Student Handbook 2023 - 2024

Welcome to Arapahoe Community College!

College is a fun and exciting time in a student's life! One way to navigate this journey is to know about your responsibilities and resources as a student and what obligations ACC has to you. Asking questions and making connections with ACC is a good way to stay on track to achieve your goals. This Handbook exists to help understand college processes and identify and locate services available through ACC. The Student Handbook is only one of the many resources available! Please note that this Handbook does not address specific academic program requirements that may be listed in separate program guides or handbooks. Although we strive for accuracy, this Handbook can change and should not be considered an expressed or implied contract between ACC and any current or prospective student. ACC reserves the right to modify, change, delete, or add to the information in this Handbook as it deems appropriate.

Arapahoe Community College's website (www.arapahoe.edu), including the *myACC* portal and *Navigate*, has the most current information you need to accomplish your academic goals. For any additional questions about the Student Handbook, don't hesitate to contact the Dean of Students Office at 303.797.5730 or acc.dos@arapahoe.edu.

Important Notes and Disclaimers

This Student Handbook contains pertinent information for students, current through the date of its publication. To the extent that any provision of this Handbook is inconsistent with State or Federal law, State Board for Community Colleges and Occupational Education Policies (BP), Colorado Community College System Procedures (SP), or Arapahoe Community College Procedures (AP), the law, BP, SP, or AP shall supersede and control. The BPs, SPs, and APs are subject to change throughout the year and are effective immediately upon adoption by the State Board, System Chancellor, or College President. Students are expected to adhere to the BPs, SPs, APs, and College directives, including but not limited to the contents of this Handbook. To access BPs and SPs, see the Colorado Community College System (CCCS) website (www.cccs.edu). The access APs, see the Arapahoe Community College website (www.arapahoe.edu).

Contents

Inclusivity and Wellness

Accessibility

All areas of ACC actively work to ensure that learning materials, electronic and information technology (EIT), policies and procedures, and public communications meet or exceed Web Content Accessibility Guidelines (WCAG) 2.x and are compliant with the following:
- Section 504 of the Rehabilitation Act
- Section 508 of the Rehabilitation Act (2016 Refresh)
- Americans with Disability Act (ADA)
- ADA Amendments Act (ADAAA)

All campuses, departments, and stakeholders are responsible for ensuring that access to their web content, applications, and software meets the applicable requirements for accessibility.

Counseling Services

Dean of Students Office, 303.797.5730, counseling.services@arapahoe.edu

ACC offers confidential Mental Health and Counseling

to students. This service is provided through student fees with no additional charges to students. The maximum number of counseling appointments per student is limited annually. ACC is also partnered with *Bettermynd* for tele-mental health appointment. Please contact Counseling Services for a remote or in-person appointment and availability. If you are in Colorado and need mental health support, please reach out to the Colorado Crisis Services at 1-844-493-TALK (8255).

Fitness Center

Littleton Campus, Annex Building, Room A1600, 303.797.5850

fitness.center@arapahoe.edu, 303.797.5850

The Fitness Center is a supportive place to work out. Whether you're interested in serious training, a workout routine, fitness activities, or stress relief, our staff will help you reach your wellness goals. The Fitness Center facility includes cardio equipment, strength training equipment, a basketball court, and dance studio.

Memberships are included in your student fees. Students access the Fitness Center with an ID card provided at your first visit. Student also have free access to a virtual fitness app provided by the Fitness Center: Studio SWEAT OnDemand.

Fitness Center hours of operation may vary by semester. Contact the Fitness Center for more information.

Wellness Room

Private rooms are available on all campuses. In the Main Building on the Littleton Campus, Students who wish to access these rooms can visit The ACC Dean of Students Office or Human Resources. These offices serve as resources for determining need, granting access, and assessing use. For the Sturm Campus, please contact the front desk for availability and access.

Mandatory Reporting for Sexual Harassment or Discrimination

ACC is committed to preserving a safe and welcoming educational environment for all students. As part of this effort, ACC employees have an obligation to report certain issues relating to the health and safety of campus community members. They must report to the appropriate College officials any allegation of discrimination, discriminatory harassment, retaliatory harassment, or sexual misconduct. Sexual misconduct includes sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation.

In addition to reporting all discrimination and harassment claims, employees must report all allegations of dating violence or domestic violence, child abuse or neglect, or credible threats of harm to self or others. Such reports may trigger contact from a college official who will want to talk about the incident shared. It will be the student's decision whether they wish to speak with that individual in almost all cases.

To obtain more information, Students may reach the Title IX/EO Coordinator, Angela Johnson, at angela.johnson@arapahoe.edu or 303.797.5715 or the Dean of Students, Deputy Title IX/EO/ADA Coordinator, Jennifer Husum at jennifer.husum@arapahoe.edu or 303.797.5674. In addition, reports to campus law enforcement can be made at 303.797.5800.

To access a confidential resource, please contact the Dean of Students office, which can connect our students to counseling resources. Students can also contact The Blue Bench at 303.322.7273.

Preferred and Chosen Name

303.797.5621,

Littleton Campus, SATO, Records and Enrollment Services, records@arapahoe.edu

Some students are known by a first name different from their legal first name. Students can provide this name on the application for admission. If a student does not provide this name on the application, they can add one to their record at any time by contacting Records and Enrollment Services. No documentation is required.

