blood Services, Children's Aid and Family Services, the Arthritis Foundation, and more.

## **Diversity and Multicultural Activities**

### **Making the most of Berkeley's unique opportunities.**

The diversity of the student body at Berkeley College enhances the educational experience and contributes to the cultural enrichment of the community. It also helps prepare students to enter the global business world with a better understanding of the similarities and differences among cultures. Berkeley College sponsors many multicultural events to promote this understanding and to help students form relationships that can last far beyond the college years. Multicultural programs offered are centered on historical and traditional milestones intended to commemorate, celebrate, and reflect pivotal moments in history and throughout an array of cultures.

## Honor Societies

### Recognizing your achievements.

Students who attain high academic achievement at Berkeley College may join a variety of honor societies in recognition of their accomplishment:

*The National Society of Leadership and Success* is the nation's largest leadership honor society. Students are invited for membership based on either academic standing or leadership potential.

*Sigma Beta Delta* is for students enrolled in business, management, and administration Baccalaureate and M.B.A. programs.

*Alpha Phi Sigma*, the National Criminal Justice Honor Society, recognizes the scholarly achievements of students enrolled in Baccalaureate level Criminal Justice programs.

*Alpha Sigma Lambda* is for adult students enrolled in Baccalaureate programs.

*Lambda Epsilon Chi* acknowledges students who have attained excellence in Legal Studies.

*Phi Theta Kappa* is for students enrolled in Associate's degree programs or for students enrolled in certificate programs where 12 credit hours of completed coursework can be applied toward an Associate's degree in the same major at Berkeley College.

*The Financial Management Association National Honor Society* recognizes the achievement of finance and accounting majors.

*Mu Kappa Tau* is dedicated to academic excellence in individuals committed to an exceptional standard of ethics and achievement within the marketing discipline.

Students who choose to join these societies participate in a formal induction ceremony and receive ceremonial cords that are worn during commencement.

For more information on eligibility requirements for these honor societies, please visit the [Student Development and Campus Life page](#) on the Berkeley College website.

## **Online Opportunities**

Berkeley College Online® offers students opportunities for engagement and leadership development comparable to those available at on-site campuses. Access to Berkeley College's outstanding academic programs, support services, and online community is available on the Internet. Enrolling in online courses affords students opportunities to improve their communication, technology, and research skills. Those skills, which are often sought by employers, can help prepare students for career success.

Online students may become peer mentors who empower other online students to achieve academic success. They also may participate in online organizations and virtual activities, which currently include the Online Book Club, the Student Advisory Board, a wellness blog, and numerous discussion boards, community outreach programs, and special interest clubs/groups.

## **Orientation**

### **Learning your way around.**

Orientation introduces new students to the important things they need to know about Berkeley College, including the many services and activities available to them. The orientation program allows new students to meet faculty, staff, and other new students; helps them become comfortable with their surroundings; and empowers them to take full advantage of the College's many available resources. Day and evening students attend on-site orientations at each campus and also have online access to important orientation information prior to their first day of classes. Berkeley College Online® students participate in an interactive online orientation that is available prior to the first day of classes.

## **Personal Counseling**

### **We're here to help.**

Professional counselors are available to help students deal with a range of social, emotional, or academic issues and concerns on a short-term basis. Counseling may be provided individually or within a group. When appropriate, students may be referred for outside treatment. In addition, the Student Development and Campus Life Department frequently offers a variety of health and wellness seminars to address student needs, interests, and challenges.



## **Student Clubs and Organizations**

### **Join together to network, share, and lead.**

Berkeley College encourages students to join or form clubs and organizations that address their interests and offer opportunities to network, share, and lead. Membership offers a place to meet new people, as well as an opportunity to develop important communication, organizational, and leadership skills. Clubs and organizations are social, cultural, academic, recreational, or service-oriented and are an excellent complement to the educational experience at Berkeley College. To find out more about student clubs and organizations, contact the Student Development and Campus Life Department at your campus.

### **Be a part of the SGA and represent the student body.**

The Student Government Association (SGA) offers students the opportunity to not only be heard, but also to serve as the voice of the student body. In the SGA, students learn about relational and positional leadership, group dynamics, community representation, event planning, and delegation. 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 liaisons between students and administration.

## **Voter Registration**

Students are encouraged to exercise their right to vote! For more information about voter registration, please see the Student Development and Campus Life Department area of the Engage Portal or visit the Student Development and Campus Life office. Voter registration information is also sent annually to students' Berkeley College email addresses.

