Student Handbook (2019 - 2020)

This handbook exists to help students understand college processes and to identify and locate services available through ACC. The Student Handbook is only one of the many resources available. Although we strive for accuracy, this handbook should not be considered an expressed or implied contract between ACC and any current or prospective student. 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 or Colorado Community College System President's Procedures, the law or the appropriate Board Policy or System Procedure shall supersede and control. Policies and procedures are subject to change throughout the year and are effective immediately upon adoption by the Board or System President, respectively. Students are expected to be familiar with and adhere to college policies, as well as College directives, including, but not limited to the contents of this handbook.

To access all Board Policies (BPs) and System Procedures (SPs), visit the Colorado Community College System website.

ACC reserves the right to modify, change, delete or add to the information in this handbook, as it deems appropriate. Information in this handbook is subject to change without notice.

Campus Locations

Littleton Campus - 5900 S. Santa Fe Dr., Littleton, CO 80120
The Littleton Campus is the main location for all offices and services available for students through Arapahoe Community College. The Parker and Sturm Collaboration campuses also provide a variety of services. Please view their web pages for services available at those locations.

Parker Campus - 15653 Brookstone Drive, Parker, CO 80134

Sturm Collaboration Campus - 4500 Limelight Avenue, Castle Rock, CO 80109
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Inclusivity and Wellness
Accessibility

ACC is committed to creating an inclusive environment that is fair, equitable and accessible. All areas of our college will actively work to ensure that learning materials, electronic and information technology (EIT), policies and procedures, and public communications meet and/or exceed Web Content Accessibility Guidelines (WCAG) 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 meet the applicable requirements for accessibility.

Counseling Services
Student Engagement Center
303.797.5730
Main Building, Littleton Campus Room M2720
counseling@arapahoe.edu

ACC offers confidential, mental health counseling to currently enrolled students. This service is provided through student fees with no additional charge to students. The maximum numbers of counseling appointments per student are limited annually. Please contact Counseling Services for an appointment and availability.

Fitness Center
303.797.5850
Annex Building, Littleton Campus Room A1600

The Fitness Center has Life Fitness, PreCor, Free Motion, Star Trac, and Nautilus equipment. There are free weights available, as well as popular workout equipment including TRX training straps, Bosu training and Fitballs. A basketball court is available for during posted times. Contact the Fitness Center or visit their webpage for details and hours of operation. ACC students with a valid ACC Student ID card have unlimited access during operating hours.

Nursing Mothers Room
Private rooms are available in the Main Building on the Littleton Campus for nursing mothers. Students who wish to access these rooms can visit Campus Police M2600 to obtain swipe card access. For the Parker and Sturm Collaboration campuses, 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, and/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. In almost all cases, it will be the student’s decision whether they wish to speak with that individual.

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 Deputy Title IX/EO/ADA Coordinator, Jennifer Husum at jennifer.husum@arapahoe.edu or 303.797.5674. Reports to campus law enforcement can be made at 303.797.5800.

To access a confidential resource, please contact the Dean of Students Office located in the Student Engagement Center (Room M2720 or 303.797.5730) who can connect our students to free on or off campus counseling resources. Students can also contact The Blue Bench at 303.322.7273.

Preferred Name
Records and Enrollment Services
303.797.5621
Main Building, Littleton Campus Room M2480
records@arapahoe.edu

Some students are known by a first name that is different from their legal first name. Students can provide their preferred name on the application for admission. If a student does not provide a preferred 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 students use a preferred first name prior to or without pursuing a legal change of their first name, and many international students may also find 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, Navigate, and reader cards at commencement. Preferred name is not used on the college diploma, commencement program, ACC transcript (official or unofficial), student email, refund card, financial aid records, student network accounts or enrollment reporting data.

Religious Observance
ACC instructors and faculty are encouraged to make every effort to be reasonable when it comes to religious observances. If a student has a conflict with course assignments, exams, or attendance due to a 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, Campus Police will provide swipe card access to one of the three private rooms on the Littleton Campus. Students can contact the front desk for a private room on the Parker and Sturm Collaboration campuses.

Concerns and Safety
Campus Police
303.797.5800
Main Building, Littleton Campus Room M2600
ACC has a police department located 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, provided to them by Colorado Revised Statute, Title 24, Article 7, 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 the city streets that run through and are adjacent to the campus properties. All police activity on campus is coordinated through this department.