While anyone is welcome to use a preferred first name, there are several groups of people for whom this option is invaluable. For example, some students are known by a middle or family name. Transgender and non-binary students may identify a chosen first name before or without a legal name change. Many international students have also found this option helpful.

Once the preferred name is updated in Records and Enrollment Services, it will be used in Desire2Learn (D2L), class rosters, Student Photo ID cards, and *Navigate*. Preferred names may also be used for the college diploma, reader cards at commencement, or the commencement program at the student's request. Preferred name is not used on ACC transcript (official or unofficial), Student email, refund card, Financial Aid records, student network accounts, or enrollment reporting data.

Religious Observances

ACC Faculty and Instructors are encouraged to make every effort to be reasonable regarding religious observances. If a student has a conflict with course assignments, exams, or attendance due to religious observance, students should speak with their Instructor or Faculty as soon as possible at the beginning of the term. If a student is looking for a private room for prayer, contact the Dean of Students Office or Human Resources. Students can contact the front desk for a private room on the Sturm campus.

Concerns, Behavior, and Safety

Behavioral Expectations and Code of Conduct

Dean of Students Office, 303.797.5730, acc.dos@arapahoe.edu

Students are expected to follow the Student Behavioral Expectations and Responsibilities Resolution Procedure (SP4-30a). These expectations or Codes of Conduct are built on the principles of respect and equity to maintain and support the academic environment. Students are expected to follow the reasonable expectations established in classrooms and offices. Each student is expected to be a responsible member of the ACC community by reading and complying with the published policies, procedures, rules, and regulations of the College and Community as outlined in this Student Handbook, the College Catalog, and other official materials.

If there is an allegation of a student violating college expectations, the Dean of Students Office will follow established procedures, which will provide a student notice of the alleged violation and an opportunity to be heard regarding the allegations. Possible sanctions are listed in the procedure.

Complaints

Dean of Students Office, 303.797.5730, acc.dos@arapahoe.edu

Students should always bring a concern to the appropriate resource in order for ACC to best assist the student. Students are encouraged to speak directly with the person or office/department where they are concerned, when appropriate and possible. Academic or instructional concerns, such as **grading or course processes**, should be directed initially to the Instructor or Faculty of that course. However, a student could choose to escalate the concern beyond the Instructor or Faculty by contacting the appropriate academic department or Program Chair, Program Director, or Instructional Dean. Please note, CCCOnline teaches online courses available to ACC students. Therefore, the follow-up on academic concerns taught through this entity should be directed to https://www.ccconline.org/forms/. You will find the complaint form. Have your S# ready to fill out the complaint form.

When a student feels a policy or procedure has been violated, their access to their education has been impacted, or a violation or inequitable action personally impacts them, students have an official means to present this issue. This process

is the Student Complaint Procedure (SP4-31a). In addition, if the concern is discrimination or harassment based on federal or state civil rights laws or protected classes, a complaint may be filed under the Civil Rights and Sexual Misconduct Resolution Process (SP19-60).

Drug-Free Schools

Dean of Students Office, 303.797.5730, acc.dos@arpahoe.edu

ACC is a state system community college governed by the State Board for Community Colleges and Occupational Education. Board Policy requires the College to comply with the Drug-Free Schools and Communities Amendments of 1989 (PL 101 226 in Federal law). A copy of the ACC Drug-Free Schools and Communities Biennial Review is available through the President's Office, the Senior Student Affairs Officer, or the Office of Human Resources.

Students should understand that it is a violation of the college's behavior expectations to use, be under the influence of, manufacture, possess, cultivate, distribute, illegally purchase, or sell alcohol, illegal or controlled substance, or alcohol/drug paraphernalia while on college-owned or college-controlled property, or at any function authorized or supervised by the college or in state-owned or leased vehicles. A student who violates these expectations will be subject to college penalties and possible legal sanctions.

Possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under Federal law. Consistent with Federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use or possession of marijuana continues to be prohibited while a student is on college-owned or college-controlled property or any function authorized or supervised by the college or in state-owned or leased vehicles. Many health risks are associated with illegal drug and alcohol abuse. The Dean of Students Office provides educational materials, programs, and resource referrals for ACC students.

Extenuating Circumstances Appeals

Dean of Students Office, 303.797.5730, acc.dos@arpahoe.edu

In general, a student may receive a tuition refund only when courses are dropped by the course's drop date (the add/drop deadline/census date). However, in truly severe circumstances, including but not limited to a natural disaster, serious medical condition, or death of a loved one, ACC may consider providing tuition credit back to the student for the impacted semester. Failing to drop by the deadline or not attending class does not release a student from financial responsibility and is not an extenuating circumstance. Contact the Dean of Students Office or fill out the extenuating circumstances form online.

Refer a Concern

Dean of Students Office, 303.797.5730, acc.dos@arpahoe.edu

If an ACC Community member is unsure where to go with a concern or issue,

please refer a concern via the ACC website to the ACC Care Team. The Care Team includes professionals from across the College committed to caring, private resources, and providing referrals to services to assist a student, faculty, or staff member. The Team's role is to determine effective ways for addressing concerns and identifying the individuals through ACC that can help. Emergencies should be reported to Campus Police or local law enforcement, 911.