# Students Rights and Responsibilities

- [Accommodating a Disability](#)
- [Alcohol and Drug Policy Statement](#)
- [Campus Security and Emergency Procedures](#)
- [Children on Campus](#)
- [Classroom Management](#)
- [Conduct](#)
- [Copyright](#)
- [Equal Opportunity Policy](#)
- [Media Relations Consent](#)
- [Recording a Classroom Lecture and Discussion](#)
- [Sexual Misconduct, Intimate Partner Violence, and Stalking](#)
- [Smoking](#)
- [Social Media Policy](#)
- [Student Complaint Process](#)
- [Student Dress Code](#)
- [Student Electronic Information Policy](#)
- [Student Name Change Policy](#)
- [Student Records and Information](#)
- [Use of Berkeley College Trademarks](#)
- [Weapons](#)

## Accommodating a Disability

### Notice of Non-Discrimination - Americans with Disabilities Act (ADA)

In accordance with federal law, Berkeley College does not discriminate on the basis of disability in its programs and activities.

Questions regarding disability discrimination and the implementation of services offered at Berkeley College may be referred to Sharon McLennon-Weir, Ph.D., CRC, LMHC, Director of Disability Services, 914-694-1122 ext. 3169 or [Sharon-Mclennon@BerkeleyCollege.edu](mailto:Sharon-Mclennon@BerkeleyCollege.edu).

Individual requests for accommodations may be referred to the College ADA/Section 504 Coordinators: [NJ students] Sandra Coppola, Ph.D., 973-278-5400 ext. 1320 or [SEC@BerkeleyCollege.edu](mailto:SEC@BerkeleyCollege.edu); [NY students] Diane Georges, LMHC, 212-986-4343ext.4216 or [Diane-Georges@BerkeleyCollege.edu](mailto:Diane-Georges@BerkeleyCollege.edu); [Online students] Katherine Wu, Ed.M., LMHC, LPC, 973-405-2111 ext. 1394 or [KNW@BerkeleyCollege.edu](mailto:KNW@BerkeleyCollege.edu). In addition, each individual campus has a Disability Services representative via the Personal Counseling Office. These Personal Counselors work with the ADA/Section 504 Coordinators for the purpose of reasonably accommodating students with disabilities. A student seeking accommodations must schedule an appointment with either the above-stated ADA/504 Coordinators, or a campus Personal Counselor, in order to submit an Application for Disability Services and Accommodations and to confirm requested accommodations. Contact information for the College Personal Counselors can be found on the College [Health and Wellness website](#) (select "Contact Information" from the drop-down menu).

In accordance with its Disability Services Accommodations Policy for Students, Berkeley College strives to reasonably accommodate the needs of students with disabilities. For information regarding how to request a reasonable accommodation of a disability, please go to [ADA Student Policy](#) and to the College [Disability Services page](#).

## **Alcohol and Drug Policy Statement**

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

Berkeley strictly prohibits the possession, sale, use, or distribution of illegal drugs and drug paraphernalia; the misuse/abuse or redistribution of drugs obtained lawfully; and the unauthorized sale, possession or consumption of alcohol on any College property, in College vehicles, or at any College-sponsored activity. Moreover, no Berkeley student or associate shall coerce, even subtly, another Berkeley student or associate to use drugs or alcohol. Any member of the Berkeley community 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.

To see Berkeley's Alcohol and Drug Policy for Students in its entirety, [click here](#).

## **Campus Security and Emergency Procedures**

The Public Safety Department is responsible for suggesting policies and providing guidance and information with respect to safety and security for the College community. Each year, in accordance with federal regulations, the College distributes a Campus Crime Report for each campus. These Reports contain security and crime-related policy statements and information; specified crime statistics; and emergency response policies and procedures (and fire safety policies and procedures for the White Plains residence halls).

The annual Campus Crime Reports (and Fire Safety Report for the White Plains residence halls), for all Berkeley College campuses, are available on the Berkeley College website's [Public Safety page](#).

Paper copies are also available upon request by contacting the Public Safety Department at 973-278-5400 ext. 1194.

