

2011-2012
Handbook



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.



2011																											
JANUARY	S	M	T	W	T	F	S	FEBRUARY	S	M	T	W	T	F	S	MARCH	S	M	T	W	T	F	S				
	2	3	4	5	6	7	8		6	7	8	9	10	11	12		6	7	8	9	10	11	12				
	9	10	11	12	13	14	15		13	14	15	16	17	18	19		13	14	15	16	17	18	19				
	16	17	18	19	20	21	22		20	21	22	23	24	25	26		20	21	22	23	24	25	26				
	23 ₃₀	24 ₃₁	25	26	27	28	29	27	28						27	28	29	30	31								
APRIL						1	2	MAY	1	2	3	4	5	6	7	JUNE					1	2	3	4			
	3	4	5	6	7	8	9		8	9	10	11	12	13	14		5	6	7	8	9	10	11				
	10	11	12	13	14	15	16		15	16	17	18	19	20	21		12	13	14	15	16	17	18				
	17	18	19	20	21	22	23		22	23	24	25	26	27	28		19	20	21	22	23	24	25				
	24	25	26	27	28	29	30	29	30	31					26	27	28	29	30								
JULY						1	2	AUGUST		1	2	3	4	5	6	SEPTEMBER					1	2	3				
	3	4	5	6	7	8	9		7	8	9	10	11	12	13		4	5	6	7	8	9	10				
	10	11	12	13	14	15	16		14	15	16	17	18	19	20		11	12	13	14	15	16	17				
	17	18	19	20	21	22	23		21	22	23	24	25	26	27		18	19	20	21	22	23	24				
	24 ₃₁	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30							
OCTOBER						1		NOVEMBER			1	2	3	4	5	DECEMBER					1	2	3				
	2	3	4	5	6	7	8		6	7	8	9	10	11	12		4	5	6	7	8	9	10				
	9	10	11	12	13	14	15		13	14	15	16	17	18	19		11	12	13	14	15	16	17				
	16	17	18	19	20	21	22		20	21	22	23	24	25	26		18	19	20	21	22	23	24				
	23 ₃₀	24 ₃₁	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31						

2 0 1 1 - 2 0 1 2 STUDENT HANDBOOK



LUZERNE
County Community College

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

www.luzerne.edu

Published July 2011

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 2011. 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 Vice President/Student Development.

STATEMENT OF NONDISCRIMINATION

Luzerne County Community College does not discriminate in its educational programs, activities or employment practices based on race, color, religious creed, ancestry, age, gender, national origin, sexual preference, disability, veteran status, marital status, union membership, religion, use of a guide or support animal because of blindness, deafness or physical

handicap of an individual, political affiliation, or any other legally protected classification 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. LCCC complies with all federal and state laws which prohibit discrimination, including the Pennsylvania Human Relations Act, Title VII of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination in Employment Act of 1967; and the Americans with Disabilities Act of 1990. Inquiries may be directed to the Dean of Human Resources at 570-740-0235. Please refer to pages 49-52 for a full description of the College's Harassment, Discrimination and Retaliation Procedure.

ACADEMIC CALENDAR 2011-2012

FALL SEMESTER — 2011

Registration — Off-Campus	M-T-W-TH, August 8, 9, 10, 11, 2011
Registration — On-Campus (<i>Began April 2011</i>).....	Ongoing
Late Registration.....	August 29 - September 2, 2011*
(Department Chairpersons will be available August 23 & 24, 2011)	
College In-Service	Thursday, August 25
Adjunct Inservice.....	Thursday, August 25
Classes Begin	Monday, August 29
(All locations except Wilkes-Barre Corporate Learning Center)	
Labor Day (<i>College Closed</i>).....	Monday, September 5
Last Day for Withdrawal with Partial Tuition Refund.....	Monday, September 19
Classes Begin W-B Corporate Learning Center.....	Monday, September 19
Spring 2012 Registration Begins.....	October 2011
Professional Development Day (<i>No Classes</i>)	Wednesday, October 19
College Night	Thursday, October 20
Last Day to Drop Classes or Withdraw Officially from School.....	Wednesday, November 9
Thanksgiving Recess Begins (<i>College Closed</i>)	November 24 to November 28 (Thursday to Monday)
Classes Resume	Tuesday, November 29
Classes End (<i>All locations</i>)	Friday, December 9
Final Exams.....	(Saturday-Friday), December 10-16
Final Grade Reports Due.....	Monday, December 19

**Late registration fee applies.*

NOTE: Emergency closings may alter this 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 — 2012

Registration — Off-Campus	T-W-TH, January 3, 4, 5, 2012
Registration — On-Campus (<i>Begins October 2011</i>).....	Ongoing
Late Registration.....	January 17 & 18*
(Department Chairpersons will be available January 10 & 12)	
College In-Service	Wednesday, January 11
	(<i>Snow date: January 12</i>)
Adjunct Inservice.....	Wednesday, January 11
	(<i>Snow date: January 12</i>)
Martin Luther King Jr. Day (<i>College Closed</i>)	Monday, January 16
Classes Begin	Tuesday, January 17
(<i>All locations except Wilkes-Barre Corporate Learning Center</i>)	
Classes Begin W-B Corporate Learning Center.....	Monday, February 6
Last Day for Withdrawal	
with Partial Tuition Refund.....	Monday, February 6
Deadline for Submitting Applic. for Graduation.....	Friday, February 17
Winter Break.....	Monday, March 5 - Sunday, March 11
	<i>Snow Make-Up Days - No Classes Unless Needed</i>
Classes Resume	Monday, March 12
Professional Development Day (<i>No Classes</i>)	Wednesday, March 28
Fall 2012 Registration Begins.....	April 2012
Last Day to Drop Classes or Officially Withdraw.....	Tuesday, April 3
Snow Make-Up Day (<i>No Classes Unless Needed</i>).....	Thursday, April 5
Holiday Recess (<i>College Closed</i>)	Friday, April 6 - Monday, April 9
Classes Resume	Tuesday, April 10
Classes End (<i>All locations</i>)	Friday, May 4
Final Exams.....	Saturday - Friday, May 5-11
Final Grade Reports Due.....	Monday, May 14
Graduation.....	Thursday, May 24
Day After Graduation (<i>College Closed</i>)	Friday, May 25

FULL SUMMER & DISTANCE EDUCATION — 2012 ON- & OFF-CAMPUS

Registration Begins	January 2012
Registration — Off-Campus	M-T-W, May 7, 8, 9
Registration — On-Campus Regular Hours	Mon. - Wed., May 21 - 23
On-Campus Reduced Hours (<i>Graduation Day</i>).....	Thursday, May 24
College Closed.....	Friday, May 25 - Monday, May 28
Registration On-Campus Extended Hours	Tuesday, May 29
Classes Begin	Wednesday, May 30*
Last Day for Withdrawal with Partial Refund	Tuesday, June 12
Independence Day Holiday (<i>College Closed</i>)	Wednesday, July 4
Last Day to Drop Classes or Officially Withdraw	Wednesday, July 18
Classes End	Tuesday, August 7
Final Exams.....	W-TH-M-T, August 8, 9, 13, 14
Final Grade Reports Due.....	Wednesday, August 15

*Late registration fee applies.

SUMMER SESSION I — 2012

Registration Begins.....January 2012
Registration — On-Campus Extended Hours Tuesday, May 29
Classes BeginWednesday, May 30*
Last Day for Withdrawal with Partial Tuition RefundMonday, June 4
Last Day to Drop Classes or Officially WithdrawMonday, June 18
Classes End.....Thursday, June 28
Final Exams.....Monday, July 2
Independence Day Holiday (*College Closed*) Wednesday, July 4
Final Grade Reports Due..... Thursday, July 5

INTERMEDIATE SUMMER SESSION — 2012

Registration Begins.....January 2012
Registration — On-Campus Regular HoursM, T, W, June 11 - 14
Classes Begin Monday, June 18*
Last Day for Withdrawal with Partial Tuition Refund.Thursday, June 21
Independence Day Holiday (*College Closed*) Wednesday, July 4
Last Day to Drop Classes or Officially WithdrawMonday, July 23
Classes End..... Wednesday , August 8
Final Exams.....Thursday, August 9
Final Grade Reports Due.....Monday, August 13

SUMMER SESSION II — 2012

Registration.....January 2012
Independence Day Holiday (*College Closed*) Wednesday, July 4
Registration — On-Campus Regular Hours..... TH & F, July 5 & 6
Classes Begin Monday, July 9*
Last Day for Withdrawal with Partial
Tuition Refund Thursday, July 12
Deadline for Submitting Application for Graduation.....Friday, July 20
Last Day to Drop Classes or Officially WithdrawFriday, July 27
Classes End..... Tuesday, August 7
Final Exams..... Wednesday, August 8
Final Grade Reports Due.....Monday, August 13
Diplomas IssuedThursday, August 23

**Late registration fee applies.*



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.

We are 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 Administration 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)

SPECIAL INFORMATION:

Instructor Cancellations1-800-377-5222 (ext. 7312)

Inclement Weather1-800-377-5222 (ext. 7314)

ADDITIONAL INFORMATION:

Academic Affairs1-800-377-5222 (ext. 7379)

Admissions1-800-377-5222 (ext. 7337)

Alumni Relations1-800-377-5222 (ext. 7734)

Athletics1-800-377-5222 (ext. 7429)

Bookstore1-800-377-5222 (ext. 7434)

Business Office1-800-377-5222 (ext. 7364)

Campus Security / Emergency1-800-377-5222 (ext. 7304)

Campus Security / Emergency (Cell Phone)(570) 239-0128

Career Services1-800-377-5222 (ext. 7485)

College Relations1-800-377-5222 (ext. 7732)

Conference Center1-800-377-5222 (ext. 7476)

Counseling1-800-377-5222 (ext. 7452)

Dental Health Clinic1-800-377-5222 (ext. 7446)

Distance Education1-800-377-5222 (ext. 7352)

Employment & Human Resources1-800-377-5222 (ext. 7392)

Financial Aid1-800-377-5222 (ext. 7389)

Foundation & Development1-800-377-5222 (ext. 7731)

Library1-800-377-5222 (ext. 7415)

Marketing1-800-377-5222 (ext. 7736)

Media Services Department 1-800-377-5222 (ext. 7417) or Pager: 830-7862

Off-Campus Programs1-800-377-5222 (ext. 7482)

Physical Plant Services1-800-377-5222 (ext. 7301)

Planning / Research / Institutional Development1-800-377-5222 (ext. 7355)

President1-800-377-5222 (ext. 7388)

Purchasing / Accounts Payable1-800-377-5222 (ext. 7371)

Registrar1-800-377-5222 (ext. 7339)

Student Activities1-800-377-5222 (ext. 7428)

Student Development1-800-377-5222 (ext. 7381)

Student Support Services1-800-377-5222 (ext. 7406)

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

MISSION

Luzerne County Community College is a public learning institution primarily serving the residents of Luzerne and surrounding counties in Northeastern Pennsylvania. Our mission is to provide excellence in education, guiding the learner in pursuit of educational and employment goals. The College offers educational programs that are accessible, affordable and flexible in delivery, while maintaining an open door policy supported by comprehensive services. The learning environment fosters value for lifelong learning, respect for diversity, and development of students as contributing members of society. Partnerships with businesses, organizations, and other educational institutions are established in order to upgrade workforce development and to contribute to the economic and technological advancement of the communities served.

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 fourteen buildings which make up the College's permanent facilities, the **General Academic Building** and the **Technical Arts Building** contain classrooms, laboratories and faculty offices.

The **Campus Center Building**, a three-story facility which opened in June 1998, 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, and the Counseling and Student Support Offices are located inside.

Adjacent to the Campus Center is **Building 9** which houses the Career Services Office.

The **Health and Physical Education Building** includes a two-station gymnasium for use by the College's intercollegiate and intramural athletic programs as well as for academic purposes. The **Administration Building** 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 study area, periodical and reference areas, archives, and complete facilities for the College's media and book collections.

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

The **Faculty Office and Classroom Building** contains faculty offices, a secretary-reception area, and five classrooms.

The **Advanced Technology Center** is an 85,000 sq. ft. building which houses the College's high-tech program offerings, and also contains tele-conference 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.

The **Science Building** contains general classrooms and a 13,000 sq. ft. addition housing five science laboratories and faculty offices.

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

The new **Joseph A. Paglianite Culinary Institute** opened for the 2010 Fall Semester. This new, 22,000 sq. ft., state-of-the-art facility provides the College's hospitality programs a new teaching kitchen, line kitchen, pastry kitchen, chocolate room, four smart classrooms and faculty offices, as well as an 80 seat classroom/theater with audio visual capabilities to host visiting scholars, chefs and prominent hospitality leaders to provide additional learning opportunities for our students and community.

Beginning with the 2011 Fall Semester, the Nursing, Respiratory Therapy, Surgical Technology, Dental Hygiene, Dental Business Assisting, Emergency Medical Services and Phlebotomy programs will be relocated to the new **Health Science Center** in downtown Nanticoke. This 51,000 sq. ft. facility in the former Kanjorski Building will house the College's Dental Clinic with 24 chairs, simulation equipment, x-ray room, radiology interpretation room, sterilization room, blood gas test room, seven labs and ten smart classrooms in addition to 30 faculty offices.

