LUZERNE
County Community College

Student Handbook

2018 - 2019

LUZERNE
County Community College

At LCCC, there are many clubs, organizations, and teams for you to join. Get involved!

Stop by the Student Activities Office, located in the Campus Center, for more information.

2018

	S	M	T	W	T	F	S
JANUARY		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
FEBRUARY					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28			
MARCH					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
APRIL	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					
MAY			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
JUNE						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
JULY	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
AUGUST				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
SEPTEMBER							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23/30	24	25	26	27	28	29
OCTOBER		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
NOVEMBER					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	
DECEMBER							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23/30	24/31	25	26	27	28	29

2018-2019
STUDENT HANDBOOK

1333 South Prospect Street
Nanticoke, Pennsylvania 18634-3899
570-740-0200 • 570-740-0300
(800) 377-LCCC

www.luzerne.edu

Published July 2018

Luzerne County Community College makes every effort to ensure that the information contained in this publication is complete and accurate; however, some omissions and/or errors may be possible.

This planner belongs to:

NAME _____

ADDRESS_____

CITY/TOWN_____ZIP CODE_____

PHONE_____

STUDENT NO._____

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The Community College reserves the right to make any changes it deems advisable after publication of this handbook, which, in general, represents the status of the College as of July 2018. Each student is expected to be familiar with the information presented in this handbook and other College publications.

Student Consumer Information to which all students are entitled under Section 178.4 of the amendments to the Higher Education Act of 1965 is available upon request from the Dean of Student Development and Enrollment Management.

STATEMENT OF NONDISCRIMINATION

Luzerne County Community College is committed to a work, academic and public environment in which all individuals are treated with respect and dignity. The College and its employees have a moral and legal obligation to provide equal access and equal opportunity to all members of the community. The administration will ensure that this commitment is fully implemented through compliance with all relevant federal, state, and municipal laws, statutes and ordinances prohibiting discrimination, including, but not limited to the First Amendment to the United

States Constitution; the Constitution of the Commonwealth of Pennsylvania; Title VII of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991 (Title VII); Title IX of the Education Amendments of 1972, Section 503 of the Rehabilitation Act of 1973; the Vietnam Era Veterans Readjustment and Assistance Act; the Genetic Information Nondiscrimination Act; the Age Discrimination in Employment Act; The Older Workers Benefit Protection Act; the Americans with Disabilities Act; the Pennsylvania Human Relations Act; the Family and Medical Leave Act; the Employee Retirement Income Security Act of 1974; the Sarbanes-Oxley Act, the Fair Credit and Reporting Act; and any amendments to these laws. The institution will implement procedures and measures designed to ensure that employees, students, applicants and visitors to the campus or any site or program of the College are not discriminated against on the basis of race, color, gender, transgender status, gender identity/gender expression, sexual orientation, disability, age, veteran status, national origin, religion, marital status, political affiliation, ancestry, union membership and use of a guide or support animal because of blindness, deafness, or physical, emotional or mental handicap in the administration of its educational programs, activities, admission or employment practices. Any acts of reprisal, retaliation or harassment taken against an individual because he/she has filed a discrimination complaint, testified about matters related to a complaint, or otherwise assisted a complaint inquiry are forbidden and may result in severe disciplinary action. Inquiries may be directed to the Dean of Human Resources at 800-377-5222 (ext. 7234). The College takes any allegation of discrimination as serious. Any individual who knowingly or intentionally makes a false allegation or complaint, will be disciplined, up to and including termination of employment.

ACADEMIC CALENDAR 2018-2019

FALL SEMESTER — 2018

Registration — On-Campus *(Began February 2018)* ..... Ongoing
Late Registration ..... August 27 & 28*
(Department Chairpersons will be available August 23 & 24, 2017)
Adjunct Inservice at Shamokin Center ..... Tuesday, August 21
College In-Service ..... Thursday, August 23
Adjunct Inservice at Main Campus ..... Thursday, August 23
Classes Begin ..... Monday, August 27
(All locations except the Wilkes-Barre Center)
Labor Day *(College Closed)* ..... Monday, September 3
Last Day for Withdrawal with
Partial Tuition Refund ..... Monday, September 17
Classes Begin at the Wilkes-Barre Center ..... Monday, September 17
Spring 2019 Registration Begins ..... October 2018
Professional Development Day *(No Classes)* ..... Wednesday, October 17
College Night ..... Thursday, October 18
Last Day to Drop Classes or
Withdraw Officially from School ..... Friday, November 2
Thanksgiving Recess *(College Closed)* ..... November 22 - 26
Classes Resume ..... Tuesday, November 27
Classes End *(All locations)* ..... Friday, December 7
Final Exams ..... (Saturday-Friday), December 8 - 14
Final Grade Reports Due ..... Monday, December 17

**Late registration fee applies.*

Please check the College's website at www.luzerne.edu (academic calendar) for winter intersession classes.

NOTE: Emergency closings may alter these academic calendar. Off-campus closings may differ from those listed for on-campus. Please check the College's web site or class schedule for off-campus information.

SPRING SEMESTER — 2019

Registration — On-Campus *(Begins October 2018)*..... Ongoing
Late Registration.....January 14 & 15*
College In-Service.....Wednesday, January 9 *(Snow date: January 10)*
Adjunct In-Service.....Wednesday, January 9 *(Snow date: January 10)*
Classes Begin ..... Tuesday, January 14
(All locations except the Wilkes-Barre Center)
Martin Luther King Jr. Day *(College Closed)* .....Monday, January 21
Last Day for Withdrawal
with Partial Tuition Refund.....Monday, February 4
Classes Begin at the Wilkes-Barre Center.....Monday, February 4
Deadline for Submitting Applic. for Graduation.....Friday, February 22
Registration for Fall 2019 Classes Begins ..... February 2019
Winter Break.....Monday, March 4 - Sunday, March 10
Snow Make-Up Days - No Classes Unless Needed
Classes Resume.....Monday, March 11
Last Day to Drop Classes or Officially Withdraw.....Friday, March 22
Professional Development Day *(No Classes)*.....Wednesday, March 27
Snow Make-Up Day *(No Classes Unless Needed)*..... Thursday, April 18
Holiday Recess *(College Closed)* .....Friday, April 19 - Monday, April 22
Classes Resume.....Tuesday, April 23
Classes End *(All locations)* ..... Friday, May 3
Final Exams.....Saturday - Friday, May 4-10
Final Grade Reports Due.....Monday, May 13
Graduation.....Thursday, May 23
Day After Graduation *(College Closed)* ..... Friday, May 24

11-WEEK FULL SUMMER & DISTANCE EDUCATION (ON- & OFF-CAMPUS) — 2019

Registration Begins..... February 2019
Registration — On-Campus Regular Hours..... Mon. - Wed., May 20 - 22
On-Campus Reduced Hours (Graduation Day).....Thursday, May 23
College Closed..... Friday, May 24
Holiday Recess - Memorial Day *(College Closed)* .....Monday, May 27
Registration On-Campus Extended Hours ..... Tuesday, May 28
Classes Begin .....Wednesday, May 29*
Last Day for Withdrawal with Partial Refund ..... Tuesday, June 11
Independence Day *(College Closed)*.....Thursday & Friday, July 4 & 5
Last Day to Drop Classes or Officially Withdraw ..... Wednesday, July 10
Classes End ..... Tuesday, August 6
Final Exams.....W-TH-M-T, August 7, 8, 12 & 13
Final Grade Reports Due.....Thursday, August 15

**Late registration fee applies*

4-WEEK SUMMER SESSION I — 2019

Registration Begins ..... Began February 2019
Classes Begin ..... Wednesday, May 29*
Last Day for Withdrawal
with Partial Tuition Refund ..... Monday, June 3
Last Day to Drop Classes or Officially Withdraw ..... Friday, June 14
Classes End ..... Thursday, June 27
Final Exams ..... Monday, July 1
Final Grade Reports Due ..... Wednesday, July 3

8-WEEK SUMMER SESSION — 2019

Registration Begins ..... Began February 2019
Classes Begin ..... Monday, June 17*
Last Day for Withdrawal
with Partial Tuition Refund ..... Thursday, June 20
Independence Day *(College Closed)* ..... Thursday & Friday, July 4 & 5
Last Day to Drop Classes or Officially Withdraw ..... Friday, July 19
Classes End ..... Wednesday, August 7
Final Exams ..... Thursday, August 8
Final Grade Reports Due ..... Monday, August 12

4-WEEK SUMMER SESSION II — 2019

Registration ..... Began February 2019
Independence Day *(College Closed)* ..... Thursday & Friday, July 4 & 5
Classes Begin ..... Monday, July 8*
Last Day for Withdrawal with Partial
Tuition Refund ..... Thursday, July 11
Deadline for Submitting Application for Graduation ..... Friday, July 19
Last Day to Drop Classes or Officially Withdraw ..... Friday, July 26
Classes End ..... Tuesday, August 6
Final Exams ..... Thursday, August 8
Final Grade Reports Due ..... Monday, August 12
Diplomas Issued ..... Thursday, August 22

**Late registration fee applies.*

Please check the College's website at www.luzerne.edu (academic calendar) for other summer session classes.

Thomas P. Leary

President of Luzerne County Community College

Welcome to Luzerne County Community College. As you begin your college education, allow me to mention a few of my thoughts about the College.

I am very proud of our past achievements and particularly that several thousand people choose to attend Luzerne County Community College each year. You will have the opportunity to meet many new people and enjoy our beautiful campus.

You will be provided a great atmosphere to become involved in many activities and athletic programs offered by the College. Involvement in campus activities and leadership roles during your college experience can be a very rewarding experience, not only today, but also throughout your career.

We are always willing to help you — the faculty, staff and administration are committed to assisting you in the achievement of your educational goals. If you need advice in any situation, please do not hesitate to ask for our guidance.

I'd like to extend an open invitation to you to visit me on any matter which you feel is important to you either personally or as a student here at the College. My office is located in the Enrollment and Admissions Center (Building 5). My assistant, Joanie, and I encourage you to visit or call us at 1-800-377-LCCC, extension 7344.

I hope that you enjoy your experience at Luzerne County Community College and I wish you success in the pursuit of your education.

IMPORTANT PHONE NUMBERS

GENERAL INFORMATION.....1-800-377-5222 (ext. 7200 or 7300)
Campus Security Emergency (Cell Phone) 570-239-0128

SPECIAL INFORMATION:
Instructor Cancellations .....1-800-377-5222 (ext. 7312)

ADDITIONAL INFORMATION:
Academic Affairs.....1-800-377-5222 (ext. 7379)
Admissions.....1-800-377-5222 (ext. 7337)
Alumni Relations .....1-800-377-5222 (ext. 7734)
Athletics.....1-800-377-5222 (ext. 7429)
Bookstore.....1-800-377-5222 (ext. 7434)
Business Office.....1-800-377-5222 (ext. 7364)
Campus Security/Emergency Office .....1-800-377-5222 (ext. 7304)
Career Services .....1-800-377-5222 (ext. 7485)
College Relations.....1-800-377-5222 (ext. 7732)
Conference Center.....1-800-377-5222 (ext. 7476)
Counseling .....1-800-377-5222 (ext. 7452)
Dental Health Clinic .....1-800-377-5222 (ext. 7446)
Distance Education .....1-800-377-5222 (ext. 7393)
Enrollment Management & Student Development .....1-800-377-5222 (ext. 7336)
Financial Aid.....1-800-377-5222 (ext. 7389)
Foundation & Development/Scholarship.....1-800-377-5222 (ext. 7731)
Human Resources .....1-800-377-5222 (ext. 7235)
Institutional Research & Planning.....1-800-377-5222 (ext. 7355)
Library .....1-800-377-5222 (ext. 7415)
Marketing.....1-800-377-5222 (ext. 7736)
Off-Campus Programs .....1-800-377-5222 (ext. 7482)
Physical Plant .....1-800-377-5222 (ext. 7301)
President.....1-800-377-5222 (ext. 7388)
Purchasing/Accounts Payable.....1-800-377-5222 (ext. 7371)
Registrar .....1-800-377-5222 (ext. 7339)
Student Activities and Student life.....1-800-377-5222 (ext. 7428)
Student Support Services.....1-800-377-5222 (ext. 7406)

Campus tours are conducted by the Admissions Office.
To arrange your tour, call 570-740-0337 or 1-800-377-LCCC (ext. 7337)
Visit LCCC on the Internet: http: //www.luzerne.edu

MISSION AND INSTITUTIONAL LEARNING OUTCOMES

Luzerne County Community College provides excellence in education, fosters student success in achievement of goals, and positively impacts Luzerne County and the surrounding Northeastern Pennsylvania region.

The institutional goals of Luzerne County Community College are:

- Provide a foundation of core knowledge and skills
- Develop contributing and culturally competent members of society
- Guide the learner in pursuit of educational and career goals
- Design a quality educational experience accessible for all learners
- Develop partnerships within the community to contribute to the economic, technological and social advancement of the region.
- Ensure continuation of efficient and effective operations to support teaching and learning environment.

Luzerne County Community College students will be able to develop:

Practical and Intellectual Skills which include:

- Communicating effectively orally or in writing to express and exchange ideas;
- Gathering, organizing and evaluating relevant information to solve problems, enhancing critical thinking;

Individual and Societal Responsibilities which include:

- Participating in community engagement that addresses environmental responsibility, social justice and/or cultural diversity; and
- Developing the skills to learn independently, enhancing lifelong learning.

LOCATION AND FACILITIES

The permanent campus of Luzerne County Community College is situated on a 167-acre site at 1333 South Prospect Street in Nanticoke, Pennsylvania. Of the eighteen buildings which make up the College's permanent facilities, **Founders Hall**, **College Hall**, and the **Business and Information Science Center** are the three buildings where most of the general classrooms, computer laboratories and most faculty offices are located.

The **Campus Center**, a three-story facility, houses student lounges, a cafeteria, a fitness center and aerobics room, student club rooms, and other student activity offices. In addition, the President's Office, College Bookstore, the Schulman Gallery, and the Counseling and Student Support Offices (tutoring center) are located inside.

Adjacent to the Campus Center is **College Hall** (Building 9). It houses numerous faculty offices, classrooms, Career Services Office, and the Writing Center.

The **James T. Atherton Gymnasium** includes a two-station gymnasium and classroom for use by the College's intercollegiate and intramural athletic programs as well as for academic purposes. The **Enrollment and Admissions Center** houses the majority of the College's administrative services, Admissions Office, Financial Aid Office, and Registrar's Office.

The **Physical Plant Services Building** contains a warehouse, repair shops, and an office/conference training area. The spacious **Library** contains classrooms, study area, periodical and reference areas, archives, and complete facilities for the College's media and book collections.

The **Educational Conference Center** (Building 10) includes six seminar rooms of varying sizes, two auditoriums and a spacious dining area.

The **Technology Center** (Building 12) is an 85,000 sq. ft. building which houses the College's high-tech program offerings, and also contains teleconference facilities and exhibition space for outside businesses to conduct customer meetings and business transactions. A 13,000 sq. ft. addition houses the Commercial Art Department, including studios, lecture rooms, computer labs and photography studios and darkrooms.

Luzerne Hall (science building) contains general classrooms and a 13,000 sq. ft. addition housing five science laboratories and faculty offices.

The **Business and Information Sciences Center** (Building 7) contains eight computer labs, two classrooms, and faculty offices for instructors of the College's Business and Computer Information Systems curriculums.

The **Joseph A. Paglianite Culinary Institute** located in downtown Nanticoke, is a state-of-the-art facility that provides the College's hospitality programs with a teaching kitchen, line kitchen, pastry kitchen, chocolate room, four smart classrooms and faculty offices. In addition, an 80-seat classroom/theater with audio visual capabilities is available to host visiting scholars, chefs and prominent hospitality leaders, all of whom provide additional learning opportunities to students and the community.

The **Trades Center** (Building 2) is home to the trades programs such as plumbing, heating and air conditioning, engineering, and electrical construction.

The Nursing, Respiratory Therapy, Surgical Technology, Dental Hygiene, Dental Business Assisting, Emergency Medical Services and Phlebotomy programs are located in the spacious **Francis S. and Mary Gill Carrozza, RN Health Sciences Center** in downtown Nanticoke. This 51,000 sq. ft. facility houses the College's Dental Clinic, with its 24 chairs, simulation equipment, x-ray room, radiology interpretation room, and sterilization room, as well as a blood gas test room, seven various medical labs and ten smart classrooms in addition to 30 faculty offices.

The **Public Safety Training Institute** helps train first responders with its Burn Building, road courses, helipad, confined space props, skid and maneuver pads, and other emergency situation facilities.

LCCC DEDICATED OFF-CAMPUS LOCATIONS:

BERWICK CENTER
107 S. Market Street, Berwick, PA 18603
Telephone: 570-759-3900 • Director: Rose Goin

HAZLETON CENTER
100 W. Broad Street, Suite 108, Hazleton, PA 18201
Telephone: 570-453-3140 • Director: Terry Bauder

KULPMONT CENTER
1100 Spruce Street, Suite 200, Kulpmont, PA 17834
Telephone: 570-373-5676 • Director: Nicole Edmondson

NORTHUMBERLAND REGIONAL CENTER
2 E. Arch Street, Shamokin, PA 17872
Telephone: 570-648-2544 • Director: Nicole Edmondson

SCRANTON CENTER
Marketplace at Steamtown, 300 Lackawanna Ave., Scranton, PA 18503
Telephone: 570-740-0210 • Director: Melissa Ide

WILKES-BARRE CENTER
2 Public Square, Wilkes-Barre, PA 18701
Telephone: 570-453-3140 • Director: Rebecca Brominski

COLLEGE OFFICE HOURS & LOCATIONS

College office hours may vary from office to office, but most are open from 8 a.m. to 5 p.m. Monday through Friday. An administrator is available to answer questions, handle problems and provide a variety of services Monday through Thursday from 5 p.m. to 8:30 p.m. in the Admissions Office at the main campus and at designated off-campus sites.

Department Name.....Name/Building
Academic Affairs Office .....Enrollment & Admissions Center (5)
Activities Office .....Campus Center (14)
Administration .....Enrollment & Admissions Center (5)
Admissions Office.....Enrollment & Admissions Center (5)
Technologies..... Technology Center (12)
Alumni Office .....Campus Center (14)
Athletics.....Campus Center (14)
Business Office.....Enrollment & Admissions Center (5)
Career Services ..... College Hall (9)
Computer Programs ..... Business & Information Sciences Center (7)
College Relations.....Campus Center (14)
Community Services Office ..... Educational Conference Center (10)
Continuing Education Office..... Educational Conference Center (10)
Counseling ..... Campus Center (14)
Culinary/Hospitality Programs (Pastry Arts, Culinary Arts, and Hospitality Business Management).....Joseph A. Paglianite (30) Culinary Arts Institute (Downtown Nanticoke)
Director of the Library..... Library (6)
Enrollment Management & Student Development Office (Registrar) ..Enrollment & Admissions Center (5)
Financial Aid Office .....Enrollment & Admissions Center (5)
Fitness Center .....Campus Center (14)
Health and Physical Education.....James T. Atherton Gymnasium (8)
Health Science Programs (Surgical Technology, Dental Hygiene, Nursing, Phlebotomy, Dental Business Assisting , Respiratory Therapy, and EMS)Francis S. & Mary Gill Carrozza, RN Health Sciences Center (31)
Human Resources .....Enrollment & Admissions Center (5)
Library Services..... Library (6)
Marketing Office.....Campus Center (14)
Physical Plant/Maintenance .....Physical Plant Services Building (13)
President's Office.....Campus Center (14)
Security .....Building 1
Student Government Office.....Campus Center (14)
Student Support Services.....Campus Center (14)
Registrar's Office.....Enrollment & Admissions Center (5)
Technical Arts (Plumbing, HVAC, Electrical and Engineering Programs).....Trades Center (2)

TECHNOLOGY RESOURCES

LCCC provides technology help desk services for students and staff. Students can visit the **Help Desk** office which is located at the Main Campus, Building 14, Room 112. Students can contact the help desk by calling 800-377-5222 (ext. 7711) or by email at helpdesk@luzerne.edu. The help desk is open each weekday and is also available during the evenings and weekends. For more details visit http://student.luzerne.edu.

The **Student Intranet** is an *invaluable* tool for all LCCC students. Check it out at http://student.luzerne.edu. Some information you'll have access to includes:

• College Calendar • Classified Ads • Compressed Schedule
• Directory of Staff • Directory of Faculty • Tutor Request Form
• SMS/Email Alerts • Student Email

Ellucian Go App is a free app which allows students to quickly and easily interface with the College's student information system. To use this service, go to www.luzerne.edu/ellucian.

Office 365 (Windows and Mac) is available to all enrolled LCCC students. This Microsoft Office software can be downloaded by going to the "Microsoft Software" link that appears under the links menu.

The College provides **Wireless Access** at its main campus and dedicated centers. The SSID for wireless access is "lcccwlan" and the password is "wireless." You will then need to use your network account name and password to authenticate.

Stay informed by receiving text and/or email notifications through the **Emergency Alert** program. Go to the student intranet and select "Text/Email Alerts" from the links menu.

You can **save files** to your personal network folder (H drive) at any academic computer located at the main campus or one of the dedicated off-campus centers. You should always back up your files on a USB flash drive or external hard drive.

LCCC offers **Email Addresses** and **Computer Accounts** to all students. A student may obtain an email address by visiting the student portal, located at http://student. luzerne.edu, and clicking the "Click here to create an account" link. Students can continue to use their LCCC student email accounts even after they are no longer a student. Student email accounts are deleted only when there is at least one year of account inactivity.

ACADEMIC INFORMATION

CLASS ATTENDANCE

Since regular and prompt attendance is essential to scholastic success and growth, students are expected to attend all scheduled classes and laboratory sessions for which they are registered. Absence does not excuse a student from the responsibility for class work or assignments that are missed.

Students should be sure that they understand the attendance policies for each of their instructors and should notify their instructors in the case

of extended absences. If a faculty member did not provide the students with a written attendance policy, then the College's Class Attendance Policy should be used. Please consult with individual instructors and/or the Academic Affairs Office for more information.

SYSTEM OF GRADING

LCCC uses the following schedule of letter grades, definitions and grade-point equivalents as its official grading system. The primary purpose of any grading system is to inform the student of his or her academic progress.

Final grades are available on WebAdvisor within two weeks of the final examination period for each semester. Students may receive printed copies of their final grades if requested. Grade information is not released by telephone. Grades may be withheld if all financial commitments to the College have not been met.

Letter Grade	Definition	Grade Points
A	Academic achievement of superior quality	4.0
B+	Academic achievement above high quality	3.5
B	Academic achievement of high quality	3.0
C+	Academic achievement above satisfactory quality	2.5
C	Academic achievement of satisfactory quality	2.0
D+	Academic achievement above the minimal quality required for course credit	1.5
D	Academic achievement of minimal quality required for course credit	1.0
F	Academic achievement below the minimum required for course credit. Failure.	0.0
W	Official Withdrawal (A student may withdraw from a course up to and including the tenth week of the semester with a W grade on his/her record. W grades do not affect the student's GPA.	-
I	Incomplete Work (A temporary grade given in cases when the student is unable to complete the semester's work or the final examination because of illness or other circumstances beyond his or her control. The student must present valid reasons for the work missed and must arrange with the instructor to make up the work during the following semester; otherwise, the "I" automatically becomes an "F". Students should initiate the request for Incomplete grades.)	-
IE	Incomplete Writing Competency Examination	
S	Audit (No Credit)	—
P	Successful Completion of Course	—
R	Unsuccessful Completion of Course — Re-Take	—

Each student receives a final grade report for the semester after the closing of each semester.

A student who earns a grade of "D, D+ or F" in a course may repeat the course. These grades will be recorded on the transcript but only the most recent grade will count toward the G.P.A. A student who earns a "B" or "C" in a course may be allowed to repeat the course with an Academic

Dean's approval. The second grade will be recorded on the transcript; however, only the first grade will be calculated into the G.P.A.

In addition, the repeat credits will not be considered for fulfillment of program and/or graduation requirements. Please be reminded that a course taken at LCCC may be repeated only once. In order to take a course more than once, a student needs to obtain Academic Affairs approval.

FINAL EXAMINATIONS

Students are required to take the final examinations in every course for which they are registered at the scheduled times set for the examinations. Students should consult their course syllabi/outlines for more detailed information about specific course final examinations.

Students who are not present to take the exams at the scheduled time should contact their instructors to inquire about make-up exams and should be prepared to provide evidence of a valid reason for missing the exam. Administration of make-up exams is at the discretion of the course instructor. For more information or with questions regarding final examinations, contact the Academic Affairs Office at extension 7379. Dates for the final examination schedule are published in this publication and are posted each semester on the Student Intranet. Students are encouraged to contact their instructor(s) as soon as possible after missing an exam.

GRADE POINT AVERAGE

The cumulative grade point average is computed by multiplying the credits of each course by the grade points earned, adding the products, and dividing this sum by the total credits attempted.

The following is an example of how to compute the G.P.A.

Course	Grade	Credit Hours	Times	Grade Point	Equals	Grade Points Value
English	A	3	X	4	=	12
Science	B	4	X	3	=	12
Mathematics	C+	3	X	2.5	=	7.5
World History	D	3	X	1	=	3
Language	F	3	X	0	=	0
Phys. Education	D+	1	X	1.5	=	1.5
	Total	17			Total	36

Sample: 36 Grade Points = 17 Credit Hours

```
      2.11
17 / 36.0
     34
     20
     17
      3
```

ACADEMIC PROBATION

Academic Standing is determined by cumulative grade point average (GPA) and total credits attempted.