The College has various policies relating to public safety, including, but not limited to, a Conduct and Safety Policy, a Missing Students Policy, Emergency Management Plans and Evacuation Procedures, Drug and Alcohol Policies, an Equal Opportunity Policy, a Weapons Policy, and an ID Policy. The College also has an education and resource Brochure dedicated to incidents of sexual assault, intimate partner violence, and stalking (the "Violence Against Women Act Resource Brochure"). All members of the Berkeley College community are urged to familiarize themselves with these policies and materials, and with emergency procedures and evacuation routes for campuses at which they spend significant time.

The above referenced Public Safety related policies and procedures are posted on the [Berkeley College Office of the General Counsel page](#); and [Title IX](#). Paper copies are available upon request from the Public Safety Department.

To speak to a member of the College Public Safety Department, call 973-278-5400 ext. 1194 or email: [Robert-Maguire@BerkeleyCollege.edu](mailto:Robert-Maguire@BerkeleyCollege.edu) or [Jeffrey-Camp@BerkeleyCollege.edu](mailto:Jeffrey-Camp@BerkeleyCollege.edu).

## **Children on Campus**

Children may not accompany Berkeley College students to class, or to other places on campus, except that students may bring children to campus for brief visits to Berkeley College business offices outside of class and to specific programs that have been designated by the College as open to families. Children may not be left unaccompanied anywhere on campus at any time for any reason. Personal Counselors at each Berkeley College location can assist students in identifying licensed, child-care resources nearby.

## **Classroom Management**

Only individuals who are listed on the class roster are allowed to be in the classroom during the instruction of the class (exceptions include individuals invited by Berkeley College). No children of students, or any relatives or friends of students, can attend a class. Except for emergency situations, accessing the online course materials or eText or other class-related activities, cell phones may not be accessed by students for personal use during on-site classes. Students are expected to share in maintaining the condition of classrooms.



## Conduct

Students are expected to abide by all public laws; to comply with the policies, procedures, and rules of the College; to obey any lawful directive of an authorized member of the Berkeley College faculty or administration; to provide true and complete information to the College when called upon to do so; to promote the safety of the College community; and to demonstrate a positive attitude, diligence, and courtesy toward faculty, staff, and fellow students.

The College reserves the right to take disciplinary action, up to and including suspension or dismissal, against any student who violates any public law or any College rule, policy, or procedure; disobeys such lawful directive; knowingly provides false, incomplete, or deceptive information to the College, including but not limited to inaccurate financial information or work-study time records; harasses, intimidates, defaces college property; endangers the safety, security, or welfare of the College or any member of the College community; or otherwise interferes with the orderly and continuous administration and operation of the College or any of its units.

Students enrolled in the [LPN to B.S.N.](#), [Medical Assistant](#), [Patient Care Technician](#), [Practical Nurse](#), [Surgical Processing Technician](#), and [Surgical Technology](#) programs should refer to their respective Healthcare Supplements for specific conduct requirements applicable to Health Studies clinical settings.

The complete Conduct and Safety Policy is available [here](#).

## Copyright

Original "works of expression," such as writings, graphics, photographs, and music, may be protected from unauthorized use by the federal copyright laws. Copyright laws govern whether — and to what extent — one is permitted to copy, upload, download, transmit, or distribute 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. Under some circumstances, copying information from websites, downloading music or video from or uploading it to a peer-to-peer application, or even mere photocopying, faxing, or cutting and pasting substantial portions of copyrighted materials may constitute infringement. The Berkeley College community is expressly prohibited from using the Berkeley College network or computing resources to access peer-to-peer sites that permit unauthorized copying of copyrighted music, photographs, video, or other legally protected materials. Such activities will be treated as violations of the Student Electronic Information Policy. Certain limited copying of published materials without permission may be allowed under the "Fair Use" doctrine.

Berkeley students and associates are required to comply with the copyright laws. Failure to do so may be grounds for disciplinary action, up to and including dismissal, and may subject the infringer to significant legal consequences. Penalties for copyright infringement may include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17 United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [copyright.gov](http://copyright.gov).

For more detailed policy information, please [click here](#).

## 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 prohibits (a) discrimination on the basis of sex, gender, gender identity or expression, sexual orientation, pregnancy and the status of being transgender – such sex discrimination includes sexual and gender based harassment; sexual assault; and sexual exploitation, all prohibited under this Policy; (b) domestic violence and dating violence (collectively referred to in this Policy as “intimate partner violence”); (c) stalking; (d) discrimination or harassment on the basis of race, color, creed, religion, national origin, age, genetic characteristics, ancestry, disability, veteran status, marital status, civil union or partnership status, alienage or citizenship status; and (e) bullying of students by other students, including but not limited to cyber-bullying.