LCCC DEDICATED OFF-CAMPUS LOCATIONS:

NORTHUMBERLAND REGIONAL CENTER

2 E. Arch Street, Shamokin, PA 17872

Telephone: 570-648-2544

Center Director: Laura Siko

WILKES-BARRE CORPORATE LEARNING CENTER

2 Public Square, Wilkes-Barre, PA 18701

Telephone: 570-453-3140

Center Director: Dr. David Manzon

HAZLETON CENTER

100 W. Broad Street, Suite 108, Hazleton, PA 18201

Telephone: 570-453-3140

Center Director: Terry Bauder

BERWICK CENTER

107 S. Market Street, Berwick, PA 18603

Telephone: 570-759-3900

Center Director: Rose Goin

KULPMONT CENTER

1100 Spruce Street, Suite 200, Kulpmont, PA 17834

Telephone: 570-373-5676

Center Director: Jean Greco

COLLEGE OFFICE HOURS

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 No.
Academic Affairs Office	5
Activities Office	Campus Center
Administration	5
Admissions Office	5
Advanced Technology Center	12
Alumni Office	Campus Center
Athletics	Campus Center
Business Office.....	5
Career Services	9
Classroom/ Computer Building.....	7
College Relations.....	Campus Center
Community Services Office	10
Continuing Education Office.....	10
Counseling	Campus Center
Culinary/ Hospitality Programs (Pastry Arts, Culinary Arts, and Hospitality Business Management).....	Joseph A. Paglianite Culinary Arts Institute (Downtown Nanticoke)
Director of the Library	6
Educational Conference Center	10
Faculty-Classroom Building	11
Faculty Offices	2, 3, 4, 5, 9, 11, 12
Financial Aid Office	5
Fitness Center	Campus Center
General Academic	4
Health and Physical Education.....	8
Health Science Programs (Surgical Technology, Dental Hygiene, EMS, Nursing, Phlebotomy, Dental Business Assisting, and Respiratory Therapy).....	Health Sciences Center (Downtown Nanticoke)
Human Resources	5
Library	6
Marketing Office	Campus Center
Physical Plant Services	13
President's Office	Campus Center
Security	1
Student Development Office	5
Student Government Office.....	Campus Center
Student Support Services.....	Campus Center
Registrar's Office.....	5
Technical Arts A.....	3
Technical Arts B.....	2
Vice President/ Student Development	5

HELP DESK

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 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>.

STUDENT E-MAIL ACCOUNTS

LCCC offers e-mail addresses to all students. A student may obtain an e-mail address by visiting the student portal, located at <http://student.luzerne.edu>, and clicking the "Click here to create an account" link.

STUDENT INTRANET

The Student Intranet is an *invaluable* tool for all LCCC students. Some information you'll have access to include:

- College Calendar
- Classified Ads
- Compressed Schedule
- Directory of Staff
- Directory of Faculty
- Tutor Request Form
- Transfer Center Hours
- SMS/Email Alerts
- Student Email

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 ext. 7379. The final examination schedule is published in the College Catalog and is 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

$$17 \overline{) 36.0} \begin{array}{r} 2.11 \\ \underline{34} \\ 20 \\ \underline{17} \\ 3 \\ \underline{3} \\ \hline \end{array}$$

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 Academic Vice-President.
2. Students have the right to appeal their suspension through the Office of the Academic Vice-President. If the 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 Academic Vice-President 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 Academic Vice-President 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.

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 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, 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 are forwarded their diplomas by 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 Student Development 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 be forwarded their diplomas by mail at the end 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 adhere to the following items:

1. Student must submit an application for graduation with a \$50.00 application fee (this is a non-refundable fee) to the Business Office no later than **FRIDAY, FEBRUARY 17, 2012**.

2. 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.

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

4. Students will only be contacted by the Academic Dean(s) if a problem exists with their application for graduation.

5. 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 1**. If these matters are not resolved by **May 1**, 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 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

Luzerne County Community College's Distance Education program offers learners alternative ways to reach their personal and professional goals. Distance Education courses are ideal for people who have a full-time job or other commitments, who can't take time off to study. This might be professionals who need to update their knowledge or skills, or homemakers who want to refresh their qualifications before re-entering the labor market.

To be a successful student in Distance Education you need drive and determination. At Luzerne County Community College, our mission is to connect learners of all ages to the resources of Distance Education by promoting and supporting the connection between learning and life. For more information, contact Sue Conti in the Distance Education Office in Building 5, or at 570-740-0352.

BLACKBOARD LEARN

LCCC uses Blackboard Learn 9.1 to deliver our 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 a lower case lc followed by your 7-digit LCCC student ID number, for example, lc0987654. 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.

CANCELLATION OF CLASSES

The College will make every effort to hold classes, but in the event that a snowstorm, hazardous driving conditions, or some other emergency condition prevails and classes must be cancelled, local radio and television stations will be notified.



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, as well as its "Snow Cancellation" phone line (740-0314) 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 Intranet.

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 Naticoke:

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. For more information, contact Judi Myers, Coordinator of Diversity, at jmyers@luzerne.edu or 570-740-0753.

COUNSELING & ACADEMIC ADVISING

The Counseling and Advising Center provides a comprehensive program of services for Luzerne County Community College students. Refer to Web Advisor 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. Counselors are responsible for evaluating these test scores as well as utilizing high school records to determine course placement.

ACADEMIC ADVISING

Students entering the college as full or part-time day students are assigned a counselor or advisor for academic advisement.

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. A Transfer Center is located on the third floor of the Campus Center on the main campus. Refer to the Student Intranet for a list of colleges and hours.

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 LCCC 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 Web Advisor 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. See the Student Intranet or <http://luzerne.edu> for more information.

DROPPING A CLASS

A Drop is a method of removing a class(es) from a student's schedule. During the first 2 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.

ADDING A CLASS

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 2 days of classes. This process can be completed via 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 that addresses an identified academic need. 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 of four seats will be created for credit course sections unless appropriate academic or student development staff determine additional waitlist seats are needed. 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. Waitlists will only be overridden for extenuating circumstances as determined by appropriate academic or student development staff. 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 them 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 even 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. 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. An electronic Tutor Request Form can also be accessed via the Student Intranet.

Can I Be a Tutor?

Tutoring positions are always available in the Learning Lab, and tutors are currently paid \$7.25 per hour for their tutoring services. The hours are flexible and can be scheduled around your classes and other activities. To be eligible, each applicant 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.
- Every two weeks during the fall and spring semesters, free lunches are provided.

Where Can I Go for More Information?

Contact Susan Socash, Coordinator of Tutorial Services at the Collegee. The telephone number is 740-0775 or e-mail Ssocash@luzerne.edu.

You are always welcome to visit the Learning Lab (Campus Center, Room 121) in person.

Other Learning Lab 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.

Learning Enhancement Workshop Series: The Learning Enhancement Workshop Series provides students with the study skills they need to succeed in college. Topics include time management, test taking skills, calculator skills, MLA and APA formatting, Preparing for the Writing Competency Exam, and reading workshops. Contact Dr. Loftus (jloftus@luzerne.edu) or stop into the Learning Center to view the schedule and to sign up to participate.

Make-up Testing: As a convenience to students and instructors, the Learning Lab offers make-up testing services. Students can report to the Learning Lab 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.

Tuesday: 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.

Thursday: 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 Learning Lab 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.

Tuesday: 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.

Thursday: 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 thirty-six (36) 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 at the main campus in the Campus Center, and at designated off-campus sites. A Transfer Center is also located on the third floor of the Campus Center located on the Main Campus. Please refer to the Student Intranet for a list of available colleges and hours the center is open.

FINANCIAL AID

The Financial Aid Office is located in Building 5.

The Financial Aid Office has the responsibility for providing information or assistance to students on questions of financial aid.

Students may receive financial aid at Luzerne County Community College through the following Federal and State programs:

- 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 Applica-



tion for Federal Student Aid (FAFSA) and mail it to Federal Student Aid Programs 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 seventy five percent (75%) 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 seventy five 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 $30 \times .75 = 22.5$. It would be required that the student complete at least 23 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) 740-0735.

CAFETERIA

Cafeteria hours are from 7:30 a.m. to 2:30 p.m. during the Fall and Spring Semesters. There is also a Coffee Cart located in Building 4. It is open from 7:30 to 11:30 a.m., Monday through 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, Wednesday, Thursday..... 8 a.m. to 5 p.m.
Tuesday..... 8 a.m. to 7 p.m.
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, notebooks, t-shirts and sweatshirts if all textbooks needed have been purchased first.

RETURNS

Textbook returns will be refunded as follows:

Fall & Spring Semester

Until the end of the 2nd week of scheduled classes	100%
Until the end of the 3rd week of scheduled classes	50%
Until the end of the 4th week of scheduled classes.....	25%
After the 4th week of scheduled classes	No Refund

Summer Session

Until the end of the 1st week of scheduled classes	100%
Until the end of the 2nd week of scheduled classes	50%
After the 2nd week of scheduled classes	No Refund

In order to receive a refund, 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.

Merchandise and clothing are refunded only for exchange or store credit and must be returned within two weeks after purchase. Reference materials are not returnable.

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 60,000 print books, 5,000 eBooks, 100 print periodical subscriptions, 3,000 audiovisual materials, 11,000 microform items, and 30 research databases, students should be able to access all the information they need.

There are over sixty seats available for quiet study and two group study rooms for projects. The Library computers have research capabilities and Microsoft Office software such as Word, Excel, and PowerPoint. A photocopier and microform-reader printers are available for use at a charge of ten cents per copy. Library users may use audiovisual materials in Room 601.

In addition to conducting Information Literacy classes, librarians at the reference desk are available to help students find, evaluate, and use information using the reference sources, the research databases, and the library catalog. Students are entitled to a library card so that they can check out up to five books at a time. Library books can be checked out for a two-week time period, with one two week renewal allowed per book. A fine of ten cents per day, per book is charged for overdue books. Reserve materials can be accessed at the Circulation Desk.

The Library is accessible to people with disabilities.

For more information, visit the library website at <http://depts.luzerne.edu/library/>.



SERVICES TO STUDENTS WITH SPECIAL NEEDS

STUDENTS WITH SPECIAL NEEDS/DISABILITIES

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 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 Special Needs Coordinator.

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.

STUDENTS WITH DISABILITIES 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 web site 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 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. Once 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. Cheerleaders receive the same awards as the athletes.

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 Activities/Athletics and Vice President/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, $\frac{3}{4}$ 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' ADMINISTRATION 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 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 Activities/ 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 Services 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: Building 5 hallway (near Room 504), Campus Center on the third floor, Building 9 near the entrance to the Career Services Office, and in the lobby of the Advanced Technology Center (in front of the radio station).

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 *representational 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 Activities 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 Student Development 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

Smoking is permitted on the College Campus *only in designated outside areas*. Chewing tobacco is prohibited in all buildings and facilities. Students are expected to dispose of cigarettes in the proper ash trays provided in these designated areas. Violation fines are \$15 for the first offense, \$25 for the second offense, and \$35 for the third offense and will increase \$10 thereafter.

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 & Athletics and the Dean of Human Resources) at 1333 South Prospect Street, Nanticoke, PA 18634 (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 Special Needs Coordinator at (570) 740-0771.

REPORTING HARRASSMENT, DISCRIMINATION, AND RETALIATION AND INVESTIGATION OF COMPLAINTS

Luzerne County Community College is committed to a work and academic environment in which all individuals are treated with respect and dignity. Each individual has the right to work and study in a professional atmosphere that promotes equal employment and educational opportunities and prohibits discriminatory practices, including harassment. Therefore, the College expects that all relationships among persons at the College will be professional and free of bias, prejudice and harassment.

It is the policy of the College to ensure equal employment and academic opportunity without discrimination or harassment on the basis of race, color, religion, sex, age, disability, national origin, or any other characteristic protected by law. No employee, student, vendor, visitor to the College or any other individual, either male or female, is expected to have to endure insulting, degrading or exploitative sexual treatment, or any other type of discrimination, by other employees, supervisors, other students, or non-employees present in the workplace. The College therefore prohibits any form of discrimination, including sexual harassment, as well as any retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

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 intimi-

dating, 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.

INDIVIDUALS AND CONDUCT COVERED

This policy applies to all applicants for employment, employees, students and visitors to the College, and to conduct engaged in by fellow employees, supervisors, managers, students or anyone not directly connected to the College, including but not limited to customers, consultants, and outside vendors.

Conduct prohibited by these policies is unacceptable in the workplace/academic environment and in any work- or academic-related setting outside College property, such as during business trips, business meetings, and business-related social events, field trips, sporting competition events and other College-related activities.

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.

Anyone who feels that he or she has been a victim of harassment, discrimination, and/or retaliation should immediately report such incidents to his or her supervisor, department head, 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 or 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 College's Intranet under College Forms and Resources/Human Resources.