Tobacco and Smoke Free Campus

Smoking, vaping, all uses of tobacco, and the sale of tobacco are prohibited in all buildings and all grounds owned, leased, or controlled by ACC, including but not limited to, green space, courtyards, breezeways, terraces, stairways, and access ramps, outdoor plazas and patios, recreational facilities and fields, roadways, walkways, and pick-up and drop-off points for campus, and public bus transportation. Students who choose to violate these expectations will be referred to the Dean of Students Office. More information can be found in the ACC Tobacco and Smoke Free campus Procedure (AP19-30a).

Dean of Students Office

303.797.5730
Main Building, Littleton Campus, Room M2720, acc.dos@arapahoe.edu

The Dean of Students Office works to support an inclusive and equitable environment to meet the unique needs of each student through effective and innovative services to support students in their goals. This office contributes to student success and overall retention by connecting Students to on-campus and off-campus resources such as counseling, essential needs, and housing resources. The Dean of Students Office enforces behavioral expectations. The Dean of Students Office assists students by discussing concerns, referring the student to the appropriate resources, or advising them on complaint processes.

Food Pantry and Food Assistance Resources

Dean of Students Office, 303.797.5730, acc.dos@arpahoe.edu

The Student Food Pantry at ACC is an on-campus resource for students in need. Grab-and-go stations are available on shelves around the campus, which includes food and personal hygiene items. Students who are struggling with food insecurity should contact the Dean of Students Office for additionally assistance and resources available via Single Stop. Donations are always accepted at the Dean of Students Office. If you are in Colorado and need local resources, please reach out to Mile High United Way 2-1-1 or Food Bank of the Rockies.

Health Insurance Resources

Dean of Students Office, 303.797.5730, acc.dos@arpahoe.edu

ACC does not offer or endorse any specific student health or dental insurance plans. However, brochures relating to health insurance and dental insurance plans, or local community clinics may be available as an informational service through the Dean of Students Office. Information about enrolling in health

insurance can also be obtained through the Health Insurance Marketplace.

Housing Resources

Dean of Students Office, 303.797.5730, acc.dos@arpahoe.edu

ACC does not provide student housing, nor do we recommend any apartment complex or roommate/location services. Contact the Dean of Students Office for local housing options and information about online listings. This office also has contact information for transitional or emergency housing.

Parking and Transportation

Campus Police

303.797.5800
Main Building, Littleton Campus, Room M2600, Campus.police@arpahoe.edu

ACC has a Police Department that is headquartered on the Littleton Campus. The Campus Police Department provides services to protect and serve the entire College community. Campus Police officers are fully commissioned Peace Officers certified under Colorado POST with full law enforcement powers, including arrest powers, provided to them by Colorado Revised Statute, Title 24, Article 7.5, Part 1. Campus Police officers have the same enforcement powers as any city or state police officer and have jurisdiction in the buildings and on the property owned and leased or otherwise controlled by the College. This includes several city streets that run through and are adjacent to the campus properties.

Officers are available during hours when campuses are open to the public. Immediately report any crime, medical problem, accident, suspicious person(s), or activity to the Campus Police. If there is no immediate response, call 911. Visit the Campus Safety page for complete information about the Campus Police Department, parking requirements, campus crime statistics under the Clery Act, emergency reporting, and other important information.

The ACC Campus Police are concerned with the perception of how they perform their job. Questions, comments, and concerns may be left at 303.797.5801.

Daily Crime Log

Campus Police, Records Custodian, campus.police@arapahoe.edu

Under federal law, ACC Campus Police maintain a daily crime log or police blotter. This log is available at the ACC Police Department located at the Littleton Campus, which is normally updated each business day and contains all crimes reported to the ACC Campus Police. The daily crime log is a secondary means of distributing information about crimes and crime trends on campus to the ACC community. The Crime Log entries include all crimes reported to the Arapahoe Community College Police within the Arapahoe Community College jurisdiction. In addition, the log records the nature, date and time reported, date and time occurred, general location, and disposition of each offense. The crime log can be requested at any ACC Campus by visiting with Campus Police or by emailing the

Records Custodian.

Emergency Phones

Campus Police, 303.797.5800, 5911. Campus.police@arapahoe.edu

Code Blue Emergency Phones are in place at all campuses. During business hours, these phones ring to the ACC Campus Police. After business hours, the emergency phones transfer to the Littleton Police and Castle Rock Police Departments. Use these phones to report a crime, suspicious activity, or person(s), a vehicle problem, or to request an escort. Look for the blue light in the parking lot, proceed to the phone and push the red button on the faceplate. An emergency services person will answer. The Littleton campus is equipped with phones in the classrooms and conference rooms. If there is no immediate answer when calling Campus Police, hang up and press 911.

Motorist Assistance

Campus Police, 303.797.5800, Campus.police@arapahoe.edu

Campus Police Officers will assist with vehicle jumpstarts and unlocks. Services can be accessed by coming directly to the Campus Police Department, Room M2600 on the Littleton Campus, or dialing 303.797.5800. At the Sturm Campus, ask for assistance at the front desk.