Retaliation is also prohibited under the Equal Opportunity Policy. No person covered by this Policy shall be subject to an adverse action because that person, in good faith, reports an incident, complains, provides information or testimony, or otherwise assists in any investigation connected with the Equal Opportunity Policy or with a complaint or investigation/adjudication in an external administrative or judicial forum.

The College shall provide prompt, impartial, and fair resolution of equal opportunity complaints, in accordance with its Equal Opportunity Complaint Procedures for Students.

To see the Equal Opportunity Policy in its entirety, please [click here](#).

For information regarding how to make a complaint of sexual or gender based discrimination, sexual or gender based harassment, sexual exploitation, sexual assault, domestic violence, dating violence, or stalking; discrimination or harassment based on race, color, creed, religion, national origin, age, genetic characteristics, ancestry, disability, veteran status, marital status, civil union or partnership status, alienage or citizenship status, or bullying; retaliation in connection with any such complaint; and contact information for College Title IX and Equal Opportunity Coordinators, go to the Berkeley College Equal Opportunity Complaint Procedures for Students, located [here](#).

For more information regarding sexual discrimination, sexual harassment, sexual exploitation, sexual assault, domestic violence, dating violence, or stalking, go to the [Sexual Misconduct, Intimate Partner Violence and Stalking](#) page; and to the College [Title IX/VAWA](#) page.

## **Media Relations Consent**

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

Students who do not wish to have their names and/or likenesses included in press releases or published materials must advise the Registrar Department by completing the [FERPA Opt-Out eForm](#).

## Recording a Classroom Lecture and Discussion

Students are not permitted to record classroom lectures or discussions without written authorization from the designated Americans with Disabilities Act (ADA)/Section 504 Coordinator. Violation of the policy may result in disciplinary action, which could include the suspension or dismissal of the student from the College. The designated ADA/Section 504 Coordinator may authorize recording of classroom lectures or discussions only, and to the extent reasonably necessary, to effect a reasonable accommodation to a student's documented disability. Once a recording accommodation has been granted to a student, both the student and the ADA/504 Coordinator shall execute an Audio Recording Accommodation Agreement. For information regarding how to request a reasonable accommodation of a disability, please see the [Disability Services Accommodations Policy for Students](#).

For questions regarding disability discrimination and implementation of services offered at Berkeley College, please contact Sharon McLennon-Wier, Ph.D., CRC, LMHC, Director of Disability Services for New Jersey and New York campuses, at 914-694-1122 ext. 3169 or [Sharon-McLennon@BerkeleyCollege.edu](mailto:Sharon-McLennon@BerkeleyCollege.edu).

Individual requests for accommodations may be referred to the ADA/Section 504 Coordinators: [NJ students] Sandra Coppola, Ph.D., 973-278-5400 ext. 1320 or [SEC@BerkeleyCollege.edu](mailto:SEC@BerkeleyCollege.edu); [NY students] Diane Georges, LMHC, 212-986-4343 ext. 4216 or [Diane-Georges@BerkeleyCollege.edu](mailto:Diane-Georges@BerkeleyCollege.edu); [Online students] Katherine Wu, Ed.M., LMHC, LPC, 973-405-2111 ext. 1394 or [KNW@BerkeleyCollege.edu](mailto:KNW@BerkeleyCollege.edu). In addition, each individual campus has a Disability Services representative via the Personal Counseling Office. These Personal Counselors work with the ADA/Section 504 Coordinators for the purpose of reasonably accommodating students with disabilities. A student seeking accommodations must schedule an appointment with either the above-stated ADA/504 Coordinators, or a campus Personal Counselor, in order to submit an Application for Disability Services and Accommodations and to confirm requested accommodations. Contact information for the College Personal Counselors can be found on the College [Health and Wellness website](#) (select "Contact Information" from the drop-down menu).

## **Sexual Misconduct, Intimate Partner Violence, and Stalking**

As evidenced by its Equal Opportunity Policy, Berkeley College prohibits sexual and gender based discrimination, sexual and gender based harassment, sexual assault, sexual exploitation, domestic violence, dating violence, and stalking.

To see the Equal Opportunity Policy in its entirety, go [here](#).