Total Credits Attempted	Academic Probation	Satisfactory Progress
0 - 18	1.50	1.51
19 - 36	1.69	1.70
37 - 54	1.89	1.90
55 - or more	1.99	2.00

Students must maintain a cumulative GPA in accordance with the Satisfactory Progress column in the above table to remain in good standing. Students who do not maintain such a cumulative GPA will be placed on academic probation. After each 12 credits attempted, part-time students who do not maintain such a cumulative GPA will be placed on academic probation.

The first semester that a student is placed on academic probation, the student's credit load will be limited to 12 hours for the following semester. If the student's cumulative GPA does not reach Satisfactory Progress as identified above, the following semester the student's credit load will not be allowed to exceed nine semester-hours for any one semester. While on academic probation the student must meet with a counselor or advisor at least once per month during the semester.

Students on academic probation will not be allowed to participate in any school sponsored extra-curricular activities once he/she is reduced to the nine credit limit. Students who continue on academic probation could be subject to suspension or dismissal in accordance with the College's Suspension/Dismissal Policy.

SUSPENSION/DISMISSAL FOR ACADEMIC PROGRESS

1. While on academic probation, students must maintain a 2.0 semester average in each subsequent major semester following probationary status.
2. Students not meeting this minimum requirement will be suspended for the next major semester. Upon readmission and acceptance the student will be required to maintain a minimum 2.0 semester average for each major semester.
3. Students failing to meet the 2.0 major semester average after a suspension will be academically dismissed.
4. Academic dismissal renders a student ineligible for readmission for a period of two years from the point of dismissal. At the time of readmission all "F" grades will be deleted from GPA calculations.

SUSPENSION/DISMISSAL FOR ACADEMIC PROGRESS APPEALS PROCESS

1. A Suspension Appeals Board will be established each year. The board will consist of three members appointed by the Provost/Vice President of Academic Affairs.
2. Students have the right to appeal their suspension through the Office of the Provost/Vice President of Academic Affairs. If the Provost/Vice President warrants the appeal valid, he/she will convene the Appeals Board.
3. The student has the responsibility of presenting his or her appeal to the Appeals Board who will recommend to the Provost/Vice President of Academic Affairs one of the following actions:
   A. Continued suspension.
   B. Return to school with limited credit hours. The board will recommend the allowable number of credits to be taken by the student.
   C. Return to school with no limitation.

The Provost/Vice-President of Academic Affairs reserves the right to accept or reject the recommendations of the Appeals Board.

NOTE: Students who reach suspension status must maintain a 2.0 G.P.A. each semester until such time as their overall G.P.A. removes them from probationary status. Students not meeting this requirement will be academically dismissed.

UNDER REVISION

GRADUATION

In order to graduate from Luzerne County Community College upon completion of a credit program and receive a degree, certificate or diploma, students must apply for Graduation by the published deadline. Applications are not accepted after the deadline date. Each student must complete an on-line application whether he/she is attending or is not attending the Commencement ceremony. LCCC grants degrees, certificates and diplomas in credit programs only at the end of the Spring Semester and at the close of the Summer Session in August.

One formal Graduation ceremony is held annually, at the close of the Spring Semester in May. Students who have completed their requirements at the end of the previous summer or fall semester, in addition to those who have completed their requirements in the Spring Semester, are invited to take part in the annual Commencement ceremony. Students granted their degree, certificate or diploma at the end of the Summer Session in August will receive information regarding obtaining their diplomas through College e-mail.

In order to qualify for a degree, certificate or diploma, a student must attain a minimum G.P.A. of 2.0 and satisfy all requirements of his/her program of study.

In the event a student meets the minimum grade point average of 2.0 and meets all but six credits or less of his/her degree, certificate or diploma program requirements, he/she may participate in the May commencement provided the following conditions are met:

1. The student has registered for the required course(s) for the subsequent summer session by May 1.

2. The student has paid the tuition for the required course(s) for the subsequent summer session by May 1.

The President's Office may approve registration for the required course(s) for the fall term if the College does not offer the required course(s) in the subsequent summer session.

In the event a student is enrolled in one of the Health Sciences programs that ends in the subsequent summer session (precluding him/her from completing the program in the Spring), and that student meets the minimum grade point average for his/her curriculum, he/she may participate in the annual Commencement ceremony in May.

Students who participate in the annual Commencement Ceremony in May, prior to completion of their program, will be granted their degree, certificate or diploma upon the successful completion of their program, and will receive information on how to obtain their diploma at the completion of the Summer Session in August.

Students enrolling in a program may follow the *Catalog* in place at the time of their initial enrollment to determine their qualification for graduation providing they have not missed two or more consecutive semesters. Students may always select the *Catalog* in place at the time of their graduation.

In addition, students should adhern to the following items:

1. Students must submit an on-line application for graduation no later than **FRIDAY, FEBRUARY 22, 2019**.

2. Students must satisfy all requirements of their respective program and attain a 2.0 cumulative Grade Point Average.

3. Students requesting a variance of requirements for a degree, certificate or diploma must complete a variance form and submit this form to the Office of Academic Affairs on or before submission of the application for graduation.

4. Financial obligations to the College must be fully satisfied in order to graduate.

5. Students will only be contacted by Academic Affairs if a problem exists with their application for graduation.

6. The deadline for graduates to resolve issues concerning completion of incomplete grades, transfer of credits from other colleges or universities or any other related matter is **May 2.** If these matters are not resolved by **May 2,** the student's alternative is to apply for his/her degree to be awarded in August.

For more information about graduation requirements, students should contact the Counseling Department at 570-740-0451.

GRADUATION HONORS DISTINCTION

Students who qualify for a degree, certificate or diploma who have achieved a cumulative grade point average of 3.50 or above will be graduated with honors as follows: cumulative grade point average of 4.00 - Summa Cum Laude; between 3.75 and 3.99 – Magna Cum Laude; between 3.50 and 3.74 – Cum Laude. If there is no student with a cumulative grade point average of 4.00, then the student with the highest cumulative grade point average above 3.75 will receive the Summa Cum Laude distinction. Students who have not completed all requirements for graduation will not be eligible for graduation honors distinction.

ACADEMIC HONORS

Students will be eligible for academic honors at the conclusion of the Fall and Spring Semesters according to the following criteria: A student will be recognized for honors upon the completion of each segment of twelve credits to a maximum of one hundred twenty (120) credits. A student must complete 75 percent of their attempted credits with a grade of "C" or higher to be eligible for honors. A "W" or "S" grade would not disqualify a student from achieving honors. A student earning an Incomplete Grade will be recognized upon successful completion of the "I" grade. Students will be recognized for honors accordingly:

President's List	-	4.00
Dean's List	-	3.50-3.99
Honor's List	-	3.25-3.49

ADDITIONAL DEGREE(S)

A student may attain up to three degrees at the Community College. These degrees are in the following areas: Associate in Arts, Associate in Science, or Associate in Applied Science.

In order to qualify for an additional degree, the student must meet the requirements of the additional degree plus have completed 30 credits over and above the total amount required for the original degree.

Students can be awarded two diplomas for the same degree area; however, they must complete all the requirements for that degree area plus 30 additional credits over and above the original degree. These 30 credits must be taken at LCCC.

In addition, students may be awarded a certificate of specialization, upon the completion of an associate degree, in any area as long as that certificate results from the completion of a least 15 additional credits over and above the associate degree. These credits must be related to the curriculum represented by the certificate of specialization.

DISTANCE EDUCATION

Distance Education describes instructional methods in which the interaction between the facilitator and learner primarily take place electronically. Distance Education opportunities at LCCC range from short-term training to undergraduate courses for college credit.

Internet-based, online learning is one method available through LCCC for distance learners. With this method, students access learning materials and interact with the faculty member via the Internet, including e-mail, chat and the World Wide Web. Another method is a hybrid where students are required to complete course requirements both on-line and in a traditional classroom setting.

Technical requirements for on-line courses are available on the LCCC website at http://www.luzerne.edu/distanceeducation. For more information, contact Ann Saxton in the Distance Education Office in Building 5 or at 570-740-0393.

BLACKBOARD LEARN

LCCC uses Blackboard Learn to deliver its Distance Education courses. Many instructors also use Learn to deliver some content for their classroom courses.

The web address for Learn at LCCC is http;//learn.luzerne.edu. Your user name for Learn is always your first and last initials (lower case) followed by your 7-digit LCCC student ID number (for example, jd0987654). The first time you log in, your password is the same as your user name.

For more information about using Learn, please go to the LCCC Distance Education web site.

CLASSIFICATION

A student is classified as a sophomore if all deficiencies have been removed, all freshman requirements have been passed, and at least 30 semester hours of credit have been earned.

COLLEGE POLICY ON CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER OR OTHER EMERGENCIES

When the College is closed due to inclement weather or other emergencies, announcements will be made on local television and radio stations, the College's WENS text messaging alert system, and its internet site. The closings apply to both students and staff. Students are encouraged to register their cell phone numbers and email addresses on the College's SMS/Email Notification Systems through the Student Intrenet.

If classes are delayed, similar announcements will be made. Class delays apply to both students and staff.

In situations when the College is in operation and the student makes a discretionary decision not to attend class because of what he or she determines to be dangerous winter weather conditions, the College will consider this absence to be excused only when the school district in which the student lives is cancelled.

COMPRESSED SCHEDULE

The following schedule will be in effect when announced during inclement weather at the Main Campus in Nanticoke:

Monday-Wednesday-Friday classes will be 45 minutes in length with 10 minute breaks in accordance with the following:

Regular Class Time	**Compressed Class Time**
8 a.m. to 8:55 a.m.	10 a.m. to 10:45
9:05 a.m. to 10:00	10:55 to 11:40
10:10 to 11:05	11:50 to 12:35 p.m.
11:15 to 12:10 p.m.	12:45 to 1:30
12:20 to 1:15	1:40 to 2:25
1:25 to 2:20	2:35 to 3:20
2:30 to 3:20	3:30 to 4:15
3:35 to 4:30	4:25 to 5:10

Classes starting after 3:35 but before 5:00 will meet from 4:25-5:10. Evening classes beginning at 5:00 p.m. or later will meet at their normally-schedule time.

Tuesday-Thursday classes will be 55 minutes in length with 10 minute breaks in accordance with the following:

Regular Class Time	**Compressed Class Time**
8 a.m. to 9:20 a.m. or earlier	10:00 a.m. to 10:55 a.m.
9:30 to 10:50	11:05 to 12:00
11:00 to 12:20	12:10 p.m. to 1:05
12:30 p.m. to 1:50 p.m.	1:15 to 2:10 p.m.
2:00 to 3:20	2:20 to 3:15
3:30 to 4:50	3:25 to 4:20
5:00 to 6:20	Resume normal schedule

Classes starting at 5 o'clock or later will resume the normal schedule

Unique time classes: on Monday, Wednesday, Friday will meet 45 minutes

compressed for each 55 minutes on the regular schedule. On Tuesday and Thursday compressed classes will meet 55 minutes for each 80 minutes regularly scheduled.

Classes with unique starting times: instructors will use the above formula to calculate the starting time and announce this in class at the first opportunity during the semester.

The following schedule will be in effect when inclement weather is announced during the weekend (Saturday or Sunday classes):

Regular Class Time	Compressed Class Time
8 a.m.	10:00 a.m. to Noon
9 a.m.	10:00 a.m. to Noon
10 a.m.	Noon to 2 p.m.
11 a.m.	Noon to 2 p.m.
Noon	Resume normal schedule

Classes scheduled to meet for longer than three hours will be adjusted at the discretion of the instructor. Hybrid classes may be rescheduled at the discretion of the instructor.

SERVICES TO STUDENTS

DIVERSITY ON CAMPUS

The College is a member of the Northeastern Pennsylvania Diversity Education Consortium. NEPDEC's goals are to create a more inclusive, dynamic culture in our region and to prepare for increasingly complex and diverse communities and workplaces. There are a multitude of educational programs offered throughout the year, coordinated by the College's Coordinator of Diversity. Check the Student Intranet and the College's website http://luzerne.edu for upcoming diversity events including speakers, films, and workshops.

COUNSELING & ACADEMIC ADVISING

The Counseling and Advising Center provides a comprehensive program of services for Luzerne County Community College students. Refer to WebAdvisor for your current counselor assignment and their hours and location. The services provided include:

EVALUATION AND PLACEMENT

Students entering the College must take the community college computerized placement test ACCUPLACER ($25 fee). Test scores as well as high school records are evaluated to determine course placement. Students may wave the placement test if they meet certain requirements. Please contact the Admissions Office for more information on these requirements.

ACADEMIC ADVISING

Students entering the College as full or part-time day students are assigned a counselor or advisor for academic advisement. Please visit your student intranet account to locate your counselor/advisor's name.

PERSONAL COUNSELING

Counselors are available to assist students in dealing with personal problems that may be interfering with their academic success. Students may be referred to outside agencies if the sessions go beyond the resources of the department.

CAREER COUNSELING

The counselors assist students in facilitating the realization of their career goals. The department works closely with Career Services (Building 9 Room 921). For more information on services and resources, visit www.luzerne.edu/career.

TRANSFER COUNSELING

Transfer information is provided to students upon request. Students may initiate an Articulation Agreement with a four-year institution through assistance of their counselor. Ultimately, transfer is the responsibility of the student who must make the final decision and choices concerning transfer. Refer to the Student Intranet for a list of colleges participating in these transfer agreements.

ADVISEES ROLE

Be an active participant in the student/counselor relationship by:

- Seeking out information in advance of your appointment. Use Web Advisor and the student intranet at www.luzerne.edu.
- Refer to the *College Catalog* and *Student Handbook* for policies and procedures and how they affect you.
- Prepare for your counseling appointments.
- Schedule appointments in advance. Notify the Counseling Office 24 hours in advance if you cannot keep your appointment.
- Respond to Counseling contacts from their office.
- Follow through to completion changes to your academic status (i.e. drop/add, change of curriculum).

WEBADVISOR

This software allows students to access and process information from the College's student information system through your web browser. WebAdvisor is a great tool to find out who your advisor is, to search for classes, and to print your schedule. You can also view your financial aid application and compare your courses against other curriculums using the program evaluation tool. Registered students are able to log into WebAdvisor to access these additional services. If you are having trouble accessing WebAdvisor, contact the LCCC Help Desk at 800-377-5222 (ext. 7711 or 7752). You can also email helpdesk@luzerne.edu or lradziak@luzerne.edu.

REGISTRATION

All students are expected to register and enroll in classes within the time periods announced in the College Calendar. A student may register by visiting the Registrar's Office located in Building 5 or online through http//www.webadvisor.luzerne.edu. Schedule information is available on WebAdvisor. Students should also meet with their academic counselor.

DROPPING AND ADDING A CLASS

A Drop is a method of removing a class(es) from a student's schedule. During the first two days of classes a student may drop a class and add another. This process can be completed via the Registrar's Office or the Counseling and Academic Advising Department. Students are expected to adhere to the drop deadlines published in the College Calendar. See the Student Intranet or the *College Catalog* for more information.

An Add is a method of increasing the number of credit(s) to a student's schedule by adding a class. A student may add a class during the first two days of classes. This process is also completed by visiting the Registrar's Office or the Counseling and Academic Advising Department.

WAITLIST FOR CLASSES

The College will waitlist closed credit course sections to allow students to be placed on a prioritized waiting list for a seat in a specific section of a course. Students will be permitted to register for that section if a seat becomes available. Students on waitlists are NOT considered registered for the course.

Waitlists will not be placed on courses with special enrollment restrictions. Only students on the waitlist for a specific course section may register for that section if/when seats become available unless and until no student remains on the waitlist. If no students are on the waitlist for a waitlisted course section, registration will open up to the general student population. Students may not register for and waitlist for the same course in the same semester.

It is the student's responsibility to clear up any registration blocks which would prevent him/her from registering for the waitlisted course section within the stated timelines.

WITHDRAWAL FROM COLLEGE

An official withdrawal is a process of dropping all classes from a student's schedule. Official withdrawals need to be completed by the student in person. This process can be completed via the Registrar's Office or the Counseling and Academic Advising Department. Students are expected to adhere to deadlines each semester published in the College Calendar. See the Student Intranet or the *College Catalog* for more information.

CHANGE OF CURRICULUM

A student who changes educational objectives and wishes to alter his/her program of studies in order to pursue a new curriculum should contact their counselor or the Registrar to obtain a Change of Curriculum Form. A change of curriculum is not official until the student has obtained the signature of a counselor and the Registrar.

EARLY ALERTS

The College's referral process, aimed to help students be successful, is called Early Alert. Instructors may submit an Early Alert (or referral) on a student in a class; this will alert the Counseling Department to contact the student.

This process is not punitive, but instead, is meant to identify students who can benefit from meeting with their counselor. Services provided to the student as a result of an Early Alert could include tutoring, one-on-one counseling, study skills workshops, or assistance with dropping the course. It is very important that students respond to contacts from the Counseling Department regarding an Early Alert. Be sure to check your student email.

TUTORING SERVICES

Free tutoring services for most courses are provided by the Student Support Services Department and held in the Learning Lab. The Learning Lab is located on the first floor of the Campus Center, Room 121. Tutoring is provided both by full time professional staff and student tutors.

How can tutoring help me?

Students request tutoring services for a variety of reasons. Some of the most common reasons include the following:

- Student surveys have indicated that the most common reason students seek tutoring is to get or maintain a grade of 'A' for a particular course.
- Non-traditional students frequently seek tutoring services. Non-traditional students include those who have returned to the classroom after having been away from a formal educational experience for a number of years. Tutoring can help non-traditional students brush up on study skills, relieve anxiety, and improve class performance.

- Students with handicaps, learning disabilities, cognitive difficulties, or psychological impairments are especially encouraged to seek tutoring. Frequently, tutoring provides students with disabilities with the support necessary to become successful college students.
- Students who are English language learners are encouraged to seek tutoring. Study and conversation groups designed to support English and reading courses have been developed to help English language learners improve their college-level English skills. Additionally, we can provide support for other courses with extensive reading and writing assignments, and technical vocabulary.
- Students who are not doing well in a course often come to the Learning Lab for tutoring. After midterm exams, students who find they are at risk of failing a course or earning a grade of 'D' frequently seek tutoring to help them improve their performance on the remaining tests and assignments for the course. Sometimes, we can help you improve a failing grade, so that a 'D' or an 'F' does not appear on your transcript. If you expect that a course will be difficult for you, it is recommended that you seek tutoring at the beginning of the course. Hopefully, this will help you avoid low scores on tests and papers.

How Do I Get a Tutor?

Students must formally request a tutor in order to participate in the tutoring program. The tutorial request form is available in the Learning Lab, Room 121, Campus Center or online via the student intranet. Complete one form for each tutor you are requesting. Provide your e-mail address and cell phone number, if available, so that you are easy to contact when the tutor you have requested becomes available. Indicate the times that you have available to come to the Learning Lab to be tutored.

Generally, each student begins with one hour per week of tutoring for each course requested. The more time you have available to be tutored, the more likely it will be that a tutor will be able to fit you into his or her schedule quickly.

Can I Be a Tutor?

Paid tutoring positions are always available in the Learning Lab. The hours are flexible and can be scheduled around your classes and other activities. To be eligible, applicants must maintain a grade point average of at least 2.75, with grades of 'A' or 'B' earned in the courses the applicant wishes to tutor. In addition to the pay, tutoring has other benefits, including the following:

- Tutoring provides the tutor with an improved understanding of the subject matter.
- Tutoring experience is strong, professional work experience that can be included on your resume and discussed with potential employers during job interviews.
- Work hours are flexible, and help and support from professional staff is available.
- You will enjoy a strong feeling of accomplishment and satisfaction in helping others succeed at something that is difficult for them.

Where Can I Go for More Information?

Contact the Student Support Services Department at 570-740-0775 or e-mail ssocash@luzerne.edu.

You are always welcome to visit the Student Support Services Department (Campus Center, Room 121) in person.

Other Student Support Services

Extended Time Group Study Sessions: The Extended Time Group Study program has been designed to provide extra help in certain courses. Study groups meet one or two times each week to review class work and/or homework assignments. This program is additional to classroom instruction and/or tutorial services already provided.

Make-up Testing: As a convenience to students and instructors, the Student Support Services Department offers make-up testing services. Students can report to this department to make up missed exams during the following hours only:

Monday: 9:00 am to 11:00 am and 2:00 pm to 7:00 pm.
Wednesday: 9:00 am to 11:00 am and 2:00 pm to 7:00 pm.
Friday: 9:00 to 11:00 am only.

Writing Competency Exam and Writing Assessment Test: Students who receive the accommodation of using a word processor to take the Writing Competency Exam or the Writing Assessment Test and students who are not able to take these exams during their regularly scheduled sessions can take the exams in the Learning Lab with the permission of the instructor. Students can report to the Student Support Services Department to take these exams during the following hours only:

Monday: 9:00 am to 11:00 am and 2:00 pm to 7:00 pm.
Wednesday: 9:00 am to 11:00 am and 2:00 pm to 7:00 pm.
Friday: 9:00 to 11:00 am only.

TRANSFER AGREEMENTS WITH BACCALAUREATE INSTITUTIONS

Luzerne County Community College and forty-three (43) baccalaureate degree awarding institutions have agreed to correlate many respective programs for the Associate in Arts or Associate in Science and the Bachelor's degree in Arts or Sciences. Subject to the terms of these agreements, the student who has earned the Associate in Arts or Associate in Science degree at Luzerne County Community College is guaranteed admission at the baccalaureate institution and advanced standing credit for courses of study completed at Luzerne County Community College.

To attain the optimum benefit of these agreements a student needs to contact his/her counselor for assistance with transfer counseling. Counselors are available in the lower level of the Campus Center located on the main campus, in various academic buildings, and at designated off-campus sites. Please refer to the Student Intranet for a list of available colleges participating in these transfer agreements.

FINANCIAL AID

The Financial Aid Office is located in Building 5. The Financial Aid Office has the responsibility for providing information and assistance to students having questions about financial aid.

Students may receive financial aid at Luzerne County Community College through scholarships, Veterans programs, and Federal and State programs such as:

- Federal PELL Grant
- PA State Grant (PHEAA)
- Federal Direct Stafford Loans (both subsidized & unsubsidized)
- Federal College Work-Study Program
- Federal Supplemental Educational Opportunity Grant (SEOG)

All financial aid programs are regulated by specific state or federal guidelines and require the student to submit family and personal financial data. All students applying for financial aid must complete a Free Application for Federal Student Aid (FAFSA) online as well as the Luzerne County

Community College Financial Aid Application. Completion of these applications enables you to apply for a Federal Pell Grant, a PHEAA State Grant and provides LCCC with a need analysis document which calculates the expected parental and/or student contribution toward educational expenses. The need analysis document is used to determine eligibility for college-based aid including the Work-Study Program, SEOG, and Federal Direct Stafford Loans.

In addition to the above major aid programs, other programs are available to students who can meet specific requirements. Details and information on all programs are available at the College Financial Aid Office in the Administration Building.

Students who wish to apply for financial aid from the College should bear in mind that it is their responsibility to make certain they have obtained all pertinent information and forms. They should make it a point to know the basic rules and regulations governing any aid program in which they may participate.

ACADEMIC PROGRESS FOR FEDERAL AID

Federal regulations require institutions, which participate in the Title IV Programs to have a written and enforceable Academic Progress Policy. This policy must be applied consistently to all students, even those who are not currently receiving federal aid. The latter can be potential future recipients. It must also encompass each student's entire tenure at his or her institution.

The Title IV programs at LCCC include the Federal Pell grant, Federal Work/Study program, Federal Supplemental Educational Opportunity Grant, Federal Direct Stafford loan, and Federal Direct PLUS loan.

The regulations governing academic progress have established a maximum time frame for program completion and funding. This time frame cannot exceed one hundred and fifty percent (150%) of the number of credits required for graduation. The time frame is prorated for part time students. The minimum completion rate must allow a student to complete a program within the maximum time frame. A student is required to complete sixty-seven percent (67%) of all credits attempted each academic year. Remember that grades of W, I, F, and P or R for developmental course work are counted as attempted credits. Because a completion rate of sixty-seven percent may produce a fraction, the minimum required will be rounded high if .5 or greater and low if below .5. For example, the required minimum for thirty (30) credits attempted during the academic year would be 30 x .67 = 20.1. It would be required that the

student complete at least 20 credits to fulfil the quantitative requirement. The qualitative measure of progress is as follows:

Credit Hours Attempted	Minimum Required Grade Point Average
0 - 18	1.50
19 -36	1.70
37-54	1.90
55 plus	2.00

Academic progress will be reviewed at the end of the Spring semester of each academic year. The exception to this will be all students enrolled in programs of less than two (2) years in length. These students will be reviewed after one major semester of enrollment. This includes diploma and certificate programs. If the student does not meet the above stated requirements, he/she will not receive federal funds for the following semester. The Director of Financial Aid must approve any exceptions to the above written policy due to extenuating circumstances.

The Department of Veteran Affairs will be notified of any veterans who are on academic probation for more than two (2) consecutive semesters.

FEDERAL FINANCIAL AID RECIPIENTS

Any student who receives federal financial aid* and withdraws completely at or before the 60% period in the semester may have to return a portion of their unearned federal financial aid and may owe tuition, fees or other charges to the College and/or to the Department of Education. A calculation will be performed based on the number of days completed in the semester. Students who complete more than 60% of the term will receive 100% of their federal financial aid. If a student does withdraw completely, it is their responsibility to notify the Registrar's Office so that a date of withdrawal can be determined. Once we have determined the amount of aid that the student must return, it will be returned to the Title IV programs in the following order:

Unsubsidized Federal Direct Stafford Loans
Subsidized Federal Direct Stafford Loans
Federal Direct PLUS Loans
Federal Pell Grant
FSEOG Program

* Federal financial aid includes the programs listed above.

