

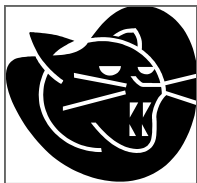


Center for
Student Success

Academic Hall
A230
973-684-5524

Regular Hours:
Monday - Thursday
8:30 - 7:00
Friday
8:30 - 4:30
Saturday
8:30 - 12:30

GO PANTHERS!!!



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THE CENTER FOR STUDENT SUCCESS

INTENSIVE WRITING COURSES—Required

As of the fall of 2007, all incoming students planning on obtaining an Associate in Arts (A.A.) degree from Passaic County Community College must take two Intensive Writing courses before they graduate. Each semester certain courses are designated by the letters IW for Intensive Writing. This spring, for example, one Computer Concepts and Applications course (CIS 101 M 10) is a course designated as such, along with an Introduction to Literature course (EN 205 M04), an online Introduction to Political Science course (PL101 OL1) and others.

Beginning in the fall of 2009, all incoming students who plan to seek an Associate in Science degree (A.S.) will be required to take two Intensive Writing courses. Also in the fall of 2009, all incoming students who pursue an Associate in Applied Science degree (A.A.S.) will be

required to take one Intensive Writing course. All Intensive Writing Courses for everyone must be passed with at least a C grade.

The purpose of these Intensive Writing courses is to help students enhance their formal writing skills in the subject matter they are studying and be able to integrate information from various disciplines into a coherent precise written form. Obviously the opportunity will exist for students to practice and improve their research skills and implement appropriate formal documentation styles.

To qualify to take an Intensive Writing course a student must have completed Composition I (EN 101). A student may take no more than one Intensive Writing course per semester. It is the hope of Passaic County Community College to better prepare their graduates for the rigorous writing assignments which surely lie ahead at this college and the other institutions of higher learning which students will attend in the coming years.

CAREER FAIR SPRING 2010

Our Annual Career Fair will be held on April 15th in our gymnasium. The time will be 11AM to 2:30PM. We have invited a wide range of companies to attend our fair. It's important that students come to the fair with many copies of their resumes. Please make sure your resumes have no misspellings and are grammatically correct. You should also dress for success. We expect a large number of applicants (500+) to attend. In previous years we've had between 50-60 firms come here to PCCC to recruit our students for many types of positions. Seldom in searching for employment, do you find so many companies brought together under one roof looking for employment candidates. Good hunting!



**PRIORITY REGISTRATION FOR SUMMER AND FALL 2010 COMING SOON!
DON'T WAIT TO REGISTER!!**

From the Director's Desk



Dear Student:

With the semester well under way, I hope that you are doing well and enjoying your classes. If you are a new student, there's a good chance that you are enrolled in at least one developmental course. These courses are an important part of your college experience, and it is extremely important that you take them seriously to ensure future success. These pre-college level courses are included in the calculation of your overall grade point average (GPA) same as courses in your major. More importantly, they give you the skills that you need to succeed in college-level coursework. Semester after semester, I meet students concerned that they are wasting time taking these courses. The truth is, if you do not devote the time needed to develop your basic read-

ing, writing, and math skills, you are not only wasting time, you are cheating yourself. Basic reading, writing, and math skills will serve you for a lifetime! So, don't spend another minute worrying about the additional semesters it will take you to earn your college degree. That is what summer and express classes are for! Focus on passing all of your courses. If you're struggling with your coursework, seek the help you need today. Inquire about attending open lab sessions; meet with your professor during office hours or after class; and, attend class!

I wish you every success!

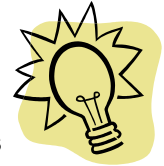
Joann Gonzalez-Generals
Executive Director,
CSS



QUESTION:

Do I get credit for my Basic Skills Courses, and do they count towards my major?

ANSWER:



Institutional credits are given for Basic Skills Courses. They are used to assist in planning student programs and to determine full or part time status for financial aid and other purposes. Academic credit is not given for work in developmental courses. Only courses that carry regular academic credit are applied toward certificates and degrees.

DESDE EL RINCON DEL CONSEJERO



¡OH NO!...!PERIODO DE PRUEBA!