### **Notice of Non-Discrimination (Title IX)**

*In accordance with federal law, Berkeley College does not discriminate on the basis of sex (including pregnancy) in its programs and activities.*

*Title IX of the Education Amendments prohibits discrimination, harassment, and assault based upon sex or gender. Questions regarding Title IX may be referred to the College Title IX Coordinator: Dallas Reed, Vice President, Student Development and Campus Life, at 973-278-5400 ext. 4211 or 212-986-4343 ext. 4211, [TitleIXCoordinator@BerkeleyCollege.edu](mailto:TitleIXCoordinator@BerkeleyCollege.edu); or the U.S. Department of Education, Office for Civil Rights, at 32 Old Slip, 26th Floor, New York, NY 10005-2500; Telephone: 646-428-3900; TDD: 800-877-8339; Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).*

The College will handle complaints of this nature according to the Equal Opportunity Complaint Procedures for Students.

For information regarding: how to make a complaint alleging sexual/gender discrimination, sexual/gender harassment, sexual exploitation, sexual assault, domestic violence, dating violence or stalking (Title IX/Violence Against Women Act (VAWA)/ NY 129-B related complaints), or retaliation in connection with any of these allegations; rights and options; resources and interim assistance; investigation and appeal procedures; and potential sanctions in these types of cases; and for contact information of Berkeley's Deputy Title IX Coordinator for Students and others, please go to the Berkeley College Equal Opportunity Complaint Procedures for Students, located [here](#).

For more information on Title IX, VAWA and NY 129-B, go to the College Title IX and VAWA [web page](#).

For education and resources in the context of sexual assault, intimate partner violence, and stalking, go to the VAWA Resource Brochure located [here](#).

To see the New Jersey Student Bill of Rights, go here: [NJ Bill of Rights](#)

To see the New York Student Bill of Rights, go here: [NY Bill of Rights](#)

To see the NY and NJ definitions of the VAWA/NY 129-B crimes, go here: [New York Crime Definitions](#) and [New Jersey Crime Definitions](#)

## **Smoking**

Berkeley College strictly prohibits the use of tobacco products and electronic smoking devices anywhere on College (or affiliated) property. For more detailed policy information, please [click here](#).

## Social Media Policy

“Social media” is a term used to describe tools and platforms that enable individuals to share ideas and content quickly and easily. Examples of popular social media include texting, blogs, and propriety platforms such as Twitter®, Facebook®, LinkedIn®, Instagram®, YouTube®, Flickr®, and Yammer.

Within the last few years, the growing popularity of social media has fundamentally changed the way we communicate as individuals and as an institution. Berkeley College recognizes and embraces the power of social media and the opportunity those tools provide to engage in ongoing “conversations” with the Berkeley College community, including students, faculty, staff, parents, alumni, and other interested parties.

It is important to recognize, however, that the use of social media at or concerning Berkeley College is governed by the same laws, policies, rules of conduct, and etiquette that apply to all other activities at or concerning the College. The Social Media Policy provides guidance concerning the use of social media to represent or discuss matters related to Berkeley College and/or members of the Berkeley College community, whether or not such use involves the College’s network or other computer resources.

For more detailed policy information, please go to the [Social Media Policy](#).

Students enrolled in the [LPN to B.S.N.](#), [Medical Assistant](#), [Patient Care Technician](#), [Practical Nurse](#), [Surgical Processing Technician](#), and [Surgical Technology](#) programs should refer to their respective Healthcare Supplements for specific social media requirements applicable to Health Studies clinical settings.



## **Student Complaint Process**

Berkeley College has policies and procedures for resolving student complaints. Students are advised to proceed as promptly as possible to initiate a complaint with the appropriate office or College official and provide any detailed information and/or documentation related to their complaint. Faculty, staff, and administrators are advised to acknowledge receipt of a complaint promptly and to respond in a timely manner. See the [Student Complaint Process page](#) for information on types of complaints and how to submit a complaint.

## **Student Dress Code**

As part of its mission to prepare students for careers, 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 or clinicals are required to follow the participating company's or clinical site's dress code.

Students enrolled in the [LPN to B.S.N.](#), [Medical Assistant](#), [Patient Care Technician](#), [Practical Nurse](#), [Surgical Processing Technician](#), and [Surgical Technology](#) programs should refer to their respective Healthcare Supplements for additional program-specific dress code requirements.