SCHOLARSHIPS

The Luzerne County Community College Foundation offers a variety of scholarships. These scholarships are available based on: curriculum, financial need, academic achievement, residency or community and/or college volunteerism. Applications should be submitted in the spring semester prior to April 15 and can be obtained from the Foundation Office, Campus Center, Room 216, or can be applied for on-line at http://www.luzerne.edu/foundation/scholarships.jsp. For additional information or questions, please call 570-740-0731.

CAFETERIA

A spacious, fully-equipped cafeteria is located on the third floor of the Campus Center. Its hours of service for Fall and Spring Semesters are 7:30 a.m. to 3 p.m. (Monday through Thursday) and 7:30 a.m. to 2 p.m. on Friday. During the Summer, it is open 7:30 a.m. to 2 p.m. (Monday through Thursday) and 7:30 a.m. to 1 p.m. on Friday.

BOOKSTORE

The Luzerne County Community College Bookstore is located on the third floor of the Campus Center (Building 14). The Bookstore provides all textbooks necessary for the courses offered by the College. The Bookstore also displays a full line of collegiate apparel including sweatshirts and sweatpants, t-shirts, shorts, jackets and backpacks. Numerous other items such as paper, pens, pencils and binders are also available at reasonable cost. The snacks and candy carried by the Bookstore are student favorites.

BOOKSTORE HOURS:

Regular Bookstore Hours

Monday through Friday..... 8 a.m. to 4 p.m.

Extended Bookstore Hours

Each semester, the Bookstore has extended hours for the week of registration and the first week of classes. Visit the Bookstore website at http://bookstore.luzerne.edu for dates and times of extended hours.

PURCHASES

Textbooks are available for purchase two weeks before the start of class (one week before for summer semesters) in the College Bookstore on the main campus in Nanticoke. Off-campus students have the option to order textbooks via the Bookstore website at http://bookstore.luzerne.edu. Students may also order textbooks by calling the Bookstore directly at 1-800-377-LCCC (ext. 7434). Shipping and handling fees apply to both phone and web orders. In addition to cash, Visa, MasterCard, Discover and personal checks are accepted.

Students may also be eligible to receive financial aid to purchase textbooks once the financial aid information is provided to the College Bookstore by the Business Office. A student can access his/her financial aid (Bookstore account) at the Bookstore by providing his/her student id number at the cash register when making the purchase. Students using financial aid may also purchase other items such as pens, paper, and notebooks if all textbooks needed have been purchased first.

RETURNS (for sessions that are 7 weeks or more)

Textbook returns will be refunded as follows ($10 return fee applies):

Fall & Spring Semester

Until the end of the second week of scheduled classes 100%
After the second week of scheduled classes ..... No Refund

Summer Session

Until the end of the first week of scheduled classes 100%
After the first week of scheduled classes..... No Refund
No refunds for sessions less than 7 weeks.

In order to receive a refund, textbooks must be purchased within the sales/return period listed each semester on the return policy, the textbook must be in its original package (all shrink-wrapped packages are non-returnable if opened), in new condition and accompanied by a receipt. The sales person has exclusive judgment whether the book is in "new" or "used" condition. Textbooks that were purchased with a credit card or third party payment can only be refunded to that source. Cash refunds will not be given on credit card or third party payment purchases. No refunds for lab manuals, reference materials, special order (includes nursing), and books purchased after the return period.

Merchandise and clothing are refunded only for exchange or store credit and must be returned within two weeks after purchase. Reference materials, textbooks for short sessions and special orders are not returnable. A $10 book return fee will be charged for all textbook and code returns except for College cancelled classes, and book-for-book exchanges when returned according to the return policy. This fee is per visit not per textbook..

TEXTBOOK BUYBACKS

The College Bookstore conducts textbook buybacks through an approved vendor. A book company representative is available at the Bookstore to purchase used textbooks from students for cash payment. The schedule for book buybacks is announced in advance through student communication channels such as the Bookstore website and broadcast email messages. Books can be sold online anytime by visiting the website at http://bookstore.luzerne.edu and clicking on the link "Online Buyback – Sell your Books" on the home page.

Following is additional information that explains how the process of book buyback works:

- Books that have been ordered by professors for the next term and are needed for store stock will be purchased for up to 50% of the new selling price at the end of the term buyback.
- It is advisable to sell your books as soon as possible during the term buyback.
- The quantity of books needed for any given class varies from term to term. The Bookstore will only buy back the quantity needed for the upcoming term. When the quota is reached, the wholesale value will be offered by the wholesale company conducting the buyback. The wholesale value is determined by the used wholesale company and is

based on the national demand for the book. Some books do not have a resale value and will not be purchased.

- Books that have been replaced with a new edition cannot be purchased. If you have the 1st edition of a book and the 2nd edition is available, you have an old edition and it has no resale value.
- Damaged books or books in poor condition will not be bought including books with missing or loose pages, broken bindings, water damage and excessive writing.
- Professors, not the Bookstore, determine which books are used for classes. Professors are responsible for notifying the Bookstore of their book selections in a timely fashion. The Bookstore can only work with the information available on the time of buyback.

LIBRARY

The Library, centrally located in Building 6, is the place to go to for study and research. With approximately 63,000 print books, 140,000 eBooks, 100 print periodical subscriptions, 3,000 audiovisual materials, 12,000 microform items, and 85 research databases, students should be able to access all the information they need.

More than 60 seats are available for quiet study and there are two group study rooms. Computers have research capabilities and are equipped with Microsoft Office software. A photocopier and microform-readers/printers are available for use (a charge may apply). Library users may use audiovisual materials in Room 601.

In addition to conducting informational classes, reference desk librarians are available to help students find, evaluate, and use information through reference sources, research databases, and the library catalog. Students are entitled to a library card which enables them to check out up to five books at a time. Library books can be checked out for two-weeks. To avoid any fines, a students may renew most library books for an additional two weeks by requesting a renewal in person, over the phone, or online by clicking on the "My Account" option through the library's catalog and entering their library card barcode number.

Reserve materials provided by professors can be accessed at the circulation desk for use in the Library. The Library is accessible to people with disabilities. For more information, visit the Library website at http://depts.luzerne.edu/library/. Students may call the library at 570-740-0415.

OFFICE OF ACCESSIBILITY SERVICES

The College provides equal access to programs, opportunities and activities for qualified individuals with disabilities. Any LCCC student with a documented disability can receive a reasonable accommodation that will provide him/her with equal access to programs, opportunities or activities at LCCC.

To request an accommodation, the student must provide documentation of his/her disability. Reasonable accommodations that do not present an undue hardship to the College and that do not alter the academic curriculum will be provided to any qualified student with a documented disability. Accommodations are based on the needs of the student and are determined on a case-by-case basis by the counselor for Accessibility Services.

Reasonable accommodations may include oral testing, a note taker or extended time for tests – for example. All documentation pertaining to a student's disability will be maintained in accordance with the Family Education Rights and Privacy Act (FERPA).

Complaints of discrimination based on disability may be addressed by contacting the Section 504/ADA Coordinator located in Room 517 of Administration Building (Building 5) at the main campus.

ACCESSIBILITY FACILITIES AND PROGRAMS

All facilities are in accordance with the Americans with Disabilities Act (ADA) and other applicable regulations.

Handicapped parking is available in several locations throughout the main campus including four spaces, centrally located behind the College Library, which provides direct access to the center of the campus. Refer to map on the back cover for parking locations. In the event a handicapped parking space is necessary, the student should obtain a request form from the Director of Campus Safety and Security whose office is located in Building 1. Every effort will be made to accommodate the student's needs.

CAREER SERVICES

The Career Services Office offers a variety of resources and tools to help students choose a major, create a career plan, or find employment. Individuals who need help choosing a major, but are uncertain about which direction to pursue may want to begin by taking an interest inventory and then work with a career counselor to discuss career options.

The Career Services Office maintains a web site containing an extensive collection of career and employment related information and links at http://www.luzerne.edu/career.

The Career Services Office does not "place" students in employment, nor does it guarantee job placement after graduation. However, the office does assist students with resume and cover letter writing, interviewing, researching employers, job search strategies, and the latest labor market data. A Health Services Job Fair is held annually in February followed by an all-major Job Fair in April. Local and regional job openings are posted on the Career Services website or in the Career Services Office. Students may also register with Career Services to receive job announcements by mail.

All career planning services are free of charge. Appointments can be made by contacting the Career Services Office at 800-377-5222 (ext. 7450) or by visiting the Career Services Office located in College Hall (Building 9).

PEER MENTOR PROGRAM

The program, funded by the Carl D. Perkins Program and housed in the Counseling and Academic Advising Center, was created to give students of LCCC a unique place where they can go for guidance, assistance, information and experience. What makes the Peer Mentoring Program different from other areas of resources on campus is that the mentors are current LCCC students who are dedicated to helping other LCCC students in a variety of ways.

All mentors are trained in various areas of campus life, communication, decision making, listening, referral skills, coping skills and so much more, but the one thing that they bring to the students of LCCC is something that cannot be taught: their own experiences, both at LCCC, and in the world. These students are here to gladly share their stories and experiences, and to help students get on a path that is comfortable for them that can lead to success and fun at LCCC. Mentors are here to help students get involved around campus, answer questions about academics, study habits, etc., or simply, just to listen.

Why Should I Get Involved in the Program?

There are many positive reasons to get involved in the Peer Mentoring Program. One reason is that it allows you to meet someone new at LCCC and it is a great way to get a student perspective of LCCC. If you are unsure about something on campus and do not know where to turn, you can ask a mentor and they will help you to wherever you need to

go and give you as much assistance to ensure that you get what you are looking for. You do not need to have a problem or have a question in order to meet with one of the mentors. If you just want to meet new people and have someone to talk to, the Peer Mentor Program will help.

How do I contact a Peer Mentor?

If you are interested in meeting and talking with the Peer Mentors, simply visit the Counseling and Academic Advising Center on the 1st floor of the Campus Center and pick up a form. One you complete the form, return it to the Counseling and Academic Advising Center and someone from the program will contact you within a few days.

How do I become a Peer Mentor?

To be eligible to become a Peer Mentor, a student must have and maintain a cumulative GPA of at least 2.5, have completed the First Year Experience Seminar and is outgoing and willing to help others on campus.

If you are interested in becoming a mentor, please stop by the Counseling and Academic Advising Center on the 1st Floor of the Campus Center and ask to talk to someone in the program.

ALUMNI ASSOCIATION

The Alumni Association was established in 1975 to foster a continued interest in Luzerne County Community College after graduation. Any student who has completed 15 or more credits, or has graduated from LCCC, is an alumnus of the College. It is hoped that each alumnus will take an active role in the Alumni Association by participating in meetings and activities.

It is the mission of the Alumni Association to support and promote the College in its goal to keep quality education available at a low cost to students. To accomplish this, the Alumni Association awards scholarships during the year to both full and part-time students. In addition, the Association supports equipment acquisitions for the College, purchases materials for the library and funds other areas of need both on and off-campus. The Alumni Association provides the means to maintain a continued relationship with LCCC after you complete your educational goals.

The Alumni Association is guided by a board of directors as well as a full-time director of alumni relations. The Alumni Relations Office is located in Room 212 of the Campus Center. The Alumni Association newsletter, *The Bridge*, is published during the year to inform graduates and friends of the college of current events on campus. Alumni are a vital part of the College and are involved in its commencement ceremony; fund-raising through the annual phonathon and special events including the craft festival and the flea market and collectible show; hosting the graduates at a gala reception, as well as sponsoring bus trips to regional destinations and attractions. If you would like more information on your Alumni Association, stop by the office, phone 570-740-0734 or e-mail: alumni@luzerne.edu.

WHO'S WHO AWARDS FOR STUDENTS

Who's Who Among Students in American Junior Community Colleges exists as one of the most highly regarded and long-standing honors programs in the nation, having earned the overwhelming respect of college faculties and administrators. And for the students — the outstanding campus leaders of the year — national recognition by the Who's Who program marks the pinnacle of scholastic achievement.

This award is issued to full-time, second year students for their contributions and service to the community and college. Each student nominated must have attained at least a 2.5 cumulative average.

The selection committee for the Who's Who Award is composed of students, faculty and administration. Students recognized for Who's Who must be in good conduct standing for eligibility.

RECOGNITION AND AWARDS

Athletic Awards — The student athlete who competes on an intercollegiate level and meets all requirements for the particular sport is eligible for an award the first year. When an athlete letters in the same sport for the second year, additional honors are awarded.

Intramural Awards — An award(s) is presented to the winner(s) of an intramural sport involving individual competition.

Honors Recognition Program — The Student Development Division and College Foundation Areas organize recognition programs for all students who receive scholarships, departmental awards, leadership recognition, and state and national awards. These programs are conducted during the fall and spring semesters. Notices and invitations are sent to deserving students.

Other Award Programs — A program(s) recognizing activities other than those named above may be initiated by the Student Government Association. This program(s) must have the approval of the Director of Student Life / Athletics and Vice President of Enrollment Management and Student Development.

STANDING COLLEGE COMMITTEES

Academically qualified full-time or part-time students at the College are included as regular voting members of the three Standing College Committees. These students are elected by the student body and serve for one academic year. The Standing College Committees are:

Academic Affairs Committee
Policy Committee
Institutional and Student Advancement Committee

SELECTIVE SERVICE AND VETERANS AFFAIRS

Luzerne County Community College is approved by the Veterans Administration (V.A.) for the education and training of veterans of the Armed Services.

First-Time Veterans — Veterans applying for VA Educational Benefits for the first time should:

1. Contact the Financial Aid Office, Building 5, Room 508, for VA Form 22-1990, Application for Education Benefits. This is used by the VA to establish eligibility and authorize payment of educational benefits while the veteran is attending the college.

2. Chapter 30 and Chapter 32 veterans must submit the VA Form 22-1990, along with the certified copy of DD-214 (original or registered copy-form 4) to the Veterans Affairs Office at least six to eight weeks prior to the regular college registration.

3. Chapter 1606 (Selected Reserves) veterans must submit the Va Form 22-1990, along with the NOBE (DD-2384-Notice of Basic Eligibility) which is obtained from his/her National Guard or Reserve Unit.

4. First-time dependents should contact the Buffalo Processing Office at 1-888-442-4551 or e-mail: BUFFRPO@Vba.va.gov to determine eligibility.

Veterans transferring from another institution — should request that each institution from which they have received credits send a copy of the veteran's official transcript to this college. They will also need to fill out a VA Form 22-1995 or 22-5495 if a dependent, Change of Program or Place of Training form.

In order to be eligible for full-time monthly allowance from the government, a veteran must be enrolled for twelve or more semester-hours. Those enrolled for fewer than twelve (12) semester-hours will be eligible for partial compensation.

A VA Form 22-1999 (Enrollment Certification) must be filled out for **each semester** the veteran plans to attend. The veteran must inform the Veterans Affairs Office (Building, 5, Room 521) of the number of credits which he/she is attempting each semester. This should be done **after** the student has registered.

A listing of current educational veterans benefits is available in the Financial Aid Office.

COMBINATION OF CREDIT AND NON-CREDIT COURSES

In determining the veteran's training time, the total of any combination of courses, credit and/or credit hours equivalency of required noncredit courses reported by the College, may be accepted and measured as full-time, $^{3}/_{4}$ time, etc., in accordance with the provisions of V.A. Regulation 14270.

CHARGING OF ENTITLEMENT

The veteran's entitlement will not be charged for any noncredit courses in which he/she may be enrolled.

Example: A veteran who enrolls for a total of twelve (12) semester-hours, six (6) of which are noncredit semester-hours, would be entitled to full-time benefits, but the period of entitlement would only be debited at the one-half time rate.

It is the responsibility of the veteran to notify the V.A. of all changes in number of semester-hours carried or of termination of student's status. Veterans who are enrolled as full-time students and who meet certain financial need criteria are eligible for Pennsylvania Higher Education Assistance Agency (PHEAA) scholarships and loans and the Federal Work-Study Program.

Information and applications for financial aid are available from the Financial Aid Office in the Administration Building.

VETERANS' ATTENDANCE POLICY

COMPLYING WITH VETERANS' ADMIN. REGULATIONS

Chapter 30 and Chapter 1606 veterans are required to confirm enrollment status at the conclusion of each month of the semester. Failure to comply will result in an interruption in the receipt of veterans benefits.

STUDENT WITHDRAWAL FOR MILITARY DEPLOYMENT OR REASSIGNMENT

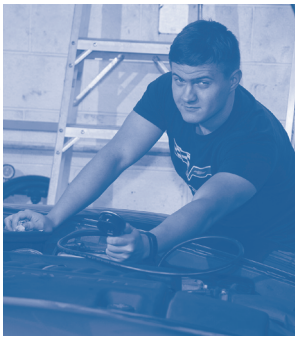
LCCC students who are registered for courses and who have been deployed or reassigned for military service may withdraw from a course(s) through one of the following options:

• Once the student provides copies of deployment orders and submits a request for withdrawal, regardless of whether the request is made during or after the Drop/Add period, the Registrar's Office may backdate the student's registration so that no charges are assessed for the term and no courses appear on an official transcript.

• If the student does not have deployment orders, the student must follow standard College withdrawal policy and procedures. However, the student can make a retroactive appeal to the Registrar's Office to have the courses and charges removed from his/her record upon receipt of the required deployment orders.

• Students who withdraw before any Federal or State Financial Aid has been posted to their account and have been approved for a retroactive withdrawal will have all aid cancelled and with no penalty to the student. If the student withdraws before 60% of the semester has been completed and his/her aid has been posted, he/she will be subject to the Federal Return of Title IV and State Aid refund policy as stated in the *College Catalog* which may result in a balance to the College to compensate for financial aid refunds disbursed and/or to the College Bookstore for financial aid book balances used.

• After the Drop/Add period, but prior to the end of the semester, the student can request an incomplete grade with the course instructor in accordance with the Incomplete Grade Policy. Students pursuing an incomplete grade will not have the course or tuition removed from their records.



STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT IDENTIFICATION CARDS

Each student enrolled in a credit course, or designated career courses, may be issued an official LCCC student identification card. If enrollment is terminated or interrupted, the card must be returned to the Admissions Office. A current and valid student identification (I.D.) card is required to use the Fitness Center, aerobics room, gymnasium and computer labs, and may be required for various student activities and College functions.

Loss of this card should be reported immediately to the Campus Security. A charge of $20.00 will be made to replace a lost card. Each student's identification card must be presented each semester in order to be revalidated. I.D. cards must be shown and/surrendered upon request to Campus Security personnel and College staff.

CHANGE OF ADDRESS

If you change your residence after registration you must complete a change of address form in the Admissions Office immediately. Failure to do so may result in important information not reaching you at the appropriate time.

SOLICITATIONS, DRIVES AND SALES

All solicitations, drives and sales held on- or off-campus must be held by chartered student organizations, must be approved by the Student Government Association and the Director of Student Life/Athletics.

CARE OF BUILDINGS AND GROUNDS

Students should become ecology minded. Please make use of the trash containers and dispose of trash properly. Careless or willful placement or destruction of property will be followed by bills for the damage and may lead to dismissal from college. Animals are not permitted in College buildings with the exception of those to be part of classroom work or for the partially sighted, and the exception must be given in writing by the Academic Affairs Office.

SUGGESTION BOXES

Suggestion boxes for use by students, faculty and staff have been installed at various locations on campus. The location of these boxes are as follows: Enrollment and Admissions Center (Building 5) hallway (near Room 504), Campus Center on all three floors, College Hall (Building 9) near the entrance to the Career Services Office, in the lobby of the Technology Center (in front of the radio station), and in the hallway of Luzerne Hall (Building 4).

LOST AND FOUND

Students should report thefts and lost or found articles to the Campus Security Office located in Building 1 where the articles and records of such are kept.

NOTICES TO STUDENTS

The primary source of important information for students is the Student Intranet and broadcast email messages. Students are encouraged to register their cell phone numbers and email addresses on the College's SMS/Email Notification Systems through the Student Intranet.

College notices are also posted on bulletin boards and monitors across campuses. Students should check these locations regularly for updated information and important notifications. Students can post information on College bulletin boards and on the Student Intranet's classified ads section.

Sign and notices to be displayed on bulletin boards must be approved. Contact the director of Student Life and Athletics, located in the Campus Center, for more information.

STUDENTS' RIGHTS OF PRIVACY AND ACCESS

Students have the right, by law, to keep all information in their files confidential. However, the College has established a category known as Directory Information. Directory Information may include: student name, address, phone number, date and place of birth, major field of study, participation in activities and sports, dates of attendance, and degrees and awards received. Directory Information is normally released without a signed consent by the student.

Since Directory Information does not include grades, financial data, or any other strictly personal data, the College expects very few students will wish this information withheld. If however, a student does not wish Directory Information released without a signed consent, a Request to Prevent Disclosure of Directory Information must be submitted to the Registrar's Office immediately upon enrollment. This written notice to keep Directory Information confidential will be placed in the student's file and no information will be released unless a signed release form is received. Any further questions should be directed to the Registrar's Office.

FAMILY EDUCATIONAL AND PRIVACY ACT

Guidelines for the collection, maintenance, and dissemination of student records.

1.0 COLLECTION OF DATA

1.1 Students records shall be defined as any material concerning individual students maintained in any form by the College or its employees, except personal notes maintained by teachers and other College personnel solely for their own individual use and not communicated to any other person.

1.2 Student consent for the collection of data shall be considered given when he/she signs the application for admission. This shall be known as *representational consent* and covers the information normally or routinely contained in a student's collegiate record. Individual consent will be an absolute requirement before any

information not directly relevant and considered normal or routine for educational purposes is solicited from the student.

1.3 No statement of consent, whether individual or representational, should be binding unless it is freely given after:

1.3.1 The students have been fully informed, preferably in writing, as to the methods by which the information will be collected; the uses to which it will be put; the methods by which it will be recorded and maintained; the time period for which it will be retained; and the persons to whom it will be available, and under what conditions, *or*

1.3.2 The reasons for the impossibility or undesirability of such explanations have been presented.

1.4 In all situations where *individual consent* is to be obtained it should be in writing.

1.5 In situations in which r*epresentational consent* is sufficient, students should be informed in advance, annually, of the purposes and character of the data collections.

Students are guaranteed reasonable opportunity to contest the necessity or desirability of particular data collection processes, or proposed use of such data.

1.6 Where the data are to be collected for non-school purposes, whether by school personnel or outsiders, the following should be followed, with further provision that prior informed consent must be obtained from the responsible college authorities.

1.6.1 In cases where data are to be collected under conditions of anonymity, this fact does not release the collecting agency of the obligation to obtain the appropriate form of consent. The following will also be observed.

a. Timely notification to students that their participation in any aspect of any such data collection is entirely voluntary, and

b. Careful review of the instruments and procedures to be used for any such data collection to determine whether the methods and/or inquiries constitute a significant potential invasion of privacy, *even though the data are to be collected under conditions of anonymity.*

2.0 CLASSIFICATION AND MAINTENANCE OF DATA

2.1 Category "A" Data: "Directory information" includes the following information relating to a student: the student's name, social security number, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

2.1.1 Their records should be maintained for at least 100 years.

2.1.2 Conditions of access to these data are given in section 4.0.

2.2 Category "B" Data: Includes verified information of clear importance, but not absolutely necessary to the school over a long period of time, in helping the student or protecting others. Generally this includes scores on standardized tests, interest inventory results,

health data, family background information, systematically gathered teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior.

2.2.1 Care must be exercised to insure the accuracy of category "B" data. Verification is a must.

2.2.2 These records should be destroyed, or else retained only under conditions of anonymity, when the student leaves college. Exceptions may be made where, under rigorous standards and impartial judgement, good cause for their retention can be shown.

2.3 Category "C" Data: Includes potentially useful information but never yet verified or clearly needed beyond the immediate present. Generally this should include legal or clinical findings, unevaluated reports of teachers, counselors, and others which may be needed in ongoing investigations, and disciplinary or counseling actions.

2.3.1 Such data should be reviewed at least once a year and destroyed as soon as their usefulness is ended; or transferred to Category "B". Transfer to Category "B" may be made only if two conditions are met, namely:

a. The continuing usefulness of the information is clearly demonstrated, and

b. Its validity has been verified, in which case the student must be notified and the nature of the information explained.

2.4 *Confidential, Personal Files of Professionals in the College*. In some instances, professionals working in the College may maintain personal and confidential files containing notes, transcripts of interviews, and other memory aides for *their own* use in counseling students. Any and all data considered to be the personal property of the professional should be guarded by the rules given above in addition to those dictated by professional ethics.

3.0 ADMINISTRATION OF SECURITY

3.1 The individual Directors or Coordinators of each department within the various divisions of the College shall be responsible for record maintenance and access, and to educate their staffs about maintenance and access policies.

3.2 Records should be kept under lock and key at all times, under the supervision of the designated professional.

3.3 The following general procedures should be followed whereby a student may challenge the validity of any of the information contained in categories "A" or "B."

a. Student will be provided full access to his/her folder, after providing proper identification, within a maximum of seven (7) days after *formally* requesting such access.

b. A professional staff member will assist the student in reviewing his/her folder.

c. After the review of his/her folder, student will sign a form indicating request for access to his/her folder was complied with and satisfactorily completed.

3.3.1 With respect to both challenges and verifications, students should be given rights to counsel, to present evidence, and to cross-examine witnesses.

3.3.2 Provision will be made for an annual review of all data contained in categories "B" and "C."

4.0 DISSEMINATION OF INFORMATION REGARDING STUDENTS

4.1 An educational agency or institution may disclose personally identifiable information from the education records of a student or the eligible student if the disclosure is:

4.1.1 To other school officials, including teachers, within the educational institution or local emergency agency who have been determined by the agency or institution to have legitimate educational interests.

4.1.2 To officials of another school or school system in which the student seeks or intends to enroll.

4.1.3 To authorized representative of:

a. The Comptroller General of the United States.

b. The Secretary, The Commissioner, The Director of the National Institute of Education, or the Assistant Secretary of Education, or State Educational authorities.