¡EL PERIODO DE PRUEBA ES UNA SITUACION QUE USTED QUIERE EVITAR! Los estudiantes son colocados en período de prueba cuando el "GPA", promedio de calificaciones, está por debajo del nivel de aceptación, de acuerdo al número de créditos que asumió. Durante el semestre de prueba, los estudiantes pueden únicamente matricularse para un máximo de 9 créditos. Si después de dos semestres de estar en prueba académica los estudiantes no han incrementado el GPA a un estado satisfactorio, los estudiantes pueden ser suspendidos por un semestre.

De acuerdo al Boletín Académico de PCCC, los estudiantes en prueba académica no pueden tener puestos de oficina en PCCC, participar en funciones intercolegiales ni ser representantes públicos del college.

Estas son algunas recomendaciones para evitar el estado de probatoria o período de prueba:

- Esfuércese por tener una comunicación abierta, desarrolle un buen entendimiento con sus profesores y cuando necesite ayuda, búsquela.
- Maneje apropiadamente su tiempo, asigne un lugar y tiempo específico para estudiar y para hacer sus tareas.
- Preste atención a las fechas de vencimiento para adicionar y retirar clases. Nunca deje de asistir a clases, antes de eso usted debe procesar el retiro de su clase(s). **Retiro de clases no afectará su promedio de calificaciones, (GPA), pero obtener una "F" si lo hará.**
- Conozca a su consejero y cuando usted necesite de alguna orientación, haga una cita con él en la recepción del "Center for Student Success".

Recuerde... **¡EL PERIODO DE PRUEBA ES UNA SITUACION QUE USTED QUIERE EVITAR!**

Desde la Oficina del Director

Querido Estudiante:

Con el semestre ya en transcurso, espero le esté yendo muy bien y disfrutando de sus clases. Si usted es un estudiante nuevo, hay una gran probabilidad que usted esté matriculado en al menos un curso pre-universitario. Estos cursos son una parte importante de su experiencia universitaria, y es supremamente importante que usted tome estos cursos con seriedad para garantizar éxito en el futuro. Estos cursos de nivel pre-universitarios son incluidos en el cálculo de su promedio general de calificaciones, (GPA), así como lo es con cualquier otro curso requerido en su carrera. Lo más importante aún es que estos cursos le dan a usted la habilidad necesaria para ser exitoso en los cursos de nivel universitario. Cada semestre yo me reúno con estudiantes que están preocupados porque están perdiendo su tiempo haciendo estos cursos pre-universitarios. La verdad es, que si usted no dedica tiempo para desarrollar sus habilidades básicas en lec-

tura, escritura y matemáticas, no sólo usted estaría perdiendo su tiempo sino que estaría engañándose a sí mismo. ¡El desarrollo de las habilidades de lectura, escritura y matemáticas le servirán de por vida! Así que no pierda ni un minuto más de su tiempo preocupado por los semestres adicionales que le tomaría para recibir su título universitario. ¡Es por esto que existen las clases de verano y de exprés! Concéntrese en pasar todos sus cursos. Si usted está teniendo dificultad con sus clases, busque hoy mismo la ayuda que necesita. Pregunte acerca de asistencia a las sesiones abiertas de laboratorios, reúname con su profesor durante sus horas de oficina o después de clase y especialmente ¡asista a clase!

¡Les deseo mucho éxito!

Joann Gonzalez-Generals
Executive Director, CSS



PREGUNTA:

¿Obtengo crédito por mis cursos pre-universitarios?
¿Cuentan ellos para mi carrera?

RESPUESTA:

Los cursos pre-universitarios reciben créditos institucionales. Estos créditos son usados en la planeación del programa del estudiante, como también para determinar el estado del estudiante ya sea que es de tiempo parcial o tiempo completo para propósitos de ayuda financiera y para otros propósitos. Los cursos pre-universitarios no reciben crédito académico. Únicamente los cursos que regularmente tienen créditos académicos son los aplicables hacia certificados y títulos.



Coming in April...

**LEARN TO
REGISTER ON THE
WEB!**

Visit the Center for
Student Success for
additional
details.



THE COUNSELOR'S CORNER

Wanda Najee-ullah

OH NO...PROBATION!

PROBATION IS A STATUS YOU WANT TO AVOID! Students are placed on probation when their GPA (Grade Point Average) falls below the acceptable level for the number of credit hours attempted. During the probationary semester, students can register for a **maximum** of 9 credits. If their GPA has not increased to satisfactory status after two semesters on academic probation, they may be suspended from the college for one semester.

