Berkeley College®

2026 - 2027 Student Handbook

Effective September 1, 2026 to August 31, 2027

Table of Contents

Berkeley College 2026-2027 Student Handbook 3
Mission, Vision, and Values 4
Mission Statement: 4
Vision: 4
Values: 4
COVID-19 Information for Students 5
Campuses 6
New Jersey Campuses 6
New York Campus 6
Online 6
Student Experience 7
Athletics 8
Berkeley College Alumni Association 9
Campus Activities 10
Getting involved can help you get ahead 10
Community Service 11
Learn how good it feels to give back 11
Diversity and Multicultural Activities 12
Making the most of Berkeley's unique opportunities 12
Honor Societies 13
Recognizing your achievements 13
Online Opportunities 14
Student Orientation 15
Learning your way around 15
Personal Counseling 16
We're here to help 16
Student Clubs and Organizations 17
Join together to network, share, and lead 17
Voter Registration Information 18
Student Development and Campus Life Program Learning Outcomes 19
Students Rights and Responsibilities 20
Accommodating a Disability 21
Notice of Non-Discrimination - Americans with Disabilities Act (ADA) 21

Alcohol and Drug Policy....22
Campus Security and Emergency Procedures....23
Children on Campus Policy....24
Classroom Management....25
Conduct and Safety Policy....26
Copyright Policy....27
Equal Opportunity Policy and Procedures....28
Hate Crimes and Bias Incidents....29
Hazing Policy....30
Lactation Rooms for Students....31
Media Relations Consent....32
Office of Marketing and Communications....32
Pregnancy and Parenting Policy....33
Recording Classroom Lectures and Student Support Services....34
Sexual Misconduct, Intimate Partner Violence, and Stalking....35
Smoking Policy....36
Social Media Policy....37
Student Dress Code Policy....38
Student Electronic Information Policy....39
Student Name Change Policy....40
Student Records and Information....41
Use of Berkeley College Trademarks Policy....42
Weapons Policy....43
Student Support Services....44
Berkeley ID Card....44
Engage....44
General Information....45
Public Safety Department....45
Parking....45
Food Service....45
Fire Drill Procedures....46
Insurance....46
Contact Information....46
BerkAlert....46
The Berkeley Store....46
Books and Supplies....46

Berkeley College 2026-2027 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 College 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,

Sherrille Shabazz, EdD
Vice President, Student Development and Campus Life

Mission, Vision, and Values

Mission Statement:

Berkeley College empowers each student to achieve lifelong success.

Vision:

Berkeley College will be the college of choice for those pursuing a career-focused education in a challenging and changing world.

Values:

- We Put the Student First
- We Embrace Diversity
- We Demand Integrity
- We Commit to Continuous Improvement

COVID-19 Information for Students

All Berkeley College students are expected to adhere to the guidelines contained in the following:

- COVID-19 Information for Students
- Berkeley College COVID-19 Vaccination Policy for Students

Campuses

New Jersey Campuses

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

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

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

New York Campus

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

Online

BERKELEY COLLEGE ONLINE®
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
- Student Development and Campus Life Program Learning Outcomes
- Voter Registration

Athletics

Intercollegiate athletics play 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 Division I member of the United States Collegiate Athletic Association (USCAA) and the North American Conference for Intercollegiate Athletics (NACIA).

Berkeley College Alumni Association

The Berkeley College Alumni Association serves more than 70,000 alumni across the U.S. and around the world. Alumni have access to networking and employment opportunities; College libraries and e-resources; and invitations to social, networking, and educational events. Alumni also return to Berkeley College for speaking engagements, as alumni panelists, for community service events, and as advisors on the Alumni Association Board. Graduates of degree programs receive free career assistance.

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 alumni activities and encourages alumni to reach out with questions and suggestions.

Reach out to the Office of Alumni Relations at Alumni@BerkeleyCollege.edu and visit the alumni website.