4.1.4 In connection with financial aid for which a student has applied or which a student has received; Provided, that personally identifiable information from the education records of the student may be disclosed only as may be necessary for such purpose as:

a. To determine the eligibility of the student for financial aid.

b. To determine the amount of the financial aid.

c. To determine the conditions which will be imposed regarding the financial aid, or

d. To enforce the terms or conditions of the financial aid.

4.1.5 To State and local officials or authorities to whom information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1976. This subparagraph applied only to statutes which require that specific information be disclosed to State and local officials and does not apply to statutes which permit but do not require disclosures. Nothing in this paragraph shall prevent a state from further limiting the number or type of State or local officials to whom disclosures are made under this subparagraph.

4.1.6 To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction; provided, that the studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purposes

for which the study was conducted; the term "organizations" includes, but is not limited to, Federal, State and local agencies, and independent organization.

4.1.7 To accrediting organizations in order to carry out their accrediting functions.

4.1.8 To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.

4.1.9 To comply with a judicial order or lawfully issued subpoena; provided, that the educational agency or institution makes a reasonable effort to notify the parent of the student or the eligible student of the order of subpoena in advance of compliance therewith.

4.2 The College or any college personnel *may not* divulge, in any form, to any persons other than those listed in 4.1.1-4.1.9 above any information contained in college records.

4.2.1 An educational agency or institution shall obtain the written consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of a student, other than directory information.

4.2.2 Consent is not required under this section where the disclosure is to (I) the parent of a student who is not an eligible student or (II) the student himself or herself.

4.2.3 "Personally identifiable" means that the data or information includes (a) the name of a student, the student's parent, or other family member, (b) the address of the student, (c) a personal identifier, such as the student's social security number or student number, (d) a list of personal characteristics which would make the student's identity easily traceable, or (e) other information which would make the student's identity easily traceable.

4.2.4 "Record" means any information or data recorded in any

4.3 CONDITIONS FOR DISCLOSURE OF DIRECTORY INFORMATION

4.3.1 An educational agency or institution may disclose personally identifiable information from the education records of a student who is in attendance at the institution or agency if that information has been designated as directory information (as defined in 2.1).

4.3.2 An educational agency or institution which wishes to designate directory information shall give public notice of the following:

a. The categories or personally identifiable information which the institution has designated as directory information;

b. The right of the parent of the student or the eligible student to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information; and

c. The period of time within which the parent of the student or the eligible student must inform the agency or institution in writing that such personally identifiable information is not to be designated as directory information with respect to that student.

4.3.3 Students may sign a release of information form to provide specific information to parents or guardians. This form may be obtained in the Counseling Department.

COLLEGE POLICY ON STUDENT IDENTIFICATION BY SOCIAL SECURITY NUMBER

The College utilizes the social security number for admission to the College. At the time of registration, a student identification number is issued and replaces the social security number on College records for the purpose of identification.

CODE OF CONDUCT AND BEHAVIOR

The Code of Conduct and Behavior supports the mission of Luzerne County Community College to provide students with a comprehensive education. The objective of the code is to provide protection of rights for all members of the College community, including students, staff, alumni, Trustees, and visitors. The standards outlined in the Code of Conduct and Behavior are reflective of the philosophy that an educational environment is to promote the academic, civil, social and cultural development of all members of the College community.

The College expects honesty in all aspects of the learning experience. Members of the College community are expected to respect the rights of others and are not to infringe upon the privacy or safety of other persons.

In order to ensure that the rights of all members of the College community are protected, the following actions and activities are prohibited on all Luzerne County Community College campuses:

1. Physical obstruction of or interference with College activities, any person participating in such activities, and/or any person going to and from such activities.
2. Physical abuse of or detention of any person on College-owned or controlled property, or at any College-sponsored or supervised function, including the detention of any person by the threat of serious bodily harm or the destruction of property, or conduct which unreasonably endangers the health or safety of any person.
3. Theft of College-owned property or that of any person lawfully on the campus.
4. Destruction of or damage to College-owned property or that of any person lawfully on the campus.
5. Violation of campus parking regulations. (See "Parking and Traffic Regulations")
6. Use or possession of firearms, explosives, dangerous chemicals, or other items commonly used primarily for the purpose of inflicting harm

on human beings or causing damage to property, on College-owned or controlled property, except to the extent that permission to possess the same is granted by the person or persons duly authorized for this purpose.

7. Refusal to comply with the reasonable directions of authorized College officials or law enforcement officers, acting in the performance of their duties, when, because of the existence of any emergency, failure to comply with such direction results in an unreasonable risk of bodily injury to any person or of damages to property.

8. Willful violation of any duly published rule or regulation of the College after notice that continued violation thereof will result in disciplinary action.

9. Willful and persistent conduct, by noise or other action, which unreasonably interferes with any lawful activity on College-owned or controlled property. In the enforcement of this regulation, care shall be exercised to avoid inhibiting rights guaranteed in the First Amendment of the United States Constitution.

10. Physical assault in any form. Physical assault is prohibited by law and subject to criminal prosecution and College disciplinary action.

11. Harassment in any form, including verbal, physical, cyber or sexual abuse or harassment and bullying, either in written or verbal form.

12. Any form of discrimination on the basis of sex or sexual orientation, age, color, race, religion, or physical or emotional handicap. (Sexual harassment is outlined in the Discrimination Complaint Procedure.)

13. The sale, distribution and possession of alcohol.

14. The sale, distribution and possession of drugs.

15. Gambling, with the exception of raffles approved by the Director of Student Life and Athletics.

16. Smoking anywhere on campus other than the designated smoking areas.

17. Littering.

18. Entrance into unauthorized facilities or on unauthorized College property.

19. Any and all activities prohibited by College policy.

Please be aware that students in some academic programs may be required to also follow a specialized code of conduct specific to the program. Students in these programs will be informed of those requirements upon enrollment, and will be required to follow those guidelines, in addition to those listed above.

All violations by students are reported to the President's Office. All violations by employees are reported to the Human Resources Office. Violations by guests and visitors should be reported to the Safety and Security Office. Violators are subject to disciplinary action and may be subject to criminal prosecution. Disciplinary action may include suspension or dismissal from the College.

PLAGIARISM AND CHEATING

The College adheres to the definition of plagiarism which appears in the current edition of the *MLA Handbook*. The *MLA Handbook* gives complete instructions on how students may properly document papers and reports in order to avoid plagiarism.

A copy of this publication is on reserve at the front desk of the College Library. Copies of this work are also available for purchase in the College Bookstore. More information on plagiarism and citing sources can be found at LCCC's library website http://depts.luzerne.edu/library/.

Plagiarism or cheating can result in a failing grade for an assignment. Additional offenses could result in failure for a course to expulsion from the College. For a copy of the policy, see the *College Catalog* or go to http://luzerne.edu for more information.

CITING SOURCES:

The following are sources to help you in citing your sources. Remember that to avoid plagiarism you must give credit where credit is due. Then others will give you credit when it is due to you.

- http://www.plagiarism.org/
- The Purdue Online Writing Lab (OWL) - Excellent guides for MLA and APA. http://owl.english.purdue.edu/owl/
- CBE/CSE - Council of Science Editors. http://bcs.bedfordstmartins.com/resdoc5e/RES5e_ch11_s1-0001.html

Other helpful citation websites:

- Easybib http://www.easybib.com/
- Research and Documentation Online, 5th Ed. - Diane Hacker and Barbara Fister http://bcs.bedfordstmartins.com/resdoc5e/index.htm
- Son of Citation Machine: choose a citation style, plug in your information, and get a citation. http://citationmachine.net/
- The Writing Center (UNC) - Handouts and Links http://www.unc.edu/depts/wcweb/handouts/index.html

INTERNET USAGE POLICY

An Internet Usage Policy is established to define proper and improper use of Luzerne County Community College's Internet services which include the College's Intranet. These policies apply to everyone using LCCC's Internet services. Please refer to the *College Catalog*, http://luzerne.edu, and computer labs for more information.

COMPUTER LAB USAGE POLICY

LCCC's computer labs are provided for use by registered LCCC students to conduct LCCC course-related or other academic work. Students are expected to abide by the College's Computer Lab Usage Policy. See the *College Catalog*, Student Intranet, or LCCC's Help Desk for more information.

Students can visit the help desk office which is located at the Main Campus, Building 14, Room 106. Students can contact the help desk by calling 800-377-5222 (ext. 7711) or by email at helpdesk@luzerne.edu. The Help Desk is open each weekday and is also available during the evenings and weekends. For more details visit http://student.luzerne.edu.

CELL PHONE AND ELECTRONIC DEVICES

Cell phones, pagers, and other personal electronic devices must be either turned off or set to vibrate in classrooms, laboratories, the library, study spaces, and other academic and administrative settings and during such events as plays, concerts, lectures, and College ceremonies. The term "laboratories" includes computer and health science laboratories. In addition, cell phones and other personal electronic devices incorporating a camera must be turned off and out of sight in any area in which an individual has a reasonable expectation of privacy such as rest rooms, locker rooms, showers and other locations.

SMOKING

All employees, students, visitors, and other College constituents are prohibited from using any and all tobacco and tobacco-related products on all College-owned and College-operated property; employees and students are further prohibited from using tobacco and tobacco-related products at all College-sponsored events held off-campus. Tobacco and tobacco-related products include but are not limited to the following: conventional tobacco cigarettes, alternative-style cigarettes (e.g. bidis, clove, kreteks, etc.), all forms and variants of oral or "chewing" and nasal tobacco products (i.e., snuff, snus, herb chew, coffee grinds, etc.), electronic cigarettes, cigars, cigarillos, hookah-smoked products, pipes, vaporizers, as well as any product intended to mimic tobacco products, containing tobacco flavoring or delivering nicotine, with the exception of smoking cessation products, such as nicotine patches, lozenges and gum, which are excluded from this policy. This policy applies to all College-owned and College-operated property, including but not limited to all buildings, walkways, parking lots, athletic fields, and College vehicles, both on the main campus in Nanticoke and at all off-campus dedicated sites.

The College is committed to supporting students and employees who wish to stop using tobacco products. Assistance to students and staff to overcome addiction to tobacco products is available through the Human Resources Office (for employees) and through the Student Life and Athletics Office (for students).

Individuals who are observed acting outside of this policy will be reminded of their obligation to observe College policies while on campus. Repeat offenders will be required to meet with a designated College official to discuss the policy and the importance of compliance. If it is determined that the frequency of non-compliance necessitates instituting consequences for such actions, the following consequences will be considered:

- First Offense: Required to meet with designated College official to discuss policy and the importance of compliance.
- Second Offense: $10.00 fine
- Third Offense: $25.00 fine
- Fourth (and subsequent) Offenses: $50.00 fine and referral to the appropriate College official which may result in appropriate disciplinary action as follows:

◆ Students: referral to the Enrollment Management and Student Development Office which may result in suspension or expulsion;

◆Employees: referral to the Human Resources Office which may result in

action in accordance with relevant College policy and procedure and/or collective bargaining unit agreements; and,

◆All other College visitors and constituents: referral to the Safety and Security Office, which may result in a temporary or permanent ban from College property.

STUDENT CIVIL RIGHTS GRIEVANCES

Luzerne County Community College is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs or employment practices as required by Title VI, Title IX, Section 504, and the American Disabilities Act.

For information regarding civil rights or grievance procedures, contact the Title IX Coordinators (Director of Student Life and Athletics and the Dean of Human Resources) at 1333 South Prospect Street, Nanticoke, PA 18634. Telephone 570-740-0429 or 570-740-0235. For information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact Luzerne County Community College's Counselor for Accessibility Services at 570-740-0397.

DISCRIMINATION COMPLAINT PROCEDURE

This procedure is adopted in order to provide for the prompt and equitable resolution of all complaints of discrimination, harassment and/or retaliation. It applies to all employees, students, members of the Board of Trustees, and all visitors to the campus and/or any site or program of the College. The procedure is as follows:

A. Any individual who believes he/she may have experienced discrimination, harassment and/or retaliation may confidentially discuss his or her concerns or lodge a formal complaint with the Dean of Human Resources.

B. Any complaint of alleged discrimination, harassment and/or retaliation concerning the Dean of Human Resources shall be presented to the College President by the complaining party. Any complaint of alleged discrimination concerning the President shall be made directly to the Chairperson of the Human Resources Committee of the Board of Trustees.

C. Any employee who becomes aware of or has any suspicion of discrimination, harassment and/or retaliation against any individual must bring this to the attention of the Dean of Human Resources.

D. Every reasonable effort will be made to protect the anonymity of the complainant. All complaints should be made within forty-five (45) days of the instance giving rise to the alleged discrimination.

E. Upon receipt of any complaint or information concerning alleged discrimination, harassment and/or retaliation, the Dean of Human Resources must initiate and perform an investigation into the allegation or allegations. This must be completed within a reasonable amount of time, but no later than thirty (30) days from the date the Dean is presented with the allegation. The same obligation applies to the President of the College, should the allegation be against the Dean of Human Resources and the Chairperson of the Board of Trustees Human Resources Committee should the allegation be concerning the President.

F. The Dean of Human Resources must report his or her findings to the President of the College (in all matters except where the allegations are against the Dean of Human Resources and/or the President). The President must report his or her findings to the Chairperson of Human Resources Committee of the Board of Trustees (in cases where the allegation is against the Dean of Human Resources). The Chairperson of the Human Resources Committee of the Board of Trustees must report his or her findings to the Chairperson of the Board of Trustees (in cases where the allegation is against the President of the College). The results of the investigation must be presented as promptly as possible following the completion of the investigation.

G. The results of the investigation and disposition of the allegations are to be made known to the complaining party and the respondent as promptly as possible. If the complaining party is not satisfied with the disposition of the allegation or allegations, he or she may appeal to the College President (in all matters not involving allegations against the Dean of Human Resources or the President of the College), the Chairperson of the Board of Trustees Human Resources Committee (in cases where the allegation is against the Dean of Human Resources) and the Chairperson of the Board of Trustees(in cases where the allegation is against the College President). The decision of these individuals, after due consideration, is final.

DEFINITION OF UNLAWFUL HARASSMENT

Sexual Harassment

The College is committed to (1) assuring that no employee's job, continued employment, evaluation, promotion or other aspect of career development will be dependent upon a favorable response to sexual advances or demands; (2) assuring that no student's status, grade, or other aspect of his/her education, will be dependent upon a favorable response to sexual advances or demands; (3) providing a means of resolving what is considered by the employee or student to be sexual harassment; and (4) taking prompt and appropriate action to correct any such situations.

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. It is defined as unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal and/or physical conduct of a sexual nature that is unwelcome, personally offensive, lowers morale and, therefore, interferes with work or academic effectiveness. It also includes conduct that is not overtly sexual but is directed to an employee or student because of his or her gender. It generally refers to situations in which one or more of the following are present (this list is not all-inclusive):

(1) submission to such conduct is made an implicit or explicit term or condition of one's employment or academic status;

(2) submission or rejection of such conduct is used as a basis for employment or academic assessment decisions; and

(3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work environment

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors;

sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace/academic environment of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature. It also includes conduct that is not overtly sexual but is directed to an employee or student because of his or her gender.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and is personally offensive to the recipient or others who are witness to the behavior.

Other Unlawful Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, such harassment includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work/academic environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work/academic performance; or (iii) otherwise adversely affects an individual's employment/educational opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that which is placed on walls or elsewhere on the employer's premises or circulated in the workplace/academic environment.

REPORTING HARASSMENT, DISCRIMINATION, AND RETALIATION

The College will not tolerate sexual or other types of harassment and/or discrimination and will take action to eradicate problems as they arise. Although the College is committed to protecting individuals from harassment, discrimination, and retaliation, it cannot protect individuals from such behavior if it is unaware that it is occurring. It is the responsibility of anyone who has been the subject of harassment, discrimination, or retaliation, or has become otherwise aware of its occurrence, to report the incident(s) immediately.

Any employee or student who feels that he/she has been a victim of harassment, discrimination, and/or retaliation should immediately report such incidents to his/her instructor or supervisor, department head/department chair, or the Dean of Human Resources. In addition, the College encourages individuals who believe they are being subjected to such conduct promptly to advise the offender that his/her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. The College recognizes, however, that an individual may prefer to pursue the matter through a complaint procedure. The College's detailed Discrimination Complaint Procedure can be found on the Staff Intranet under College Forms and Resources/Human Resources and

on the Student Intranet under Form, Resource, Policies and Procedures/ Policies and Procedures.

The College encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

INVESTIGATION OF COMPLAINTS

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Individuals are assured that this policy has been established for their benefit to allow them the freedom of expressing their feelings and/or complaints. No employee or student should fear that he or she will be penalized for making use of the policy, as the College's primary concern is that harassment be reported so that it can be stopped.

CONCLUSION

The College has developed this policy to ensure that all of its employees, students, vendors and all visitors to the College can work and study in an environment free from harassment, discrimination, and retaliation. The College will make every reasonable effort to ensure that all individuals are familiar with this policy and aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has any questions or concerns about this policy should talk with the Dean of Human Resources.

False and malicious complaints of harassment, discrimination or retaliation as opposed to complaints which, even if erroneous, are made in good faith, may also be the subject of appropriate disciplinary action.

Finally, this policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related and/or academic-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of the College prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, and privileges

of employment. The prohibitions against harassment, discrimination, and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

CAMPUS SEXUAL ASSAULT VICTIMS' BILL OF RIGHTS

LCCC will act swiftly to protect the rights of all its members. Students and staff who have been sexually assaulted have a variety of campus and area resources available to them. The College supports the victim's right to choose which avenues of assistance are most appropriate. These resources include the following: the Office of Campus Safety and Security, to whom all crimes (including sexual assaults) should be reported; the Counseling Department, the Vice President of Enrollment Management and Student Development; the local police agency with jurisdiction; the Victims Resource Center (VRC); and the emergency department of a local hospital.

Individuals who have been sexually assaulted have the following rights:

•To be treated with dignity.

•To be treated in a confidential manner consistent with applicable legal requirements.

•To contact local police and/or the district attorney to report the crime. LCCC will assist the student in notifying proper law enforcement officials, if requested.

•To be free to decide whether or not to report the crime, and in what form to report it, without undue influence.

•To be informed of mental health counseling services on campus or in the community.

•To be transported to the nearest medical facility approved for the collection of sexual assault evidence.

•To be informed of any federal or state rights to test sexual assault suspects for communicable diseases.

•To choose whether or not to have the case adjudicated through the College system, the criminal justice system, or both concurrently.

•To have the same opportunities for representation as the accused, and to have others present in campus proceedings.

•To be informed about the outcome of any investigation by the Office of Campus Safety and Security including any disciplinary action against the accused.

•To be afforded alternative class assignment if requested and reasonably available.

•To be given a copy of the College's sexual assault policy. Individuals have the right to have any questions about College policy and the College judicial process answered.

ACADEMIC GRIEVANCE PROCEDURE FOR CREDIT PROGRAMS

The purpose of the following procedure is to resolve as soon as possible any matter in which rights or interests have been violated. No complaint will be accepted anonymously; and if the person is unwilling to give his/her name, the complaint will not receive consideration from any quarter.

Under no circumstances can this procedure be by-passed.

When a student believes there are grounds for an academic grievance, this procedure shall be followed by all parties. The failure of any College personnel at any level to communicate a decision to the aggrieved student within proper time limits shall permit the student to proceed to the next step of the process. The failure of the student to appeal the grievance to the next step within the proper time limits shall constitute a withdrawal of the grievance.

I. Informal Procedure

Students and staff should make every attempt to resolve issues through the informal grievance procedure first. The student shall initiate the informal procedure by the end of the next major semester (Fall/Spring) after the student has received information about a condition on which the grievance is based. For due cause, the Provost/Vice President of Academic Affairs may extend this time requirement.

The informal grievance procedure is as follows:

• The student shall meet with the faculty member to discuss and attempt to resolve the perceived grievance. The perceived grievance may be discussed with the faculty member's department chairperson instead of with the faculty member if the student so chooses, or if the faculty member is not available.

• If within five (5) working days (Monday through Friday) after the discussion with the faculty member and/or his/her department chairperson the problem has not been resolved to the satisfaction of the student, the student may institute the formal academic grievance procedure.

II. Formal Procedure

Step A:

Within 20 (twenty) working days (Monday through Friday) after the student has received information on which the grievance is based, the student shall meet with the Student Development Office staff to discuss the problem. The Vice President of Academic Affairs may extend this time requirement for due cause. The Student Development Office staff shall counsel the student regarding the grounds for the grievance and inform the student of the formal academic grievance procedure. Should the student desire to pursue the grievance, the Student Development Office staff shall assist the student in completing the necessary forms. All forms must be completed and submitted within five (5) working days (Monday through Friday) of meeting with the Student Development Office staff.

Step B:

The Student Development Office staff shall distribute copies of the completed grievance within five (5) working days (Monday through Friday) to:

1. Aggrieved student
2. Faculty member being grieved
3. Faculty member's department chairperson
4. Faculty member's academic dean
5. Vice President of Academic Affairs

Within 10 (ten) working days of receiving a copy of the completed

grievance (Monday through Friday), the Academic Vice President shall:

1. Arrange one meeting in which the dean (acting as mediator), chairperson, student and faculty member will discuss and attempt to resolve the grievance.
2. Prepare a written report that describes the steps taken and the rationale for the dean's decisions rendered regarding the student's grievance, and,
3. Distribute copies of this written report to the:
   a. Aggrieved student
   b. Student Development Office staff
   c. Faculty member
   d. Faculty member's department chairperson
   e. Vice President of Academic Affairs

If the grievance is not resolved to the satisfaction of the student within five (5) working days (Monday through Friday) after the Dean's decision has been communicated in writing, the student may make a written appeal of the grievance to the Vice President of Academic Affairs. (If the student makes a written appeal, the status of the student shall not be altered except for reasons relating to the student's physical or emotional safety and well-being, or for reasons relating to the safety and well-being of students, faculty or College property.)

Step C:

Within five (5) working days (Monday through Friday) of receipt of the appeal notification from Step B, the Vice President of Academic Affairs shall arrange a meeting with the dean and the student. Within five (5) working days (Monday through Friday) of the meeting among the Vice President of Academic Affairs, dean and student, the Vice President of Academic Affairs shall provide his/her decision and the supportive rationale in writing to the:

1. Student
2. Dean
3. Department chair
4. Faculty member, and,
5. Student Development Office staff

The decision of the Vice President of Academic Affairs is final.

Step D:

After receiving the final decision, either party shall have the right to file a statement with the President for purpose of record only.

DISCIPLINARY ACTION FOR STUDENTS

All acts of student misconduct in non-academic matters are referred to the President's Office. The following policy will be followed:

1. The student shall be notified of the act of misconduct/violation of Code of Conduct within five days of notification of the occurrence.
2. Either the President or the Director of Campus Safety and Security will meet with the student to discuss the infraction and resulting disciplinary action. If the meeting is with the Director of Campus Safety

and Security, the student may also be required subsequently to meet with the President.

3. A meeting may be held with the complainant and/or witnesses, if necessary.
4. A College staff member will keep official notes/tapes of disciplinary action meetings. If the student meets with the Director of Campus Safety and Security, the Director will provide the President with a written report of the meeting.
5. If the disciplinary action to be taken is a verbal warning, then the President or Director of Campus Safety and Security will present the verbal warning to the student in person.
6. If any disciplinary action over and above a verbal warning is to be taken, the President will make a decision concerning the disciplinary action to be taken within five days after all necessary meetings have been held and will notify the student in writing. The student will also be notified in the same correspondence of his/her right to appeal the decision in accordance with this procedure. The President will impose the disciplinary action to be taken.
7. If the student disagrees with the decision, he/she may file an appeal by submitting a letter to the President within three days of receiving notification of the decision.
8. Any complainants involved in the incident will be notified of the outcome.

Student Disciplinary Action Appeal Process

1. Upon receipt of the written request to appeal, the President will immediately notify the Vice President of Academic Affairs to initiate the appeal process and will provide the Vice President of Academic Affairs with the official notes of his/her meeting with the student and any other related meetings along with a copy of the letter of notification of disciplinary action to be taken.
2. Within five working days of receipt of the appeal notification from the student, the Vice President of Academic Affairs shall arrange a meeting with the student and the Appeal Committee to consist of the Vice President of Academic Affairs or his/her designee, a counselor, and a member of the teaching faculty, both selected by the Vice President for Academic Affairs. If necessary, this meeting may be held via video-conference for students at dedicated sites. No one involved in the complaint procedure will sit as a member of the Appeal Committee because of conflict of interest.
3. The Appeal Committee will receive copies of the initial meeting notes and the letter of notification of disciplinary action to be taken. The student will have an opportunity to present his/her justification for disputing the disciplinary action to be taken at the meeting with the Appeal Committee. The student may also call witnesses on his/her behalf.
4. Within five working days the Appeal Committee will make its decision and provide supportive rationale in writing to the student and the President. The decision of the Appeal Committee shall be final.
5. The President will impose any sanctions based upon the results of the appeal decision.
6. In order to maintain the confidentiality of the matter, there should

be no discussion of the case prior to or following the Appeal Committee meeting.

7. Any complainants involved in the incident will be notified of the outcome.

SAFETY AND SECURITY

SAFETY AND SECURITY POLICY

Mission Statement

The mission of the Campus Security Department is to promote and enhance the safety of the members of the College Community and the security of all of the campus' facilities. The Department enforces, in an effective, consistent and fair manner, institutional policies and municipal and state laws in support of the academic mission. Providing professional security services to the academic community, and educating its members on awareness of safety and security issues, are the Department's most important objectives and responsibilities.

