



TO: All Teacher Aides
Extended Day/Child Care Services Aides
Secretaries

FROM: Lori A. Coyne *LAC*
Director of Professional Development and Instruction

DATE April 16, 2010

RE: Professional Development Academy – **Fall 2010**
Ocean County College

Courses will again be offered this fall through the Stafford/Ocean County College Professional Development Academy to facilitate the continuing education of all our support staff. These courses will not only help meet the federal mandates, but will also allow each staff member additional opportunities to enhance their own individual expertise. Attached please find the following:

- (a) Registration Form which details the courses being offered;
- (b) Registration Instructions;
- (c) Scholarship Information;
- (d) Tuition Information;
- (e) School Calendar; and
- (e) SEU Form.

Registration for the fall semester for all students will open on April 13th. Textbooks can be purchased at Ocean County College or on line at <http://bookstore.ocean.edu>.

Thank you.

LAC/amb
Attachments

cc: Judith DeStefano-Anen, Ed. D
Susan D'Alessandro Deborah Addesso Stephanie Bush
Enrico Siano Lori Coyne Dawn Reo
Barbara D'Apuzzo Carl Krushinski Karina Monanian
Thomas Sokol Margaret Hoffman William Wilkinson

**Stafford Township School District
Ocean County College
PROFESSIONAL DEVELOPMENT ACADEMY
FALL 2010 CLASS SCHEDULE
September 2010 - December 2010**

Graduate Courses Offered at the Ocean County College - Stafford PDA Center						
Course #	Title	Credits	Days	Time	Location	Instructor
ENGL 151	English I	3	M	4:00 – 6:40 pm	Intermediate Room 100	Jayne Bruinooge
EDUC 241	Children's Literature*	3	W	4:00 6:40pm	Intermediate Room 109	tbd

Registration:

1. Currently admitted Ocean County College students may complete the attached registration form and bring it to the Southern Education Center, Cedar Bridge Road, Manahawkin, NJ or call Peggy Dimler at OCC at (732) 255-0319.
2. Books may be purchased at the Toms River campus or on line at <http://bookstore.ocean.edu> .

Questions: Please call or contact –

- Ms. Peggy Dimler, Ocean County College via e-mail to pdimler@ocean.edu or (732) 255-0319.
- Lori Coyne, Stafford Township School District, Director of Professional Development and Instruction
c/o instservices@staffordschools.org or 609-978-5700 x. 1420

Please note that in order to run the courses we will need to have at least ten (10) students enrolled.

Stafford Township – Ocean County College Registration Form

I wish to enroll in the following course(s) for the Fall 2009 semester:

Name: _____ SSN: _____

Address: _____

Telephone: Day: _____ Evening: _____

E-Mail Address: _____

Course Number	Course Title	Credits	Meeting Date

OCEAN COUNTY COLLEGE

ACADEMIC CALENDAR

Fall Semester 2010

Classes Begin	Tues., September 7, 2010
Last Day to Withdraw	Mon., November 8, 2010
Follow Thursday Schedule	Tues., November 23, 2010
Follow Friday Schedule	Wed., November 24, 2010
No Classes (Holiday)	Thurs., & Fri., November 25-26, 2010
Classes Resume	Sat., November 27, 2010
Last Day of Classes	Wed., December 22, 2010

Registration - Policies and Procedures

When?

The Registration calendar for the upcoming semester is available online.

Where?

Students can register in person, in the Office of Admissions & Records. Many students may register on Webadvisor if they have met the grade point average and academic program criteria.

How?

Current Students - Around mid-semester you'll receive a reminder which will provide a web url where specific instructions can be found.

New Students - New students must complete an application to the college, and register in person. Full Time new students will be contacted regarding scheduling an orientation date, during which they will register for classes. Part time new students can register themselves, in the Registration and Records Office. Part time students do not require advising, but it is available if the student wishes, in the Advising Office.

Students out of the area - Currently attending students can often register online, using WebAdvisor. If you are not currently attending, and are not in the Ocean County area at this time, it is possible for a part time student to register for a course via a combination of mail/phone contact.