According to PCCC's Academic Bulletin, students on academic probation cannot hold office, participate in intercollegiate functions or be public representatives of the college. The following are a few simple tips to help students avoid academic probation,

Keep the lines of communication open, develop a rapport with your professor and ask for help when needed.

Manage your time appropriately, designate a specific time and place to study and complete homework assignments.

Pay attention to the deadlines for Add/Drop dates, and never stop attending a class or classes without going through the appropriate withdrawal process. **Withdrawal will not affect your GPA, but an "F" will.**

Know who your counselor is and make an appointment at the front desk of the **Center for Student Success** when you need advisement.

Remember... **PROBATION IS A STATUS YOU WANT TO AVOID!**



HEALTHY WAYS TO IMPROVE YOUR MOOD

Bad moods are an inevitable part of life. What can be particularly frustrating, however, is when we know we're in a bad mood, but seem unable to snap ourselves out of it. Are you aware of the many short-term and long-term, healthy techniques and strategies you can utilize to improve your mood?

If you find yourself feeling down, anxious, grumpy, low in energy, irritable and quick to snap at family, friends, or coworkers, try a few of the suggestions below and find what works best for you.

Practice deep breathing. Break the grip of a bad mood with controlled, slow and deep breathing. Here's what to do: Sit comfortably at your desk or alone in a quiet room. Close your eyes and inhale slowly and deeply through your nose then exhale slowly through your mouth. Focus your attention entirely on your breathing. If you prefer, say (or think the word) "relax" or "calm" or another soothing word as you exhale. Do this for ten repetitions any time you feel particularly anxious or stressed. This technique, known as the "relaxation response", will calm your brain, relax your body and lift your mood.

Exercise. When you exercise, your brain releases endorphins, adrenaline, serotonin and dopamine – natural brain chemicals that work together to relieve tension, lift your energy and boost your mood. Researchers report that even a short brisk walk can give you an energy and mood boost. What types of exercise are best? Cardiovascular exercise (such as brisk walking, running, cycling, swimming or other aerobic activity), weight training and yoga have all been shown in studies to reduce tension and anxiety and improve your emotional state.

Adjust your diet. When you eat and what you eat affects your blood sugar levels, which in turn affect your energy and mood. Nutritionists recommend the following to help stabilize your blood sugar levels and mood:

- Eat small meals and snacks every few hours to avoid peaks and valleys in your blood sugar levels.

- Limit consumption of simple sugars and refined carbohydrates to lessen major blood sugar swings.
- Include protein with meals and snacks, such as chicken, turkey, seafood, fish, veal, tofu, eggs and low-fat yogurt.
- Cut down on caffeine.

Let it out. If you're in a bad mood, there could be an obvious problem or emotional reason for it. Try to determine why you're in a bad mood and talk to a family member, friend or counselor about it. Simply talking about your problem will help you start to feel better. Allow yourself to feel your emotions. Remember, bottling up your feelings will only darken your mood, so let your feelings out.

Make adequate sleep a priority. Scientists have documented the link between sleep deprivation and a poor mood. Keep a consistent sleep and wake schedule on workdays and weekends. Choose relaxing activities before bedtime, and make sure your sleeping environment promotes relaxation and sleep.

Bask in the sun. Sunlight is another element that is associated with mood and health. About 20% of Americans report feeling more depressed during the winter, when the amount of sunlight during the day is less and foul weather keeps people indoors more often. Try to get out more during daylight hours to help break a bad mood.

Eliminate the worry habit. If you're stuck in "worry mode," changes take place in your physiology that undermine your energy and mood. Worrying is passive. You can spend the rest of your life worrying and you will not have changed a thing. The first step to eliminating worry is to recognize it as a bad habit (a learned, negative way of thinking) that can be changed. The next time you find yourself worrying, change your "worry" to "wonder". Your internal dialogue could go something like this: "I wonder how I can overcome this obstacle? Maybe I could try this. If it doesn't work, I'll try something else". By changing worry to wonder, you turn unproductive stress-promoting thinking into thought and action that can create positive change in your life. If persistent worry is a problem for you, seek out additional resources or counseling to help you overcome this destructive habit.

Take a break. Give yourself a break from negative thinking or a bad mood by doing something different. A change of pace, no matter how short, can help give you a more objective or positive perspective on what may be souring your mood.

Article information taken from EAP America newsletter.

Did you know...