The Campus Security Act

The Jeanne Clery Disclosure of Campus Security Policy, the Campus Crime Statistics Act and the Violence Against Women Reauthorization Act require all colleges and universities in the United States to report their crime statistics, campus security / law enforcement policies, and reporting procedures to the US Department of Education and the campus community on an annual basis. The Campus Security Act requires colleges and universities to publish an annual report showing crime statistics for the past three (3) years; disclose crime statistics for the campus and adjacent public areas; provide "timely notice" warnings of those crimes that have occurred and pose an ongoing threat to students and employees and disclose in a public log any crime that has occurred on or near the campus and make the log available for viewing during normal business hours.

The report is prepared in cooperation with local and state law enforcement agencies having jurisdiction on our campus sites. The report can be accessed on the College's website and copies are available from the Department of Campus Safety and Security. Colleges and universities in Pennsylvania also report this information under a similar act, Pennsylvania Act 73, which requires colleges and universities to report crime statistics to the Pennsylvania State Police and the campus community.

Campus Information

Luzerne County Community College is a co-educational college located on 167 acres of land in the city of Nanticoke, PA. The College enrolls approximately 6,000 full-time equivalent students in its day and evening programs. The College also has nearly 350 non-student employees working on campus. The College provides no student housing.

The College Campus is an open community without fences or physical barriers in a semi-rural area. Security on campus is considered everyone's

responsibility. Community members are encouraged to report suspicious behavior or incidents to a Campus Security Officer as soon as it is noticed. Luzerne County Community College remains one of the safest campuses in the nation. The webpage of the U.S. Department of Education provides statistics for all colleges and universities in the United States.

Campus Hours of Operation

The campus facilities are normally open during the hours of 8 a.m. until 10 p.m. – Monday through Saturday. For all other times, it is the responsibility of Campus Security to open and re-secure facilities as scheduled. Security personnel are on duty at all times (this includes weekends and holidays).

Responsibilities: Administrators and Security Staff

The Safety and Security Department is the administrative office responsible for safety and security on the campus. This includes a Director who reports directly to the College President. The Director is a full-time administrator with 27 years of progressive law enforcement experience.

The uniformed security staff at LCCC presently consists of seven full-time and one part-time security officers. All full-time security officers are certified under Pennsylvania Lethal Weapons Training Certification (Act 235) and also receive annual training in first aid and CPR/AED and investigations of sex-related and domestic violence crimes. All of these individuals have been trained in handling, or at least stabilizing, most emergency situations such as fire, disturbances, and medical emergencies. Security personnel are also trained and certified in the use of defensive weapons and authorized to carry firearms, batons, pepper spray and handcuffs. Security personnel do not have arrest powers other than the right to restrain and detain an individual involved in suspected criminal activity as per the PA Rules of Criminal Procedure. The College utilizes contracted uniform security services for its dedicated off-campus sites.

The Campus Safety and Security Department has the responsibility to ensure the safe travel of pedestrians – providing escorts for students and staff – and vehicles on campus. Officers have the authority to enforce parking and moving violations on campus. The Department reserves the right to ticket and/or tow any vehicle parked in violation of College rules and to impose appropriate administrative fines and penalties.

Crime and Incident Reporting Procedures

The entire College Community is encouraged to report anything suspicious or of a criminal nature occurring on College-owned or controlled property. Security personnel initially handle all non-criminal and criminal incidents reported. It is left to the discretion of the investigating officer, in conjunction with the officer's supervisor, as to the seriousness of the offense and as to whether or not state or local officials should become involved. All investigations are to be conducted as thoroughly as possible and brought to a close as time and circumstances allow.

All non-criminal incidents are referred to the appropriate division head. Criminal incidents may be referred to the Nanticoke City Police Department and/or the Pennsylvania State Police. State and local police are summoned to campus to assist security officers in any way necessary. The Nanticoke Police also provides patrols through the campus.

Response to Sexual Violence

In accordance with Pennsylvania and federal laws, referred to as the College and University and Security Information Act 73, the Student Right to Know, and Campus Security Act, respectively, LCCC, in accordance with the Higher Education Act, will report sexual assault crime statistics and provide guidelines and information on sexual assault to students and LCCC employees.

In the case of a sex offense, a victim, witness, or anyone with knowledge of such an act should notify the local police, Campus Safety and Security Department, and/or the Human Resources Office. Should a sexual assault occur on campus or at a College-sponsored activity off-campus, the College has an obligation to report the violation to the appropriate law enforcement agency. In addition to being subject to possible criminal liability, a student may be subject to discipline as per the Student Code of Conduct. A victim of sexual assault has several options with regard to how the case is handled, including but not limited to;

1. File criminal charges through the local police department.
2. File a complaint through the college disciplinary system
3. File a complaint/charges with both concurrently.

It is important to preserve physical evidence until law enforcement authorities can arrive on the scene. Victims of a sex offense will also be assisted by College personnel in notifying the police if desired. Counseling and support services are available to victims of crime, including sexual assault. All reasonable accommodations will be made as requested by the victim if available.

Victims and witnesses are also able to report crime on a voluntary, confidential basis. Reports of this nature are filed for informational purposes, but there is no formal investigation of the incident. Counselors, from the Student Development Center, who are informed by persons they are counseling of the commission of a crime, shall also inform that person that crimes can be reported to the Campus Safety and Security Department on a voluntary, confidential basis for inclusion in the college's crime statistics only.

During formal campus disciplinary proceedings that involve an alleged crime or violent incident, including sexual offenses, both the accused and the victim may have someone accompany her/him and be present at all of the proceedings. Both the victim and the alleged perpetrator will be notified of the outcome of these proceedings. Disciplinary action can include suspension, immediate expulsions and other remediation.

Security Patrol Procedures

Regular patrol duties of security personnel include responding to calls for assistance, constant observations of conditions that render unsafe campus environment. Any information regarding lighting, overgrown wooded areas, walkways, pathways, and deteriorated or unsafe conditions are reported to the Director of Safety and Security. This includes such information as the hazard, its location, and recommended corrective action. The appropriate administrative personnel will then be contacted so that corrective action can be taken.

Facilities

Members of the LCCC Physical Plant staff routinely care for the buildings and grounds and ensure the aesthetic quality of the campus is balanced with the safety and security needs. Input and suggestions are welcomed from students and staff to ensure an attractive and safe campus. Outdoor lighting is a continuous high priority. Lights in disrepair are reported immediately to the Physical Plant Department. Outdoor lighting conditions are monitored daily by security officers on their routine patrols.

Timely Warnings/Campus Communication

In the event that a situation arises, either on or off-campus, that, in the judgment of the Department of Campus Safety and Security and the College, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the College email and Alertus portal systems to students, faculty and staff. Depending on the particular circumstances of the incident, especially in all situations that could pose an immediate threat to the community and individuals, the Department of Campus Safety and Security may provide the College Community with more immediate notification.

In such instances, a copy of the notice is posted on and in campus buildings which may be affected by the particular threat. The College may also provide warnings via the WENS text messaging notification system which alerts College Community members by email and/or text messages on their cellular phones.

Contacting Campus Security

To report an emergency or crime, students, faculty and staff may call, write or walk into the Office of Campus Security. This office is located in Building 1, Room 101. **In an emergency, Dial "0" from any on-campus phone or use emergency phones that are installed in all publicly accessible buildings on campus.** Activating the red phone marked "Emergency" will connect you with the College operator in Building 5. Provide the operator with the incident type and location, names of persons involved, etc. The switchboard operator will notify the proper College officials and has direct radio contact with security personnel. If needed, Campus Security has direct radio communication with police, fire and EMS responders. For non-emergencies, the Campus Security Department can be reached at 570-740-0304 (on College phones dial ext. 7304). The College switchboard can also be reached by calling 570-740-0200 or by dialing "0" from any campus telephone. After hours, **Security can be contacted directly by cell phone 570-239-0128.**

Daily Crime Log

The Campus Safety and Security Department maintains a log of all reported crimes and incidents that occur on campus and adjacent public property. It includes the nature, date, time, and location of each incident, in addition to the incident disposition. The Daily Log is available to the College Community during normal business hours and is also available for viewing on the College website at www.luzerne.edu/security.

Campus Surveillance Systems

The College is committed to enhancing the quality of life throughout

the campus community by integrating the best practices of public and private security with state-of-the-art technology. A critical component of the comprehensive security plan is video surveillance.

The College, including all off-campus campuses, are protected by an extensive video surveillance system. Video monitoring and recording are conducted in a manner consistent with all College policies. Information obtained through video recording will only be used for security and law enforcement purposes and for compliance with College regulations and can only be released when authorized by the College President or Provost, in accordance with policy procedures. Video monitoring of areas for security purposes is limited to locations that do not violate the reasonable expectation of privacy as defined by law.

College Workplace Safety Committee

The College has a Workplace Safety Committee in place that meets monthly to review all accidents and incidents, as well as safety recommendations, which occur on campus during the previous month. The Committee is certified annually by the Pennsylvania Department of Labor and Industry and strives to ensure a safe and healthy work environment for all employees, students, visitors and general public as well as to protect all buildings, grounds and other property.

Criminal Records

Information obtained regarding criminal conduct of an employee is obtained through the personnel application and qualification forms. This information is then reviewed and judged on its merits. This information is not available on the student application.

Drug and Alcohol Policy

The consumption or possession of alcoholic beverages by students on or about the campus at any time is forbidden. By state law, anyone under the age of 21 who purchases, or attempts to purchase, possesses, consumes or transports any alcoholic beverage is subject to a fine, imprisonment, or both. The possession, use or sale of illegal drugs is not allowed at any time on campus. Any member of the College Community caught consuming, using, selling, providing, or possessing any illegal drug will be turned over to the local or state police for prosecution and may also be subject to dismissal from the college. The College's alcohol and drug policies, including disciplinary procedures and possible sanctions are further described in this publication and policy manuals.

Firearms and Other Weapons

The possession or use of firearms, explosives, chemicals, and other lethal weapons on College property by unauthorized persons is strictly forbidden. Also prohibited are any CO2 and spring-propelled guns. Individuals who have a permit to carry a concealed firearm may not bring the firearm on campus or to college-sponsored events on or off campus. Only authorized on-duty law enforcement personnel and security personnel may possess a firearm on College-owned property or controlled property.

Sexual Assault, Domestic Violence, Dating Violence & Stalking Policy

Any act of sexual violence, domestic violence, dating violence or stalking,

including but not limited to sexual assault (Pa. Title 18 Section 3124.1) and rape (Pa. Title 18 Section 3121), violates Pennsylvania law as well as the standards of conduct of LCCC and is prohibited on any College campus or facility as well as facilities used by the College for educational programs and/or sponsored activities. LCCC is committed to the education of students, faculty, and staff about sexual and domestic/dating violence and stalking, to the prevention of these acts involving members of the campus community, and to the provision of an appropriate response when any of these acts occur. Prevention/education/ awareness programs, training and communication regarding sexual violence, stalking, and domestic and dating violence occur regularly at the College.

The College encourages the timely reporting of any incident of sexual assault, domestic violence, dating violence and stalking to an appropriate party. However, the victim maintains the right not to report such incidents to the College or to law enforcement. If the incident is reported to the College, all information will be held as strictly confidential. Publicly available recordkeeping will be accomplished without including identifying information about the victim, to the extent permissible by law.

The College is obligated under law to report any sexual assault, domestic and dating violence, and stalking incidents to local law enforcement. If the victim prefers, her/his name will not be included in the crime report submitted to law enforcement. No legal action will be taken by College authorities without the victim's knowledge and permission. The victim will be advised of her/his option to contact local law enforcement and provided with legal information regarding such crimes.

LCCC employs Security Officers and professionals who are trained to assist victims in reporting crimes and obtaining help, including immediate medical care, counseling and other essential services. The College also maintains information on both internal and external services available to students who are victims of sexual assault, domestic or dating violence, and stalking.

If an incident of sexual assault, domestic or dating violence, or stalking is reported to any employee of the College, the employee is obligated to report the incident to the College Safety and Security Office and/or the Student Development Office, even if the individual who reported the incident doesn't want any action taken. The reporting individual will remain anonymous if requested.

All reports of sexual assault, domestic or dating violence, and stalking incidents occurring on College-owned or College-operated property will be fully investigated by the College with consent of the victim, with appropriate disciplinary action taken (in the event the perpetrator is an LCCC employee or student). All such investigations will afford both the accuser and the accused the right to have others present during proceedings; the accuser and the accused shall be notified of the outcome of College disciplinary proceedings. College sanctions will be imposed in accordance with College disciplinary procedures for employees and students found to have violated this policy. Sanctions include, but are not limited to, suspension and expulsion. An employee committing sexual assault, domestic or dating violence or stalking is subject to internal disciplinary proceedings with sanctions up to employment termination in accordance with College disciplinary procedures and/or collective bargaining agreements as

relevant to the employee. An individual criminally charged with sexual assault, domestic or dating violence, or stalking may be subject to prosecution under Pennsylvania law. College employee and peer confidentiality is not protected in a court of law.

Please go to the College's website for more information and/or procedures on reporting sexual assaults, domestic/dating violence, or stalking. There you will also find definitions of terms per Pennsylvania Statutes and intervention and response information.

Sex Offender Notification Statement

The Federal Campus Sex Crimes Prevention Act, effective October 28, 2002, states higher education entities be involved in community notification regarding campus affiliates and that such entities issue a statement advising the campus community where law enforcement agency information provided by a state regarding registered sex offenders may be obtained. The Campus Sex Crimes Act also mandates that sex offenders who are already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. In turn, The State of Pennsylvania is obligated to notify Luzerne County Community College when any registered individual convicted of one or more of eight separate offenses registers as a student or becomes employed by the College.

LCCC's Department of Safety and Security, in compliance with the Campus Sex Crimes Prevention Act, is obliged under law to make information available to the College Community in order to afford the community with the opportunity to be aware of the condition of their environment concerning known sex offenders. This information is not to be used in any other fashion or for any other purpose. Information regarding the enrollment or employment of convicted sex offenders is available from the LCCC Safety and Security Office.

Information regarding Sex Crimes Offenders is available on the Pennsylvania State Police Megan's Law Sex Offender Registry accessible through the internet at: http://www.pameganslaw.state.pa.us/

Safety Information

All safety and security materials and information are currently distributed throughout the campus by means of the College website, student and staff intranets, president's newsletter, broadcast messages and in-service and orientation programs. Safety materials are also posted on campus bulletin boards and video monitors for all campus visitors to view and on the web at www.luzerne.edu/security.

Crime statistics and safety and security materials are available from the Office of Student Development located in Building 5 and the Security Office located in Building 1. A daily log of incidents reported to campus security is available in the Security Office and also at www.luzerne.edu/security.

LCCC Clery Act Crime Statistics

The Campus category below encompasses crimes that occurred on the LCCC main campus and the Public Safety Training Institute, located on Kosciuszko and Prospect Streets.

	2017		2016		2015	
	Camp.	Pub. Prop.	Camp.	Pub. Prop.	Camp.	Pub. Prop.
Murder & Non-Neg. Mans.	0	0	0	0	0	0
Neg. Mans.	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggrav. Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Theft	1	0	1	0	5	0
Crim. Mischief	0	0	1	0	2	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Total	**1**	**0**	**2**	**0**	**7**	**0**
Arrests (including non-campus sites)						
Weapons	1	0	0	0	1	0
Drug Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Disciplinary Actions (including non-campus sites)						
Weapons	1	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

During the past three years (2017, 2016 and 2015) there was one reported crime at the Shamokin Center, criminal mischief, and one at the Scranton Center, robbery on an adjacent property. There were no arrests or formal disciplinary actions at the other centers. LCCC off-campus centers include::

Wilkes-Barre Center

2 Public Square, Suite 150, Wilkes-Barre, PA, and the adjacent public parking areas and streets.

Berwick Center Campus
107 South Market St. Berwick, PA, and the public parking lots and adjacent streets.
Hazleton Campus
100 West Broad St. Hazleton, PA, and the public parking areas and adjacent streets.
Northumberland/Shamokin
2 East Arch St. Shamokin, PA, and the public parking areas and adjacent streets.
Kulpmont Center
1100 Spruce St., Suite 200, Kulpmont, PA, and the public parking areas and adjacent streets
Scranton Center
The Marketplace at Steamtown, 300 Lackawanna Ave., Scranton, PA, and the public parking areas and adjacent streets..

Annual Disclosure of Crime Statistics

This report indicates the known crime statistics occurring on the Nanticoke campus for the past three years, in compliance with the Jeanne Clery Security on Campus Act. This information is also reported to the Pennsylvania State Police on a monthly basis. State Police Uniform Crime Reporting System can be viewed on their web site (http://ucrreport.psp.state.pa.us). Statistics are reported to the U. S. Department of Education by more than 6,000 colleges and universities annually and are available through their web site (http://ope.ed.gov/security).

PARKING AND TRAFFIC REGULATIONS

All campus buildings and parking areas are the property of Luzerne County Community College. All persons and vehicles entering the property of Luzerne County Community College are bound by all state and local traffic laws, and college parking signs and parking regulations when driving or parking a vehicle on campus. **All vehicles on campus must be registered with the security department.** All vehicles on campus are checked periodically. Parking regulations are enforced 24 hours a day. All employees, students, and visitors are required to obtain, learn, and follow the campus parking rules and regulations.

Employee and student parking is permitted in designated areas only. There are no reserved parking lots or spaces for students on campus. Student parking spaces are filled on a first-come first-served basis each day. There is usually parking available and in the event all lots are full, security will attempt to direct you to a parking area.

Students who park in unauthorized areas are subject to parking tickets and fines. Any parking violations not paid within 14 days automatically double. After three violations that have not been paid, the security office will notify the College President. The President will contact the student concerning the nonpayment to inform the student that if payment is not made within one week the student will be subject to disciplinary action, which may include suspension from classes until payment is received in the business office of the college. Unpaid violations at the end of the semester will result in the withholding of grades and will prohibit the student from

registering for any future courses until all of the outstanding obligations to the College are satisfied.

Parking and traffic regulations are available at the security office located in Building 1, Room 101. College parking information is posted on campus signs. The security office phone number is 570-740-0304 or extension 7304.

COLLEGE ENTRANCE GATE SCHEDULE

Monday through Friday, the campus gates will be opened at 6 a.m. They will be closed at 11 p.m. On Saturday, Sunday, and holidays the gates will open at 7 a.m. and will close at 7 p.m., schedule permitting.

The gates will be closed on observed holidays. If the College is closed due to inclement weather, the gates will be closed to allow for snow and ice removal.

REGISTRATION OF MOTOR VEHICLES

1. All College staff and students who operate a motor vehicle on campus are required to register their vehicle(s) with the Campus Security, located in Building 1, Room 101. You may call 570-740-0304 or extension 7304 from campus telephone.
2. Any change in the status of the registered vehicle must be reported to the campus security within 24 hours.
3. At the time of vehicle registration, the registrant must present his/her motor vehicle registration card. Proper registration of motor vehicles will assist the security office in notifying the vehicle owner-operator of potentially dangerous or costly situations with their vehicle such as lights being left on, leaking gas tank, flat tires, and so forth.

PARKING AND TRAFFIC VIOLATIONS AND FINES

All fines must be paid before an appeal can be filed, and all appeals must be filed within 14 days of the date of the violation issue. All parking violations accrued by any driver operating a motor vehicle will be charged to the registrant of the vehicle. Upon issuance of a fourth violation, the student will be referred to the Vice President of Student Development and may face disciplinary action along with driving and parking privileges on campus being revoked.

Fines will be assessed for the following violations:

1. Parking in unauthorized stall or area.....$10
2. Parking in a no parking zone $10
3. Parking in posted or yellow zones $10
4. Parking on roadways or road berms.....$10
5. Parking outside designated lines.....$10
6. Parking against the flow of traffic.....$10
7. Driving or parking on grass areas $10
8. Other parking violations.....$10
9. Double-parking or parking on a crosswalk.....$25
10. Obstructing driveways, delivery entrances, or creating a hazard by parking in unauthorized areas $25
11. Running or removing a blockade/barrier $25

12. Parking within 15 feet of a fire hydrant.....$25
13. Failure to register vehicle and display decal $25
14. Disregarding a security officer's directive.....$25
15. Driving or parking on paths or sidewalks $25
16. Operating a vehicle in a reckless manner.....$25
17. Unauthorized parking in handicapped areas.....$50

Vehicles may be towed without prior warning, and at the owner's expense, when:

- Parked illegally in a marked handicap parking space,
- Parked overnight on campus without prior approval,
- Three (3) or more unpaid parking violations exist,
- Parked in such a manner as to constitute a safety hazard or impeding the normal traffic flow.

FINES

All of the previously stated fines which are not paid within 14 days from the date of issue will automatically double. Fines must be paid at the Business Office located in Building 5 between the hours of 9 a.m. and 4:30 p.m., Monday through Friday. Failure to pay fines will result in the holding of grades, transcripts, graduation privileges, and registration for classes.

APPEALS

All fines must be paid before an appeal can be filed and all appeals must be filed in writing within 14 days of the date of the violation issue. Fines may be appealed in writing to the Director of Safety and Security. If a fine is not paid or an appeal filed within 14 days it automatically doubles, and the registrant is liable for all fines and costs.

Appeal forms are available from the Security Department, located in Building 1, or from the Finance Office and Switchboard, both located in Building 5.

COMPREHENSIVE EMERGENCY RESPONSE PLAN

The College has adopted a Comprehensive Emergency Response Plan that provides recommended procedures to be followed during specific types of emergencies that could potentially result in personal injury, loss of life and loss of property. Since an emergency may be sudden and without warning, the procedures outlined in the plan are designed to be flexible in order to accommodate contingencies of various magnitudes. Specific types of emergencies addressed in the plan include fires, medical emergencies, chemical or radiation spills, bomb threats, weather emergencies, etc.

The College works closely and continuously with the Nanticoke Police and Fire Departments, the Luzerne County Emergency Management Agency and other public safety agencies to ensure the safety of the entire college community. The plan is reviewed by the Safety Committee and updated yearly or as needed. The College's Comprehensive Emer-

gency Response Plan is provided to College staff and the Luzerne County Emergency Management and can also be viewed at www.luzerne.edu/studentlife/security.

Due to the close proximity (within the 10 mile radius exposure pathway) of the PPL Susquehanna Steam Electric Station located in Salem Twp., it is important College personnel and students are aware of the proper emergency procedures in the event of a nuclear accident. There are four stages of emergency classifications at a nuclear power plant. They are as follows:

(1) **Unusual Event:** A minor problem has occurred at the power plant; no release of radioactivity is expected.

(2) **Alert:** A minor problem has occurred that is not expected to affect power plant safety.

(3) **Site Area Emergency:** A more serious problem has occurred. It may affect major plant safety systems, but any release of radioactivity is not expected to exceed federal limits beyond power plant property

(4) **General Emergency:** A problem has occurred involving serious damage at the power plant and the release of radioactivity beyond the power plant property is expected..

The College and the surrounding area is protected by an early-warning siren system which is used for notification of nuclear emergencies, chemical spills, severe weather, etc. When you hear the siren, it is not necessarily a nuclear emergency.

- The siren system is tested monthly. The College is notified in advance.
- A steady tone, lasting three to five minutes, is used to alert the community to tune to the Emergency Warning System for further instructions. *It is not an evacuation signal*.
- Security maintains direct radio and phone contact with emergency officials.
- In the event of an incident, information will be displayed on video monitors.

Only the Governor of Pennsylvania can order and compel a mass evacuation of the population. If such an evacuation is ordered, notice of the order will be sent to the College by the Pennsylvania Emergency Management Agency.

STUDENT LIFE AND ATHLETICS

STUDENT ACTIVITIES

Luzerne County Community College has established a comprehensive program of student activities, including an intercollegiate and intramural athletic program and variety of clubs and organizations. Some of the activities available at the College are listed below:

Athletics
Baseball
Basketball (men & women)
Cross Country (co-ed)
Volleyball
Softball

Intramurals (co-ed)
Flag-Football
Volleyball
Whiffle Ball
Pump and Run
Dodge Ball
Weight Lifting
Billiards
Basketball
Soccer

CLUBS AND ORGANIZATIONS

At Luzerne County Community College there are a number of student clubs and organizations. These groups provide a formalized means for students to participate in activities and functions that benefit themselves, the College and the community. Following is a partial list of the current clubs and organizations at the College:

ACLU
Adult Learners Association
Alumni Association
Art Club
Architectural Club
Brothers & Sisters In Christ
Business Club
Circle K
Computer Club
Computer Club
Drama Club
Gay Lesbian Bisexual
Transgender Assoc. (GLBTA)
Health Awareness Club
History
Hotel Restaurant/Travel Tourism
Literary Arts Society
Literary Magazine *(Augustine)*
NAACP
NOW
Nursing Forum
Paranormal Society
Pastry Arts Club
Photo Club
Science Club
Snowboard Club
Student American Dental
Assistants Association
Student American Dental
Hygienists Association
Student Government Assoc.
Student Radio (WSFX)
Student Television
United Honor Societies:
Sigma Kappa Delta
Psi Beta
Phi Theta Kappa
Alpha Sigma Lambda
Veterans Club

Any student who is interested in joining a College club or organization is encouraged to contact the club president, advisor, or the Director of Student Life and Athletics. Club activity and availability is based wholly on student interest.

STUDENT LEADERSHIP PROGRAM

The College provides the opportunity for students to learn skills of leadership by offering programs for students interested in this pursuit. For more information please visit the Student Life/Athletics Office located in the Campus Center or contact Mary Sullivan at 570-740-0429.

ADULT LEARNERS ASSOCIATION ALPHA SIGMA LAMBDA

This national honor society is to recognize the academic achievement of adult learners. The requirements include the completion of 24 semester hours at the matriculating college, a minimum of 12 hours in liberal arts and sciences. The minimum age to qualify for the honor society is 24. For more information, contact the chapter advisor, Edward Hennigan, at 800-377-5222 (ext. 7399) or email: ehennigan@luzerne.edu.