Parking

Campus Police, 303.797.5800
Main Building, Littleton Campus Room M2600, Campus.police@arapahoe.edu

Parking lots require an ACC parking permit. Permits allow parking in the College parking lots but do not guarantee a parking space. Parking Permits may be purchased at the Littleton Campus Cashier's Office, and at Sturm campus front desk, or Online via the *myACC* portal. Fees are subject to change without notice.

After paying for the permit at the Littleton campus, parking permit hang tags are issued at the Campus Police Department. At the Sturm campus, hangtags will be distributed by the front desk at the time of purchase. All parking permits issued are hangtags and must be displayed from the rearview mirror.

Guest and Short-Term Parking: Guest and visitor parking spaces are designated and are available for prospective students. Temporary day passes for parking lots are available from Campus Police. In addition, guests to the Art and Design Center on the Littleton campus can obtain a temporary parking permit from the Art and Design Welcome Center.

Time-controlled, free parking is available on the streets surrounding the Littleton Campus. All street parking at the Littleton Campus, including College Drive, Nevada St., and Sumner St., are enforced by the City of Littleton. Please pay attention to signage and time limits. Similarly, street parking near the Sturm campuses is not controlled by ACC or Campus Police.

Parking Violations: Parking citations will be issued to vehicles not displaying a valid parking permit or a temporary day pass. Parking violation fines range from

$15.00 to $50.00 but may be appealed within 30 days.

RTD Passes

On the Littleton Campus, regularly priced monthly passes are available for purchase at the Cashiers Office, Room M2300, Main Building. Contact the Cashier's Office for availability. ACC does not provide RTD passes as part of student fees.

Safety Escort Services

Campus Police, 303.797.5800, Campus.police@arapahoe.edu

Campus Police Officers will assist ACC community members with safety escorts to a car or from one building to another. Everyone is encouraged to ask for help or a safety escort if a situation makes them feel afraid or threatened. Anything that creates fear is a legitimate reason for contacting the Campus Police Department. Service can be accessed by coming directly to the Police Department, Room M2600 on the Littleton Campus, or dial 5800 from any campus phone, or 303.797.5800 from a cell phone. At the Sturm Campus, ask for an escort at the front desk.

School Closures

303.797.4222

If an emergency at ACC occurs or there is significant weather, decisions about closing the campus will be made by ACC Leadership. Campus closure will be announced, when possible, by 5:30 a.m. for morning classes, noon for classes that start between 1:00 pm and 5:00 p.m., and no later than 4:00 p.m. for classes that start at 5:30 p.m. and later. In the event of a campus closure, students will be instructed to login to their D2L course portal for information on the delivery of their class for the day (canceled or held virtually) and class assignments. Students, Faculty, and Staff will be alerted of closures by phone, text message, and email. In addition, alerts will be posted on the ACC website, ACC Social Media platforms, on the ACC Alert App, and radio and television stations will be notified. All students are automatically enrolled to receive alert messages based on the personal contact information provided at enrollment. To update personal contact information, log in to *myACC* and provide details in the Personal Information section of the Student tab.

Communication and Technology

D2L MyCourses

Learning Technology 303.797.5900
Littleton Campus, Main Building, Room M1710, elearning@arapahoe.edu

D2L MyCourses is the learning management system used for all courses. D2L MyCourses allows students to find courses materials such as the syllabus and handout and even look up current grades. This is the system used for our

courses' online, virtual, or remote portions. Learning Technology manages D2L MyCourses and offers resources to learn more about D2L MyCourses.

Electronic Communication

All Students must have access to a computer with an internet connection to fulfill course requirements, conduct research, review college-issued email, and perform other activities associated with being a college student. Each ACC campus provides computers and internet access for student use during posted hours.

The Computer Use and Electronic Community Policy (BP3-125) contains the governing philosophy for regulating faculty, students, and staff use of the System's computing resources. It spells out the general principles regarding the appropriate use of equipment, software, networks, and data. In addition to this policy, all members of the CCCS community are also bound by local, state, and federal laws relating to copyrights, security, and other statutes regarding electronic media. The CCCS has the right to monitor all aspects of its computer and telecommunications systems, including employee email, voicemail, and file structures on any CCCS system. CCCS' right to monitor its computer system and telecommunications equipment includes, but is not limited to, monitoring sites users visit on the internet, monitoring chat groups and newsgroups, reviewing material downloaded or uploaded by users, and reviewing emails sent and received by users.

ACC is committed to reducing the virus threat to computers in its purview, including providing virus-checking software in the labs, continuous upgrades to this software, and procedures for Students on its use. However, ACC cannot be held liable for any loss that may be caused due to a computer virus.

myACC portal

myACC is a web-based service that provides centralized access to student account information, *Navigate* (academic course planning and course registration, appointment central for various departments), student email, online courses, announcements, deadline notifications, and many other resources. Log on to the *myACC* portal from the ACC website.

Computer Labs

ACC has computer labs or check-out computers available at all campuses. The Library & Learning Commons at the Littleton Campus has a variety of open access devices, including both Windows and Mac computers, with the latest software, including Windows 10, macOS, Microsoft Office solutions, Adobe Creative Cloud, and other software. Computer labs are also available at the Art & Design Center. A variety of platforms and software packages are available at these locations.

Computer usage at the Sturm Collaboration Campus - Castle Rock:

Students who are registered for classes at the Sturm Collaboration Campus may check out a device from a tech locker on either the first or second floor. Check-

out is limited to 8 hours.