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.

STUDENT'S 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.

ACADEMIC GRIEVANCE PROCEDURE FOR CREDIT PROGRAMS

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 and 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 and Provost 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. Provost and Vice President of Academic Affairs

Within 10 (ten) working days of receiving a copy of the completed grievance (Monday through Friday), the Academic Dean 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. Provost and 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 Provost and 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 Provost and 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 Provost and Vice President of Academic Affairs, dean and student, the Provost and 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 Provost and 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.

COLLEGE-WIDE JUDICIAL SYSTEM

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

ACADEMIC MATTERS

1. The complainant must identify the problem to one of the following: appropriate faculty member, Counselor, Department Chairperson, appropriate Dean or Supervisor. This must be done within five (5) college calendar days of the occurrence.
2. A meeting will then be held with the complainant, the respondent, the contact person and the appropriate Department Chairperson. The Department Chairperson or his/her designee will keep official notes/tapes of this meeting.
3. If the matter is unresolved, a meeting will be held with the aforementioned participants and the appropriate Dean/Vice President. Tapes/notes will be kept by the Dean/Vice President.
4. If the matter continues unresolved, a meeting will be held with the Academic Vice President who will render a final decision. The final decision will be forwarded to the office of the President. The teacher will be advised of the decision, in writing, by the end of the tenth day following this final meeting of the parties.

DISCIPLINE MATTERS

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

INFORMAL PROCEDURE

1. The student will be notified of the violation within five days of the occurrence.
2. A meeting will be held with the complainant, the respondent and an official from the Student Development Office. The Student Development Office representative will keep official notes/tapes of the meeting.
3. The Vice President will make a decision concerning this matter within five days after the final meeting. If any party disagrees with the decision, an appeal may be filed to initiate the formal process by submitting a letter to the Vice President within three days of the decision.

FORMAL PROCEDURE

Under no circumstances will the same Vice President act as a Chairperson for the informal and formal process.

1. Upon receipt of the written consent, the Chairperson will notify the members of the College-Wide Judicial Board and all the parties involved that a formal hearing must be convened within five (5) college calendar days.
2. The Membership of the College-Wide Judicial Board will consist

of the following representatives, who will serve terms of one year:

One (1) representative from the College Senate, to be chosen by the Senate as a committee of the whole.

Two (2) representatives from the administration.

Membership will consist of the appropriate Dean/Vice President not involved in the formal process and the Chairperson of the Administrative Council.

Two (2) representatives from the Faculty Association.

It will be the responsibility of the Faculty Association to determine the process for selecting their representatives for the College-Wide Judicial Board. The representatives shall be appointed by October 1 of the academic year.

Two (2) representatives from the Classified Association.

It will be the responsibility of the Classified Association to determine the process for selecting their representatives for the College-Wide Judicial Board. The representatives shall be appointed by October 1 of the academic year.

Two (2) Students

It will be the responsibility of the Student Government Association to appoint two (2) students to serve on the College-Wide Judicial Board. The representatives shall be appointed by October 1 of the academic year.

3. If the members of the College-Wide Judicial Board are not able to serve, the designated people will be responsible for filling the vacancies immediately so that the process will not be impeded.
4. No one involved in the complaint procedure should sit as a member of the College-Wide Judicial Board because of conflict of interest.
5. For a quorum, the Board must have a majority of its members present; any final decisions must be agreed upon by a two-thirds ($\frac{2}{3}$) vote of those present. If a two-thirds ($\frac{2}{3}$) vote cannot be arrived at, the President of the College must render a written statement to the College-Wide Judicial Board regarding the final decision.
6. The Advisor will serve in the capacity of providing advice to a party involved in the procedure.
7. The Chairperson must be notified of the number of witnesses at least twenty-four hours prior to the hearing.
8. The decision of the board must be rendered in writing within five (5) college calendar days to parties involved.
9. Any sanctions are to be imposed by the President of the College based upon the results of the complaint procedure.
10. If either party does not attend the hearing for legitimate reason, the case will be forfeited by the absent party, unless excused for good cause by the chairperson of the judicial board. Postponement of any scheduled hearing may be allowed, depending upon a decision by the chairperson of the Judicial Board.

11. In order to maintain the confidentiality of the matter, there should be no discussion of the case prior to or following the hearing by members of the Board.
12. The formal procedure is subject to compliance with existing rules and regulations governing community colleges and with existing state and federal laws.

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 and Campus Crime Statistics Act requires all colleges and universities in the United States to report their crime statistics, campus security/law enforcement policies, and reporting procedures to the United States 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 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.

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 4,700 full-time equivalent students in its day and evening programs. The College also has 405 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. Campus Security personnel are on duty at all times.

Responsibilities: Administrators and Security Staff

The Safety and Security Department is the administrative office responsible for safety and security on the campus. This includes the Director of Safety and Security and the Deputy Director of Campus Security who report directly to the College President. The Director of Safety and Security 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 two 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. 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 batons, pepper spray and handcuffs. Security personnel are not authorized to carry firearms of any type and do not have arrest powers.

Incident Reporting Procedures

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 Vice President of Student Development. All criminal incidents are referred to the local 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.

In the case of a sex offense, a victim, witness, or anyone with knowledge of such an act should notify the Office of the Vice President for Student Development and/or the Campus Safety and Security Department. 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. Please refer to the student handbook for campus disciplinary procedures.

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 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.

Campus Communication

The College Community is informed about safety and security matters annually through the publication of a Security Policy Statement brochure. In the event of an emergency, information is provided to the College radio station, the College website, video display monitors in all buildings, computer and phone broadcast messages and the College's WENS text messaging system. If needed, timely notifications are also conspicuously posted throughout the campus on campus bulletin boards and other locations.

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 College complies with the Drug-Free Workplace Act of 1988, and the Drug-Free Schools and Communities Act Amendments of 1989. As such, the College prohibits the unlawful possession, use, distribution, dispensation and/or manufacture of any controlled substance on campus and/or in facilities being used for educational programs and/or College-sponsored activities. Likewise, all students and employees must adhere to the laws of the Commonwealth of Pennsylvania with respect to the possession and consumption of alcohol. The consumption or possession of alcoholic beverages on or about the campus at any time is prohibited (with limited exceptions), as is being under the influence of alcohol during any part of the employee work day or in students' educationally-related activities. The entire policy may be referenced on the College's website at www.luzerne.edu.

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 may possess a firearm on college owned property.

Sexual Assault Policy

Luzerne County Community College seeks to maintain a campus environment emphasizing the dignity and respect of all college community members and visitors. Sexual assault is against the law and represents a fundamental violation. It threatens a person's safety, well-being, and educational experience. Luzerne County Community College will not tolerate any form of sexual assault. LCCC has developed a policy pertaining to sexual assault. Specifically, the policy provides for; procedures which are sensitive to victims in responding to reports of sexual assault, including informing victims of medical, legal, counseling, and support services both on and off campus; the availability of college disciplinary sanctions for those who commit sexual assaults; and the full cooperation with law enforcement where investigation and/or prosecution is warranted. The sexual Assault Policy can be viewed in its entirety at www.luzerne.edu/security

Sex Offender Notification Statement

The Federal Campus Sex Crimes Prevention Act, effective October 28, 2002, states that higher education entities be involved in community notification regarding campus affiliates and that such entities issue a state-

ment 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 student newspaper and the college newsletter published by the College Relations Office. 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.

	2010		2009		2008	
	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	15	0	5	0	9	0
Crim. Mischief	4	0	5	0	1	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	19	0	10	0	10	0
Arrests (including non-campus sites)						
Weapons	0	0	0	0	0	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	0	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 (2010, 2009 and 2008) there was one (1) reported crime in 2010, a simple assault, which occurred on public property

adjacent to the Hazleton Campus. No other crimes were reported at the following Luzerne County Community College dedicated off-campus sites:

Wilkes-Barre Corporate Learning 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.

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 Vice President for Student Development. The Vice President for Student Development 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, ext. 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 or 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 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 receipt 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. Smoking in non-designated areas 1st time: \$15, 2nd: \$25, 3rd: \$35
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 (i.e., speeding, stop sign violations, and similar violations of the PA Motor Vehicle Code\$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.

EMERGENCY AND DISASTER 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 Emergency Response Plan is provided to College staff and the Luzerne County Emergency Management and can also be viewed at www.luzerne.edu/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 vital that all College personnel and students are aware of the appropriate 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 ACTIVITIES 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)
Golf (co-ed)
Volleyball
Softball

Intramurals (co-ed)

Flag-Football
Basketball
Softball
Volleyball
Bowling
Badminton
Tennis

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

Amnesty International

Art Club

Architectural Club

Brothers & Sisters In Christ

Business Club

Campus Newspaper (*Outlook*)

Circle K

Computer Club

Criminal Justice

Dental Assisting Club

E Learners

Gay Lesbian Bisexual

Transgender Assoc. (GLBTA)

History

Horticulture Club

Hospitality Management Association

Intramurals

Literary Arts Society

Literary Magazine (*Augustine*)

Mobile Electronics

Nursing Forum

Photo Club

Science Club

Ski Club

Student American Dental

Hygiene Association

Student Government Assoc.

Student Radio (WSFX)

Student Television

(*LuzerneTV*)

Table Tennis Club

United Honor Societies:

Phi Theta Kappa

Alpha Sigma Lambda

Sigma Kappa Delta

Psi Beta

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 Activities.

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 Office of Student Development in Building 5 at the Main Campus or contact Joanie Minor at 740-0740.

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 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. It is the first two-year college honor society approved for membership in the Association of College Honor Societies, which regulates membership requirements. The mission of Psi Beta is professional development of psychology students through promotion and recognition of excellence in scholarship, leadership, research, and community service. The society functions as a federation of chapters located at more than 140 accredited two-year colleges.

Membership in Psi Beta is through invitation only. In order to qualify, 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. Once a student has earned the honor and has been inducted, membership is for life. This honor is acknowledged at graduation and on the student's transcript. For additional information, contact the chapter advisor, Lynn Grilli, at (800) 377-5222 (ext. 7532) or email: lgrilli@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 new club with the Vice President/Student Development and Director of Student Activities 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 by the Student Government Association, Vice President/Student Development, Director of Student Activities/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 Activities 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.

INTERCOLLEGIATE ATHLETICS

(MEN)	Cross Country Baseball Basketball Golf	(WOMEN)	Cross Country Basketball Golf Softball Volleyball
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The College is a member of the Eastern Pennsylvania Collegiate Conference and the Pennsylvania Collegiate Athletic Association. Luzerne County Community College's teams compete for conference honors in cross country, golf, basketball, baseball, women's softball, soccer 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 Eastern Pennsylvania Collegiate Conference, 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, softball, volleyball, and bowling 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 Luzerne County Community College 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 will be responsible for guiding and directing student affairs and activities, subject to the regulations of the faculty, administration, and the Board of Trustees.

ARTICLE I NAME

The name of the organization shall be the Luzerne County Community College Student Government Association.

ARTICLE II PURPOSE

The purpose of the organization is 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. Parliamentarian will 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.

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 at all Student Government Association and Executive Council Meetings, and to see that the business of the Association is carried on properly.
- B. It shall be the duty of the Vice-President to supervise the work of the Standing Committees and to provide over meetings, and conduct the business of the Association in the absence of the President.
- C. It shall be the duty of the Secretary to maintain correspondence within and outside the college, to keep a record of the proceedings at all meetings, and to have custody of all papers of the Association.
- 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.

**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 candidate'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 Activities/ Athletics, and the Vice President/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, Sophomore Representative and two S.G.A. advisors 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 Activities/Athletics. The protest will then be taken before the entire Executive Committee for disposition.

5. Certification: The Vice President/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 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 with the person present that is being considered for impeachment.
- 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 ($\frac{2}{3}$) 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/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, these members of the S.G.A. who are 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 XI, 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 ($\frac{2}{3}$) 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.



BASIC INQUIRIES

Questions about . . .

Absences
 Academic Standing
 Accident/Insurance
 Admission to the College

 Allied Student Health Infor.
 Bulletin Boards
 Career Information
 Career Counseling
 Course Changes
 Curriculum Changes
 Dental Health
 Employment —
 Full- and Part-Time
 Financial Aid
 Graduation Requirements

 Handicapped Parking
 Illness/Injury

 Lost and Found
 News — Photographs
 Peer Mentor Program
 Personal Problem

 Probation
 Publications
 Textbooks and Supplies
 Scholarships
 Selective Service and
 Veterans' Affairs
 Student Activities
 (Clubs, Organizations, Athletics)
 Student Government
 Summer Term
 Tutorial Services
 Transcripts
 Transfer Advisement
 Testing
 Withdrawal from College
 Work Study Program
 Young Scholar Program

Should be referred to the . . .