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 College campuses. Campus activities span a wide range of interests and there is something for everyone. 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. BerkeleyCares® is the College's social responsibility initiative that builds on Berkeley College'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 Breakthrough T1D, 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 accomplishments:

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 and non-traditional students enrolled in Baccalaureate programs.

The Financial Management Association National Honor Society recognizes the scholastic achievement of Finance Services and Accounting majors.

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

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

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.

Sigma Beta Delta is for students enrolled in business, management, and administration Baccalaureate and MBA programs.

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

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 Student Government Association (SGA) Ambassadors who empower other online students to be involved in student life. They also may participate in online organizations and virtual activities, which currently include a wellness blog, a parents' blog, numerous discussion boards, community outreach programs, and student clubs/groups.

Student Orientation

Learning your way around.

Orientation introduces 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 students to interact with faculty, staff, and other students; helps them become acclimated to Berkeley College; and empowers them to take full advantage of the College's many available resources. Students participate in orientations both virtually and/or on site at each campus. Students will also have online access to important orientation information prior to their 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, Counseling Services 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.

Voter Registration Information

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.

Student Development and Campus Life Program Learning Outcomes

At Berkeley College, student engagement extends beyond the classroom to create meaningful, well-rounded learning experiences. SDCL's programs are intentionally designed to support student growth, success, and connection by fostering both academic and personal development.

Through participation in campus programs and initiatives, students gain valuable knowledge, skills, and experiences that contribute to their overall development. Each program is designed with specific learning outcomes in mind to ensure that students leave with meaningful takeaways that support their academic, personal, and professional journeys.

As a result of participating in our programs, students will have the opportunity to develop in the following areas:

- Co-Curricular Development – Enhancing and connecting learning beyond the classroom to support academic success
- Character Development – Growing personally through positive behaviors, values, and decision-making
- Community Service & Civic Engagement – Connecting with and contributing to local and global communities
- Career Skills – Building competencies that support career readiness and professional success
- Diversity in a Global Society – Expanding awareness and understanding of different cultures, identities, and perspectives
- Leadership – Developing the ability to lead, collaborate, and manage effectively
- Social Connection – Building relationships and fostering a sense of belonging within the campus community
- Wellness – Supporting emotional, mental, and physical health and well-being

These learning outcomes serve as the foundation for creating impactful experiences that empower students to thrive both during their time at Berkeley College and beyond.

Students Rights and Responsibilities

- Academic Integrity Policy (PDF)
- Accommodating a Disability
- Alcohol and Drug Policy
- Campus Security and Emergency Procedures
- Children on Campus Policy
- Classroom Management
- Conduct and Safety Policy
- Copyright Policy
- Equal Opportunity Policy and Procedures
- Hate Crimes and Bias Incidents
- Hazing Policy
- Lactation Rooms for Students
- Media Relations Consent
- Pregnancy and Parenting Policy
- Online Student Identity Verification Policy (PDF)
- Recording Classroom Lectures and Student Support Services
- Sexual Misconduct, Intimate Partner Violence, and Stalking
- Smoking Policy
- Social Media Policy
- Student Complaint Procedures
- Student Dress Code Policy
- Student Electronic Information Policy
- Student Name Change Policy
- Student Records and Information
- Use of Berkeley College Trademarks Policy
- Weapons Policy

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.

For individual requests for accommodations or questions regarding the implementation of Accessibility Services offered at Berkeley College, please contact Katherine Wu, Director of Accessibility Services and College ADA/Section 504 Coordinator, at 646-502-8237 or Katherine-Wu@BerkeleyCollege.edu.

In addition, each individual campus has an Accessibility Services representative via the Personal Counseling Office. These Personal Counselors work with the ADA/ Section 504 Coordinator for the purpose of reasonably accommodating students with disabilities. A student seeking accommodations must schedule an appointment with either the above-stated ADA/Section 504 Coordinator, or a campus Personal Counselor in order to submit an Application for Accessibility Services and Accommodations and to confirm requested accommodations. Contact information for the Berkeley College Personal Counselors can be found on the College Health and Wellness website.