Officers are available seven days a week 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. For complete information about the Campus Police Department, parking requirements, crime statistics under the Clery Act, emergency reporting and other important information, visit the Campus Safety page.

Complaints or Grievances
Dean of Students Office
303.797.5730
Main Building, Littleton Campus Room M2720
acc.dos@arapahoe.edu

Students should always bring forward concern to the appropriate resource in order for ACC to best be able to assist the student. Students are encouraged to speak directly with the person or office/department where they have a concern.

Academic or instructional concerns, such as grading or course processes found in the course syllabus, should be directed initially to the instructor or faculty of that course. A student could choose to escalate the concern beyond the instructor or faculty by contacting the appropriate Academic Department Program Chair, Program Director, or Instructional Dean. Please note, CCCOnline teaches some online courses available to ACC students. The follow up on academic concerns taught through this entity should be directed to CCCOnline.

Students also have an opportunity to present an issue which they feel warrants action, including the right to secure educational benefits and services, where they feel a policy or procedure has been violated and they are personally impacted by the violation or inequitable action. This process is the Student Grievance Procedure (SP4-31). If the basis of a concern is discrimination and/or harassment based on federal or state civil rights laws, a grievance may be filed under the Civil Rights Grievance and Investigation Process (SP4-31a).

Emergency Messages
Campus Police
303.797.5800
Main Building, Littleton Campus Room M2600

There is no paging system at ACC, however emergency message delivery can be provided by the Campus Police. Although staff cannot divulge a student’s location, they will make every effort to locate a student with an emergency (family/medical). To assist in locating a student in case of emergency, students should consider giving a copy of their schedule to their daycare providers, child’s school or significant others who may need that information.
Emergency Phones
Campus Police
303.797.5800
Main Building, Littleton Campus Room M2600

Campus parking lots and the south walkway on the Littleton Campus have “Code Blue”
emergency phones. During business hours these phones ring to the Campus Police
Department. After normal Campus Police office hours, the emergency phones transfer to the
Littleton Police, Parker 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 and Parker campuses are
equipped with phones in the classrooms and conference rooms. Reach the Campus Police
Department by pressing 5800 or 5911 on a campus phone; if no immediate answer, hang up
and press 9-911.

Safety Escort Services
Campus Police
303.797.5800
Main Building, Littleton Campus Room M2600

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 going
directly to the Police Department, Room M2600 on the Littleton Campus, or by dialing 5800
from any campus phone or 303.797.5800 from a cell phone. On the Parker and Sturm
Collaboration campuses ask for an escort at the front desk.

Motorist Assistance
Campus Police
303.797.5800
Main Building, Littleton Campus Room M2600

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 by dialing ext. 5800 from any campus phone or 303.797.5800 from a cell phone.
On the Parker and Sturm Collaboration campuses ask for assistance at the front desk.

Extenuating Circumstances Appeals
Dean of Students Office
303.797.5730
Main Building, Littleton Campus Room M2720
acc.dos@arapahoe.edu

In general, a student may receive a tuition refund only when courses are dropped by the drop
date of the course (the add/drop deadline). However in truly severe circumstances, including
but not limited to a natural disaster, serious medical condition or death of an immediate family
member, 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. For more information, contact the Dean of Students Office located in the Student Engagement Center Room M2720 at 303.797.5730 and/or fill out the appropriate extenuating circumstances form(s) found on the Records and Enrollment Services webpage.

Refer a Concern
Dean of Students Office
303.797.5730
Main Building, Littleton Campus Room M2720

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 being caring, private resources and, when necessary, to provide referral 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.

School Closures
Campus Police
303.797.5800
Main Building, Littleton Campus Room M2600

If an emergency at ACC occurs or there is a weather event, decisions about closing the campus will be made by ACC Leadership. As soon as a decision has been made an alert will be directly sent to students, faculty and staff by phone, text message, email and through the ACC Alert app. An alert will be posted on the ACC website and ACC social media platforms (Facebook, Twitter, and Instagram), radio and television stations will be notified.

Decisions regarding cancellations will be announced via all available methods as soon as possible and typically no later than 5:30 a.m. for morning classes, noon for classes that start between 1:00 and 5:00 p.m., and no later than 4:00 p.m. for classes that start at 5:30 p.m. and later. All students are automatically enrolled to receive alert messages based on 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.