Individual Instructor
 Academic Affairs Office
 College Health Department
 Director of Admissions and
 Director of Enrollment Management
 Admissions
 Director of Student Activities
 Career Services
 Career Services
 Your Counselor/Registrar's Office
 Your Counselor/Registrar's Office
 Dental Health Clinic (Downtown Nanticoke)

 Career Services
 Financial Aid Office
 Academic Affairs Office and
 Student Development Office
 Campus Security
 Campus Security and/or
 Student Development Office
 Campus Security
 College Relations
 Student Development Coordinator
 Your Counselor or the
 Student Development Office
 Academic Affairs Office
 Marketing Office
 Bookstore
 Development Office

 Financial Aid Office
 Student Activities/Athletics Office

 Student Government Office
 Academic Affairs Office
 Learning Center
 Registrar's Office
 Your Counselor
 Student Support Services
 Registrar's Office
 Financial Aid Office
 Off-Campus Programs Specialist

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

College Nickname:

The Trailblazers

College Mascot:

Blaze

College Colors:

Navy and Teal

AUGUST

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	4	5	6
10	11	12	13
17	18	19 National Aviation Day	20
24	25	26 Women's Equality Day	27
31			

NOTES

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CAREER PREP TIPS

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

2011

SUNDAY **21**
AUGUST

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MONDAY **22**
AUGUST

• Registration for Fall 2011 Classes

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TUESDAY **23**
AUGUST

• Registration for Fall 2011 Classes (Department Chairpersons available if needed)

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WEDNESDAY **24**
AUGUST

• Registration for Fall 2011 Classes (Department Chairpersons available if needed)

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25 THURSDAY
AUGUST

- College In-Service for Faculty and Staff
- Adjunct Faculty In-Service
- Registration for Fall 2011 Classes

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26 FRIDAY
AUGUST

- Registration for Fall 2011 Classes

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27 SATURDAY
AUGUST

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AUGUST						
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7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	T	F	S
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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	

WEEKLY GOALS	
Academic	Personal
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2011 • SEPTEMBER

MONTHLY GOALS	SUNDAY	MONDAY	TUESDAY
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.....	4	5 Labor Day	6
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.....	11 Grandparent's Day	12	13
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.....	18	19	20
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.....	25	26 Johnny Appleseed Day	27
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SEPTEMBER

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3
7	8	9	10
14	15 Hispanic Heritage Month Begins (Ends October 15)	16 Stepfamily Day	17 Constitution Day and Week
21 International Day of Peace	22	23 Autumnal Equinox Native American Day	24
28 Rosh Hashanah (begins sundown)	29	30	

Alcohol & Drug Addiction Recovery Month

NOTES

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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?

2011

SUNDAY 28
AUGUST

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MONDAY 29
AUGUST

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- Classes Begin for All Locations Except Wilkes-Barre Corporate Learning Center
- Late Registration for Fall 2011 Classes

TUESDAY 30
AUGUST

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WEDNESDAY 31
AUGUST

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1

THURSDAY

SEPTEMBER

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2

FRIDAY

SEPTEMBER

- Golf: Away, Northampton Community College, 11 a.m., at Green Pond CC

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SATURDAY

SEPTEMBER

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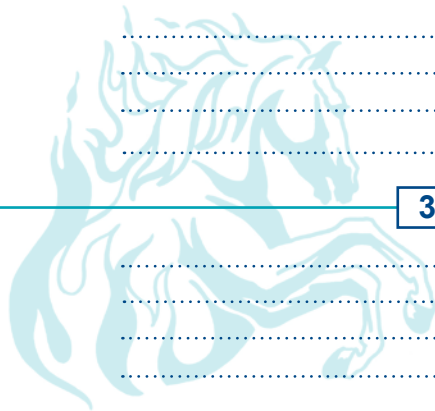
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SEPTEMBER							WEEKLY GOALS	
S	M	T	W	T	F	S	Academic	Personal
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11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30			
OCTOBER								
S	M	T	W	T	F	S		
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9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							

CAREER PREP TIPS

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

2011

SUNDAY **4**
SEPTEMBER

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MONDAY **5**
SEPTEMBER

Labor Day • College Closed

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TUESDAY **6**
SEPTEMBER

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WEDNESDAY **7**
SEPTEMBER

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THURSDAY

SEPTEMBER

- Welcome Back Bash, Campus Center Courtyard, 11 a.m. to 1 p.m., Free Event
- Golf: Home, at Wilkes-Barre GC, 11 a.m.

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9

FRIDAY

SEPTEMBER

- College Senate's Institutional & Student Advancement Standing Committee Meeting, 10 a.m., ECC Room 130

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10

SATURDAY

SEPTEMBER

- Women's Volleyball: Away, Montgomery CC, Noon

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SEPTEMBER						
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OCTOBER						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

WEEKLY GOALS	
Academic	Personal
✓ →	✓ →
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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.

2011

SUNDAY 11
SEPTEMBER

Grandparent's Day

- 9/11 Tenth Anniversary Remembrance Ceremony, 1 p.m., Public Safety Training Institute's Walk of Honor

MONDAY 12
SEPTEMBER

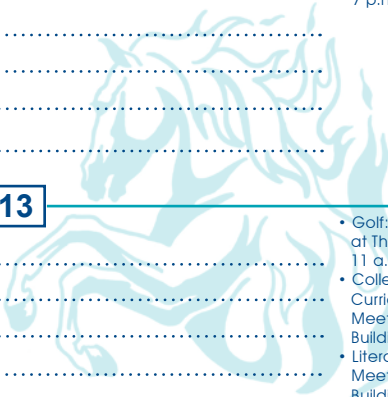
- Alumni Association Meeting, 5:30 p.m., Campus Center, Alumni Room. (Rm. 214)
- Women's Volleyball: Bucks CC, Away, 7 p.m.

TUESDAY 13
SEPTEMBER

- Golf: Away, Harrisburg, at The Links (Hershey), 11 a.m.
- College Senate Curriculum Committee Meeting, 11:15 a.m., Building 3
- Literary Arts Society Meeting, 11:30 a.m., Building 7, Room 708
- Adult Learners Association Meeting, 5 p.m., Campus Center Cafeteria

WEDNESDAY 14
SEPTEMBER

- Women's Volleyball: Valley Forge, Home 7 p.m.



15 THURSDAY
SEPTEMBER

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- Constitution Day

16 FRIDAY
SEPTEMBER

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- Women's Volleyball: Philadelphia, Home, Noon
- Cross Country: Away, PSU Wilkes-Barre with Johnson College, 1 p.m.

17 SATURDAY
SEPTEMBER

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SEPTEMBER						
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OCTOBER						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

WEEKLY GOALS	
Academic	Personal
✓ →	✓ →
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CAREER PREP TIPS

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

2011

SUNDAY 18
SEPTEMBER

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MONDAY 19
SEPTEMBER

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

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TUESDAY 20
SEPTEMBER

- College Senate Meeting, 11:15 a.m., in the ECC
- Women's Volleyball, Lehigh/Carbon CC, Home, 7 p.m.

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WEDNESDAY 21
SEPTEMBER

- Golf: Away, Bucks, at Five Ponds GC, 11 a.m.

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22 THURSDAY
SEPTEMBER

- SGA Meeting, Campus Center, Room 214, 11 a.m.
- College Senate Policy Committee Meeting

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23 FRIDAY
SEPTEMBER

- Golf: Away, Lehigh/Carbon, at Old Homestead GC, 11 a.m.

First Day of Fall

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24 SATURDAY
SEPTEMBER

- Women's Volleyball: Harrisburg CC & Delaware CC at Delaware, Noon
- Cross Country: Valley Forge and USMA at Valley Forge, 1 p.m.

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SEPTEMBER						
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OCTOBER						
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30	31					

WEEKLY GOALS	
Academic	Personal
✓ →	✓ →
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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.

2011

SUNDAY 25
SEPTEMBER

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MONDAY 26
SEPTEMBER

• Women's Volleyball:
Home, Montgomery CC,
7 p.m.

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TUESDAY 27
SEPTEMBER

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WEDNESDAY 28
SEPTEMBER

Rosh Hashanah

• Golf: Away, Delaware
CC, at Macoby Run GC,
11 a.m.
• Women's Volleyball:
Away, Philadelphia,
7 p.m.

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29 THURSDAY
SEPTEMBER

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30 FRIDAY
SEPTEMBER

- LCCC Alumni Association's Health Sciences Reunion Celebration, 6 to 9 p.m., Health Sciences Center, Downtown Nanticoke

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1 SATURDAY
OCTOBER

- Fire Police Weekend at the LCCC Public Safety Training Institute
- Women's Volleyball: Away at Valley Forge, with Lehigh/Carbon CC, Noon
- Cross Country: Away, PSU Mont Alto, 1 p.m.

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SEPTEMBER						
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OCTOBER						
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23	24	25	26	27	28	29
30	31					

WEEKLY GOALS	
Academic	Personal
✓ →	✓ →
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2011 • OCTOBER

MONTHLY GOALS	SUNDAY	MONDAY	TUESDAY
.....		October Is Crime Prevention Month	
.....	2	3 Child Health Day	4
.....	9	10 Columbus Day	11
.....		Fire Prevention Week	
.....	16 National Boss Day	17	18
.....	23 Mother-In-Law Day	24 United Nations Day	25
.....	Spirit Week		
.....	30	31 Halloween	

OCTOBER

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	National Hispanic Heritage Month		1
5	6	7 Yom Kippur (begins sundown)	8 National Children's Day
12	13	14	15 Sweetest Day
19	20	21	22
National Collegiate Alcohol Awareness Week			
26	27	28	29

NOTES

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CAREER PREP TIPS

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

2011

SUNDAY **2**
OCTOBER

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- Fire Police Weekend at the LCCC Public Safety Training Institute

MONDAY **3**
OCTOBER

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- Golf: EPCC Championship at Golden Oaks GC, 11 a.m.

TUESDAY **4**
OCTOBER

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- College Senate Curriculum Committee Meeting, 11:15 a.m., Building 3
- Literary Arts Society Meeting, 11:30 a.m., Building 7, Room 708
- Women's Volleyball: Home, Delaware CC, 7 p.m.

WEDNESDAY **5**
OCTOBER

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THURSDAY

OCTOBER

- SGA Meeting, Campus Center, Room 214, 11 a.m.
- Women's Volleyball: Home, Bucks CC, 7 p.m.

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FRIDAY

OCTOBER

- College Senate's Institutional & Student Advancement Standing Committee Meeting, 10 a.m., ECC Room 130

Yom Kippur

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SATURDAY

OCTOBER

- Women's Volleyball: Away, Harrisburg CC, Noon
- Cross Country: Home, LCCC Invitational, 1 p.m.

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OCTOBER						
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NOVEMBER						
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20	21	22	23	24	25	26
27	28	29	30			

WEEKLY GOALS	
Academic	Personal
✓ →	✓ →
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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.

2011

SUNDAY **9**
OCTOBER

- Golf: PCAA Championship at Penn National GC

MONDAY **10**
OCTOBER

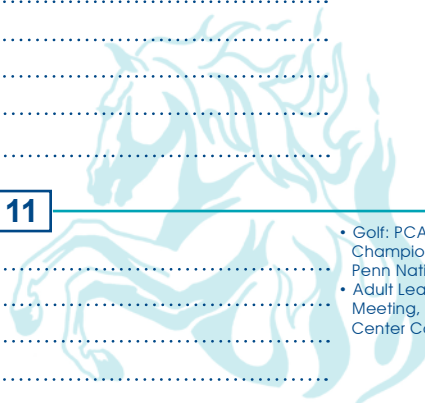
Columbus Day

- Golf: PCAA Championship at Penn National GC

TUESDAY **11**
OCTOBER

- Golf: PCAA Championship at Penn National GC
- Adult Learners Association Meeting, 5 p.m., Campus Center Cafeteria

WEDNESDAY **12**
OCTOBER



13 THURSDAY
OCTOBER

- Women's Volleyball: EPCC Play-Offs

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14 FRIDAY
OCTOBER

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15 SATURDAY
OCTOBER

- 22th Annual Alumni Association Craft Festival and Droptoberfest, Main Campus, 10 a.m. to 4 p.m.
- Cross Country: EPCC Championships at Thaddeus Stevens, 1 p.m.
- Women's Volleyball: EPCC Tournament, Site & Time TBA

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OCTOBER							
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30	31						

NOVEMBER						
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27	28	29	30			

WEEKLY GOALS	
Academic	Personal
✓ →	✓ →
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CAREER PREP TIPS

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

2011

SUNDAY 16
OCTOBER

- Women's Volleyball: PCAA Championship, Site & Time TBA

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MONDAY 17
OCTOBER

- Registration Begins for Spring 2012 Classes

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TUESDAY 18
OCTOBER

- College Senate Meeting, 11:15 a.m., in the ECC

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WEDNESDAY 19
OCTOBER

- No Classes
- Professional Development Day for LCCC Faculty and Staff

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20 THURSDAY
OCTOBER

- Transfer Day, Campus Center, 11 a.m. to 1 p.m.
- College Night, Campus Center, 7 to 8:30 p.m.
- SGA Meeting, Campus Center, Room 214, 11 a.m.

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21 FRIDAY
OCTOBER

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22 SATURDAY
OCTOBER

- Cross Country: PCAA/PSUAC Championships at PSU Lehigh Valley, 1 p.m.