Scholarships are available from the PCCC Foundation and other organizations! The Passaic County Community College Foundation and additional outside organizations offer a number of scholarship opportunities. Students who are interested in applying for scholarships should visit the Office of the Dean of Evening Administration/ Associate Dean for Student Affairs, Room E 101, or call 973-684-6309.



TRANSFER EVENTS

SPRING 2010

Transfer Advising Groups

Would you like to know more about the transfer process? Attend a Transfer Advising Group session! The Transfer Advising Groups are held in the Center for Student Success, A-230. No need to sign up in advance. For more information, call Liz Harrison, Student Development and Transfer Specialist at 973-684-5664.

Monday, February 22, 12:00pm
Thursday, March 4, 5:00pm

Monday, March 1, 5:00pm
Wednesday, March 10, 12:00pm
Wednesday, April 7, 12:00pm

Just have a quick question about your transfer application? Stop by the Center for Student Success on Wednesdays from 3:30-6:30pm, or Thursdays from 12:30-2:00pm, ask to see the Transfer Specialist. If appropriate, you may be asked to schedule an appointment to discuss more detailed questions.

University Transfer Admission Information Sessions

Get the facts directly from the source. These sessions are led by admissions representatives who are experts on the transfer admission requirements for their institutions. Everyone is welcome...just stop by the table!

Caldwell College

February 22, 11:00am-3:00pm, Broadway Lobby
March 25, 11:00am-3:00pm, Broadway Lobby

Berkeley College

February 25, 10:00am-1:00pm, Broadway

Mercy College

February 15, 10:00am-2:00pm, Broadway Lobby
February 22, 4:00-7:00pm, Broadway Lobby

Transfer College Fair

Monday, April 12

10:30am-1:00pm

&

4:00-6:30pm

**In the Paterson Room, Academic Hall
Everyone is encouraged to attend!**

TRANSFER EVENTS

Transfer Admission Immediate Decision Programs

For students with **40 or more completed college level credits**, Fall 2010 admission only. Students with **scheduled appointments** will meet with a university admissions representative, have their application reviewed, and receive an admission decision on the spot. The programs are held in the Center for Student Success at the main campus in Paterson.

<u>University</u>	<u>Interview Date</u>	<u>Time</u>
Montclair State University	April 1, 2010	2:00-5:50pm
Rutgers-Newark	March 9, 2010	1:30-5:50pm
NJIT	March 11, 2010 March 25, 2010	11:00am-3:00pm 2:00-5:00pm
William Paterson University	March 8, 2010	1:30-5:45pm

On-site Transfer Admission Immediate Decision Instructions

To make an appointment:

- o Select the universities you wish to apply to.
- o Sign up personally for an appointment at the Center for Student Success (A-230). Available appointments are limited but are scheduled until filled. Act quickly!
- o Pick up an application packet for each university that you registered for. The packet includes an admission application and a transcript request form.
- o Complete the transcript request form and return it to CSS staff.

For the interview you must bring:

- o A **completed** admission application, bring a copy of any applications submitted on line.
- o A check or money order for your application fee (no cash please) for Rutgers University. MSU, NJIT and WPU will be waiving their application fee.
- o An official transcript, in an officially sealed envelope, for each college that you have attended prior to PCCC.
Rutgers University, NJIT and Montclair State applicants must submit an on-line application to the university at least one week prior to the program. Rutgers applicants, please bring your high school transcripts with you to your appointment

Please report to the Center for Student Success at least 10 minutes prior to your appointment. Should you need to cancel your appointment, please call the CSS at 973-684-5524.

THE CAREER CORNER

SPRING 2010

JOBS! JOBS! JOBS! Federal Employment

Chances are great that each of you, at some point in your future, will be conducting a job search and seeking some type of employment. While it's true that finding a job is challenging these days, you might be surprised to hear that the nation's largest employer is currently looking to hire thousands of people!

- What would you say if you heard that there were currently **193,000** jobs available?
- What if hundreds of them were **within 20 miles** of our PCCC campuses?
- And they need to be filled within the next **two years**?
- What if you could apply for some of them **before** completing your Associate's Degree?
- What if some paid **higher salaries** because you completed your Associate's?
- And what if they paid **even higher** because you have your Bachelors Degree?
- What if some of them even offer **Student Loan Repayment** Programs?

The Federal Government, the nation's largest employer, is currently recruiting to fill what it considers to be "mission critical" jobs – positions that are central to the daily functioning of government agencies - and is encouraging college students to apply for the opportunities.