- System will auto-login as GuestUser.
- If the computer is locked, the password is: Passw0rd
- Once the system is turned off or restarted, it reverts to the current "frozen" state.
- Nothing is saved on this system.

Postings and Bulletin Boards

Bulletin boards are located throughout the Littleton Campus. Boards labeled "Student Life Board" are designated for posting by ACC to promote on-campus resources, events and activities, and involvement opportunities. Boards labeled "Community Board" are available to the general public for posting items such as community events, roommate/rental postings, job positing, tutoring services, and textbook sales. Various boards are designated for and maintained by individual departments within ACC.

Additional methods for postings on non-bulletin board areas may be approved upon consultation with the Student Life Office and the Marketing Department. Materials to be posted must be attached in such a manner as not to damage or deface College property. Persons or groups who post materials that damage or deface College property shall be responsible for damages. Contact Student Life for more information on the Protocol for Posting and Bulletin Boards.

Student Email

Students are assigned a college email address upon enrollment in classes at ACC and will be notified of their student email address in their acceptance letter. ACC student email will be the only email address ACC use to communicate once you register for classes. Since the Colorado Community College System (CCCS) owns our email addresses, you cannot unsubscribe from college communication.

Students can access their email by logging in to the myACC portal, provided through Microsoft Outlook. In addition, students can download the Outlook app to access their student email through a mobile device. Students may also forward their student email to a personal email address of their choice. This is available under settings in Microsoft Outlook.

For assistance with a Student email account, contact the 24/7 Help Desk at 1.888.800.9198. Note: The ACC Student email and D2L email/messaging are not the same; see D2L heading above in this section.

Wireless Internet

All ACC campus locations have wireless internet available for students and guests.

Student Resources

Academic Accommodations

Disability Access Services, 303.797.5860 (voice/TTY)
Littleton Campus, Main Building, Room M2710, disability.access@arapahoe.edu

Disability Access Services celebrates and encourages accessibility, accountability, and self-advocacy. Disability Access Services provides academic accommodations to qualified students. To request accommodations, please contact Disability Access Services to set up an intake appointment. Accommodations are decided on a case-by-case basis, and the time needed to implement services can vary. Accommodations for campus events should be requested through the sponsoring department or office.

Bookstore

303.797.5676. accbookstore@arapahoe.edu
Littleton Campus, Main Building, Room M1200 and M1350

The ACC Bookstore is your on-campus source for textbooks, course supplies, apparel, gifts, and technology. The bookstore team operates two locations on campus: The *ACC Bookstore* and the *Espresso Yourself Café & Bookstore.* Textbooks are available at both locations. The current hours of operation can be found on the bookstore website, **ArapahoeShop.com**

Purchasing or renting textbooks:

The Bookstore works directly with faculty to ensure the correct materials courses each semester. Books are available in new, used, rental, and digital formats. Renting your books is a great cost-saving choice if you will only need it for one semester. Go to: **ArapahoeShop.com**. Orders placed online can be shipped to your home or held for on-campus pickup at the Littleton Campus or Sturm Collaboration Campus.

To view your course-specific list of required materials, format options, and pricing, visit the bookstore's website and enter your Student ID number under "Get Your Textbooks."

Financial Aid is available in-store and online during the charging period set by the Financial Aid Office each semester. Please check the Academic Calendar for specific dates.

Inclusive Access digital materials:

Many courses now provide an eBook or online learning platform at a reduced rate as a course charge on your student account. These courses will be notated as Inclusive ACCESS course on the bookstore's website. Inclusive access materials will be available at the start of the course and do not require you to place an order or make a purchase at the bookstore. Printed copies of these materials are normally available and can be requested at the Bookstore. or Disability Access Services.

Return Policy:

A receipt or packing list is required for all returns. Items must be in the same condition as the time of sale and textbooks must contain all original supplements or access codes. Textbooks are eligible for return through the first course census date, and if purchased after the census date, must be returned within 2 business

days. Books purchased during the last week of the course or final exams are not eligible for return. All non-textbook returns are accepted withing 30 days of purchase with receipt.

Textbook buyback:

The bookstore offers a book buyback program to all students. The best time to sell textbooks back to the ACC Bookstore is at the end of the semester, immediately before or during finals. Specific book eligibility is based on the needs of the bookstore and national markets. Buyback amounts and eligibility are subject to change.

Food Options

The Espresso Yourself Café is located on the first floor of the Main building on the Littleton Campus. The café services freshly brewed Caribou Coffee beverages, snacks, candy, bottled beverages, grab-and-go food choices for both breakfast and lunch, including options prepared by local vendors. Catering Services are also available for on-campus events. Please visit the Announcement sections of the bookstore's website for more information.

Crowfoot Valley Coffee is located on the first floor of the Sturm campus. It offers beverages and an assortment of grab-and-go breakfast, lunch, and dinner items prepared by local vendors. *Hours of operation vary.*

Vending machines are located throughout the Art & Design Center, Littleton, and Sturm campuses. Refund requests or problems with the machines on the Littleton Campus can be addressed at the Cashier's Office. At Sturm Collaboration Campus, contact the front desk.