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OCTOBER						
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29	30	31				

NOVEMBER						
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27	28	29	30			

WEEKLY GOALS	
Academic	Personal
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CAREER PREP TIPS

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

2011

SUNDAY 23
OCTOBER

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MONDAY 24
OCTOBER

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TUESDAY 25
OCTOBER

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WEDNESDAY 26
OCTOBER

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• Administrators Gathering,
10 a.m. to Noon, ECC
Dining Room

• College Senate Policy Committee Meeting

27 THURSDAY
OCTOBER

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28 FRIDAY
OCTOBER

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29 SATURDAY
OCTOBER

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OCTOBER						
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29	30	31				

NOVEMBER						
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20	21	22	23	24	25	26
27	28	29	30			

WEEKLY GOALS			
Academic	✓	Personal	✓
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.....	→	→
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2011 • NOVEMBER

MONTHLY GOALS	SUNDAY	MONDAY	TUESDAY
.....			1 All Saints Day
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.....	6 Daylight Saving Time Ends	7	8 Election Day
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.....	13	14	15 America Recycles Day
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.....	20	21	22
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.....	27	28	29
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NOVEMBER

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5
9	10	11 Veterans Day Armistice Day	12
16	17 Great American Smoke Out Homemade Bread Day	18	19
23	24 Thanksgiving	25	26
30	National American Indian Heritage Month		

NOTES

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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.

2011

SUNDAY 30
OCTOBER

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MONDAY 31
OCTOBER

Halloween

- SGA & Broadcast Dept. Annual Halloween Bash, 11 a.m. to 12:30 p.m., TV Studio, Building 12

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TUESDAY 1
NOVEMBER

- Application Deadline Day for LPN-RN Program
- College Senate Curriculum Committee Meeting, 11:15 a.m., Building 3

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WEDNESDAY 2
NOVEMBER

- LCCC Foundation's Annual Scholarship Donors' Dinner at the Woodlands Inn and Resort

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THURSDAY

NOVEMBER

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

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FRIDAY

NOVEMBER

- College Senate's Institutional & Student Advancement Standing Committee Meeting, 10 a.m., ECC Room 130

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SATURDAY

NOVEMBER

- Adult Learners Association Complimentary Breakfast, 9 a.m. to 10 a.m., Campus Center Cafeteria
- Fall Open House, Campus Center, 10 a.m. to Noon
- National Court Reporter's Association Certification Testing (CIS Department)

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NOVEMBER						
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DECEMBER						
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WEEKLY GOALS	
Academic	Personal
✓	✓
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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.

2011

SUNDAY **6**
NOVEMBER

Daylight Saving Time Ends

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MONDAY **7**
NOVEMBER

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TUESDAY **8**
NOVEMBER

Election Day

- Roentgen Day in the LCCC Dental Clinic in the new LCCC Health Sciences Center

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WEDNESDAY **9**
NOVEMBER

- Last Day to Drop Classes Or Officially Withdraw

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10 THURSDAY
NOVEMBER

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11 FRIDAY
NOVEMBER

• Veterans Day Program
Sponsored by the Literary
Arts Society, 11 a.m.,
Campus Center Rotunda

Veterans Day

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12 SATURDAY
NOVEMBER

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NOVEMBER						
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20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
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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

WEEKLY GOALS	
Academic	Personal
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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.

2011

SUNDAY 13
NOVEMBER

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MONDAY 14
NOVEMBER

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

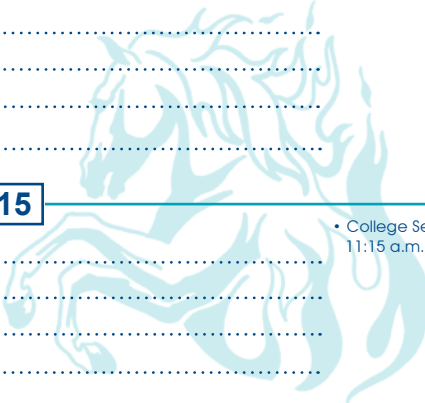
TUESDAY 15
NOVEMBER

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- College Senate Meeting, 11:15 a.m., in the ECC

WEDNESDAY 16
NOVEMBER

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17 THURSDAY
NOVEMBER

- SGA Meeting, Campus Center, Room 214, 11 a.m.
- Information Night for the Engineering & Trade Technologies, ATC & Bldg. 2, 5:30 to 7:30 p.m.

Great American Smoke Out

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18 FRIDAY
NOVEMBER

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19 SATURDAY
NOVEMBER

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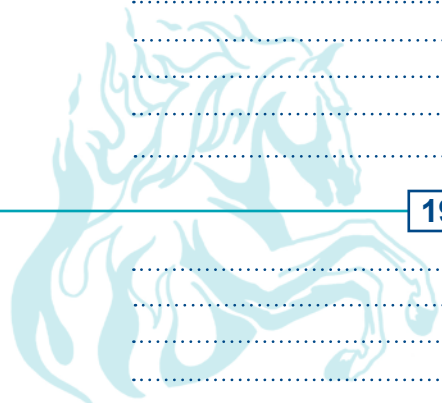
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NOVEMBER						
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27	28	29	30			

DECEMBER						
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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

WEEKLY GOALS	
Academic	Personal
✓ →	✓ →
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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.

2011

SUNDAY **20**
NOVEMBER

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MONDAY **21**
NOVEMBER

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TUESDAY **22**
NOVEMBER

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WEDNESDAY **23**
NOVEMBER

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• College Closed,
Thanksgiving Holiday

24 THURSDAY
NOVEMBER

Thanksgiving

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• College Closed,
Thanksgiving Holiday

25 FRIDAY
NOVEMBER

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• College Closed,
Thanksgiving Holiday

26 SATURDAY
NOVEMBER

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NOVEMBER						
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20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
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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

WEEKLY GOALS	
Academic	Personal
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2011 • DECEMBER

MONTHLY GOALS	SUNDAY	MONDAY	TUESDAY
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.....	11	12	13
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.....	18	19	20 Hanukkah (begins sundown)
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.....	25 Christmas Day	26 Kwanzaa Begins	27
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DECEMBER

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 AIDS Awareness Day	2	3
7 Pearl Harbor Remembrance Day	8	9	10 Human Rights Day
14	15	16	17
21 Winter Solstice	22	23	24
28	29	30	31 New Year's Eve

NOTES

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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.

2011

SUNDAY **27**
NOVEMBER

• College Closed,
Thanksgiving Holiday

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MONDAY **28**
NOVEMBER

• College Closed,
Thanksgiving Holiday

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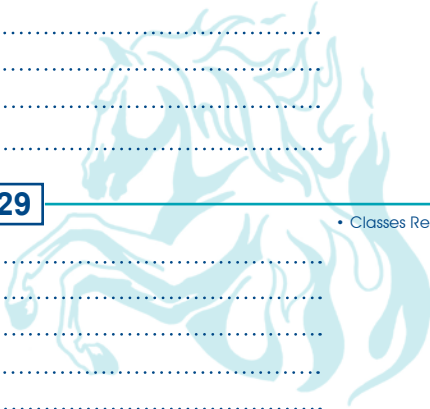
TUESDAY **29**
NOVEMBER

• Classes Resume

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WEDNESDAY **30**
NOVEMBER

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1

THURSDAY

DECEMBER

- SGA Meeting, Campus Center, Room 214, 11 a.m.
- LCCC Staff Holiday Party, in the Educational Conf. Center Dining Room, 11 a.m. to 3 p.m.

AIDS Awareness Day

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FRIDAY

DECEMBER

- College Senate's Institutional & Student Advancement Standing Committee Meeting, 10 a.m., ECC Room 130

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SATURDAY

DECEMBER

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DECEMBER

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25	26	27	28	29	30	31

JANUARY

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22	23	24	25	26	27	28
29	30	31				

WEEKLY GOALS

Academic	✓ →	Personal	✓ →
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CAREER PREP TIPS

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

2011

SUNDAY **4**
DECEMBER

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MONDAY **5**
DECEMBER

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TUESDAY **6**
DECEMBER

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- College Senate Curriculum Committee Meeting, 11:15 a.m., Building 3
- Adult Learners Association Meeting, 5 p.m., Campus Center Cafeteria

WEDNESDAY **7**
DECEMBER

Pearl Harbor Day
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8

THURSDAY

DECEMBER

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9

FRIDAY

DECEMBER

• Last Day of Classes
(All Locations)

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10

SATURDAY

DECEMBER

• Final Exams

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DECEMBER						
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25	26	27	28	29	30	31

JANUARY						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

WEEKLY GOALS	
Academic	Personal
✓ →	✓ →
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CAREER PREP TIPS

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

2011

SUNDAY 11
DECEMBER

- Final Exams

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MONDAY 12
DECEMBER

- Final Exams

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TUESDAY 13
DECEMBER

- Final Exams
- College Senate Meeting, 11:15 a.m., in the ECC

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WEDNESDAY 14
DECEMBER

- Final Exams

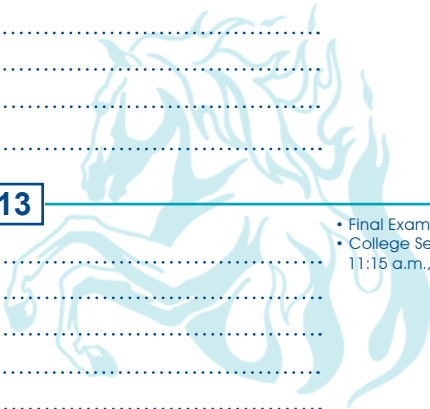
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15 THURSDAY
DECEMBER

- Final Exams
- Application Deadline Day for the Nursing and Dental Hygiene Programs

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16 FRIDAY
DECEMBER

- Final Exams

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17 SATURDAY
DECEMBER

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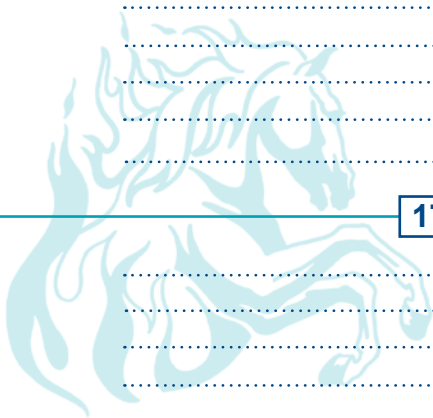
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DECEMBER						
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25	26	27	28	29	30	31

JANUARY						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

WEEKLY GOALS	
Academic	Personal
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CAREER PREP TIPS

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

2011

SUNDAY **18**
DECEMBER

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MONDAY **19**
DECEMBER

• Final Grade Reports Due

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TUESDAY **20**
DECEMBER

Hanukkah (begins at sundown)

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WEDNESDAY **21**
DECEMBER

First Day of Winter

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22 THURSDAY
DECEMBER

- College Senate Policy Committee Meeting

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23 FRIDAY
DECEMBER

- College Closed

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24 SATURDAY
DECEMBER

- College Closed

Christmas Eve

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DECEMBER						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

WEEKLY GOALS	
Academic	Personal
✓ →	✓ →
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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.

2011

SUNDAY **25**
DECEMBER

Christmas

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MONDAY **26**
DECEMBER

Kwanzaa

• College Closed

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TUESDAY **27**
DECEMBER

• College Closed

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WEDNESDAY **28**
DECEMBER

• College Closed

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• College Closed

29 THURSDAY

DECEMBER

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• College Closed

30 FRIDAY

DECEMBER

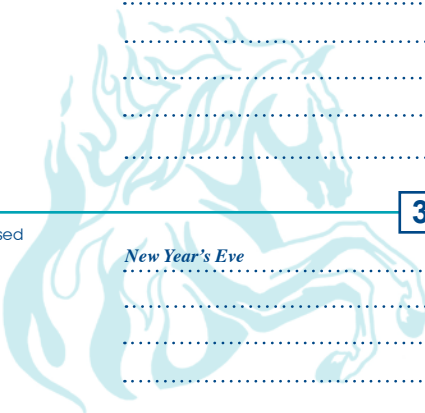
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• College Closed

31 SATURDAY

DECEMBER

New Year's Eve
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DECEMBER						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

WEEKLY GOALS	
Academic	Personal
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2012 • JANUARY

MONTHLY GOALS	SUNDAY	MONDAY	TUESDAY
.....	1 New Year's Day	2	3
.....	8	9	10 Save the Eagles Day
.....	15	16 Martin Luther King Jr. Day	17 Ben Franklin's Birthday
.....	22	23 Chinese New Year	24
.....	29	30	31
.....	National Book Month		

JANUARY

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4	5	6	7
11 Amelia Earhart Day	12	13	14
18	19	20	21
25	26	27	28 Christa McAuliffe Day
National Volunteer Blood Donor Month			

NOTES

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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?