Student Code of Conduct
Dean of Students Office
303.797.5730
Main Building, Room M2720
acc.dos@arapahoe.edu

Students are expected to adhere to the Student Code of Conduct (AP4-30a) and the procedures of ACC and the Colorado Community College System (CCCS). The Student Code of Conduct is built on the principles of respect and equity to maintain and support the academic environment at ACC. It is the responsibility of each student to be a responsible member of the ACC community by reading and complying with the published policies, procedures, rules and regulations of the College as outlined in this Student Handbook, the College Catalog and other official materials.
If there is an allegation of a student violating the Student Code of Conduct, the Dean of Students Office will follow the established Disciplinary Procedures (SP4-30), 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 Disciplinary Procedures.

Parking and Transportation

Parking
Campus Police
303.797.5800
Main Building, Littleton Campus Room M2600

Parking lots require an ACC parking permit. Permits allow for 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, at the Parker and Sturm Collaboration campuses front desk, or online via the myACC portal. Fees are subject to change without notice.

At the Littleton Campus, parking permit hangtags are issued at the Campus Police Department located in room M2600 in the Main Building, second floor (down the hallway from the Welcome Center) after paying for the permit. At the Parker and Sturm Collaboration campuses, hangtags will be distributed by the front desk. All parking permits issued are hangtags and must be displayed from the rearview mirror stem.

Visitor/Short-Term, time-controlled, free parking is available on the streets surrounding the Littleton Campus. Parking on surrounding streets and any subsequent parking violations at the Littleton Campus are monitored by the City of Littleton. Temporary day passes for parking lots are available from Campus Police. Day passes are also available from the Welcome Center, Testing Center, Academic Advising, the Art and Design Center Welcome Center, and at the front desk on the Parker and Sturm Collaboration campuses.

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.

For further information on parking at ACC, view the Parking and Traffic Regulations page.

RTD Passes
On the Littleton Campus, regularly priced monthly passes are available at the Cashier’s Office, Room M2300. ACC does not provide RTD passes as part of Student Fees.

Communication and Technology

D2L ( Desire2Learn)
eLearning Office
Main Building, Littleton Campus Room M1710
303.797.5080
elearning@arapahoe.edu

ACC Desire2Learn is the learning management system used for all courses. D2L allows students to find course materials such as the syllabus and handouts, and even look up current grades. The eLearning Office manages D2L and offers resources to learn more about D2L.
Electronic Communication
All students must have access to a computer with 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 student, faculty and staff use of the System's computing resources. It spells out the general principles regarding 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 any and 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 news-groups, reviewing material downloaded or uploaded by users, and reviewing email 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. ACC cannot be held liable for any loss that may be caused due to a computer virus.

Emergency Notifications
Campus Police
303.797.5800

Students, faculty and staff are automatically enrolled to receive alert messages based on personal contact information provided at enrollment or employment. To update personal contact information, log in to myACC and provide details in the Personal Information section of the Student or Employee tab.

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), adding/dropping/withdrawing from courses, student email, online courses, announcements, deadline notifications and many other resources.

Open Computer Labs (OCL)
The OCL at each campus has computers for use by presenting an ACC student ID card. There is no fee to use these labs. Students must obey the requests of lab personnel and College authorities while using computers on all campuses. Downloading software is prohibited on campus computers. Color printing is available for 25 cents per page. Black and white printing is available for 10 cents per page. Visit the Open Computer Lab page to learn more.

Littleton Campus - Room M1650
OCL computers have software for word processing, spreadsheets, databases, presentations, typing, résumés and more. Other educational and instructional software is available for subjects including nursing, science, pharmacology, medical lab technician, physical therapy, nutrition, anatomy and physiology.
Sturm Collaboration Campus Castle Rock
Located in room 116 (Academic Success Center), laptops available for checkout – go to the Front Desk directly across from 116.

Parker Campus
Located in room 123.

Postings and Bulletin Boards
Bulletin boards are available throughout the Main Building for Littleton and Parker campuses. Specific bulletin boards are available for public posting. Check the bulletin boards often for events and activities. Materials may be posted on bulletin boards only, not on painted surfaces, glass or walls. Posted materials must be approved in advance by Student Life and stamped for approval by the Student Life Office prior to posting. Official college business may be posted on the boards marked, “Student Life Boards.” Any material that is not official College business may only be posted on the “Public Posting” bulletin boards.