Career Services

303.797.5805
Littleton Campus, Main Building, M 2450, careers@arapahoe.edu

Career Services offers comprehensive career exploration coaching for students and alumni to reach their full career potential. These services include using career exploration and research tools such as career assessments, job shadow experiences, informational interviewing, etc. that help to match aptitudes interests, and personality to various career options. The department helps students with job and internship searches and helps students utilize *Linkedin,* create resumes and learn interview techniques. In addition, individual career counseling appointments, workshops and seminars, online job and resource databases, and many additional career tools are available.

Child Care

Child Development Center, 303.797.5678
Littleton Campus, North Building, little.learner@arapahoe.edu

ACC Child Development Center Welcomes you! Are you taking classes, teaching, working on campus or live in the nearby community? Do you have children who would excel in an early learning environment? We are here for you

and your family! Our staff welcomes and encourages you to visit our little learners and experience the engaging environments created to explore, question, and learn in a play-based environment. Arapahoe Community College Child Development Center maintains a National Association of the Young Child (NAEYC) accreditation and a Colorado Shines level 4 rating. This accreditation ensures that your child will receive an early childhood education within a safe and nurturing environment that values diversity and supports the child's individual needs. We are located on the Littleton campus and currently serve children 18 months to 6 years (pre-kindergarten). Starting fall 2023 we will begin serving children at 12 months. Enrollment for the pre-k classroom takes place through the Universal Pre-K portal. Indicate in your application that ACC CDC is your first choice. Children are matched with our center by the state and our local coordinating agency.

Accessing high-quality childcare, can be a barrier for some families. Financial assistance is available to those who are eligible through Child Care Access Means Parents in School (CCAMPIS) or Child Care Assistance Program (CCAP). If families meet the eligibility requirements, a portion of the total childcare cost will be paid. To be considered, applicants must meet the following requirements: CCAMPIS Stipend

•   Enrolled in at least 6 credit hours during any academic semester.

•   Have completed FAFSA and are Pell-eligible.

•   Possess at least a 2.0 cumulative GPA and has completed 67% or more of cumulative attempted credit hours.

We are pleased to offer part-time student worker positions for ACC students.

Financial Aid

303.797.5661
Littleton Campus, Main Building, Room M2330, finaid@arapahoe.edu

Our Financial Aid Office prepares and communicates information on Federal and State financial aid. The office helps students with the application process for and awarding of student loans, grants, scholarships, and other types of aid. The ACC Financial Aid office has a robust website with additional detail.

Library and Learning Commons

303.797.5090
Littleton Campus, Main Building, Room M2500, Librarians@arapahoe.edu

The ACC Library & Learning Commons is a hub of in-person and virtual academic support. While the physical location is within the main building on the Littleton Campus, the Library supports all students and the community.

Within the Library and Learning Commons, students have access to desktop computers, laptops, printers, iPads, a 3D printer, an Oculus virtual reality headset, a scanner, an instruction lab, and large and small group study rooms. Desktop computers are located on both floors, and laptops can be checked out for use within the Library. The Reserve Collection includes some required textbooks and objects such as anatomical models, microscopes, and slides.

Students can access research guides covering many academic subjects, video tutorials, and citation tools from the Library website. Search our catalog for print books, e-books, scholarly articles, and streaming videos. Our librarians are eager to help in-person or online with research needs, assist with proper citations of sources, or recommend a good book during open hours. When the Library is closed, students can access our website to utilize a 24/7 reference chat service that academic librarian's staff.

Lockers

Student Life Office, 303.797.5668
Littleton Campus, Main Building Room M2850, student.life@arapahoe.edu

Lockers are located on the first floor of the Main Building on the Littleton Campus. They can be rented from the Student Life Office by currently-registered students for $10 per semester. These lockers have built-in combinations. Personal locks are not permitted.

Lockers are located in the Fitness Center on the Littleton Campus. Day-use lockers located in the facility may be used during a fitness class or workout, and are available on a first come, first served basis. These are free to use and have temporary combinations. Lockers that require personal locks are available in the locker rooms. They may be used for free for a day. They may also be rented for $10 (half-size) or $20 (full-size) per semester.

Day-use lockers are located on the Sturm Collaboration Campus, and are available on a first come, first served basis. These are free to use and have temporary combinations.

Lockers in/near science labs on the Littleton and Sturm Collaboration Campuses may be used during each class period. These are free to use and have temporary combinations.

Students agree to follow the Student Behavioral Expectations and Responsibilities in renting/using any locker. Locker renters/users understand that for health, safety, and welfare purposes, the locker being rented/used may be entered into or inspected by the ACC Campus Police without notification.

Lost and Found

Campus Police 303.797.5629

The Lost and Found service are located in the Littleton Campus's Campus Police office, Littleton Campus Room M2630, Campus.police@arapahoe.edu. Found items are kept for 60 days. At the Sturm campus, check with the front desk. Proper identification may be required to reclaim lost items.