2012

SUNDAY
JANUARY

1

New Year's Day

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MONDAY
JANUARY

2

• College Closed

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TUESDAY
JANUARY

3

• Off-Campus Registration for Spring 2012 Semester

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WEDNESDAY
JANUARY

4

• Off-Campus Registration for Spring 2012 Semester

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THURSDAY

JANUARY

- Off-Campus Registration for Spring 2012 Semester

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FRIDAY

JANUARY

- College Senate's Institutional & Student Advancement Standing Committee Meeting, 10 a.m., ECC Room 130

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SATURDAY

JANUARY

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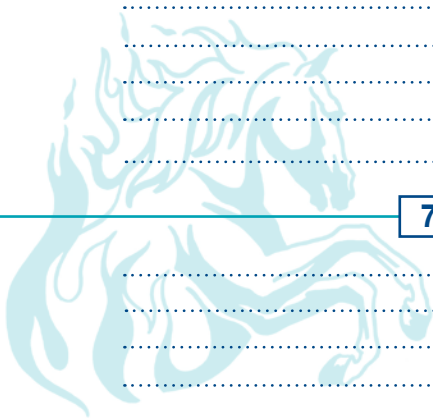
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JANUARY							WEEKLY GOALS	
S	M	T	W	T	F	S	Academic	Personal
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
FEBRUARY								
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12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29					

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.

2012

SUNDAY

8

JANUARY

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MONDAY

9

JANUARY

- Registration for Spring 2012 Semester

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TUESDAY

10

JANUARY

- Registration for Spring 2012 Semester, Department Chairpersons Available If Needed

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WEDNESDAY

11

JANUARY

- Registration for Spring 2012 Semester
- College In-Service Day for Faculty & Staff (Snow date January 12)
- Adjunct In-Service Day (Snow date January 12)

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12 THURSDAY
JANUARY

- Registration for Spring 2012 Semester
Department Chairpersons Available If Needed

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13 FRIDAY
JANUARY

- Registration for Spring 2012 Semester

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14 SATURDAY
JANUARY

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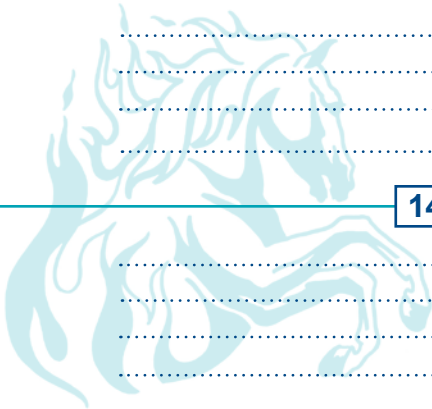
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JANUARY						
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22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
S	M	T	W	T	F	S
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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			

WEEKLY GOALS			
Academic	✓	Personal	✓
.....	→	→
.....	→	→
.....	→	→
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.....	→	→

CAREER PREP TIPS

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

2012

SUNDAY 15
JANUARY

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MONDAY 16
JANUARY

Martin Luther King Jr. Day

- College Closed
Martin Luther King, Jr. Day

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TUESDAY 17
JANUARY

- Classes Begin,
All Locations Except
Wilkes-Barre Corporate
Learning Center
- Late Registration

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WEDNESDAY 18
JANUARY

- Late Registration

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19 THURSDAY
JANUARY

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20 FRIDAY
JANUARY

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21 SATURDAY
JANUARY

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JANUARY						
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29	30	31				

FEBRUARY						
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19	20	21	22	23	24	25
26	27	28	29			

WEEKLY GOALS	
Academic	Personal
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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.

2012

SUNDAY 22
JANUARY

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MONDAY 23
JANUARY

Chinese New Year

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TUESDAY 24
JANUARY

- Welcome Back Bash, Campus Center Cafeteria, 11 a.m. to 1 p.m.
- College Senate Meeting, 11:15 a.m., in the ECC

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WEDNESDAY 25
JANUARY

- Alumni vs Students Annual Basketball Game, James T. Atherton Gymnasium, 5:30 p.m.
- Alumni Association Meeting (after the game) in the Campus Center, Room 214

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26 THURSDAY

JANUARY

- SGA Meeting, Campus Center, Room 214, 11 a.m.
- College Senate Policy Committee Meeting

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27 FRIDAY

JANUARY

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28 SATURDAY

JANUARY

- LCCC Dental Department's Kids' Cavity Prevention Day in the LCCC Health Sciences Center (Downtown Nanticoke)

Christa McAuliffe Day

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JANUARY						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

WEEKLY GOALS	
Academic	Personal
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FEBRUARY

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 National Freedom Day	2 Groundhog Day	3	4
8 Boy Scout Day	9	10	11
15	16	17	18
22 George Washington's Birthday Ash Wednesday	23	24	25
29 Leap Day	Black History Month		
	National Cancer Prevention Month		

NOTES

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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.

2012

SUNDAY **29**
JANUARY

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MONDAY **30**
JANUARY

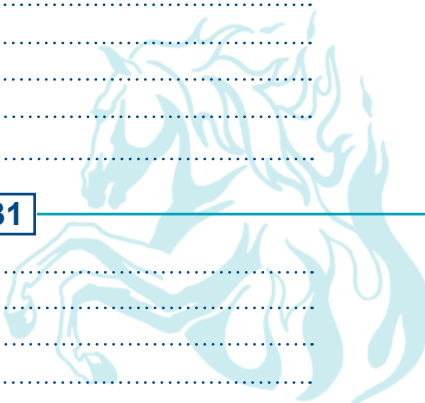
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TUESDAY **31**
JANUARY

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WEDNESDAY **1**
FEBRUARY

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2

THURSDAY

FEBRUARY

Groundhog Day

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3

FRIDAY

FEBRUARY

- College Senate's Institutional & Student Advancement Standing Committee Meeting, 10 a.m., ECC Room 130

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4

SATURDAY

FEBRUARY

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FEBRUARY

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH

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WEEKLY GOALS

Academic	✓ →	Personal	✓ →
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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.

2012

SUNDAY **5**
FEBRUARY

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MONDAY **6**
FEBRUARY

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- Classes Begin at the Wilkes-Barre Corporate Learning Center
- Last Day for Withdrawal With Partial Tuition Refund
- Health Sciences Job Fair, 11 a.m. to 2 p.m., Health Sciences Center in Downtown Nanticoke (snow date: Feb. 13)

TUESDAY **7**
FEBRUARY

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- College Senate Curriculum Committee Meeting, 11:15 a.m., Building 3
- Literary Arts Society Meeting, 11:30 a.m., Building 7, Room 708
- Adult Learners Association Meeting, 5 p.m., Campus Center Cafeteria

WEDNESDAY **8**
FEBRUARY

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

9

THURSDAY

FEBRUARY

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FRIDAY

FEBRUARY

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11

SATURDAY

FEBRUARY

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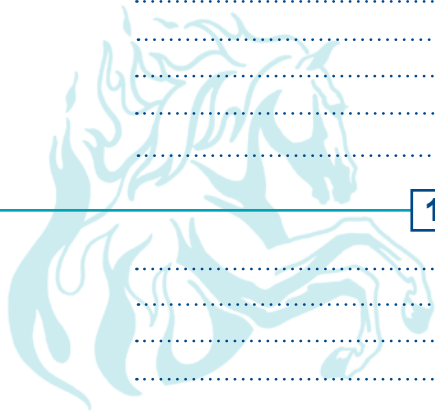
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FEBRUARY						
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MARCH						
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18	19	20	21	22	23	24
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WEEKLY GOALS	
Academic	Personal
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CAREER PREP TIPS

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

2012

SUNDAY **12**
FEBRUARY

Lincoln's Birthday

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MONDAY **13**
FEBRUARY

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TUESDAY **14**
FEBRUARY

Valentine's Day

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WEDNESDAY **15**
FEBRUARY

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16 THURSDAY
FEBRUARY

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17 FRIDAY
FEBRUARY

• Deadline for Submitting Application for Graduation

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18 SATURDAY
FEBRUARY

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FEBRUARY						
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MARCH						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
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WEEKLY GOALS	
Academic	Personal
✓	✓
→	→
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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!

2012

SUNDAY 19
FEBRUARY

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MONDAY 20
FEBRUARY

Presidents' Day

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TUESDAY 21
FEBRUARY

Mardi Gras

• College Senate Meeting, 11:15 a.m., in the ECC

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WEDNESDAY 22
FEBRUARY

Washington's Birthday

Ash Wednesday

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23 THURSDAY
FEBRUARY

- SGA & NAACP Sponsored Ethnic Food Festival, at 11 a.m. to 1 p.m. in the Campus Center
- SGA Meeting, Campus Center, Room 214, 11 a.m.
- College Senate Policy Committee Meeting

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24 FRIDAY
FEBRUARY

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25 SATURDAY
FEBRUARY

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FEBRUARY						
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MARCH						
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WEEKLY GOALS	
Academic	Personal
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2012 • MARCH

MONTHLY GOALS	SUNDAY	MONDAY	TUESDAY
	National Nutrition Month		
	4	5	6
	11 Daylight Saving Time Begins	12	13
	18	19	20 Vernal Equinox Spring Begins
	25	26	27

MARCH

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 Read Across America Day Dr. Seuss Birthday	3
7	8 Purim	9	10
14	15	16	17 St. Patrick's Day
21	22	23	24
28	29	30	31
Women's History Month			

NOTES

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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.

2012

SUNDAY **26**
FEBRUARY

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MONDAY **27**
FEBRUARY

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TUESDAY **28**
FEBRUARY

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WEDNESDAY **29**
FEBRUARY

Leap Day

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THURSDAY

MARCH

- Application Deadline Day for the following programs: Dental Assisting, Dental Practice Management, EMS/Paramedic, Respiratory Therapy and Surgical Technology

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FRIDAY

MARCH

- College Senate's Institutional & Student Advancement Standing Committee Meeting, 10 a.m., ECC Room 130

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3

SATURDAY

MARCH

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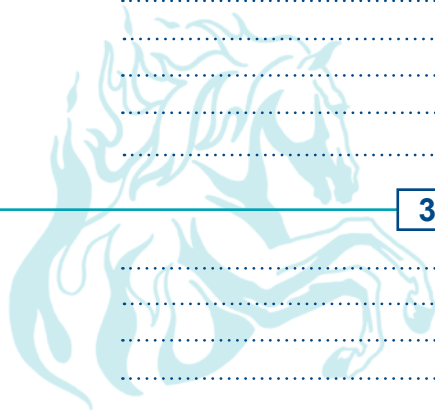
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MARCH						
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APRIL						
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WEEKLY GOALS	
Academic	Personal
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CAREER PREP TIPS

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

2012

SUNDAY **4**
MARCH

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MONDAY **5**
MARCH

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

TUESDAY **6**
MARCH

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- Winter Break
- No Classes (Snow Make-Up Day If Needed)
- College Open
- College Senate Curriculum Committee Meeting, 11:15 a.m., Building 3

WEDNESDAY **7**
MARCH

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

8

THURSDAY

MARCH

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

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9

FRIDAY

MARCH

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

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10

SATURDAY

MARCH

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

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MARCH

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APRIL

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29	30					

WEEKLY GOALS

Academic	Personal
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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.

2012

SUNDAY **11**
MARCH

Daylight Saving Time Begins

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

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MONDAY **12**
MARCH

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

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TUESDAY **13**
MARCH

- Adult Learners Association Meeting, 5 p.m., Campus Center Cafeteria

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WEDNESDAY **14**
MARCH

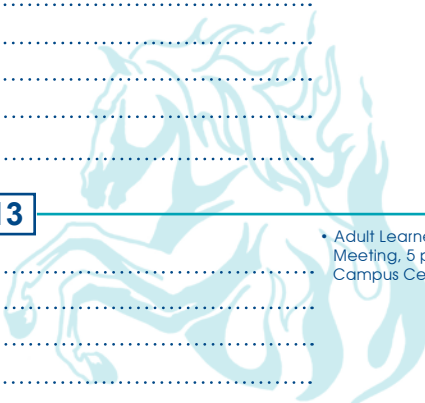
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• SGA Meeting, Campus Center, Room 214, 11 a.m.

15 THURSDAY
MARCH

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16 FRIDAY
MARCH

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17 SATURDAY
MARCH

St. Patrick's Day

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MARCH						
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APRIL						
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WEEKLY GOALS	
Academic	Personal
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CAREER PREP TIPS

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

2012

SUNDAY 18

MARCH

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MONDAY 19

MARCH

- LCCC Alumni Association Annual Phonathon, ECC

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TUESDAY 20

MARCH

First Day of Spring

- College Senate Meeting, 11:15 a.m., in the ECC
- LCCC Alumni Association Annual Phonathon, ECC

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WEDNESDAY 21

MARCH

- LCCC Alumni Association Annual Phonathon, ECC

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- College Senate Policy Committee Meeting

22 THURSDAY
MARCH

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23 FRIDAY
MARCH

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24 SATURDAY
MARCH

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MARCH						
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APRIL						
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15	16	17	18	19	20	21
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29	30					

WEEKLY GOALS	
Academic	Personal
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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.