In an effort to provide new generations with information on federal agencies and how to explore these opportunities, an initiative known as *Call to Serve* was established to link federal agencies with college campuses. As a result, the website through which candidates apply for federal positions has been redesigned and streamlined to simplify the application process. The result of these efforts can be seen at www.usajobs.gov.

A variety of programs exist to help students get started on a path to a career in federal employment, including positions ranging from summer internships to two-year commitments. As an employee, students may be eligible for agency benefits, which can include tuition assistance programs or student loan repayment programs. Positions for students and recent grads can be found at www.StudentJobs.gov.

USAJobs.gov lists federal positions for both experienced and inexperienced candidates, while StudentJobs.gov includes only the entry level positions and opportunities for current students.

FEDERAL EMPLOYMENT- Education Pays

The following table details the progression of starting salaries in federal positions as education levels increase. The table shows the amount and level of education typically required for each grade for which education alone can be qualifying. At GS-13 and above, appropriate specialized experience is required for *all* positions. Salaries are for the metro NY area.



<u>GRADE</u>	<u>QUALIFYING EDUCATION</u>	<u>Starting Salary</u>
GS-1	None	\$22,916
GS-4	Associate's Degree (or equivalent as specified)	\$31,560
GS-5	Bachelor's degree (or equivalent as specified)	\$35,309
GS-9	Master's Degree (or equivalent graduate degree as specified)	\$53,500
GS-12	Doctoral Degree, Research position or equivalent	\$77,585

Taken from <http://www.usajobs.gov/studentjobs/>

CAREER DEVELOPMENT

Applying for Federal Jobs

To apply for jobs at any of the federal agencies, a KSA resume is required. KSA is an acronym that stands for Knowledge, Skills and Abilities, and is the format used to evaluate a candidate's qualifications for a specific job. A KSA resume gives you the opportunity to address specific job functions and express how your experiences match that particular requirement.

Creating a KSA resume is an exercise in Critical Thinking! It requires you to analyze your experiences while thinking about the needs of the position and applying that information as if you were answering an interview question requesting that information.

All resumes are not necessarily KSA resumes, but a KSA resume can be used in all types of job searches, not just for federal positions. Although it may take a while to develop a KSA resume, once you do, you will understand how to decode and address the requirements for a position. How well you respond to the questions will directly affect how far you go in an interview process!

Read the job posting to identify the requirements of the position. The position description contains a brief summary of the responsibilities and requirements of the position. Read this summary description very carefully, and highlight the specific details the employer requests.

Consider your past experiences, and identify details that relate to each KSA. List your experiences, including any jobs, volunteer positions, activities, clubs, etc. in which you have participated. Consider this a "brainstorming" exercise. This type of review of your experiences helps you identify examples that relate to the KSAs.

Example: The position requires strong verbal communication skills. In order to demonstrate that you have these skills, use experiences such as: you took a class in public speaking; or that you worked as a waiter/waitress and greeted customers.

Example: The position requires leadership skills. Experience as a student council representative, a shift supervisor or a manager works well in a KSA statement.

Be sure to include relevant education, training, activities, and any awards received. Don't forget experiences you have had in non-work related areas, including volunteer activities or school related activities. Experiences may apply to more than one KSA.

Detail the skills, knowledge or abilities needed for each example.

Finding answers to some of the following questions may be helpful in supporting your KSA statements. The answers are used to write the KSA.

What skills, knowledge and abilities do I use in my job? What steps, procedures, rules, or policies do I use?

Is the work mostly supervised, unsupervised, team oriented or independent?

How does my work affect other processes or individuals? Who do I have contact with on a daily basis? Why?

Explain how your experiences relate to each KSA required for the job.

Describe the link between your own experience and the KSA requirement using the same words you originally highlighted in the job posting. Use simple, concrete examples to prove your point.

It is especially important to have examples that demonstrate your experience with: taking initiative; decision making; team work; leadership; motivation; independence and communication skills. Try to limit each KSA response to no more than one page. Review your answers to ensure they are complete, and proofread the responses before you submit them.

WORKSHOP: Writing a KSA Resume: March 4 @ 4:30pm Room A228
March 10 @ 10:30am CSS Conference Room
April 1 @ 5:00pm Room A228

For more assistance, visit <http://www.usajobs.gov/EI/resumeandapplicationtips.asp#icc>.