Paying for College - Cashiers' Office

303.797.5638
Littleton Campus, Main Building, Room M2300, cashier.acc@arapahoe.edu

There are several options to pay tuition. Students can pay by credit card (American Express, Visa, or Master Card) online by logging into *myACC* (Student

Finance page). Payment options include contact the Cashier's office by phone, direct from your bank account, direct from select 529 Savings Plans, and International Payment. Students can pay by mail by remitting payment to the ACC Cashier's Office at the college's address. Students may also consider signing up for the payment plan online so they do not have to pay the tuition all at once. Students can make partial payments and subsequent payments later. Click on My Payment Plan in *myACC* (Student Finance page). If a student has third-party authorization, like an employer paying for College, please connect directly to the Cashiers' Office. The Cashiers' Office also answers questions about past-due balances, finance holds, and 1098-T. Contact the Financial Aid Office for questions related to grants, scholarships, federal work-study, and student loans.

Printing, Copying, and Scanning

Printing from an On-Campus Computer:

Students may print to a variety of printers at each ACC campus location. At the beginning of each semester, Students are provided a printing quota equivalent to 250 black and white prints. At any point in time, Students may add credit to their print accounts by visiting the Cashier's office on the second floor of the main building on the Littleton campus or the front desk of Sturm campus. If the Cashier's office is closed at the end of the day, Students may visit the Library in the Main building on the Littleton Campus to add funds. Refunds are not available for funds deposited into print accounts. Funds deposited into print accounts are not rolled over from one semester to another. Instead, accounts are reset to 250 black and white prints each semester.

Scanning:

The Library at the Littleton Campus has a self-service scanner available for student use.

Registration and Academic Planning

Academic Advising, 303.797.5664
Littleton Campus, Main Building, Room M2010, advising@arapahoe.edu

Navigate, found in the *myACC* portal, is an academic course planning tool that allows students to develop their academic path by semester and register for courses. *Navigate* also serves as a tool to schedule appointments with various departments on campus and provide reminders for upcoming ACC important deadlines and tasks.

Academic Advising assists all students with developing an academic plan, understanding academic policies and procedures, learning about degree and certificate requirements, and accessing campus resources to improve student success. Each student has an assigned academic advisor. Appointments with your assigned Advisor can be scheduled online through *Navigate*.

Records and Enrollment Services

303.797.5621
Littleton Campus, SATO Building, records@arapahoe.edu

The Records and Enrollment Services assists students from application to graduation. The office processes enrollment applications and determines residency status. In addition, it coordinates the registration process, facilitates transcript evaluations (official and unofficial), and confers degrees and certificates. This office also maintains student records, manages official transcript orders, and submits enrollment reporting.

Scholarships

303.797.5661

Littleton Campus, Main Building, Room M2330, Financial Aid, finaid@arapahoe.edu

Scholarships are a great way for students to for their education. They do not have to be repaid. Students may need to complete the FAFSA and an ACC scholarship application to receive an ACC scholarship. There are established deadlines to apply for ACC Scholarships. Students can visit Arapahoe.edu/scholarships for links to many scholarship applications. Regularly check your student email for more information. Students not eligible for FAFSA, such as students who are not legal permanent residents or eligible non-citizens, can complete the CASFA (Colorado Application for State Financial Aid).

Student ID Cards

Records and Enrollment Services, 303.797.5621, records@arapahoe.edu

Electronic Student ID Cards are included in student acceptance letters after admission to ACC. The acceptance letters will be sent from the Records and Enrollment Services Office by email. Students needing a new Electronic ID card should contact the Records and Enrollment Services office. Students needing a physical Student Photo ID card for their program of student should contact their department or program chair.

Single Stop

303.797.5730

Littleton Campus, Main Building, Room M2720, acc.singlestop@arapahoe.edu

Located in the Dean of Students Office, Single Stop is a program designed to improve the well-being of students in need by connecting individuals to public benefits and other institutional and community resources to address nonacademic barriers to college completion. Single Stop provides students with a range of free services through case management and referrals to various resources and support programs across the institution and community. Students are encouraged to reach out for assistance.

Student Life

303.797.5668
Littleton Campus, Main Building, Room M2850, student.life@arapahoe.edu

The Student Life Office is here to help you join the ACC community and grow

your leadership skills. We host activities and provide services so you can make connections, improve your well-being, develop your strength, and elevate your learning experiences at ACC.

Student Life hosts a variety of events including interactive games, school spirit activities, cultural celebrations, wellness sessions, educational workshops, leadership experiences, off-campus activities, and much more! For more information check out our event calendar, the bulletin boards around campus, or stop in Student Life.

Students can also get involved at ACC by joining a club, starting a new student organization, and becoming a member of an honors society. Being part of one of these groups is a great way to strengthen leadership & networking skills, meet other students & share common interests with fellow members. Our honors societies include the National Society of Leadership and Success (NSLS), Phi Theta Kappa (PTK), and the SALUTE National Honor Society for Veterans. Membership requirements vary, however, all recognized student organizations operate under the College's Equal Opportunity Policy.

Student Government Association (SGA) is another student organization at ACC. SGA serves as the voice representing students' interests, rights, and welfare. SGA builds community on campus and promotes cooperation between students, faculty, and administration. ACC students may attend SGA meetings, participate in spring elections, and run for open positions.

Contact Student Life for more information on student activities and student organizations.