First, if you have never attended or are not currently attending OCC, complete and mail an application for admission. Print out the application, complete all information, and mail (along with a copy of your identification) to:

Registration and Records
Ocean County College
College Drive
Toms River, NJ 08754

Students who are attending a four year school must also enclose a copy of the student ID card from that school.

Second, enclose with your application a letter requesting registration in the course you wish to take, and include the official course name and section (i.e., General Psychology, PSYC 172-E2). Use Webadvisor to be certain of the exact course/section you want, and to ascertain whether or not that course/section still has availability. Include your phone number in this letter, so that a staff member may call you to confirm we have received and acted upon your request. Note that payment is due upon registration, so you should be prepared to pay over the phone via credit card, by calling the Cashiers Office at 732.255.0324.

If you change your mind and decide not to take a course for which you have registered, you **must** contact our office in writing **prior** to the first day of the semester, in order to avoid financial responsibility.

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OCC Foundation Scholarships

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The mission of the Ocean County College Foundation, a private non-profit corporation, is dedicated to the growth and development of the College through scholarships, endowments, and capital and special projects.

The goals of the Foundation are:

- To make higher education accessible to all Ocean County residents attending Ocean County College through scholarships, awards, or loans;
- To enhance the academic environment of student services, career courses and academic programs;
- To provide enrichment programs for Ocean County College students.



A wide variety of academic scholarships and awards are available to both new and returning students. Scholarships and awards vary in amounts and may range up to \$3,000. Several may be renewed. Recipients are selected by the Foundation Scholarship Committee. Applications for scholarships are available through the Foundation office and are accepted on a rolling basis.

Academic scholarship opportunities include:

Accounting	Gerontology
Business Administration	Graphic Arts
Civil Engineering	History
Computer Science	Honors Program
Continuing Education	Humanities
Criminal Justice	Legal Assistant
Electronic Engineering	Liberal Arts
Environmental Science	Music
Fine and Performing Arts	Nursing
Fire Science	Political Science
General Education	Real Estate

THE OCEAN COUNTY COLLEGE FOUNDATION

(A private non-profit organization)

Scholarship Application

ACADEMIC YEAR 2010-2011

(Check one-Must apply each semester) Fall

Spring

Name: _____ SS or Student ID #: _____

Address: _____

City, State Zip: _____

County: _____

Telephone Number: _____

(Must Be A Full-Time Ocean County Resident)

ACADEMIC INFORMATION

High School Attended: _____ Year Graduated: _____

Recent High School Graduates Only:

Guidance Counselor Name: _____ Present Rank in Class: _____

Parents/Guardian Name: _____

Parents/Guardian Address: _____

OCC Current Students

Freshman: GPA: _____

Sophomore: GPA: _____

New Students

Freshman:

Transfer:

From what college:

GPA: _____

Re-entering Students

High School: _____

Year Graduated: _____

Post Secondary Education: _____

Year Graduated: _____

Major and/or Course Concentration at OCC: _____ Full-time: Part-time:

NOTE: Foundation Scholarships require completion of the financial aid form (FAFSA) (Attach Copy)

FAFSA Completed: Yes No School Year _____ FAFSA Filed Date: ___/___/___

Receiving Financial Aid: Yes No If yes, amount: \$ _____

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FOR OFFICE USE ONLY:

SCHOL: _____

REG: _____ Comments: _____

CRS: _____

GPA: _____

FA: _____

The Scholarship Selection Committee would appreciate information about the scholarship applicants. The following background information must be provided in order to process your application.

Specific Academic Goals and Career Plans: _____

(If necessary, attach sheet)

Activities Participated in High School: _____

(If necessary, attach sheet)

Outside Hobbies, Interests and Outside Activities _____

(If necessary, attach sheet)

Employer Name & Address: _____

CERTIFICATION: *I certify that the information on this application and accompanying documents are true and accurate. I authorize Ocean County College to release admission, enrollment, academic transcript, and financial aid information to the Foundation to determine my eligibility for a scholarship solely. I authorize release of my name, year in school, and program of study for public dissemination of the award of a scholarship.*

I understand that a scholarship is awarded for one term and is not necessarily renewable. A scholarship application must be filed each term and will be considered on its merits.