## **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 is a privilege which may be limited or revoked at any time. Computer usage may be monitored. Students should not have an expectation of privacy when using or connecting to any Berkeley networks, systems, or equipment, even if they are doing so to access their own personal email, social media, or other accounts. 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. Attempts to mislead others concerning a user's true identity are not permitted.

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 campuses for educational purposes. The College has installed systems that attempt to block offensive material and restrict access to other sites that have been known to monopolize network bandwidth or violate copyright laws.

## **Student Name Change Policy**

Students seeking an official name change within the College should make a written request with supporting documentation, indicating the new name and the legal basis for the change, to the College Registrar. For more details, including appropriate supporting documentation and how to make the request, please see the [Berkeley College Student Name Change Policy](#).

## Student Records and Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law governing how student academic, financial, disciplinary, and immunization records, among others ("Education Records"), and information derived from them, are managed. Education Records protected by FERPA refer to any records maintained by Berkeley College that are directly related to a student, with certain exceptions. Generally, FERPA prohibits educational institutions from disclosing private student information and records (such as grades, disciplinary records, and Social Security numbers) without prior consent from the student. It also gives students the right to review many of their Education Records and correct errors.

FERPA permits institutions to disclose some Education 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 Registrar Department in writing not to share such information. At Berkeley, **Directory Information** includes a student's name, address, telephone number, email address, student number, date and place of birth, major field(s) of study, participation in officially recognized activities and sports, dates of attendance, degrees, honors and awards received, most recent previous school attended, and likeness (photograph, video, or other form).

Students wishing to prevent the disclosure of Directory Information should submit a FERPA Opt-out eForm, which is available at [FERPA Opt-Out of Routine Sharing of Student Directory Info](#).

Students may authorize the disclosure of student records by submitting a FERPA Waiver eForm, which is available at [FERPA Authorization to Release Student Records](#).

To see Student Rights under FERPA, please [click here](#).

For more detailed policy information, please [click here](#).

## **Use of Berkeley College Trademarks**

Berkeley College logos, slogans, symbols, trade names, trademarks, and service marks (collectively, "Berkeley Marks") are the exclusive property of the College. Any unauthorized use of Berkeley Marks or Berkeley College's name may constitute a violation of law and is strictly prohibited. No individual, club, organization, or entity may use Berkeley Marks in any manner (particularly, any use that conveys the impression of official sponsorship, approval, and/or endorsement) without obtaining prior written permission from the College. Berkeley Marks may not be used on any website, wiki, or social media site without prior authorization from the College and any such use must also comply with the [Social Media Policy](#). Violators may be subject to legal action as well as disciplinary action, up to and including dismissal from the College.

## **Weapons**

For the safety of the College community, Berkeley College strictly prohibits the possession or use of any kind of weapon (including the use of an object or substance as a weapon) on College property or at events and activities sponsored by the College, regardless of whether such possession or use violates public law.

Upon written request, the Assistant Vice President, Public Safety and Emergency Management, or another officer of the College to whom the President of the College may delegate such authority (the "Authorizing Official"), shall be authorized to grant permission for a current federal, state, or local law enforcement officer or other person who may be required by law to carry a weapon; member of the armed forces; or campus public safety officer to carry firearms or other weapons on campus or at College-sponsored events and activities, only to the extent required by law or official rules of conduct applicable to such person and where, in the sole discretion of the College, the granting of such request would neither pose an undue danger to the Berkeley College community, nor subject the College to unacceptable legal or financial risk. Any such request may be granted only on the limited terms described in the Weapons Policy. If permission is granted, the student will be required to sign a written acknowledgment and agreement.

For more detailed policy information, please see the [Berkeley College Weapons Policy](#).

## **Student Support**

### **Berkeley ID Card**

Students receive a Berkeley ID Card during their first semester at Berkeley College. The Berkeley ID Card acts as an identification card. Students are required to carry the card at all times while on campus and to display it if requested to do so by a member of the College faculty or staff. In addition to being used for security purposes, the Berkeley ID Card has financial and administrative uses. It can be used instead of other payment options in the Berkeley Store. Students may add funds to their cards either on campus at the Student Accounts Department or through the Online Card Office on Engage. Students may monitor the transaction activity on their card any time they are logged into the Engage portal. The cost to replace lost cards is \$10.