In accordance with its Accessibility 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 Accessibility Services page.

Alcohol and Drug Policy

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 College 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 and/or consumption of alcohol on any College property, in College vehicles, or at any College-sponsored activity. Moreover, no Berkeley College student or associate shall coerce, even subtly, another Berkeley College 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.

Click to see Berkeley's Alcohol and Drug Policy for students.

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 Berkeley 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.

The annual Campus Crime Reports 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 973-200-1172.

The College has various policies relating to public safety, including, but not limited to, a Conduct and Safety Policy, Emergency Management Plans and Evacuation Procedures, Drug and Alcohol Policies, Title IX (and Non-Title IX) Sexual Harassment and Sexual Misconduct 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 Legal Department Page, the Berkeley College Public Safety Department Page, and the Berkeley College Title IX page.

To speak to a member of the College Public Safety Department, call 973-200-1172 or email: Robert-Maguire@BerkeleyCollege.edu.

Children on Campus Policy

Children may not accompany Berkeley College students to class or to other places on campus, except when students may bring children to campus for brief visits to Berkeley College business offices outside of class and/or 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 childcare 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 online course materials, the eText or other class-related activities, cell phones may not be used by students for personal reasons during on-site classes. Students are expected to share in maintaining the condition of classrooms.

Conduct and Safety Policy

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 BSN, Medical Assistant, Patient Care Technician, Practical Nurse, Sterile Processing Technician, and Surgical Technology programs should refer to their respective Healthcare Supplements for specific conduct requirements applicable to Health Studies clinical settings.

Click to see the complete Conduct and Safety Policy.

Copyright Policy

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).

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.

Click for more detailed policy information.

Equal Opportunity Policy and Procedures

Recognizing that its diversity greatly enhances the workplace and opportunities for learning, Berkeley College is firmly committed to providing a working, learning, and living environment that is free from unlawful discrimination, harassment, and retaliation, and strives to afford fair and equitable treatment and equal access to all members of the College community, regardless of their membership in any legally protected class. Berkeley College prohibits under its Equal Opportunity Policy (a) discrimination on the basis of sex, gender, gender identity or expression, sexual orientation, pregnancy and the status of being transgender; (b) discrimination or harassment on the basis of race, color, creed, religion, national origin, nationality, age, genetic characteristics, ancestry, mental or physical disability, veteran status, marital status, civil union or partnership status, alienage or citizenship status, atypical hereditary cellular or blood trait, and any other classes protected by applicable state or local law; and (c) bullying among students, including but not limited to cyber-bullying, when a student directs the bullying at a specific group or individual based upon that group or individual's inclusion in one of the protected classes outlined above.

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 Policy and Procedures. Click to see the Equal Opportunity Policy and Procedures in its entirety.

Sex- or gender-based harassment is also prohibited by the College and is addressed in the College Title IX (and Non-Title IX) Sexual Harassment and Sexual Misconduct Policy and related Procedures. For information regarding prohibited conduct under this Policy and how to make a complaint of sexual or gender-based harassment, sexual exploitation, sexual assault, domestic violence, dating violence, or stalking, please see the College Title IX (and Non-Title IX) Sexual Harassment and Sexual Misconduct Policy; the College Title IX Sexual Harassment and Sexual Misconduct Procedures; and the College Non-Title IX Sexual Harassment and Sexual Misconduct Procedures for Students.

Hate Crimes and Bias Incidents

Berkeley College seeks to prevent, and educate students about, hate crimes and bias incidents. The College tracks, reports, and posts such incidents on its website. To learn more about hate crimes and bias incidents and how to report them, please go here: https://berkeleycollege.edu/current-students/public-safety/hate-crimes-and-bias-incidents/index.html

Hazing Policy

In accordance with applicable state laws, hazing, as defined in the College Anti-Hazing Policy, is strictly prohibited at Berkeley College. Please click here to see the College Anti-Hazing Policy in its entirety, including, but not limited to, the definition of “hazing,” how to report hazing, as well as sanctions that can result from hazing.