PHI THETA KAPPA

There is a chapter (Beta Iota Rho) of Phi Theta Kappa, the International Honor Society of Two-Year Colleges, at Luzerne County Community College. Membership in chapter Beta Iota Rho is open to current students with a GPA of 3.5 or greater that have completed 12 credits of college-level coursework at LCCC. Membership offers opportunities for leadership, fellowship, honors topic studies and exclusive scholarships.

For more information, contact chapter advisor, Steve Housenick, at 800-377-5222 (ext. 7618) or email: shousenick@luzerne.edu.

PSI BETA

Psi Beta is the national honor society in psychology for community and junior colleges. The mission of Psi Beta is professional development of psychology students through promotion and recognition of excellence in scholarship, leadership, research, and community service.

In order to qualify for membership, students must rank in the top 35 percent of their class or have an overall grade-point-average of 3.0, have at least a "B" average in psychology, demonstrate a genuine interest in psychology and have high standards of personal behavior and integrity. For additional information, email the chapter advisor, Rose Poulakas, at rpoulakas@luzerne.edu.

SIGMA KAPPA DELTA

Sigma Kappa Delta is the English honor society for two-year colleges. In order to qualify for membership, a student must have completed a minimum of one college course in English language or literature and be presently enrolled in a second English language or literature course, andhave no grade lower than a "B" in English with a minimum GPA of 3.3. Students are not required to be English majors. For more information, contact chapter advisor, Bonnie Pajka, at 800-377-5222 (ext. 7545) or email: rpajka@luzerne.edu.

INITIATING A NEW CAMPUS ORGANIZATION

If a group of students wishes to start a new club to serve the interests of the College and its students, these procedures should be followed:

1. Discuss plans for the new club with the Dean of Enrollment Management and Student Development and the Director of Student Life and Athletics before proceeding with organizational plans.
2. If plans are approved, a faculty advisor must be selected and affirmed.
3. Present a statement of purpose to the Student Government Association with the signatures of 10 interested students.
4. A constitution and by-laws must be presented for consideration to the Student Government Association, Vice President of Enrollment Management and Student Development, Director of Student Life/Athletics, Student Affairs Committee, and Faculty Council.
5. The constitution, by-laws, list of officers and name of faculty advisor must be submitted to the Student Government Association for review.
6. The Club's Constitution must be posted for two weeks before final approval.
7. Upon final approval, the Student Government Association will grant a charter.

PUBLIC RELATIONS FOR STUDENT ORGANIZATIONS

Each student organization is responsible for initiating its own publicity. All publicity for use within the College must be submitted to the Director of Student Life/Athletics for approval before release or posting on College bulletin boards. Outside publicity and public information must be coordinated with the College Relations Office, Campus Center.

ATHLETICS

The athletic program at Luzerne County Community College is designed to fulfill the students' natural needs for physical activity under competitive as well as noncompetitive conditions.

The intercollegiate program is designed for those students who exhibit above-average athletic abilities and is intended to promote the development of the total personality through competitive athletic participations. The intramural sports program is designed for those students not involved in varsity athletics who enjoy participating in athletic events. LCCC competes in the following intercollegiate sports:

(MEN)	Cross Country	(WOMEN)	Cross Country
	Baseball		Basketball
	Basketball		Softball
			Volleyball

The College is a member of the Eastern Pennsylvania Athletic Conference (EPAC) and the National Junior College Athletic Association (NJCAA). Luzerne County Community College's teams compete for conference honors in cross country, golf, basketball, baseball, women's softball, and volleyball.

ELIGIBILITY RULES

To be eligible to participate in intercollegiate athletics a student must adhere to the eligibility rules that have been established by the National Junior College Athletic Association and Luzerne County Community College.

Student-athletes must be enrolled for and maintain a minimum of twelve hours while participating in an intercollegiate sport. After the first full-time semester, a student-athlete must pass a minimum of 12 credits and carry a 1.75 GPA for continued eligibility. To be eligible for a second season of competition, a student-athlete must complete a minimum of 24 credits and carry a 2.00 GPA.

The letter grades "P" and "R" are equivalent to a "C" and "F" in the computation of a grade point average to ascertain athletic eligibility.
Transfer students and students who return to college after a period of nonattendance, may be eligible, and should see the Director of Athletics for more information.

INTRAMURALS

Flag football, basketball, volleyball, soccer, dodge ball, weight lifting, billiards, pump-and-run, and whiffle ball are scheduled on an intramural basis. The program is open to all students with an acceptable medical report.

STUDENT GOVERNMENT

The Student Government Association is the student body of Luzerne County Community College. The purpose of S.G.A. is to provide maximum opportunity for participation in all student activities in order to promote the best interests of the College and students. All students are eligible for membership in S.G.A.

Student Government, which has an Executive Committee, functions within a constitution originated by students. Through its Executive Committee, the student government allocates funds to student organizations, supervises and coordinates the student activities program, recommends the issuance of charters to new organizations, and represents student views on issues of current importance at the College.

The Faculty and Administration of LCCC encourage this democratic form of student government as a means of developing initiative and a sense of individual and group responsibility for college affairs, non-academic in nature, by the election of representatives to S.G.A.

To be a candidate for office in the S.G.A. a student must carry a minimum of 12 credit hours and maintain a cumulative grade point average of at least 2.0. Any student elected to office must maintain this average during his/her term in office.

The Student Government Association also requires that all officers

of other student organizations maintain these same academic requirements.

STUDENT GOVERNMENT CONSTITUTION

PREAMBLE

The Luzerne County Community College Student Government Association is created to serve democratically, and to represent each student in the best interests of the College and the Community. This organization serves as a liaison between the College's administration and students, and plays a pivotal role in the planning and coordination of activities on campus.

ARTICLE I
NAME/LOCATION

The name of the organization shall be the Luzerne County Community College Student Government Association. The Student Government office is located on the second floor of Building 14, Room 210. Office hours are from 11 a.m. to 12:30 p.m., Monday through Friday, unless there is an SGA event going on at that time.

ARTICLE II
PURPOSE

The purpose of the organization is three fold: to provide a path of communication to promote student interest, to better serve and represent each student in the interests of the College and the Community, and to uphold the standards of the College.

ARTICLE III
MEMBERSHIP

All students shall be members of the Luzerne County Community College Student Government Association. The entire membership of the student body shall have the opportunity to elect those who will legislate on matters pertaining to student affairs and activities in accordance with the policies of the College. Those elected shall be called the Executive Committee of S.G.A. and shall vote as such at S.G.A. meetings.

ARTICLE IV
JURISDICTION OF THE ASSOCIATION
EXECUTIVE COMMITTEE

Section 1

Actions pertaining to recommended student affairs policy and approved by the S.G.A. or its representatives shall be submitted to the President of the College through the Office of Student Activities and the College Senate. In some cases, recommendations may be taken to the Student Affairs Committee.

Section 2

It shall be the function and responsibility of the Executive Committee to:

A. Represent the members of the Student Government Association

B. Approve plans for the general supervision of all student clubs and activities.
C. Uphold the mandates of the Constitution of S.G.A.
D. Consider matters which affect the student body of the College and S.G.A.
E. Review, recommend, and approve budgetary expenditures and appropriations for student activities.
F. Appoint committees to handle specified events (concerts, outings, etc.).

Section 3

All actions (except constitutional amendments or revisions) require a simple majority of the Executive Committee members present at the time.

ARTICLE V
FORMAL GOVERNMENT

Section 1

The Executive Committee of the S.G.A. shall be comprised of seven (7) elected representatives. The committee shall consist of legislative and administrative branches, with members chosen as follows:

A. One sophomore student to serve as sophomore representative.
B. One freshman student to serve as freshman representative.
C. One student either freshman or sophomore to represent the part-time students.
D. S.G.A. Officers:
1. President and Treasurer elected from Sophomore Class.
2. Vice President and Secretary elected at large, either from the freshman or sophomore class.
E. A Parliamentarian may be appointed, but will be a nonvoting assembly member. It shall be the duty of the Parliamentarian to keep rules of order, and to advise the S.G.A. regarding adherence or lack of adherence to the Student Body Constitution and By-Laws in all matters concerning them.
F. All members of S.G.A.-recognized college clubs and organizations are ex-officio members of the Executive Committee of the S.G.A., but shall not have voting privileges.

Section 2

Duties of the Executive Committee:

A. All members shall present themselves in a supportive manner to all students and bring any concerns, issues, suggestions or compliments back to the rest of the Committee for review.

B. All members shall promote a greater degree of unity, respect, spirit and cooperation among students, faculty, staff and the administration.

C. The SGA Office shall have office hours and must be occupied by at least one member of the executive committee from 11 a.m. to 12:30 p.m., Monday through Friday, provided there is not an SGA event going on.

D. All members are required to attend and participate in office hours (average of 2 hours per week), a minimum of 85% of the scheduled meetings, and 70% of all scheduled events. Failing to do so, you will forfeit your opportunity to run for any Student Government Office at Luzerne County Community College in any future year and may be subject to impeachment.

ARTICLE VI
OFFICERS

Section 1

The officers of the Association shall consist of the President, Vice-President, Secretary and Treasurer.

Section 2

Duties of Officers:

A. It shall be the duty of the President to call and preside over all Student Government Association and Executive Council Meetings, and to see that the business of the Association is carried out properly. The President shall monitor the SGA email account, and utilize the Colleges various websites/intranet to promote easier communications between students and the SGA. The responsibility of ensuring all officers meet the attendance criteria for events and meetings falls on the President. He/She shall have a record of all events and review the attendance of officers with the Student Government Advisor on a quarterly basis.

B. It shall be the duty of the Vice-President to supervise the work of the Standing Committees and to preside over meetings, and conduct the business of the Association in the absence of the President. The Vice President shall whenever possible, attend club meetings from the various clubs on campus to promote the SGA, advise of the importance of attending the SGA meetings and to offer the SGA's assistance to the clubs should they need it. At each executive council meeting, the Vice President must advise the executive council of which club meetings he/she was able to attend and what was discussed. Additionally the Vice President is in charge of office hours. He/She is responsible for maintaining a schedule, ensuring that each officer participates and that the office is open with at least one officer present during said office hours.

C. It shall be the duty of the Secretary to record the minutes of all meetings and to email the executive committee a brief recap within 4 school days of said meeting. The Secretary shall maintain a record of all proceedings and minutes throughout the year.

D. It shall be the duty of the Treasurer to keep the financial records of the S.G.A. and render a report at each meeting. The Treasurer has the responsibility of counting all money raised for each event with another officer present. They then must deposit the money in the Student Government's account and provide a copy of the receipt to the President and the Student Government Advisor.

Failing to perform these duties will result in the officer forfeiting his/her opportunity to run for any Student Government Office at Luzerne County Community College in any future year and may be subject to impeachment.

ARTICLE VII
ELECTIONS

Section 1

Nominations for officers and other representatives serving on the Executive Committee of the Association shall be made by special petition. Each petition shall be signed by five (5) percent of the members of the candi-

date's class, or fifty (50) signatures of students from any class, and must bear a notice of signed acceptance of the nomination by the nominee, and the signature of approval by the Director of Student Life/Athletics, and the Vice President of Enrollment Management and Student Development.

Section 2

Officer and other representative positions on the Executive Committee of the Association will be filled by election to be held on the fourth Tuesday in April of each academic year. After that day all representatives will be granted full representative privileges.

A. President and Treasurer: Candidates are to have at least 30 credits at the end of the academic year in which they are elected and must intend to return to the College the following Fall semester.

B. Vice-President and Secretary: Candidates may be either Freshmen or Sophomores.

Regarding the above offices, no student may serve in the same office for more than two years.

C. Representatives:

1. One (1) representative to serve as the Sophomore representative must have at least 30 credits at the end of the academic year following his/her election.
2. One (1) representative to serve as Freshmen representative and must have at least 12 credits at the end of the academic year following his/her election.
3. One (1) representative will be elected to represent the part-time students at the College.
4. Elections: An elections committee composed of the S.G.A. President, Vice-President, Treasurer, Secretary and the S.G.A. advisor will meet prior to the general election to review and then select one or more of the most qualified candidates nominated for the Student Government officers positions. These names are then placed on the ballots along with those candidates nominated for representative positions. This ballot is the final candidate listing and will be used during the April election to decide on S.G.A. representation. The decision of the election committee on officer candidates may be contested by any student not nominated for an officer position by submitting a written statement of protest to the Director of Student Life/Athletics. The protest will then be taken before the entire Executive Committee for disposition.
5. Certification: The Dean of Enrollment Management and Student Development, Advisor to the Student Government Association, and other neutral 3rd parties will certify that the election results were officially counted and the winning candidates will be verified within three days after each election. This information will become public record.
6. A successful candidate shall have a plurality of votes cast for the position sought.
7. Grade point average must be in line with the College's standards.

ARTICLE VIII
IMPEACHMENT

Section 1

Any officer or representative of the Student Government Association shall be subject to impeachment for neglect in the administration of his/her office as described in Article VI above or for any offenses considered serious enough to be removed by the Executive Committee of the S.G.A.

Section 2

To declare void the position held by an impeached officer or representative, these procedures are to be followed:

A. Any four members of the Executive Committee of S.G.A. will meet and draw up a list of alleged charges and these charges will be presented at a regular S.G.A. meeting. The officer who is being considered for impeachment must be made aware of and invited to this meeting.

B. The person who is being considered for impeachment has the right to defend himself/herself and present evidence refuting the charges.

C. A two thirds ($^2/_3$) vote by secret ballot must be cast by a quorum of the Executive Committee at a meeting called by any member of the Executive Committee no earlier than one week after the presentation of impeachment charges. This meeting will be publicly posted.

D. Upon an affirmative impeachment vote, that person will immediately cease to be a voting member of the S.G.A. Such impeachment action will be transmitted to the Vice President of Student Development.

ARTICLE IX
VACANCIES: SUCCESSION

Section 1

In the event insufficient students are elected either as officer of the S.G.A. or representing constituent groups, those members of the S.G.A. who were elected, with the advice of the S.G.A. Advisor, will appoint from interested students those positions to be filled.

Section 2

Vacancies occurring during the academic year among positions of representatives or executives shall be filled by a special meeting of the Executive Committee. Nominations shall be made from the floor and a plurality vote shall be sufficient for election.

Section 3

In the event the office of the President is vacated, the Vice-President shall succeed him/her and the office of the Vice-President shall be filled as outlined in Article IX, Section 2 of this Constitution.

When the President's annual term of office expires on the last Tuesday in April and there would happen to be no interested candidates for this elected office, the Vice-President will serve as interim President from April until the last Tuesday in September of the same year. At this time a special election will be held for the office of the President. The elected candidate will then serve as President from the day following election to the regularly scheduled election date in April.

ARTICLE X
AMENDMENTS

Section 1

Amendments to this Constitution may be proposed at any regular meeting of the S.G.A. The S.G.A. shall, by a simple majority of those present, vote to propose an amendment. Such proposed amendments shall be published and made public.

Section 2

A two-thirds ($^2/_3$) vote of the members present shall be necessary for the adoption of such amendments, no earlier than two (2) weeks after an amendment has been proposed.

Section 3

Revision of this Constitution (except amendments) may occur no earlier than three (3) years after a previous revision. The Executive Council of the S.G.A. shall be responsible for this, with proposal and ratification conducted as outlined in Article X, Section 1 and 2. At the next election for S.G.A. officers or representatives, these revisions shall be offered to the student body for acceptance or rejection.

Section 4

Any amendments to a club constitution must be submitted to the Student Government Association at which time the amendment will be posted for two weeks before final approval by the S.G.A.

ALMA MATER

LCCC, our college now we praise,
our song of pride, let all unite to raise.
Our college is here to learn and share,
to lead, to point the way.
LUZERNE COUNTY COMMUNITY,
Its alma mater praise.

(Refrain)
LCCC, we'll carry on its fame!
We'll raise on high through coming years
its glorious name.

LCCC, we'll build with patient care,
our lives to lead, our future waits us there.
In the center of our great county,
our college standing proud.
LUZERNE COUNTY COMMUNITY,
we'll sing its praise out loud.

— *Words and Music by*
Marete Wester '81

BASIC INQUIRIES

Questions about . . .	Should be referred to the . . .
Absences	Individual Instructor
Academic Standing	Academic Affairs Office
Accident/Insurance	College Health Department
Admission to the College	Director of Admissions and Vice President of Enrollment Management
Allied Student Health Infor.	Admissions
Bulletin Boards	Director of Student Life & Activities
Career Information	Career Services
Career Counseling	Career Services
Course Changes & Withdrawal	Your Counselor/Registrar's Office
Curriculum Changes	Your Counselor/Registrar's Office
Dental Health	Dental Health Clinic (Downtown Nanticoke)
Financial Aid	Financial Aid Office
Graduation Requirements	Academic Affairs Office and Student Development Office
Handicapped Parking	Campus Security
Illness/Injury	Campus Security and/or Student Development Office
Lost and Found	Campus Security
News — Photographs	College Relations
Peer Mentor Program	Student Development Coordinator
Personal Problem	Your Counselor/Student Support Services
Probation	Academic Affairs Office
Textbooks and Supplies	Bookstore
Scholarships	Development Office
Selective Service & Veterans' Affairs	Financial Aid Office
Student Activities	Student Life & Athletics Office
Student Government	Student Government Office
Summer Term	Academic Affairs Office
Tutorial Services and Testing	Student Support Services/Learning Center
Transcripts	Registrar's Office
Transfer Advisement	Your Counselor
Work Study Program	Financial Aid Office
Young Scholar Program	Off-Campus Programs Specialist

College Nickname:
The Trailblazers

College Mascot:
Blaze

College Colors:
Navy and Teal

MONTHLY GOALS

SUNDAY	MONDAY	TUESDAY
5	6 Friendship Day	7 **National Night Out** **Purple Heart Day**
12	13 **International Lefthander's Day**	14
19 National Aviation Day **Senior Citizens Day**	20	21
26 Women's Equality Day	27 **LCCC First Day of Classes**	28

AUGUST

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 National Watermelon Day	4 U.S. Coast Guard Birthday
8	9	10 Lazy Day	11
15 Assumption Day	16 National Tell A Joke Day	17	18
22 Be An Angel Day	23	24	25
29	30	31	

NOTES .....

CAREER PREP TIPS

Building a successful career can be a daunting, lifelone process. Plan for success using good research and making the most of every opportunity.

2018

SUNDAY **12**
AUGUST

MONDAY **13**
AUGUST

TUESDAY **14**
AUGUST

WEDNESDAY **15**
AUGUST

16 THURSDAY
AUGUST

17 FRIDAY
AUGUST

18 SATURDAY
AUGUST

AUGUST

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SEPTEMBER

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WEEKLY GOALS

Academic	✓→	Personal	✓→

CAREER PREP TIPS

Your lifestyle, and the choices you make, will influence your future. Will your actions and choices today help or hurt you tomorrow?

2018

SUNDAY **19**
AUGUST

MONDAY **20**
AUGUST

TUESDAY **21**
AUGUST

- Walk-In Registration for Fall 2018
- New Adjunct Orientation at the Shamokin Center
- Adjunct In-Service for Staff at the Shamokin Center

WEDNESDAY **22**
AUGUST

- Walk-In Registration for Fall 2018

23 THURSDAY
AUGUST

- Fall College-Wide Professional Development Program for Faculty and Staff, 8 a.m. to 2 p.m., Educational Conf. Center
- New Adjunct Faculty Orientation, 2:30 to 4 p.m., Educational Conf. Center
- Adjunct Faculty Fall In-Service (Main Campus), 4:30 to 7:30 p.m., Educational Conf. Center
- Walk-In Registration for Fall 2018

24 FRIDAY
AUGUST

- Walk-In Registration for Fall 2018 - Regular Hours

25 SATURDAY
AUGUST

AUGUST

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SEPTEMBER

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WEEKLY GOALS

Academic	✓ →	Personal	✓ →

MONTHLY GOALS	SUNDAY	MONDAY	TUESDAY
	2	3 **Labor Day**	4
	9 Grandparent's Day Rosh Hashana Begins	10	11 Patriot Day
	16 National POW/MIA Recognition Day Stepfamily Day	17 **Constitution Day**	18 Yom Kippur Begins
	23	24	25
	30		

SEPTEMBER

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1
5	6	7	8
12	13	14	15 Hispanic Heritage Month Begins (Ends October 15)
19	20	21 International Day of Peace	22 First Day of Autumn Native American Day
26 Johnny Appleseed Day	27	28	29

Library Card Sign-Up Month

Alcohol & Drug Addiction Recovery Month

NOTES .....

CAREER PREP TIPS

Gain experience, develop practical skills, and start new relationships by volunteering your time in different areas of need.

2018

SUNDAY 26
AUGUST

MONDAY 27
AUGUST

- Classes Begin for All Locations Except Wilkes-Barre Center
- Late Registration for Fall 2018 - Extended Hours
- Classes Begin for Fall 2018 7-Week Session I
- SGA Coffee Information Booth, 8 a.m., Campus Center

TUESDAY 28
AUGUST

- Late Registration for Fall 2018 - Extended Hours
- SGA Coffee Information Booth, 8 a.m., Campus Center

WEDNESDAY 29
AUGUST

- Late Registration for Fall 2018 - Extended Hours

30 THURSDAY
AUGUST

- Late Registration for Fall 2018 - Regular Hours
- 7-Week Session I: Last Day for Withdrawal with Partial Tuition Refund

31 FRIDAY
AUGUST

- Late Registration for Fall 2018 - Regular Hours

1 SATURDAY
SEPTEMBER

SEPTEMBER

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OCTOBER

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WEEKLY GOALS

Academic	✓→	Personal	✓→

CAREER PREP TIPS

Once you have defined who you are and what you want, you can begin an inspired exploration into your various areas of interest.

2018

SUNDAY **2**
SEPTEMBER

MONDAY **3**
SEPTEMBER

Labor Day • College Closed

TUESDAY **4**
SEPTEMBER

WEDNESDAY **5**
SEPTEMBER

6 THURSDAY
SEPTEMBER

7 FRIDAY
SEPTEMBER

8 SATURDAY
SEPTEMBER

SEPTEMBER

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OCTOBER

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WEEKLY GOALS

Academic	✓ →	Personal	✓ →

CAREER PREP TIPS

Establishing good contacts is an important career step. Use various opportunities to introduce yourself to others in your chosen field.

2018

SUNDAY **9**
SEPTEMBER

Grandparent's Day

Rosh Hashanah (begins at sunset)

MONDAY **10**
SEPTEMBER

- Alumni Association Meeting, 5:30 p.m., Campus Center, Alumni Room. (Rm. 214)

TUESDAY **11**
SEPTEMBER

Patriot Day

- 9-11 Remembrance Ceremony, sponsored by the LCCC Alumni Association
- College Senate's Academic Committee Meeting, 11:15 a.m

WEDNESDAY **12**
SEPTEMBER

- Club Recruitment Day, 11 a.m., Campus Center 3rd Floor Hallway

13 THURSDAY
SEPTEMBER

- Welcome Back Bash, Campus Center Courtyard, 11 a.m. to 1 p.m., Free Event

14 FRIDAY
SEPTEMBER

15 SATURDAY
SEPTEMBER

- Alumni Association's Bus Trip to the Gettysburg Battlefields, $55 per person

SEPTEMBER

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OCTOBER

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WEEKLY GOALS

Academic	✓	Personal	✓

CAREER PREP TIPS

Your resume is often your first point of contact with a potential employer. Research ways to present a compelling and informative resume.

2018

SUNDAY 16
SEPTEMBER

MONDAY 17
SEPTEMBER

Constitution Day

- Classes Begin at the Wilkes-Barre Center
- Last Day for Withdrawal With Partial Tuition Refund

TUESDAY 18
SEPTEMBER

Yom Kippur (begins at sunset)

- College Senate Meeting, 11:15 a.m.
- Constitution Day Program, 11 a.m., Campus Center Rotunda

WEDNESDAY 19
SEPTEMBER

20 THURSDAY
SEPTEMBER

- College Senate's Institutional Effective Committee Meeting, 11 a.m., President's Office Conference Room, Campus Center
- Student Athlete Success Forum, Educational Conference Center, 11 a.m.

21 FRIDAY
SEPTEMBER

22 SATURDAY
SEPTEMBER

First Day of Fall

SEPTEMBER						
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WEEKLY GOALS

Academic	✓ →	Personal	✓ →

CAREER PREP TIPS

Before an interview, take time to research the position and the company. Your knowledge and initiative will impress potential employers.

2018

SUNDAY 23
SEPTEMBER

MONDAY 24
SEPTEMBER

TUESDAY 25
SEPTEMBER

- SGA Meeting, Campus Center, Room 214, 11 a.m.

WEDNESDAY 26
SEPTEMBER

- See You At The Pole Program sponsored by BASIC, LCCC Flag Pole, 7:30 a.m.

27 THURSDAY
SEPTEMBER

- 7-Week Session I: Last Day To Drop Classes or Withdraw Officially From College
- Hispanic Heritage Month Celebration, Campus Center Rotunda, 11 a.m.

28 FRIDAY
SEPTEMBER

29 SATURDAY
SEPTEMBER

SEPTEMBER

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OCTOBER

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WEEKLY GOALS

Academic	✓ →	Personal	✓ →

MONTHLY GOALS

SUNDAY	MONDAY	TUESDAY
	1	2
7	8 Leif Erikson Day **Columbus Day**	9
14	15 **White Cane Safety Day**	16 National Boss' Day
21 Mother-In-Law Day	22	23
28	29 **LCCC Spirit Week**	30
October Is Crime Prevention Month		

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3 Child Health Day	4	5 Do Something Nice Day	6
10	11	12	13 U.S. Navy Birthday
17	18	19	20 Sweetest Day
24 United Nations Day	25	26 Frankenstein Friday	27
31 Halloween		Alcohol Awareness Month	

NOTES

CAREER PREP TIPS

A good cover letter makes your resume stand out. Ensure it is professionally presented, and that all grammar and spelling is correct.