Testing Center

Littleton Campus, Main Building, Room M2210, 303.797.5993,

Sturm Collaboration Campus, 303.660.3160,

All exams require appointments and a valid photo ID shown at the time of testing. Instructional accommodated exams, departmental, and makeup exams are done in the Testing Center. Arrangements must be made with the Instructor/Faculty to send exams to the Testing Center 7 days prior to the exam date. Placement exams for the English and math Accuplacer are untimed but most complete it in 1 ½ hours. There is a testing fee. Placement exams for the Foreign Language and Biology courses are also proctored in the Testing Center. There is a testing fee, and these exams are one hour in length. Correspondence, CLEP, DSST, Pearson Vue, and Challenge exams are also offered.

Transfer Services

303.797.5664
Littleton Campus, Main Building, Room M2010, transfer@arapahoe.edu

Transfer services is here to support you with the transition to a 4-year institution within Colorado or out of state. Our services help with every step along the way, such as academic planning, assistance with transfer guides/articulation agreements, and applications to the 4-year(s). We host several events every semester, including one annual Transfer Fair, Transfer Tuesdays, 4-year transfer

visits, Transfer 101 workshops, and overall transfer information for 4-year colleges and universities. Schedule an appointment with Transfer Services to learn more about tools and resources to help with 4-year admission.

TRIO Student Support Services (TRIO SSS)

303.797.5755
Littleton Campus, Main Building, Room M1650, triosss@arapahoe.edu

ACC's TRIO Student Support Services program provides personalized attention to eligible first-generation and low-income students, and students with disabilities. TRIO students are empowered in their academic, personal, and professional growth. TRIO specialists support students with navigating financial support, college requirements, transferring to a 4-year university, career development, and completion of a degree or certificate. The goal of TRIO SSS is to help students transition from one level of higher education to the next. First-generation, low-income students with disabilities are encouraged to apply.

Veterans' Benefits

303.797.5934
Littleton Campus, Main Building, Room M1625, Vets@arapahoe.edu

Veterans Administration (VA) paperwork must be sent to and is processed by the School Certifying Official in the ACC Veterans Education Benefits Office (VEBO) for military Veterans or their dependents. This office addresses questions about compliance with GI Bill or VA rules to maintain eligibility for Monthly Housing Allowance (MAH) and online classes versus the traditional format. Check out the Veterans Benefits page to understand the steps to get started. Communication from all offices is sent via ACC Student email regularly. In addition, students using VA benefits are required to visit with an Academic Advisor each semester to ensure the courses they are registered for are part of the student's declared degree or certificate.

Veterans' Services

303.797.5668
Littleton Campus, Main Building, Room M1630, M2850, vets@arapahoe.edu

ACC is committed to supporting veterans and military-connected Students in getting involved in Student life through camaraderie, advocacy, and service to the community. ACC is committed to engaging Student Veterans, dependents, and supporters in their successful transition through academia by improving the quality of their college experience and opening up to opportunities to better themselves through meaningful resources. The Study Lounge, M1630, is for Veterans and military-connected Students and opportunities for student leadership.

Welcome Center

Littleton Campus, Main Building, M2800, 303.797.4222,

The Welcome Center is here to provide the answers to questions for new and

continuing Students. The Welcome Center is also where the community can connect with the Admissions Department and assists students in getting started at ACC.

Academic Matters

ACC has useful guidelines and standards to inform Students of ACC's academic and collegiate expectations. A full listing of those guidelines and standards is provided in the College Catalog. Additionally, each course syllabus is the guide to a successful learning experience in each course and a great way to know what is happening each week. The syllabus will also provide contact information for the course Instructor/Faculty. Students should read each course syllabus thoroughly as expectations vary from course to course.

Calculator Check Out

Littleton Campus, Main Building Library, 303.797.5090, librarians@arapahoe.edu

Sturm Collaboration Campus, front desk, 303.660.3160 castle.rock@arapahoe.edu

Texas Instruments TI-83, TI-84, or TI-89 calculators can be checked out for a semester in the library or at the Sturm Collaboration Campus. Calculators must be returned by the last day of the semester.

Grades

Grades are issued at the end of each regular semester. Students may access grades and print them conveniently through the *myACC* portal. ACC does not send grade reports by mail.

Privacy of the Student's Academic Record

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights concerning their educational records and how their record is shared. FERPA rights are afforded to Students at the time of admission to ACC. Students can permit others to access their educational records. Complete FERPA information is listed in the College Catalog available on the ACC website. Please check with Records and Enrollment.

Tutoring and Learning Resources

Littleton Campus, Main Building, Library & Learning Commons, 303.797.5669, tutoring@arapahoe.edu

Tutoring and Learning Resources offers free tutoring led by experienced ACC staff and peer tutors. We provide numerous drop-in tutoring services to currently enrolled ACC students at the Littleton Campus, Art & Design Center, and Sturm Collaboration Campus. For virtual tutoring options, direct students to use Navigate to schedule an appointment with a remote tour. Our office has fantastic work study support and professional staff who can provide information about our

six areas of tutoring - Math support, science support writing lab, subject tutoring, Art & Design tutoring, and Health Programs tutoring.

TutorMe

In addition to the support offered by ACC tutors, TutorMe allows currently registered ACC students to meet with a qualified tutor outside of regular tutoring hours. Students can find the TutorMe link in any class shell in D2L, under the Resources tab. Students are limited to 5 hours of TutorMe services per week through ACC's TutorMe partnership. CCCOnline / CO Online courses may be subject to different TutorMe limits.