### **Engage**

Engage is Berkeley's student portal where students are encouraged to login to gain access to Canvas, 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 access their class schedules, view Berkeley's schedule of classes and Catalog, grades, and unofficial transcripts. Students can update personal information, make payments, apply for financial aid, and view their financial aid awards. eForms for all departments can be accessed from Engage, as well. Engage can be accessed at [Engage.BerkeleyCollege.edu](https://Engage.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 semester. Once the quota has been used, students may replenish their account. Remaining print quotas may carry over to subsequent semesters, but will be reset once each year prior to the Fall semester. Further information is available at the Student Accounts Department and on Engage.



## **General Information**

### **Public Safety Department**

The Berkeley College Public Safety Department works continuously to maintain a safe environment for students, faculty, staff, and visitors. All members of the Berkeley community are encouraged to join in maintaining safe and pleasant places to learn, live, and work.

Students can help in several ways:

- Be aware of surroundings
- Do not leave belongings unattended
- Report unusual or suspicious behavior
- In the event of an emergency, contact local police (911), security officer, or campus operating officer
- For further assistance, dial “0” from any campus phone

### **Parking**

On-campus parking is available for students at the Woodland Park, Paramus, and Woodbridge campuses. Parking permits, which may be obtained from the Office of Student Development and Campus Life, are required for all campuses and must be displayed in the vehicles. Please note that general parking is prohibited in areas reserved for the handicapped or for visitors, faculty, or staff.

The College is not responsible for theft of or damage to vehicles or their contents. It is suggested that you remove anything of special value, such as laptops, from your car or lock them in the trunk while parked on campus.

Public parking garages and limited on-street parking are available near the Newark, White Plains, Midtown Manhattan, and Brooklyn campuses. The White Plains campus is diagonally across the street from the Hamilton Main Municipal Parking Garage. The public garage offers hourly rate day parking, and a limited number of quarterly parking permits are available for purchase through the Student Accounts Office. In addition, the White Plains Transportation Center is three blocks from campus and provides bus and train service.

The College encourages all students to use public transportation whenever possible.

### **Food Service**

Woodland Park has a cafe located in the atrium in the Renaissance Hall building. 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.

## **Fire Drill Procedures**

Fire drills are held several times during the year for your protection. Please familiarize yourself with the detailed instructions posted in classrooms and residence halls.

## **Insurance**

The College is not responsible for loss of or damage to the personal property of students or guests, who should take reasonable steps to protect their belongings. It is recommended that students arrange for appropriate insurance coverage for their personal property.

## **Residence Halls**

Student housing is available at the White Plains campus. Policies governing the operation of Cottage Place and Sussex House Residence Halls are set forth in the Residence Life Handbook. Any student who fails to abide by such policies may be subject to disciplinary action, up to and including dismissal from housing or from the College.

## **Contact Information**

Contact information for students must be current. Students can change their addresses, as well as cell or home telephone numbers, through the Self-Service icon on Engage. To change a student's name in the College's records, the student must present legal documentation of the new name to the Office of the Registrar with a request to modify the name under which the student originally enrolled.

## **BerkAlert**

Prior to or during an emergency situation, the College may utilize BerkAlert to notify students of any pending emergency via text messaging and email. Contact information for students must be current in order for them to be reached in the event of an emergency. Students must access the Student Self-Service tab on Engage to update their contact information.

## **The Berkeley Store**

School supplies and a selection of Berkeley College apparel and merchandise are available on the online Berkeley Store and an on-site store on the Woodland Park campus. Students may shop online and have their orders shipped to any Berkeley College campus for pickup at no extra charge. The Berkeley Store hours are posted on its [website](#).

Most courses use eTexts and do not require traditional textbooks. If a traditional textbook is required for a course, the information, including course requirements, pricing, International Standard Book Numbers (ISBN), and available textbook options may be found on the Berkeley Store's website. Textbooks are generally available two weeks before the start of each semester.

When the program tuition and fees includes books and supplies, students have the option of purchasing any required traditional textbooks and supplies from another source, as long as they meet the requirements for the course. In order to receive a credit for textbooks/supplies that are purchased from another source, a student must request a waiver from the Department Chair who will determine the appropriateness of the items. If approved, the Chair will forward that information to the Berkeley Store to verify that the items distributed by the College have been returned, and the waiver will be forwarded to the Student Accounts Department so that a credit can be applied to the student's account.

Students with financial aid credit may charge required course supplies other than books against the funds by submitting a signed "[Transfer of Funds Request](#)" form to the Student Accounts Department.