Student Email
Students are assigned a college email address upon acceptance to ACC, and will be notified of their student email address in their acceptance letter. ACC student email will be the only email address we use to communicate.

Access student email by logging in to the myACC portal, provided through Microsoft Outlook. 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 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. Students are expected to know and follow the Email Policies.

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

Student Resources Academic
Accommodations
Student Access Services
303.797.5730
Main Building, Littleton Campus Room M2720
sas@arapahoe.edu

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

Bookstore
The Bookstore has new, used, rental and digital books and is open at the beginning of each semester. Textbooks may also be rented or purchased online or at Espresso Yourself Cafe when the Bookstore is closed. Visit the bookstore website for Bookstore hours. Espresso Yourself Cafe has everything the Bookstore offers plus the following items: tablets, laptops, computer software and accessories, ACC clothing, backpacks, school supplies, graduation regalia, Scantron test sheets, nursing and medical reference books, study guides, greeting cards, gift items, special orders and gift cards.

Buying or renting books:  
Students can find out which books are needed for each course at the Bookstore website. Enter your S number to see all of the required and recommended materials for the semester. Books are available for purchase or rent online, in the bookstore on the Littleton Campus or at Espresso Yourself Café. Visit the store website for details regarding store hours. Books and supplies can be ordered online and delivered to the Littleton, Parker and Sturm Collaboration campuses for pick up. Allow 2 weeks for delivery. Alternate formats for textbooks should be requested in advance of the semester and through the Student Access Services Office, once you purchase the textbook.

Charging books to financial aid:  
Books and materials may be purchased using financial aid two weeks prior to each semester.

Book returns:  
A full refund will be given for textbooks (excluding final sale items) returned prior to the semester specific refund deadline as posted in the bookstore and the store’s website. Materials purchased after the semester specific deadline (but before the final week of the course) must be returned within 2 business days of purchase. Materials purchased during the last week of the course or final exams are not returnable/refundable. Receipts are required for any refund request. Visit the Bookstore website for further details.

Selling textbooks back:  
The best time to sell textbooks back is at the end of the semester, immediately before or during finals. If a textbook is being used for an upcoming semester, and if the Bookstore needs it, a student could receive up to 50% of the price paid, based on the condition of the book. A current student ID card or academic schedule is required.

Career and Transfer Services  
303.797.5805  
Main Building, Littleton Campus Room M2005  
careers@arapahoe.edu

The Career and Transfer Services are available to students and alumni to help develop career and academic plans and transition from ACC to continuing education or the workplace. Career services include career exploration and decision-making, career assessments, job search and employment services, resume critiques and job postings, and pathway-specific career events that give students opportunities to connect with employers and industry. Individual career counseling appointments, drop-in times, workshops and seminars, and online job and resource databases, as well as many additional career tools are available. Transfer services include academic planning, assistance with transfer guides and articulation agreements, annual
transfer fairs, 4-year transfer visits, and transfer information for 4-year colleges and universities. Students are welcome to schedule an appointment with a transfer advisor to learn more about 4-year admissions and scholarship opportunities. Services are available on the Parker and Sturm Collaboration campuses. See their webpage for days and times.

Child Care
Child Development Center
303.797.5678
North Building, Littleton Campus Room N1000

The Center provides flexible, convenient, moderately-priced preschool and childcare services for ACC students, faculty, staff and community members. The Center accepts children ages 18 months to 5 years old. Children must be enrolled to attend as the Center does not accept drop-ins. This NAEYC (National Association for the Education of Young Children) accredited center also serves as a demonstration school for Early Childhood Education and Pediatric Nursing Students to observe, read stories and participate in developmentally-appropriate learning experiences with the children. Child care stipends are available for Fall and Spring semesters and are awarded in the Fall. Stipends and child care spots are limited and usually have a wait list, so it is recommended to apply early. Visit the Child Care page to learn more.

Dean of Students Office
Student Engagement Center
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 in order to support students to reach their goals. The Dean of Students Office contributes to student success and overall retention by connecting students to on campus and off campus resources such as counseling, local food pantries and housing resources. The Dean of Students Office follows up on and enforces the Student Code of Conduct violations or behavior concerns. The Dean of Students Office assists students by discussing concerns, referring the student to the appropriate person/department or advising them on the grievance procedures. The Dean of Students Office collaborates with the ACC instructors and Academic Advising on the Early Academic Alert Program.