2018

SUNDAY **30**
SEPTEMBER

- Ruth's Place Walk, Public, Square, Wilkes-Barre, 1 p.m.

MONDAY **1**
OCTOBER

- Registration Begins for Spring 2019 Classes

TUESDAY **2**
OCTOBER

WEDNESDAY **3**
OCTOBER

4 THURSDAY
OCTOBER

5 FRIDAY
OCTOBER

6 SATURDAY
OCTOBER

OCTOBER

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NOVEMBER

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WEEKLY GOALS

Academic	✓→	Personal	✓→

CAREER PREP TIPS

Job interviews can be stressful. Gain confidence and minimize anxiety by preparing and practicing your own questions.

2018

SUNDAY 7
OCTOBER

MONDAY 8
OCTOBER

Columbus Day

TUESDAY 9
OCTOBER

- College Senate's Academic Committee Meeting, 11:15 a.m.

WEDNESDAY 10
OCTOBER

- SGA Coffee Meet and Greet, Campus Center Rotunda

11 THURSDAY
OCTOBER

- 7-Week Session I: Classes End
- Meet the President/SGA Session, 11 a.m., Campus Center Rotunda

12 FRIDAY
OCTOBER

- 7-Week Session I: Final Exam Day

13 SATURDAY
OCTOBER

OCTOBER						
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NOVEMBER						
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WEEKLY GOALS

Academic	✓ →	Personal	✓ →

CAREER PREP TIPS

Make a great first impression on your interviewer by taking care to dress well. Your own self-confidence will also increase.

2018

SUNDAY **14**
OCTOBER

MONDAY **15**
OCTOBER

- 7-Week Session I: Final Grade Report Due
- NCAAW Driving Simulators, 11 a.m., Campus Center, 3rd Floor Hallway

TUESDAY **16**
OCTOBER

WEDNESDAY **17**
OCTOBER

- No Classes
- Professional Development Day for Faculty and Staff, 8 a.m. to 2 p.m., Educational Conf. Center

18 THURSDAY
OCTOBER

- College Senate's Institutional Effective Committee Meeting, 11 a.m., President's Office Conference Room, Campus Center
- SGA Meeting, Campus Center, Room 214, 11 a.m.

19 FRIDAY
OCTOBER

20 SATURDAY
OCTOBER

- 29th Annual Alumni Association Craft Festival and HiLites Motor Club Car Show, Main Campus, 10 a.m. to 4 p.m.

OCTOBER

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NOVEMBER

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WEEKLY GOALS

Academic	✓	Personal	✓

CAREER PREP TIPS

Sometimes getting the job you want is just a matter of patience. Plan ahead and practice the skills you'll need when it's your time.

2018

SUNDAY 21
OCTOBER

MONDAY 22
OCTOBER

- 7-Week Session II: Classes Begin

TUESDAY 23
OCTOBER

- College Senate Meeting, 11:15 a.m.

WEDNESDAY 24
OCTOBER

25 THURSDAY
OCTOBER

- 7-Week Session II: Last Day for Withdrawal With Partial Tuition Refund

26 FRIDAY
OCTOBER

27 SATURDAY
OCTOBER

- Alumni Association's Bus Trip to New York City, $35 per person

OCTOBER

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NOVEMBER

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WEEKLY GOALS

Academic	✓	Personal	✓

MONTHLY GOALS	SUNDAY	MONDAY	TUESDAY
	4 Daylight Savings Time Ends	5	6 Election Day
	11 **Veterans Day** Armistice Day	12 **Chicken Soup for the Soul Day**	13
	18 **Good Nutrition Month**	19	20
	25	26 Cyber Monday	27
	National American Indian Heritage Month		

NOVEMBER

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 All Saints' Day	2 All Souls' Day	3
7	8	9	10 Marine Corps Birthday
14	15 America Recycles Day Great American Smoke Out	16	17 Homemade Bread Day
21	22 **Thanksgiving**	23 Black Friday	24 **American Indian Heritage Day**
28	29 **Square Dance Day**	30 **Peanut Butter Lover's Month**	

NOTES

CAREER PREP TIPS

If additional education is required for your chosen career goal, complete it as soon as you can. You may have time to expand even further.

2018

SUNDAY 28
OCTOBER

MONDAY 29
OCTOBER

- SGA Spirit Week

TUESDAY 30
OCTOBER

- SGA and LCCC TV (Comcast Channel 9). Annual Halloween Bash, 11 a.m. to 12:30 p.m., TV Studio, Building 12
- SGA Spirit Week
- LCCC Foundation Scholarship Dinner at the The Woodlands Inn & Resort

WEDNESDAY 31
OCTOBER

Halloween

- SGA Spirit Week

1 THURSDAY
NOVEMBER

- SGA Spirit Week

All Saints' Day

2 FRIDAY
NOVEMBER

- Last Day to Drop Classes Or Officially Withdraw From College
- SGA Spirit Week

All Souls' Day

3 SATURDAY
NOVEMBER

- Adult Learners Association Complimentary Breakfast, 9:30 a.m. to 10:15 a.m., Campus Center Cafeteria
- Fall Open House, Campus Center, 10 a.m. to Noon

NOVEMBER

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DECEMBER

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WEEKLY GOALS

Academic	✓→	Personal	✓→

CAREER PREP TIPS

Eye contact and a firm handshake at the beginning of an interview give a good first impression, and set the tone for what follows.

2018

SUNDAY **4**
NOVEMBER

Daylight Saving Time Ends

- Veterans Day Parade, Wilkes-Barre Public Square

MONDAY **5**
NOVEMBER

TUESDAY **6**
NOVEMBER

Election Day

- Student Leader Luncheon, Educational Conference Center Dining Room, 11 am
- College Senate's Academic Committee Meeting, 11:15 a.m.

WEDNESDAY **7**
NOVEMBER

8 THURSDAY
NOVEMBER

- College Leaders Professional Development Session, ECC Dining Room, 11 a.m. to 12:30 p.m.,
- Transfer Day, Campus Center, 11 a.m. to 2 p.m.
- Luzerne County Regional, College Fair Campus Center, 6:30 to 8 p.m.

9 FRIDAY
NOVEMBER

10 SATURDAY
NOVEMBER

NOVEMBER

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DECEMBER

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WEEKLY GOALS

Academic	✓ →	Personal	✓ →

CAREER PREP TIPS

When given the opportunity in an interview, ask some questions about the position and the company. Doing so shows an active interest.

2018

SUNDAY **11**
NOVEMBER

Veterans Day

MONDAY **12**
NOVEMBER

- Alumni Association Meeting, 5:30 p.m., Campus Center, Alumni Room. (Rm. 214)

TUESDAY **13**
NOVEMBER

- Phi Theta Kappa/Student Government Association Sponsored "Hunger Banquet" Campus Center, 2nd Floor, 11 a.m.

WEDNESDAY **14**
NOVEMBER

15 THURSDAY
NOVEMBER

- College Senate's Institutional Effective Com. Meeting,11 a.m.
- SGA Meeting, Campus Center, Room 214, 11 a.m.
- Free Literature on Smoking Cessation and Recycling 3rd Floor Campus Center
- Roentgen Day in the DeFinnis Lounge (Dental Clinic), Carrozza Health Sciences Center, 12:30 to 1:30 p.m.
- Information Night for the Engineering and Trade Technologies, ATC & Bldg. 2, 5:30 to 7:30 p.m.

America Recycles Day

Great American Smoke Out

16 FRIDAY
NOVEMBER

17 SATURDAY
NOVEMBER

NOVEMBER

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DECEMBER

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WEEKLY GOALS

Academic	✓	Personal	✓

CAREER PREP TIPS

Find a mentor who will guide and assist you in the pursuit of your goal. Use his or her experience and references to help you succeed.

2018

SUNDAY 18
NOVEMBER

MONDAY 19
NOVEMBER

TUESDAY 20
NOVEMBER

- College Senate Meeting, 11:15 a.m.
- SGA Coffee Meet and Greet, Campus Center Rotunda

WEDNESDAY 21
NOVEMBER

22 THURSDAY
NOVEMBER

• College Closed, Thanksgiving Holiday

Thanksgiving

23 FRIDAY
NOVEMBER

• College Closed, Thanksgiving Holiday

24 SATURDAY
NOVEMBER

• College Closed, Thanksgiving Holiday

NOVEMBER

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DECEMBER

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WEEKLY GOALS

Academic	✓ →	Personal	✓ →

MONTHLY GOALS	SUNDAY	MONDAY	TUESDAY
	2 Hanukkah (begins at sundown) First Sunday of Advent	3	4 Wear Brown Shoes Day
	9	10 **Human Rights Day**	11
	16	17 National Regifting and Bake Cookies Day Wright Brothers Day	18
	23	24 Christmas Eve	25 **Christmas Day**
	30	31 **New Year's Eve**	

DECEMBER

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 AIDS Awareness Day
5	6	7 Pearl Harbor Remembrance Day **LCCC Last Day of Classes Fall Semester**	8
12	13	14	15
19	20 Go Caroling Day	21 Winter Solstice	22
26 Kwanzaa Begins	27	28	29

NOTES

CAREER PREP TIPS

Getting actively involved with your education will help your career goals, as well as your grades. You will gain valuable experience.

2018

SUNDAY 25
NOVEMBER

- College Closed, Thanksgiving Holiday

MONDAY 26
NOVEMBER

- College Closed, Thanksgiving Holiday

TUESDAY 27
NOVEMBER

- Classes Resume
- 7-Week Session II: Last Day to Drop Classes Or Official Withdrawal From College

WEDNESDAY 28
NOVEMBER

29 THURSDAY
DECEMBER

30 FRIDAY
NOVEMBER

1 SATURDAY
DECEMBER

- Application Deadline Day For All Health Science Programs

AIDS Awareness Day

DECEMBER						
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JANUARY						
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WEEKLY GOALS

Academic	✓→	Personal	✓→

CAREER PREP TIPS

Getting actively involved with your education will help your career goals, as well as your grades. You will gain valuable experience.

2018

SUNDAY **2** *Hanukkah (begins at sundown)*
DECEMBER

MONDAY **3**
DECEMBER

- SGA Stress Free Week

TUESDAY **4**
DECEMBER

- College Senate's Academic Committee Meeting, 11:15 a.m.
- SGA Stress Free Week

WEDNESDAY **5**
DECEMBER

- SGA Stress Free Week

6 THURSDAY
DECEMBER

- LCCC Staff Holiday Party, in the Educational Conf. Center Dining Room, 11 a.m. to 1:30 p.m.
- 7-Week Session II: Classes End
- SGA Stress Free Week

7 FRIDAY
DECEMBER

- Last Day of Classes (All Locations)
- 7-Week Session II: Final Exam Day
- SGA Stress Free Week

Pearl Harbor Remembrance Day

8 SATURDAY
DECEMBER

- Final Exams

DECEMBER						
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JANUARY						
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WEEKLY GOALS

Academic	✓→	Personal	✓→

CAREER PREP TIPS

When choosing a major, reflect on your interests, follow your intuition, and don't just pick the easy way; challenge yourself!

2018

SUNDAY 9
DECEMBER

• Final Exams

MONDAY 10
DECEMBER

• Final Exams

TUESDAY 11
DECEMBER

• Final Exams

WEDNESDAY 12
DECEMBER

• Final Exams

13 THURSDAY
DECEMBER

• Final Exams

14 FRIDAY
DECEMBER

• Final Exams

15 SATURDAY
DECEMBER

DECEMBER						
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JANUARY						
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WEEKLY GOALS

Academic	✓→	Personal	✓→

CAREER PREP TIPS

Base your career on what is right for you. Other people and things may try to influence you, but ultimately it's your decision.

2018

SUNDAY **16**
DECEMBER

MONDAY **17**
DECEMBER

- Fall 2018 Semester Final Grade Reports Due
- 7-Week Session II: Final Grade Report Due
- Winter Intersession First Day of Classes
- Last Day to Register for Winter Intersession Classes

TUESDAY **18**
DECEMBER

WEDNESDAY **19**
DECEMBER

20 THURSDAY
DECEMBER

- College Senate's Institutional Effective Committee Meeting, 11 a.m., President's Office Conference Room, Campus Center
- Winter Intersession: Last Day for Withdrawal With Partial Tuition Refund

21 FRIDAY
DECEMBER

First Day of Winter

22 SATURDAY
DECEMBER

- College Closed

DECEMBER						
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JANUARY						
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WEEKLY GOALS

Academic	✓→	Personal	✓→

CAREER PREP TIPS

Many jobs are never advertised because they're filled through an employer's network. Are you part of a network? Are you staying in touch?

2018

SUNDAY 23
DECEMBER

• College Closed

MONDAY 24
DECEMBER

Christmas Eve • College Closed

TUESDAY 25
DECEMBER

Christmas • College Closed

WEDNESDAY 26
DECEMBER

Kwanzaa • College Closed

27 THURSDAY
DECEMBER

• College Closed

28 FRIDAY
DECEMBER

• College Closed

29 SATURDAY
DECEMBER

• College Closed

DECEMBER						
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JANUARY						
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WEEKLY GOALS

Academic	✓→	Personal	✓→

2019 • JANUARY

MONTHLY GOALS

SUNDAY	MONDAY	TUESDAY
		1 New Year's Day
6	7	8 Bubble Bath Day
13	14 **LCCC Spring Classes Begin**	15
20	21 Martin Luther King Jr. Day	22
27	28 Christa McAuliffe Day	29
	National	**Book Month**

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5
9	10 Save the Eagles Day	11 Amelia Earhart Day	12
16	17 Ben Franklin's Birthday	18 Winnie the Pooh Day	19
23	24	25	26
30	31		

National Thank You Month

National Popcorn Day

Fun at Work Day

National Volunteer Blood Donor Month

NOTES

CAREER PREP TIPS

Keep your eyes and ears open for potential job openings. Creative job searching is a skill that will open many doors in your career.

2019

SUNDAY 30
DECEMBER

- College Closed

MONDAY 31
DECEMBER

New Year's Eve

- College Closed

TUESDAY 1
JANUARY

New Year's Day

- College Closed

WEDNESDAY 2
JANUARY

- Walk-In Registration for Spring 2019 Semester

3 THURSDAY
JANUARY

- Walk-In Registration for Spring 2019 Semester

4 FRIDAY
JANUARY

- Walk-In Registration for Spring 2019 Semester
- Winter Intersession: Last Day to Drop Classes or Withdraw Officially from College

5 SATURDAY
JANUARY

JANUARY

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FEBRUARY

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WEEKLY GOALS

Academic	✓ →	Personal	✓ →

CAREER PREP TIPS

Everyone is different. Some prefer community college, some university, some technical school. They are all valid options.

2019

SUNDAY **6**
JANUARY

MONDAY **7**
JANUARY

- Walk-In Registration for Spring 2019 Semesters,

TUESDAY **8**
JANUARY

- Walk-In Registration for Spring 2019 Semesters,

WEDNESDAY **9**
JANUARY

- Spring College-Wide In-Service Day 8 a.m. to 2 p.m., Educational Conf. Center (snow date: Jan. 10)
- New Adjunct Faculty Orientation, 2:30 to 4 p.m., Educational Conf. Center (snow date: Jan. 10) Videoconf. to Shamokin
- Walk-In Registration for Spring 2019 Semesters,

10 THURSDAY
JANUARY

- Winter Intersession: Last Day of Classes and Final Exam Day
- Walk-In Registration for Spring 2019 Semesters,

11 FRIDAY
JANUARY

- Winter Intersession: Final Grade Report Due
- Walk-In Registration for Spring 2019 Semesters,

12 SATURDAY
JANUARY

JANUARY

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FEBRUARY

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WEEKLY GOALS

Academic	✓ →	Personal	✓ →

CAREER PREP TIPS

Take courses from a variety of subjects to broaden your academic training. Doing so will open more doors, and will help you gain more experience.

2019

SUNDAY 13
JANUARY

MONDAY 14
JANUARY

- Classes Begin, All Locations Except Wilkes-Barre Center
- Late Registration
- Classes Begin for 7-week Spring Session I
- Walk-In Registration for Spring 2019 Semesters
- SGA Coffee Information Booth, 8 a.m., Campus Center

TUESDAY 15
JANUARY

- Late Registration
- Walk-In Registration for Spring 2019 Semester
- SGA Coffee Information Booth, 8 a.m., Campus Center

WEDNESDAY 16
JANUARY

17 THURSDAY
JANUARY

- College Senate's Institutional Effective Committee Meeting, 11 a.m., President's Office Conference Room, Campus Center
- Last Day for Withdrawal With Partial Refund, Spring 7-Week Session I

18 FRIDAY
JANUARY

19 SATURDAY
JANUARY

JANUARY

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FEBRUARY

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WEEKLY GOALS

Academic	✓→	Personal	✓→

CAREER PREP TIPS

Learn to work as part of a team. Most jobs require you to function with a group of professionals, all working together for the same goal.

2019

SUNDAY 20
JANUARY

MONDAY 21
JANUARY

Martin Luther King Jr. Day

- College Closed

TUESDAY 22
JANUARY

- College Senate Meeting, 11:15 a.m.

WEDNESDAY 23
JANUARY

- Club Sign-Up Day, 10 a.m. to 2 p.m., Campus Center, 3rd Floor Hallway

24 THURSDAY
JANUARY

- Welcome Back Bash, Campus Center Glass-Enclosed Area of the Cafeteria, 11 a.m. to 1 p.m.

25 FRIDAY
JANUARY

26 SATURDAY
JANUARY

JANUARY

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FEBRUARY

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WEEKLY GOALS

Academic	✓→	Personal	✓→

MONTHLY GOALS

SUNDAY	MONDAY	TUESDAY
Chocolate Lover's Month		
3 Super Bowl Sunday	4 **Rosa Parks Day**	5 **Chinese New Year** The Year of the Pig
10	11	12 Abe Lincoln's Birthday
17	18 Presidents' Day	19
24	25	26
National Bird Feeding Month		

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 National Wear Red Day National Freedom Day	2 Groundhog Day
6	7 Send a Card to a Friend Day	8 Boy Scout Day	9
13	14 Valentine's Day	15	16
20	21	22 George Washington's Birthday	23
27	28 Black History Month American Heart Month		

NOTES

CAREER PREP TIPS

If you have an elective, take something that interests and inspires you! You will gain more from it than a course taken for an easy A.

2019

SUNDAY 27
JANUARY

MONDAY 28
JANUARY

Christa McAuliffe Day

TUESDAY 29
JANUARY

WEDNESDAY 30
JANUARY

- SGA Coffee Meet and Greet, Campus Center Rotunda

31 THURSDAY
JANUARY

- Annual Alumni vs Students Basketball Game, 5 p.m. Atherton Gymnasium

1 FRIDAY
FEBRUARY

- Registration for Fall 2019 Classes Begins
- Groundhog Day in the Campus Center Cafeteria

2 SATURDAY
FEBRUARY

Groundhog Day

FEBRUARY

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MARCH

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WEEKLY GOALS

Academic	✓→	Personal	✓→

CAREER PREP TIPS

A student exchange program is a great way to gain confidence, experience new things, and develop different employability skills.

2019

SUNDAY **3**
FEBRUARY

Super Bowl Sunday

MONDAY **4**
FEBRUARY

- Classes Begin at the Wilkes-Barre Center
- Last Day for Withdrawal With Partial Tuition Refund

TUESDAY **5**
FEBRUARY

Chinese New Year

- College Senate's Academic Committee Meeting, 11:15 a.m.
- Chinese New Year Fortune Cookies in the Campus Center Cafeteria

WEDNESDAY **6**
FEBRUARY

- Alumni Association Meeting, 5:30 p.m., Campus Center, Alumni Room (Rm. 214)

7 THURSDAY
FEBRUARY

8 FRIDAY
FEBRUARY

9 SATURDAY
FEBRUARY

FEBRUARY

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MARCH

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WEEKLY GOALS

Academic	✓→	Personal	✓→

CAREER PREP TIPS

Any kind of experience is important. It will open new doors, and help you develop skills you might need later on. Try something new!

2019

SUNDAY **10**
FEBRUARY

MONDAY **11**
FEBRUARY

TUESDAY **12**
FEBRUARY

Lincoln's Birthday

WEDNESDAY **13**
FEBRUARY

14 THURSDAY
FEBRUARY

- Valentine's Day Ice Cream Social, Campus Center Cafeteria, 11 a.m.
- Last Day to Drop Classes Or Withdraw Official From School, 7-Week Spring Session I

Valentine's Day

15 FRIDAY
FEBRUARY

16 SATURDAY
FEBRUARY

FEBRUARY						
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WEEKLY GOALS

Academic	✓→	Personal	✓→

CAREER PREP TIPS

Although you may train and study in one academic area, the skills and contacts you develop can easily get you hired in another.

2019

SUNDAY 17
FEBRUARY

MONDAY 18
FEBRUARY

Presidents' Day

TUESDAY 19
FEBRUARY

- College Senate Meeting, 11:15 a.m.

WEDNESDAY 20
FEBRUARY

21 THURSDAY
FEBRUARY

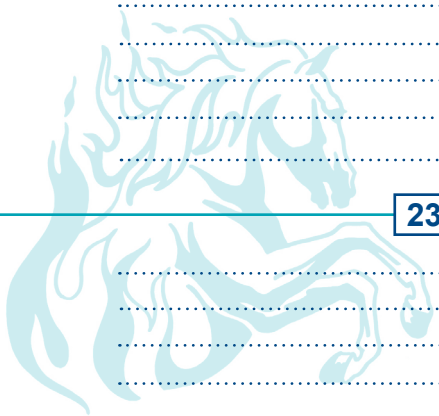
- SGA Meeting, Campus Center, Room 214, 11 a.m.
- College Senate's Institutional Effective Committee Meeting, 11 a.m., President's Office Conference Room, Campus Center

22 FRIDAY
FEBRUARY

Washington's Birthday

- Deadline for Submitting Application for Graduation

23 SATURDAY
FEBRUARY



FEBRUARY						
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MARCH						
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WEEKLY GOALS

Academic	✓ →	Personal	✓ →

MONTHLY GOALS

SUNDAY	MONDAY	TUESDAY
3	4	5 **Mardi Gras**
10 Daylight Savings Time Begins	11 **Johnny Appleseed Day**	12 **LCCC Spirit Week**
17 St. Patricks's Day	18	19
24	25	26
31		

MARCH

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Read Across America Day Dr. Suess' 115th Birthday
6 Ash Wednesday National Frozen Foods Day	7	8	9
13	14 National Potato Chip Day	15	16
20 Mr. Rogers' 91th Birthday Vernal Equinox Spring Begins Purim	21	22 National Nutrition Month	23
27 Women's History Month	28	29	30

NOTES

CAREER PREP TIPS

Think of ways to supplement what you are already learning. What other education and experience could help you achieve your goals?

2019

SUNDAY **24**
FEBRUARY

MONDAY **25**
FEBRUARY

TUESDAY **26**
FEBRUARY

WEDNESDAY **27**
FEBRUARY

28 THURSDAY
FEBRUARY

- Classes End for 7-Week Spring Session I

1 FRIDAY
MARCH

- Final Exams for 7-Week Spring Session I

2 SATURDAY
MARCH

MARCH						
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WEEKLY GOALS

Academic	✓→	Personal	✓→

CAREER PREP TIPS

What are your career values? How do you define success in your chosen field and in your life? Plan your career with these things in mind.

2019

SUNDAY 3
MARCH

MONDAY 4
MARCH

- Winter Break
  No Classes (Snow Make-Up Day If Needed)
- College Offices Open
- Final Grade Report Due
  For 7-Week Spring Session I

TUESDAY 5
MARCH

Mardi Gras

- Winter Break
  No Classes (Snow Make-Up Day If Needed)
- College Offices Open

WEDNESDAY 6
MARCH

Ash Wednesday

- Winter Break
  No Classes (Snow Make-Up Day If Needed)
- College Offices Open

7 THURSDAY
MARCH

- Winter Break
  No Classes (Snow Make-Up Day If Needed)
- College Offices Open

8 FRIDAY
MARCH

- Winter Break
  No Classes (Snow Make-Up Day If Needed)
- College Offices Open

9 SATURDAY
MARCH

- Winter Break
  No Classes (Snow Make-Up Day If Needed)

MARCH

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APRIL

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WEEKLY GOALS

Academic	✓→	Personal	✓→

CAREER PREP TIPS

Understand that working hard is not necessarily working well. Work effectively by outlining what you need to accomplish, and plan ahead.

2019

SUNDAY **10**
MARCH

Daylight Savings Time Begins

- Winter Break No Classes (Snow Make-Up Day If Needed)
- St. Patrick's Day Parade, Wilkes-Barre

MONDAY **11**
MARCH

- Classes Resume
- Classes Begin for 7-week Spring Session II
- LCCC Spirit Week, Watch for Events!

TUESDAY **12**
MARCH

- College Senate's Academic Committee Meeting, 11:15 a.m.
- LCCC Spirit Week, Watch for Events!

WEDNESDAY **13**
MARCH

- LCCC Spirit Week, Watch for Events!

14 THURSDAY
MARCH

- LCCC Spirit Week, Watch for Events!
- St. Patrick's Day Irish Lads and Ice Cream Social, Campus Center Cafeteria, 11 a.m.
- Last Day for Withdrawal With Partial Tuition Refund, 7-week Spring Session II

15 FRIDAY
MARCH

- LCCC Spirit Week, Watch for Events!

16 SATURDAY
MARCH

MARCH						
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APRIL						
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WEEKLY GOALS

Academic	✓→	Personal	✓→

CAREER PREP TIPS

Having a career goal gives you academic direction. Knowing your future path will give you the passion and focus you need to succeed.