2012

SUNDAY 25

MARCH

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MONDAY 26

MARCH

• LCCC Alumni Association Annual Phonathon, ECC

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TUESDAY 27

MARCH

• LCCC Alumni Association Annual Phonathon, ECC

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WEDNESDAY 28

MARCH

• No Classes
• Professional Development Day for Faculty & Staff

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

29 THURSDAY
MARCH

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30 FRIDAY
MARCH

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31 SATURDAY
MARCH

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MARCH						
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APRIL						
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WEEKLY GOALS	
Academic	Personal
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2012 • APRIL

MONTHLY GOALS	SUNDAY	MONDAY	TUESDAY
.....	1 Palm Sunday April Fool's Day	2	3
.....	8 Easter	9	10
.....	15	16	17 Tax Day
.....	22 Earth Day	23	24
.....	29	30	
.....		Environment Month	

APRIL

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4	5	6 Good Friday	7 Passover United Nations' World Health Day
11	12	13	14
18	19 Patriots Day (Revolutionary War)	20	21
25 Administrative Professionals Day	26	27 Arbor Day	28

NOTES

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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.

2012

SUNDAY 1

APRIL

April Fool's Day

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MONDAY 2

APRIL

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TUESDAY 3

APRIL

- Last Day to Drop Classes Or Officially Withdraw
- Job Fair, 11 a.m. to 2 p.m., Campus Center
- College Senate Curriculum Committee Meeting, 11:30 a.m., Building 3
- Literary Arts Society Meeting, 11:30 a.m., Building 7, Room 708

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WEDNESDAY 4

APRIL

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THURSDAY

- No Classes Unless Needed for Snow Make-up Days

APRIL

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6

FRIDAY

- College Closed, Easter Holiday

Good Friday

APRIL

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7

SATURDAY

- College Closed, Easter Holiday

Passover

APRIL

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APRIL

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WEEKLY GOALS

Academic	Personal
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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.

2012

SUNDAY **8**
APRIL

Easter

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MONDAY **9**
APRIL

• College Closed,
Easter Holiday

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TUESDAY **10**
APRIL

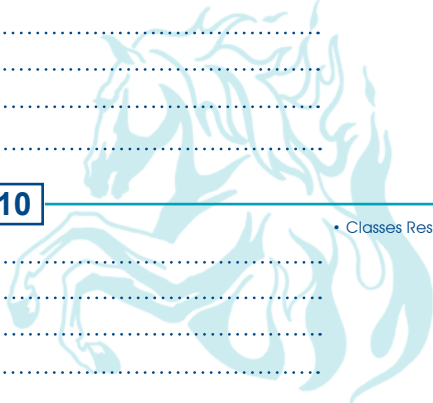
• Classes Resume

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WEDNESDAY **11**
APRIL

• Information Night for the
Hospitality Management
Programs, LCCC's
Joseph A. Paglianite
Culinary Institute (Down-
town Nanticoke),
5 to 7 p.m.

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12 THURSDAY

APRIL

- SGA Meeting, Campus Center, Room 214, 11 a.m.
- Honors Luncheon, 11 a.m., ECC Dining Room

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13 FRIDAY

APRIL

- Nomination Deadline Day for Alumni Association's Outstanding Graduate and Outstanding Adult Learner Awards
- College Senate's Institutional & Student Advancement Standing Committee Meeting, 10 a.m., ECC Room 130

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14 SATURDAY

APRIL

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

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APRIL						
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MAY						
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27	28	29	30	31		

WEEKLY GOALS	
Academic	Personal
✓ →	✓ →
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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.

2012

SUNDAY 15

APRIL

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MONDAY 16

APRIL

- Application Deadline Day for Alumni Association and Abigail M. George Scholarships
- Deadline Day for LCCC Foundation Scholarships

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TUESDAY 17

APRIL

Tax Day

- College Senate Meeting, 11:15 a.m., in the ECC
- Literary Arts Society Meeting, 11:30 a.m., Building 7, Room 708

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WEDNESDAY 18

APRIL

- Administrators Gathering, 10 a.m. to Noon, ECC Dining Room

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19 THURSDAY

APRIL

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20 FRIDAY

APRIL

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21 SATURDAY

APRIL

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APRIL						
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29	30					

MAY						
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27	28	29	30	31		

WEEKLY GOALS	
Academic	Personal
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CAREER PREP TIPS

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

2012

SUNDAY **22**
APRIL

Earth Day

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MONDAY **23**
APRIL

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TUESDAY **24**
APRIL

• SGA Student Elections

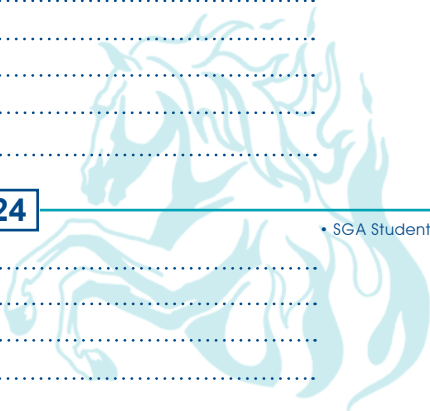
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WEDNESDAY **25**
APRIL

Administrative Professionals Day

• SGA Student Elections

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26 THURSDAY

APRIL

- SGA Meeting, Campus Center, Room 214, 11 a.m.
- College Senate Policy Committee Meeting
- Information Night for the Business & Computer Programs, Building 7, 5 to 7 p.m.

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27 FRIDAY

APRIL

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28 SATURDAY

APRIL

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APRIL						
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29	30					

MAY						
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27	28	29	30	31		

WEEKLY GOALS	
Academic	Personal
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2012 • MAY

MONTHLY GOALS	SUNDAY	MONDAY	TUESDAY
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.....	6	7	8
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.....	13	14	15
.....	Mother's Day		Peace Officers Memorial Day
.....		National Police Week	
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.....	20	21	22
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.....	27	28	29
.....	Shavou'ot	Memorial Day	
.....	Pentecost		
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.....	Military Appreciation Month		
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MAY

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3 National Day of Prayer	4	5 Cinco de Mayo
9	10	11	12 Nurses Day
16	17	18	19 Armed Forces Day
23	24 LCCC Graduation Day	25	26
30	31	National Safe Boating Month	

NOTES

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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?

2012

SUNDAY 29

APRIL

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MONDAY 30

APRIL

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TUESDAY 1

MAY

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- College Senate Curriculum Committee Meeting, 11:15 a.m., Building 3
- Adult Learners Association Meeting, 5 p.m., Campus Center Cafeteria

WEDNESDAY 2

MAY

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3

THURSDAY

MAY

- Finals Fest
Sponsored by SGA,
11 a.m. to 1 p.m.,
Campus Center
Courtyard

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4

FRIDAY

MAY

- Last Day of Classes
Spring Semester
- College Senate's
Institutional & Student
Advancement Standing
Committee Meeting,
10 a.m., ECC Room 130

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5

SATURDAY

MAY

- Final Exams
- 13th Annual Alumni
Association Flea Market
& Collectible Show,
8 a.m. to 2 p.m., ECC
- National Court Reporter's
Association Certification
Testing (CIS Department)

Cinco de Mayo

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MAY						
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27	28	29	30	31		

JUNE						
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WEEKLY GOALS	
Academic	Personal
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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.

2012

SUNDAY **6**
MAY

- Final Exams

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MONDAY **7**
MAY

- Final Exams
- Off-Campus Registration At High School Sites

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TUESDAY **8**
MAY

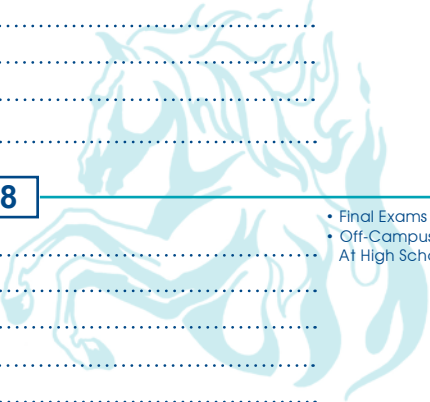
- Final Exams
- Off-Campus Registration At High School Sites

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WEDNESDAY **9**
MAY

- Final Exams
- Off-Campus Registration At High School Sites

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10 THURSDAY

- Final Exams
- LCCC Annual Athletic Banquet, ECC

MAY

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11 FRIDAY

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

MAY

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12 SATURDAY

MAY

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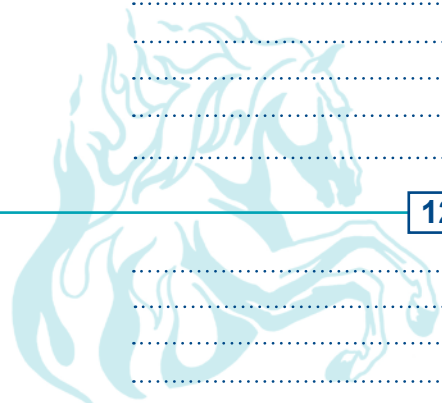
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MAY						
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27	28	29	30	31		

JUNE						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

WEEKLY GOALS	
Academic	Personal
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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.*

2012

SUNDAY 13
MAY

Mother's Day

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MONDAY 14
MAY

- Final Grade Reports Due
- Alumni Association Meeting, 5:30 p.m., Campus Center, Alumni Room (Room 214)

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TUESDAY 15
MAY

- Peace Officers Memorial Day Ceremony at the Walk of Honor located at the LCCC Public Safety Training Institute, Noon

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WEDNESDAY 16
MAY

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• CIS Graduate Mixer,
Mohegan Sun's Bar Louie

17 THURSDAY

MAY

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18 FRIDAY

MAY

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19 SATURDAY

MAY

Armed Forces Day

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MAY						
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27	28	29	30	31		

JUNE						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

WEEKLY GOALS	
Academic	Personal
✓ →	✓ →
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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.

2012

SUNDAY 20
MAY

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MONDAY 21
MAY

- Summer Session Registration On-Campus

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TUESDAY 22
MAY

- Summer Session Registration On-Campus
- College Senate Meeting, 11:15 a.m., in the ECC
- Graduate Reception Sponsored by the LCCC Alumni Association, 6 to 8 p.m., ECC

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WEDNESDAY 23
MAY

- Summer Session Registration On-Campus

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24 THURSDAY

- Graduation Day, 6 p.m., Mohegan Sun Arena
- Summer Session Registration On-Campus (Reduced Hours)
- College Senate Policy Committee Meeting

LCCC Graduation Day

MAY

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25 FRIDAY

- College Closed Day After Graduation

MAY

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26 SATURDAY

- College Closed Memorial Day Holiday

MAY

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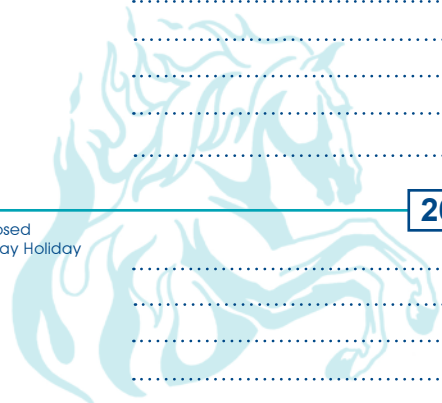
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MAY						
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27	28	29	30	31		

JUNE						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

WEEKLY GOALS	
Academic	Personal
✓ →	✓ →
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JUNE

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2
6	7	8	9
13	14 Flag Day	15	16
20	21 June Solstice First Day of Summer	22	23
27 Helen Keller's Birthday	28	29	30

NOTES

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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.

2012

SUNDAY **27**
MAY

- College Closed
Memorial Day Holiday

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MONDAY **28**
MAY

Memorial Day

- College Closed
Memorial Day Holiday

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TUESDAY **29**
MAY

- Summer Session
Registration On-Campus
(Extended Hours)

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WEDNESDAY **30**
MAY

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

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31 THURSDAY
MAY

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1 FRIDAY
JUNE

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2 SATURDAY
JUNE

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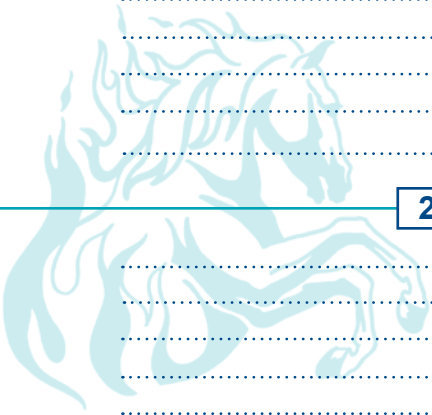
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JUNE						
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JULY						
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29	30	31				

WEEKLY GOALS	
Academic	Personal
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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.

2012

SUNDAY **3**
JUNE

- Antique Automobile Club of America Car Show, Main Campus Parking Lots

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MONDAY **4**
JUNE

- Last Day for Withdrawal With Partial Tuition Refund, Summer Session I Classes

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TUESDAY **5**
JUNE

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WEDNESDAY **6**
JUNE

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7

THURSDAY

JUNE

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8

FRIDAY

JUNE

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9

SATURDAY

JUNE

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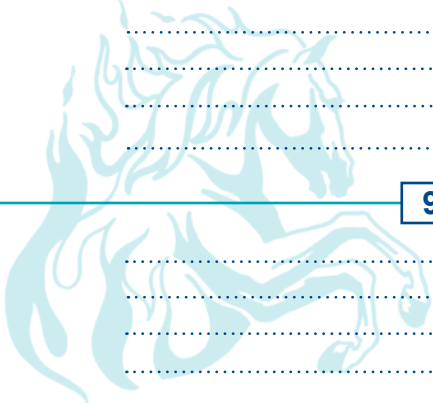
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JUNE

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24	25	26	27	28	29	30

JULY

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

WEEKLY GOALS

Academic	Personal
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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.