Lactation Rooms for Students

Berkeley College supports students who are parents. In accordance with federal, state and local laws and Berkeley College Pregnancy and Parenting Policy, the College shall support students who wish to express breast milk during the course of their academic studies.

At each campus location, the College shall provide a lactation room and a refrigerator suitable for breast milk storage. A lactation room is a sanitary place, other than a restroom, that can be used to express breast milk, shielded from view and free from intrusion, and that includes at minimum:

1. An electrical outlet;
2. A chair;
3. A surface on which to place a breast pump and other personal items; and
4. Nearby access to running water.

For access to a lactation room, and/or if you have any questions, please contact: Student Development & Campus Life at 973-546-2925 or SDCL@BerkeleyCollege.edu.

Media Relations Consent

The Office of Marketing and Communications regularly publishes press releases and photos acknowledging the accomplishments of Berkeley College 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 of Routine Sharing of Student Directory Info.

Office of Marketing and Communications

The Office of Marketing and Communications is a multifaceted department that develops and executes impactful, multi-channel strategies to attract and retain student enrollment, enhance the image and reputation of Berkeley College, and deliver results aligned with the College's mission. Operating within this department, the Communications staff disseminates news and content such as media releases, photos, videos, newsletters, and social media content acknowledging the accomplishments of Berkeley College students, faculty, staff, and alumni. A wide range of topics are covered, including student success, teaching and learning innovations and achievements, strategic planning, graduation, career development initiatives, campus events, external sponsorships, involvement in community service projects, and commentary on trending topics. The Marketing and Communications staff conducts training sessions with those who serve as spokespersons or experts to prepare them for their interviews and responses to press inquiries. Faculty are also invited to represent the College at external events through an Ambassador program managed by the department. Faculty members who do not wish to have their names and/or likenesses included in press releases or published materials must advise the Office of Marketing and Communications.

Communications Staff

Kelly Depsee
Senior Director, Communications
973-278-5400, ext. 5112
KME@BerkeleyCollege.edu

Cara Daniello
Marketing and Communications Associate
973-278-5400, ext. 1796
Cara-Daniello@BerkeleyCollege.edu

Pregnancy and Parenting Policy

Title IX's prohibition of discrimination on the basis of sex in educational programs and activities includes pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom and parental status. Berkeley College supports pregnant and parenting students and complies with Title IX. Click to see the College Pregnancy Policy.

Recording Classroom Lectures and Student Support Services

Students are not permitted to record classroom lectures, tutoring/support sessions with the Center for Academic Success, or support sessions with the Berkeley College Library 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 the above-mentioned support sessions only, and to the extent reasonably necessary, to affect 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 Accessibility Services Accommodations Policy for Students (PDF).

For questions regarding the implementation of Accessibility Services offered at Berkeley College, please contact Katherine Wu, Director of Accessibility Services, at 646-502-8237 or Katherine-Wu@BerkeleyCollege.edu.

In addition, each individual campus has an Accessibility 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/Section 504 Coordinators, or a campus Personal Counselor, in order to submit an Application for Accessibility 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.

Sexual Misconduct, Intimate Partner Violence, and Stalking

As evidenced by its Title IX (and Non-Title IX) Sexual Harassment and Sexual Misconduct Policy, Berkeley College prohibits sexual and gender-based harassment, sexual assault, sexual exploitation, domestic violence, dating violence, and stalking.

Click to see the Title IX (and Non-Title IX) Sexual Harassment and Sexual Misconduct Policy in its entirety.

The College will handle inquiries and complaints of this nature according to the Title IX Sexual Harassment and Sexual Misconduct Procedures or the Non-Title IX Sexual Harassment and Sexual Misconduct Procedures for Students, depending upon the nature and location of the incident. These procedure documents include information pertaining to: how to make a formal complaint; rights and options; supportive/interim measures; investigation(s), adjudication and appeal procedures; and potential sanctions.