2019

SUNDAY 17
MARCH

St. Patrick's Day

MONDAY 18
MARCH

TUESDAY 19
MARCH

- College Senate Meeting, 11:15 a.m.

WEDNESDAY 20
MARCH

First Day of Spring

21 THURSDAY
MARCH

- SGA Meeting, Campus Center, Room 214, 11 a.m.
- College Senate's Institutional Effective Committee Meeting, 11 a.m., President's Office Conference Room, Campus Center

22 FRIDAY
MARCH

- Last Day to Drop Classes Or Withdrawal Officially From LCCC

23 SATURDAY
MARCH

- Adult Learners Association Complimentary Breakfast, 9:30 to 10:15 a.m., Campus Center Cafeteria
- Spring Open House, Campus Center, 10 a.m. to Noon

MARCH

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APRIL

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WEEKLY GOALS

Academic	✓→	Personal	✓→

CAREER PREP TIPS

Unsure of where you are headed in the future? Don't worry! Try a variety of things to explore your many interests and talents.

2019

SUNDAY 24
MARCH

MONDAY 25
MARCH

TUESDAY 26
MARCH

WEDNESDAY 27
MARCH

- No Classes
- 2nd Spring College-Wide Professional Development Program, 8 a.m. to 2 p.m., Educational Conf. Center

28 THURSDAY
MARCH

29 FRIDAY
MARCH

30 SATURDAY
MARCH

- Kids Cavity Prevention Day, LCCC Benco Dental Clinic in the Carrozza Health Sciences Center (Downtown Nanticoke), 9 a.m. to Noon

MARCH						
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APRIL						
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WEEKLY GOALS

Academic	✓ →	Personal	✓ →

MONTHLY GOALS

SUNDAY	MONDAY	TUESDAY
	1 April Fool's Day	2
7	8	9 **National**
14 Palm Sunday **Week of the Young Child**	15	16 **TAX DAY** Patriots Day (Revolutionary War)
21 **Easter**	22 Easter Monday Earth Day	23
28	29 **LCCC Stress Free Week**	30
	Environment Month	

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	4	5	6
10 **Library Week**	11	12	13 Thomas Jefferson's Birthday
17	18	19 Good Friday Passover (begins at sunset)	20
24 Administrative Professionals Day **Take Your Daughter/Son To Work Day**	25	26 Arbor Day	27
	Sexual Assault Awareness Month Watch for events at LCCC		

NOTES

CAREER PREP TIPS

Job satisfaction is imperative for your future happiness. Determine what you expect to gain from and feel about a job before you even start.

2019

SUNDAY **31**
MARCH

MONDAY **1**
APRIL

April Fool's Day

TUESDAY **2**
APRIL

- College Senate's Academic Committee Meeting, 11:15 a.m.

WEDNESDAY **3**
APRIL

4 THURSDAY
APRIL

5 FRIDAY
APRIL

6 SATURDAY
APRIL

APRIL

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WEEKLY GOALS

Academic	✓ →	Personal	✓ →

CAREER PREP TIPS

If you've made the wrong career or academic choice, don't be afraid to start over! Education and skills learned are never wasted.

2019

SUNDAY **7**
APRIL

MONDAY **8**
APRIL

- LCCC Alumni Association Annual Phonathon, ECC

TUESDAY **9**
APRIL

- SGA Coffee Meet and Greet, Campus Center Rotunda
- LCCC Alumni Association Annual Phonathon, ECC

WEDNESDAY **10**
APRIL

- Information Night for the Hospitality Management Programs, LCCC's Joseph A. Paglianite Culinary Institute (Downtown Nanticoke), 5 to 7 p.m.
- LCCC Alumni Association Annual Phonathon, ECC

11 THURSDAY
APRIL

- SGA Meeting, Campus Center, Room 214, 11 a.m.
- LCCC Alumni Association Annual Phonathon, ECC

12 FRIDAY
APRIL

13 SATURDAY
APRIL

APRIL

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MAY

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WEEKLY GOALS

Academic	✓→	Personal	✓→

CAREER PREP TIPS

Self-assessment is important for your future success. Understand both your strengths and weaknesses and work to develop them both.

2019

SUNDAY 14
APRIL

MONDAY 15
APRIL

TUESDAY 16
APRIL

Tax Day

- College Senate Meeting, 11:15 a.m.
- Last Day to Drop Classes Or Withdraw Officially From School, 7-Week Spring Session II

WEDNESDAY 17
APRIL

- Health Sciences Information Night for LCCC's Health Science Programs, 5 to 7 p.m., Francis S. and Mary Carrozza RN Health Sciences Center, Downtown Nanticoke

18 THURSDAY
APRIL

- Snow Make-up Day, No Classes Unless Needed
- College Offices Open
- College Senate's Institutional Effective Committee Meeting, 11 a.m., President's Office Conference Room, Campus Center

19 FRIDAY
APRIL

- College Closed

Good Friday

20 SATURDAY
APRIL

- College Closed

APRIL

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MAY

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WEEKLY GOALS

Academic	✓ →	Personal	✓ →

CAREER PREP TIPS

Every time you step out of your comfort zone you make it a little bigger. What are ways you can expand and grow to be a better person?

2019

SUNDAY 21
APRIL

Easter

- College Closed

MONDAY 22
APRIL

Earth Day

- College Closed

TUESDAY 23
APRIL

- Classes Resume
- SGA Student Elections
- Earth Day Clean Up

WEDNESDAY 24
APRIL

Administrative Professionals Day

- SGA Student Elections

25 THURSDAY
APRIL

- SGA Student Elections
- Finals Fest
  Sponsored by SGA,
  11 a.m. to 1 p.m.
  Campus Center Courtyard
- College Leaders
  Professional Development
  Session, ECC Dining Room,
  11 a.m. to 12:30 p.m.,

26 FRIDAY
APRIL

27 SATURDAY
APRIL

APRIL

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MAY

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WEEKLY GOALS

Academic	✓ →	Personal	✓ →

MONTHLY GOALS

SUNDAY	MONDAY	TUESDAY
National Safe Boating Month		
5 **Cinco de Mayo**	6 National Teachers Day First Day of Ramadan	7
12 **MOTHER'S DAY**	13 Nurse's Day	14
19	20	21
26	27 **MEMORIAL DAY**	28
Military Appreciation Month		

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 May Day	2 National Day of Prayer Join Hands Day	3 **LCCC Last Day of Classes Spring Semester**	4
8	9	10	11
15 Peace Officers Memorial Day	16	17	18 **Armed Forces Day**
22	23 LCCC Graduation Day	24	25 National Missing Children's Day
29	30	31	

NOTES

CAREER PREP TIPS

Understand that you are never as good as you could be. Always look for different ways you can develop your knowledge and skills.

2019

SUNDAY 28
APRIL

MONDAY 29
APRIL

- SGA Stress Free Week

TUESDAY 30
APRIL

- College Senate's Academic Committee Meeting, 11:15 a.m.
- SGA Stress Free Week

WEDNESDAY 1
MAY

- SGA Stress Free Week

2 THURSDAY
MAY

- BASIC Club's "National Day of Prayer" Service 11 a.m., Outside the LCCC Gymnasium
- SGA Stress Free Week
- Student Leader Recognition Luncheon
- Classes End, 7-Week Spring Session II

National Day of Prayer

3 FRIDAY
MAY

- Last Day of Classes Spring Semester (All Locations)
- Finals Day, 7-Week Spring Session II
- End-of-the-Semester Student Semi-Formal Campus Center, 6 p.m.

4 SATURDAY
MAY

- Final Exams
- 21th Annual Alumni Association Flea Market and Collectible Show, 8 a.m. to 2 p.m., ECC

MAY

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WEEKLY GOALS

Academic	✓→	Personal	✓→

CAREER PREP TIPS

Are you feeling dull and complacent? Get out and get involved! Challenge yourself to new heights and realize a new passion for life.

2019

SUNDAY **5**
MAY

Cinco de Mayo • Final Exams

MONDAY **6**
MAY

First Day of Ramadan • Final Exams

TUESDAY **7**
MAY

• Final Exams

WEDNESDAY **8**
MAY

• Final Exams

9 THURSDAY
MAY

- Final Exams

10 FRIDAY
MAY

- Final Exams
- Dental Health Alumni Day, LCCC Educational Conference Center

11 SATURDAY
MAY

MAY						
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JUNE						
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WEEKLY GOALS

Academic	✓ →	Personal	✓ →

CAREER PREP TIPS

Your education is an investment in your future. Get the most out of it by actively pursuing the opportunities available to you.

2019

SUNDAY **12**
MAY

Mother's Day

MONDAY **13**
MAY

- Final Grade Reports Due For Full Spring Semester And 7-Week Spring Session II

TUESDAY **14**
MAY

WEDNESDAY **15**
MAY

16 THURSDAY
MAY

- College Senate's Institutional Effective Committee Meeting, 11 a.m., President's Office Conference Room, Campus Center

17 FRIDAY
MAY

18 SATURDAY
MAY

Armed Forces Day

MAY						
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WEEKLY GOALS

Academic	✓→	Personal	✓→

CAREER PREP TIPS

Be open to changing priorities. As you develop, so will your goals. Learn to be flexible when change conflicts with your goals.

2019

SUNDAY 19
MAY

MONDAY 20
MAY

- Alumni Association's Annual Golf Tournament, Blue Ridge Trail Golf Course, Noon
- Summer Sessions (All) Registration On-Campus
- Classes Begin: 6-Week Summer Session I
- Late Registration Fee Applies to 6-Week Classes

TUESDAY 21
MAY

- Summer Sessions (All) Registration On-Campus
- 2019 Graduate Reception Sponsored by the LCCC Alumni Association, 6:00 to 8:00 p.m., ECC

WEDNESDAY 22
MAY

- Summer Sessions (All) Registration On-Campus

23 THURSDAY
MAY

- Graduation Day, 6 p.m., Mohegan Sun Arena
- Summer Sessions (All) Registration On-Campus (Reduced Hours)
- Last Day for Withdrawal With Partial Tuition Refund, 6-Week Summer Session I

LCCC Graduation Day

24 FRIDAY
MAY

- College Closed Day After Graduation

25 SATURDAY
MAY

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JUNE						
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WEEKLY GOALS

Academic	✓ →	Personal	✓ →

MONTHLY GOALS

SUNDAY	MONDAY	TUESDAY
	National Rose Month	
2	3	4 Islamic Eid al-Fitr (End of Ramadan)
9 Pentecost Donald Duck Day	10 Iced Tea Day	11
16 FATHER'S DAY	17 Bunker Hill Day	18
23	24	25
30	National Dairy Month	

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Atlantic Hurricane Season Begins
5 World Environment Day	6 D-Day Observance	7 **National Donut Day**	8
12	13	14 **Flag Day**	15
19 Juneteenth	20 **American Eagle Day**	21 June Solstice First Day of Summer	22
26	27 Helen Keller's Birthday Paul Bunyan Day	28	29

NOTES

CAREER PREP TIPS

Don't be a passive participant in your education! Form a study group, join a college organization or club, and participate in class.

2019

SUNDAY 26
MAY

MONDAY 27
MAY

Memorial Day

- College Closed Memorial Day Holiday

TUESDAY 28
MAY

- Summer Session (All) Registration On-Campus (Extended Hours)

WEDNESDAY 29
MAY

- Classes Begin, 4-Week Summer I Session
- Classes Begin, 11-Week Full Summer Session, On & Off-Campus, and Distance Education
- Late Registration Fee Applies to Full Summer, Distance Education, and Summer Session I Classes

30 THURSDAY
MAY

31 FRIDAY
MAY

1 SATURDAY
JUNE

JUNE						
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JULY						
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WEEKLY GOALS

Academic	✓ →	Personal	✓ →

CAREER PREP TIPS

You are in charge of your future. Use the resources available on campus to make a plan, hone your skills, and gain confidence.

2019

SUNDAY **2**
JUNE

MONDAY **3**
JUNE

- Last Day for Withdrawal With Partial Tuition Refund, 4-Week Summer Session I Classes
- Alumni Association Meeting, 5:00 p.m., Campus Center, Alumni Room (Rm. 214)

TUESDAY **4**
JUNE

WEDNESDAY **5**
JUNE

6 THURSDAY
JUNE

7 FRIDAY
JUNE

8 SATURDAY
JUNE

JUNE						
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WEEKLY GOALS

Academic	✓→	Personal	✓→

CAREER PREP TIPS

Choosing a career based on security and financial gain will not guarantee contentmnet. What you do should fill you with passion and happiness.

2019

SUNDAY 9
JUNE

MONDAY 10
JUNE

- Registration: 8-Week Summer Session, On-Campus (Regular Hours)

TUESDAY 11
JUNE

- Last Day to Withdraw With Partial Tuition Refund, 11-Week Full Summer Session, On & Off-Campus, and Distance Education Classes
- Registration: 8-Week Summer Session, On-Campus (Regular Hours)

WEDNESDAY 12
JUNE

- Registration: 8-Week Summer Session, On-Campus (Regular Hours)

13 THURSDAY
JUNE

- Registration: 8-Week Summer Session, On-Campus (Regular Hours)

14 FRIDAY
JUNE

- Last Day to Drop Classes Or Officially Withdraw 4-Week and 6-Week Summer Sessions
- Registration: 8-Week Summer Session, On-Campus (Regular Hours)

Flag Day

15 SATURDAY
JUNE

JUNE						
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WEEKLY GOALS

Academic	✓→	Personal	✓→

CAREER PREP TIPS

Build an emotional support network, as well as an academic one. Address both spects of your mind using the support of others.

2019

SUNDAY **16**
JUNE

Father's Day

MONDAY **17**
JUNE

- Classes Begin: 8-Week Summer Session Classes
- Late Registration Fee Applies for 8-Week Summer Session Classes

TUESDAY **18**
JUNE

WEDNESDAY **19**
JUNE

20 THURSDAY
JUNE

• Last Day for Withdrawal With Partial Tuition Refund, 8-Week Summer Session

21 FRIDAY
JUNE

First Day of Summer

22 SATURDAY
JUNE

JUNE						
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WEEKLY GOALS

Academic	✓ →	Personal	✓ →

CAREER PREP TIPS

You need to make an impression to stand out in an employer's mind. Be confident and professional, and bring your passion to the table.

2019

SUNDAY 23
JUNE

MONDAY 24
JUNE

TUESDAY 25
JUNE

WEDNESDAY 26
JUNE

- Last Day of Classes, 6-Week Summer Session I

27 THURSDAY
JUNE

- Last Day of Classes, 4-Week Summer Session I
- Final Exam Day, 6-Week Summer Session I

28 FRIDAY
JUNE

- Final Grade Report Due, 6-Week Summer Session I

29 SATURDAY
JUNE

JUNE

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JULY

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WEEKLY GOALS

Academic	✓ →	Personal	✓ →

MONTHLY GOALS

SUNDAY	MONDAY	TUESDAY
	1 **Canada Day**	2
7	8	9
14 **Bastille Day**	15	16
21	22	23
28 **Parents' Day**	29	30

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	4 **Independence Day**	5	6
10 Teddy Bear Picnic Day	11	12	13
17 **National Ice Cream Day**	18	19	20
24 Amelia Earhart Day	25	26	27 **Korean War Veterans Armistice Day**
31			

NOTES

CAREER PREP TIPS

Apart from the job table, what else is important to you about a job? Make sure to research respective companies before you apply.

2019

SUNDAY **30**
JUNE

MONDAY **1**
JULY

- Final Exams, 4-Week Summer Session I
- Classes Begin, 6-Week Summer Session II
- Late Registration Fee Applies for 6-Week Summer Session II Classes

TUESDAY **2**
JULY

- Registration, 4-Week Summer Session II, On-Campus Classes

WEDNESDAY **3**
JULY

- Final Grade Reports Due, 4-Week Summer Session I
- Registration, 4-Week Summer Session II, On-Campus Classes

4 THURSDAY
JULY

- College Closed Independence Day Holiday

Independence Day

5 FRIDAY
JULY

- College Closed Independence Day Holiday

6 SATURDAY
JULY

JULY						
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WEEKLY GOALS

Academic	✓→	Personal	✓→

CAREER PREP TIPS

Your education does not come with the guarantee of a job. You need to put forth the effort and time to invest in your future.

2019

SUNDAY **7**
JULY

MONDAY **8**
JULY

- Classes Begin: 4-Week Summer Session II
- Late Registration Fee Applies for Summer Session II Classes
- Last Day to Withdrawal With Partial Tuition Refund: 6-Week Summer Session II

TUESDAY **9**
JULY

WEDNESDAY **10**
JULY

- Last Day to Drop Classes Or Officially Withdraw, 11-Week, Full Summer Session, and Distance Education, Summer Session Classes

11 THURSDAY
JULY

• Last Day for Withdrawal With Partial Tuition Refund, 4-Week Summer Session II

12 FRIDAY
JULY

13 SATURDAY
JULY

JULY

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AUGUST

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WEEKLY GOALS

Academic	✓→	Personal	✓→

CAREER PREP TIPS

Experience has a value all its own. You don't need to make money for something to be beneficial. Invest in your future whenever you can.

2019

SUNDAY **14**
JULY

MONDAY **15**
JULY

TUESDAY **16**
JULY

WEDNESDAY **17**
JULY

18 THURSDAY
JULY

19 FRIDAY
JULY

- Deadline for Submitting Graduation Applications
- Last Day to Drop Classes Or Officially Withdraw, 8-Week Summer Session

20 SATURDAY
JULY

JULY						
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WEEKLY GOALS

Academic	✓→	Personal	✓→

CAREER PREP TIPS

Sticking to your personal beliefs and values will bring you self-respect and respect from others. Stay true to yourself under pressure.

2019

SUNDAY **21**
JULY

MONDAY **22**
JULY

TUESDAY **23**
JULY

WEDNESDAY **24**
JULY

25 THURSDAY
JULY

26 FRIDAY
JULY

- Last Day to Drop Classes Or Officially Withdraw, 4-Week Summer II Classes and 6-Week Summer Session

27 SATURDAY
JULY

JULY						
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WEEKLY GOALS

Academic	✓→	Personal	✓→

MONTHLY GOALS

SUNDAY	MONDAY	TUESDAY
4	5	6 Friendship Day **National Night Out**
11	12	13 International Lefthander's Day
18 **Senior Citizens Day**	19 National Aviation Day	20
25	26 Women's Equality Day **LCCC First Day of Classes**	27

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 **National Watermelon Day**	3
7 **Purple Heart Day**	8	9	10
14	15 Assumption Day	16	17 **National Thrift Shop Day**
21	22	23	24
28	29	30	31

NOTES

CAREER PREP TIPS

Don't be afraid to ask questions of experienced people. Effective and useful questions are specific, respectful, and attentive.

2019

SUNDAY **28**
JULY

Parents' Day

MONDAY **29**
JULY

TUESDAY **30**
JULY

WEDNESDAY **31**
JULY

1 THURSDAY
AUGUST

2 FRIDAY
AUGUST

3 SATURDAY
AUGUST

AUGUST

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SEPTEMBER

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WEEKLY GOALS

Academic	✓→	Personal	✓→

CAREER PREP TIPS

Computer skills are essential for today's workforce. Take the initiative to learn the skills required for your chosen career.

2019

SUNDAY **4**
AUGUST

MONDAY **5**
AUGUST

TUESDAY **6**
AUGUST

- Classes End: 11-Week Full Summer Session (On & Off-Campus) Distance Education
- Classes End: 4-Week Summer Session II

WEDNESDAY **7**
AUGUST

- Classes End: 6-Week Summer Session II Classes
- Classes End: 8-Week Summer Session Classes
- Final Exams: 11-Week Full Summer Session and Distance Education Classes

8 THURSDAY
AUGUST

- Final Exams: 11-Week Full Summer Session and Distance Education Classes
- Final Exams: 4-Week Summer Session II Classes
- Final Exams: 6-Week Summer Session II Classes
- Final Exams: 8-Week Summer Session Classes

9 FRIDAY
AUGUST

10 SATURDAY
AUGUST

AUGUST

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WEEKLY GOALS

Academic	✓→	Personal	✓→

CAREER PREP TIPS

Think of an unique skills you have that can benefit future employers. You may be the missing piece that they're looking for!

2019

SUNDAY **11**
AUGUST

MONDAY **12**
AUGUST

- Final Exams: 11-Week Full Summer Session and Distance Education Classes
- Final Grade Reports Due for 4-Week and 6-Week Summer Session II Classes
- Final Grade Reports Due for 8-Week Summer Session Classes

TUESDAY **13**
AUGUST

- Final Exams: 11-Week Full Summer Session and Distance Education Classes

WEDNESDAY **14**
AUGUST

15 THURSDAY
AUGUST

- Final Grade Reports Due for 11-Week Full Summer Session and Distance Education Classes

16 FRIDAY
AUGUST

17 SATURDAY
AUGUST

AUGUST

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SEPTEMBER

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WEEKLY GOALS

Academic	✓→	Personal	✓→

CAREER PREP TIPS

Learn about great cover letters, resumes and interviews. LCCC's Career Services Department is located in Building 9.

2019

SUNDAY **18**
AUGUST

MONDAY **19**
AUGUST

TUESDAY **20**
AUGUST

WEDNESDAY **21**
AUGUST

22 THURSDAY
AUGUST

• Diplomas Issued

23 FRIDAY
AUGUST

24 SATURDAY
AUGUST

AUGUST

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SEPTEMBER

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WEEKLY GOALS

Academic	✓→	Personal	✓→

NOTES

NOTES

Future Planning Guide . . . Looking Ahead

SEPTEMBER 2018	FEBRUARY 2019
OCTOBER 2018	MARCH 2019
NOVEMBER 2018	APRIL 2019
DECEMBER 2018	MAY 2019
JANUARY 2019	JUNE 2019

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2019

JANUARY	S	M	T	W	T	F	S
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2020

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LUZERNE COUNTY COMMUNITY COLLEGE

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CAMPUS MAP

•

Nanticoke Pennsylvania

•

LUZERNE
County Community College

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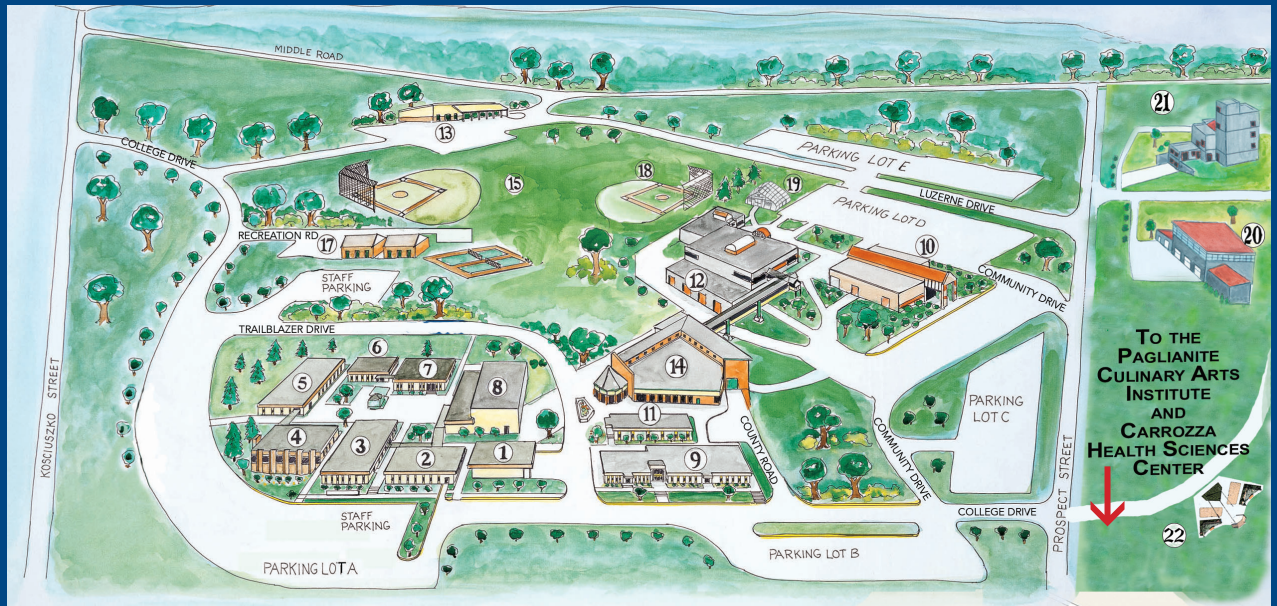
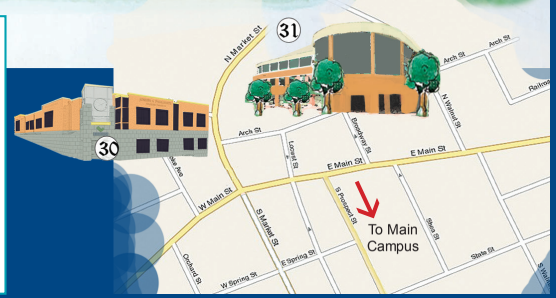


1. Security/Central Storage/Printing
2. Trades Center
3. Founders Hall
4. Luzerne Hall
5. Enrollment and Admissions Center
6. Library
7. Business & Information Sciences Center
8. James T. Atherton Gymnasium
9. College Hall
10. Educational Conference Center
11. Building 11
12. Technology Center
13. Physical Plant
14. Campus Center/Schulman Gallery
15. Baseball Field

17. Sports Complex
18. Softball Field
19. Greenhouse
20. Public Safety Training Institute Headquarters
21. Public Safety Training Institute Burn Building
22. LCCC Walk of Honor

30. Joseph A. Paglianite Culinary Arts Institute
31. Francis S. and Mary Gill Carrozza, R.N. Health Sciences Center