I understand that the Foundation awards scholarship for tuition. Fees and/or books may be covered by scholarships with specific guidelines. In addition, the Foundation will not grant a scholarship if I receive financial aid that fully funds my educational expenses.

Applicant's Signature

Date

Scholarship recipients will be notified immediately following Committee review.
For further scholarship information, please call the **OCC Foundation** office at (732) 255-0492.

DEADLINE DATES: June 1, 2010 for Fall 2010
August 2, 2010 for Fall 2010
Oct. 22, 2010 final date for scholarship consideration (Fall 2010)
Dec. 2, 2010 for Spring 2011
Jan. 31, 2011 for Spring 2011
March 4, 2011 final date for scholarship consideration (Spring 2011)

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OCC Foundation Scholarship Guidelines

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The Ocean County College Foundation awards scholarships to assist Ocean County residents, attending Ocean County College, in support of their educational expenses. Scholarship awards are paid directly to the students' accounts at Ocean County College for tuition. All students having a 2.0 (C) or higher GPA will be considered. The total dollar amount of the scholarship is dependent upon the student's financial need, current GPA and enrollment status at the time payment is made. The Foundation does not award scholarships to students receiving financial aid grants that fully fund their educational expenses. Although this may not apply if you are receiving a Pell Grant.



Procedures

Scholarship applications are accepted on a rolling basis throughout the year. **You must apply each semester for a Foundation Scholarship.** Please be advised that submitting this application is in no way a guarantee that a scholarship will be awarded. To ensure that the Scholarship Selection Committee reviews your application, you must comply with the guidelines and requirements as written.

Requirements - Must Be Submitted In Addition To Application Each Semester!

- A transcript of grades. OCC academic records can be accessed by the Foundation office and are not required to be submitted by the applicant. Recent high school graduates, current high school students, or students transferring from another College or University must provide a transcript. Unofficial copies are acceptable. If 10 years or more have lapsed since your most recent educational experience, no transcript is required.
- **All students must attach a copy of a FAFSA form that was completed & submitted to the State.**
- All applicants must provide an essay clearly stating why he or she should receive a Scholarship. Please go into detail, keeping in mind the following questions:
 - Must be type-written – 150 word minimum.
 - What distinguishes your need from others and sets you apart?
 - How will you/your family benefit from the receipt of a scholarship?
- Provide one current recommendation letter from a volunteer or professional who knows the applicant personally. (ie. teacher, counselor, coach, employer) (Must be on letterhead and have original signature)
- Include a photocopy of your Driver's License or Non-Drivers License obtainable through the Division of Motor Vehicles to certify your In-County residency. (Student ID **not** acceptable).

Guidelines

- Complete the application personally.
- Answer all questions on the application.

OCC Foundation	<ul style="list-style-type: none">• Please comply with deadline dates. NO EXCEPTIONS.• Submit all attachments with the application form.• Send or return completed application to:
Campus Activities Calendar	Ocean County College, Office of Financial Aid Administration Building P.O. Box 2001 Toms River, New Jersey 08754-2001
Fine Arts Center	<ul style="list-style-type: none">• Faxes will not be accepted.• This application becomes the property of the Scholarship Selection Committee and will not be returned to the applicant.
Planetarium	
Library	Failure to comply with these guidelines and requirements will result in rejection of your application.
Silver Edge for Senior	<u>Incomplete applications will not be accepted</u>
Citizens	For further scholarship information, call 732.255.0492.
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Local Links	
Disability	
Resource Center	
Athletics	

Financial Aid

Tuition and Fees

Tuition (in county)	\$ 2,880	12 credits per semester
Fees	\$ 672	registration fee, college/student fee, technology fee, and lab fees

Stafford Township School District
Manahawkin, NJ

PROFESSIONAL DEVELOPMENT ACADEMY
Fall 2010
Ocean County College

SEU Registration Form

Name _____

School _____

Address _____

Home Phone # _____

E-Mail Address _____

I wish to enroll in the following course(s) for SEU credit:

___ *English I*

___ *Children's Literature*

PLEASE RETURN THIS FORM TO ANNETTE @ INSTRUCTIONAL SERVICES BY

June 1, 2010