2012

SUNDAY 10

JUNE

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MONDAY 11

JUNE

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

TUESDAY 12

JUNE

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

WEDNESDAY 13

JUNE

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

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

14 THURSDAY

JUNE

Flag Day

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15 FRIDAY

JUNE

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16 SATURDAY

JUNE

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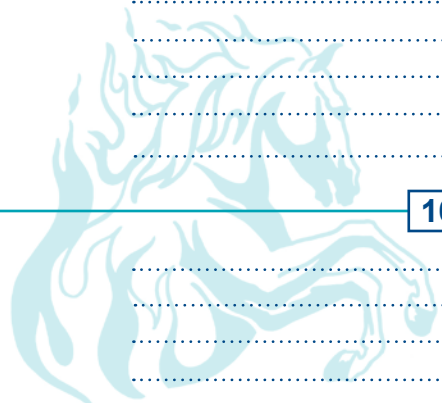
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JUNE						
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JULY						
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WEEKLY GOALS	
Academic	Personal
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CAREER PREP TIPS

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

2012

SUNDAY **17** *Father's Day*
JUNE

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MONDAY **18**
JUNE

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- Classes Begin: Intermediate Summer Session Classes
- Late Registration Fee Applies for Intermediate Summer Session Classes
- Last Day to Drop Classes Or Officially Withdraw (Summer Session I)

TUESDAY **19**
JUNE

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WEDNESDAY **20**
JUNE

First Day of Summer

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21 THURSDAY

• Last Day for Withdrawal
With Partial Tuition
Refund
(Intermediate Session)

JUNE

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22 FRIDAY

JUNE

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23 SATURDAY

JUNE

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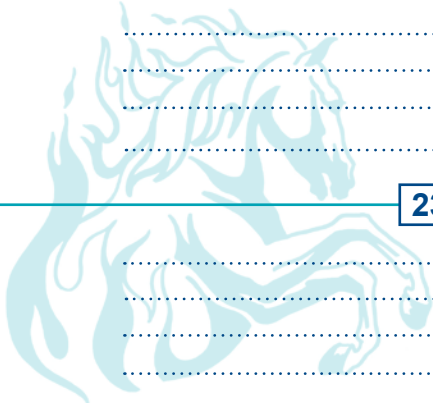
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JUNE						
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JULY						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

WEEKLY GOALS	
Academic	Personal
✓	✓
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CAREER PREP TIPS

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

2012

SUNDAY 24
JUNE

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MONDAY 25
JUNE

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TUESDAY 26
JUNE

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WEDNESDAY 27
JUNE

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• Classes End,
Summer Session I

28 THURSDAY

JUNE

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29 FRIDAY

JUNE

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30 SATURDAY

JUNE

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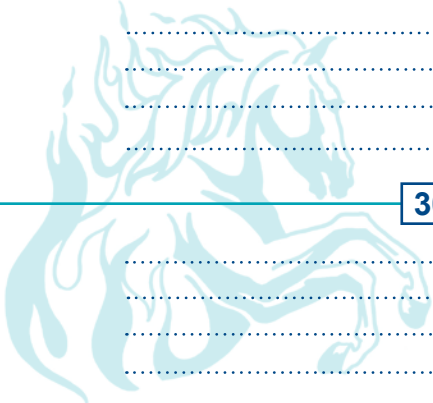
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JUNE						
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JULY						
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29	30	31				

WEEKLY GOALS	
Academic	Personal
✓	✓
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JULY

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4 Independence Day	5	6	7
11	12	13	14 Bastille Day
18	19	20 Ramadan	21
25	26	27	28

NOTES

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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.

2012

SUNDAY 1

JULY

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MONDAY 2

JULY

• Final Exams,
Summer Session I

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TUESDAY 3

JULY

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WEDNESDAY 4

JULY

Independence Day

• College Closed
Independence Day
Holiday

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5 THURSDAY
JULY

- Final Grade Reports Due, Summer Session I
- Registration for Summer Session II, On-Campus

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6 FRIDAY
JULY

- Registration for Summer Session II, On-Campus

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7 SATURDAY
JULY

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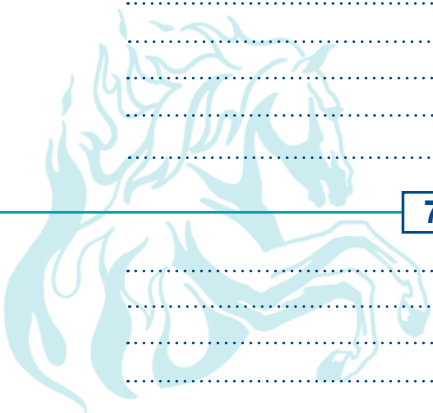
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JULY						
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22	23	24	25	26	27	28
29	30	31				

AUGUST						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

WEEKLY GOALS	
Academic	Personal
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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.

2012

SUNDAY 8

JULY

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MONDAY 9

JULY

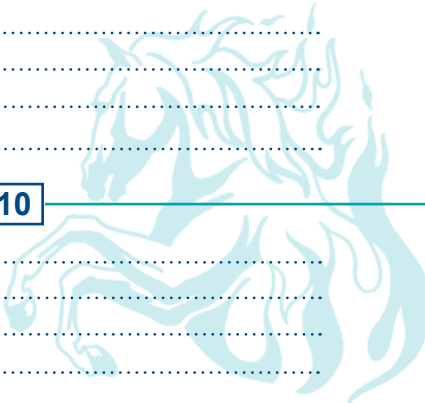
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- Classes Begin: Summer Session II
- Late Registration Fee Applies for Summer Session II Classes

TUESDAY 10

JULY

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WEDNESDAY 11

JULY

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

12 THURSDAY

JULY

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13 FRIDAY

JULY

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14 SATURDAY

JULY

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JULY						
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29	30	31				

AUGUST						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

WEEKLY GOALS	
Academic	Personal
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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.

2012

SUNDAY 15

JULY

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MONDAY 16

JULY

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TUESDAY 17

JULY

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WEDNESDAY 18

JULY

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• Last Day to Drop Classes
Or Officially Withdraw,
Full Summer Session

19 THURSDAY
JULY

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20 FRIDAY
JULY

• Deadline for Submitting Graduation Applications

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21 SATURDAY
JULY

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JULY						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

WEEKLY GOALS	
Academic	Personal
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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.

2012

SUNDAY **22** *Parents' Day*
JULY

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MONDAY **23**
JULY

• Last Day to Drop Classes Or Officially Withdraw, Intermediate Summer Session Classes

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TUESDAY **24**
JULY

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WEDNESDAY **25**
JULY

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26 THURSDAY
JULY

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27 FRIDAY
JULY

• Last Day to Drop Classes
Or Officially Withdraw,
Summer Session II

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28 SATURDAY
JULY

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JULY						
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22	23	24	25	26	27	28
29	30	31				

AUGUST						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

WEEKLY GOALS	
Academic	Personal
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2012 • AUGUST

MONTHLY GOALS	SUNDAY	MONDAY	TUESDAY
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.....	5 Friendship Day	6	7
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.....	12	13	14
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.....	19 National Aviation Day	20	21
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.....	26 Women's Equality Day	27	28
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AUGUST

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4
8	9	10	11
15 Assumption Day	16	17	18
22	23	24	25
29	30	31	

NOTES

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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.

2012

SUNDAY 29

JULY

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MONDAY 30

JULY

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TUESDAY 31

JULY

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WEDNESDAY 1

AUGUST

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2

THURSDAY

AUGUST

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3

FRIDAY

AUGUST

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4

SATURDAY

AUGUST

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AUGUST

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SEPTEMBER

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WEEKLY GOALS

Academic	Personal
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CAREER PREP TIPS

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

2012

SUNDAY 5
AUGUST

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MONDAY 6
AUGUST

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TUESDAY 7
AUGUST

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

WEDNESDAY 8
AUGUST

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- Classes End: Intermediate Sum. Session
- Final Exams: Full Summer Session, Distance Education and Summer Session II Classes

9

THURSDAY

AUGUST

- Final Exams for Full Summer Session, Distance Education, and Intermediate Summer Session Classes

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10

FRIDAY

AUGUST

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11

SATURDAY

AUGUST

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AUGUST

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SEPTEMBER

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WEEKLY GOALS

Academic	Personal
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CAREER PREP TIPS

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

2012

SUNDAY 12
AUGUST

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MONDAY 13
AUGUST

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- Final Exams for Full Summer Session and Distance Education
- Final Grade Reports Due for Intermediate Summer Session and Summer Session II Classes

TUESDAY 14
AUGUST

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- Final Exams for Full Summer Session and Distance Education

WEDNESDAY 15
AUGUST

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

16 THURSDAY
AUGUST

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17 FRIDAY
AUGUST

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18 SATURDAY
AUGUST

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AUGUST						
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SEPTEMBER						
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WEEKLY GOALS	
Academic	Personal
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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!

2012

SUNDAY **19**
AUGUST

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MONDAY **20**
AUGUST

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TUESDAY **21**
AUGUST

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WEDNESDAY **22**
AUGUST

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• Diplomas Issued

23 THURSDAY

AUGUST

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24 FRIDAY

AUGUST

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25 SATURDAY

AUGUST

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AUGUST						
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26	27	28	29	30	31	

SEPTEMBER						
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23	24	25	26	27	28	29
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WEEKLY GOALS	
Academic	Personal
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CAREER PREP TIPS

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

2012

SUNDAY **26**
AUGUST

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MONDAY **27**
AUGUST

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TUESDAY **28**
AUGUST

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WEDNESDAY **29**
AUGUST

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NOTES

NOTES

NOTES

2012

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

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JANUARY		6	7	8	9	10	11	12	FEBRUARY		3	4	5	6	7	8	9	MARCH		3	4	5	6	7	8	9
		13	14	15	16	17	18	19			10	11	12	13	14	15	16			10	11	12	13	14	15	16
		20	21	22	23	24	25	26			17	18	19	20	21	22	23			17	18	19	20	21	22	23
		27	28	29	30	31		24		25	26	27	28		24 ₃₁	25	26		27	28	29	30				
APRIL		1	2	3	4	5	6	MAY		5	6	7	8	9	10	11	JUNE		2	3	4	5	6	7	8	
		7	8	9	10	11	12		13		12	13	14	15	16	17		18		9	10	11	12	13	14	15
		14	15	16	17	18	19		20		19	20	21	22	23	24		25		16	17	18	19	20	21	22
		21	22	23	24	25	26		27		26	27	28	29	30	31			23 ₃₀	24	25	26	27	28	29	
JULY		1	2	3	4	5	6	AUGUST		4	5	6	7	8	9	10	SEPTEMBER		1	2	3	4	5	6	7	
		7	8	9	10	11	12		13		11	12	13	14	15	16		17		8	9	10	11	12	13	14
		14	15	16	17	18	19		20		18	19	20	21	22	23		24		15	16	17	18	19	20	21
		21	22	23	24	25	26		27		25	26	27	28	29	30		31		22	23	24	25	26	27	28
OCTOBER		6	7	8	9	10	11	12	NOVEMBER		3	4	5	6	7	8	9	DECEMBER		1	2	3	4	5	6	7
		13	14	15	16	17	18	19			10	11	12	13	14	15	16			8	9	10	11	12	13	14
		20	21	22	23	24	25	26			17	18	19	20	21	22	23			15	16	17	18	19	20	21
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**LUZERNE
COUNTY
COMMUNITY
COLLEGE**

**CAMPUS
MAP**

**Nanticoke
Pennsylvania**



LUZERNE
County Community College

1-800-377-5222

www.luzerne.edu



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|--------------------------------------|--|
| 1. Security/Central Storage/Printing | 13. Maintenance/Physical Plant |
| 2. Technical Arts | 14. Campus Center/Schulman Gallery |
| 3. Classroom Building | 15. Baseball field |
| 4. Science/Academic Classrooms | 17. Sports Complex |
| 5. Administration & Admissions | 18. Softball Field |
| 6. Library | 19. Greenhouse |
| 7. Business & Computer Center | 20. Public Safety Training Center |
| 8. Gym | Headquarters Building |
| 9. Career Services/Classrooms | 21. PSTI Burn Building |
| 10. Educational Conference Center | 22. Walk of Honor |
| 11. Faculty Offices | 30. Joseph A. Pagliamite Culinary Arts Institute |
| 12. Advanced Technology Center | 31. Health Sciences Center |

To the Health
Sciences Center
& Culinary Arts
Institute in
Downtown
Nanticoke

Parking

To Main
Campus