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: Sherrille Shabazz, EdD, Vice President, Student Development and Campus Life, at 973-278-5400 ext. 4675 or 646-948-1361, 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.

For more information on Title IX, the Violence Against Women Act ("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 Policy

Berkeley College strictly prohibits the use of tobacco products and electronic smoking devices, including vapes, anywhere on College (or affiliated) property. Click for more detailed policy information.

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 BSN, Medical Assistant, Patient Care Technician, Practical Nurse, Sterile 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 Dress Code Policy

As part of its mission to prepare students for careers, Berkeley College 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 BSN, Medical Assistant, Patient Care Technician, Practical Nurse, Sterile 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 College'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 College 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 College’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 College, **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.

Click to see Student Rights under FERPA.

Click for more detailed policy information.

Use of Berkeley College Trademarks Policy

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 the Berkeley College 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 Policy

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.

Click for more details on Berkeley College Weapons Policy.

Student Support Services

Berkeley ID Card

Students receive a Digital Berkeley ID Card during their first semester at Berkeley College. The Berkeley ID Card acts as an identification card. Students are required to display it if requested to do so on campus 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.

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 ID 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.

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 and Woodbridge campuses. Parking permits, which may be obtained from the Office of Student Development and Campus Life, are required for Woodbridge and Woodland Park 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 and Midtown Manhattan campuses. The public garage on Atlantic Street, across from the Newark campus, offers hourly rate day parking, and payment for parking at a discounted rate is available for students through Public Safety in the Newark campus Lobby.

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

Food Service

Campus locations offer vending machines and microwave ovens in their Student Centers and have restaurants nearby. An on-site café is available in the Atrium of the Renaissance Hall building at the Woodland Park campus, and offers hot and cold food items, beverages, snacks, and more. Operating hours may vary.

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.

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.

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 itswebsite.

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.

Books and Supplies

Charges for eTexts and print textbooks (and to a lesser extent supplies) are included in the tuition charge for most courses at Berkeley College. In compliance with federal regulations, students may choose, under certain circumstances, to opt out of the otherwise mandatory eText/book fees (and supply fees, if applicable) included in the price of tuition.

Most programs of study at Berkeley College utilize eTexts. Students may opt out of the otherwise mandatory eText fees (and supply fees, if applicable), if all of the following conditions are met:

- Identical materials are legally available outside of the Berkeley College eText Program; be aware that some materials are created or customized for Berkeley College eText titles only, and are not available in any other format. See https://berkeleystore.berkeleycollege.edu/site_student_resources_page2.asp for a current list of such materials.
- The student has not already accessed the Berkeley College eTexts title(s) or used the subject supplies.
- The student submits his/her request to opt out via the Berkeley College eText Opt-Out eForm by the end of week 1 of the start of the term and agrees (within the eForm) to his/her understanding of the potential consequences as spelled out in the eForm and in eText Opt Out Policy. The student shall also agree (within the eForm) to release Berkeley College from any claim or consequence arising in connection with his/her choice to opt out.
- The student's Instructor and Academic Advisor will be made aware of the student's choice to opt out of the Berkeley College eText program (and supplies, if applicable) and that the student has agreed to accept responsibility for the potential consequences.

Should a student choose to opt-out of the otherwise mandatory College eText (and/or supply) fees for any given class, the eText (and/or supply) fees for that class (es) shall be credited to the student's account within approximately three (3) business days after submission of the Opt-Out eForm.

Click for more detailed information and the complete eText and Supplies Opt Out Policy.

A few programs at Berkeley College still use print textbooks. Students in programs where print textbooks are used have the right to obtain them (as well as supplies) from other sources, so long as they meet the requirements for the course. In order to receive a credit for textbooks and/or supplies that are purchased from another source, a student must request a waiver from the Department Chair by the end of week 1 of the start of the term. The Department Chair will determine the appropriateness of the items. If approved, the Department 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 within approximately three (3) business days.

Purchase and pricing information for print textbooks and supplies is available from the Berkeley College Store at BerkeleyStore.BerkeleyCollege.edu.