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

The Financial Aid Office provides assistance with all financial aid, including grants, scholarships, federal work study and student loans. Please contact the Bookstore for all information related to purchasing textbooks. Check out ACC’s scholarships page for more information and deadlines. Services are available on the Parker and Sturm Collaboration campuses. See their webpage for days and times.

Food Options
The Espresso Yourself Cafe located on the first floor of the Main building on the Littleton Campus, proudly serves Caribou beverages. It offers a wide assortment of breakfast, lunch
and dinner items prepared by local vendors. Snack items and Pepsi beverages are also available for purchase. Visit the [store website](#) for details regarding Cafe hours. Crowfoot Valley Coffee is located on the first floor of the Sturm Collaboration Campus. It offers beverages and an assortment of grab and go breakfast, lunch and dinner items prepared by local vendors.

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

**Health Insurance Resources**
**Student Engagement Center**
303.797.5730
Main Building, Littleton Campus Room M2720
acc.dos@arapahoe.edu

ACC does not offer or endorse any specific student health and/or dental insurance plan. Brochures relating to health insurance and dental insurance plans are available as an informational service. Any questions or concerns about a particular plan should be directed to the provider or sponsor named in the brochure. Information about enrolling in health insurance can also be obtained through [Colorado’s Health Insurance Marketplace](#).

**Housing Resources**
**Student Engagement Center**
303.797.5730
Main Building, Littleton Campus Room M2720
acc.dos@arapahoe.edu

ACC does not provide student housing nor do we recommend any apartment complex or roommate/location services. Visit the Student Engagement Center for a list of housing options and information about online listings. The Student Engagement Center also has contact information for transitional housing in the area.

**Library and Learning Commons**
303.797.5090
Main Building, Littleton Campus Room M2500
librarians@arapahoe.edu

ACC students have access to print books, ebooks, music CDs, DVDs, iPad Airs, Kindles, anatomical models, microscopes, slides, and phone chargers. Desktop computers are located on both floors and laptops can be checked out for use within the Library. All computers print to black/white and color printers and every student begins the semester with $25.00 in printing. We also have large and small group study rooms with dry erase boards and you can check out markers at the circulation desk. Our first floor is a “Quiet Zone,” and the 2nd floor provides a learning commons atmosphere where we encourage groups to use the large tables to work on assignments. Our librarians are eager to help with research needs, to assist with proper citations of sources, or just to recommend a good book. Requested material will be sent to students at the Parker and Castle Rock locations. Services are available on the [Parker](#) and [Sturm Collaboration](#) campuses. See their webpage for days and times.
Lockers
Student Life Office
303.797.5668
Main Building, Littleton Campus Room M2840

Combination lockers on the Littleton campus can be rented each semester at the Student Life Office for $10 to currently registered students. Lockers can be rented on the Parker and Sturm Collaboration campuses from the front desk. Temporary lockers in the Fitness Center may be used during a fitness class or work out. You will need to provide your own lock. Lockers in the Testing Center or near the Science Labs at the Littleton Campus, Parker, and Sturm Collaboration campuses, may be used temporarily with the key/code provided.

Students agree to follow the Student Code of Conduct in the use of any temporary locker at ACC and understand that for health, safety, and welfare purposes, the locker being used or rented may be entered into and/or inspected by the ACC Campus Police at any time and without notification.

Lost and Found
Campus Police
303.797.5629
Main Building, Littleton Campus Room M2630

Lost and Found service is located in the Campus Police office on the Littleton Campus. Found items are kept for 60 days. At the Parker and Sturm Collaboration campuses, check with the front desk. Proper identification may be required to reclaim lost items.

Notary Public
Welcome Center
Littleton Campus
303.797.4222

Notary service may be available at the Littleton Campus for school-related documents. See Welcome Center on the Littleton Campus or Campus Police for notary availability.

Paying for College
Cashiers Office
303.797.5638
Main Building, Littleton Campus Room M2300

There are several options to pay tuition. Students can pay by credit card (American Express, Visa or MC) online by logging into the myACC portal. Students may also consider signing up for the payment plan to make a partial payment now and subsequent payments later. If a student has Third Party Authorization, like an employer paying for college, please connect the Cashier’s Office directly. The Cashier’s Office also answers questions about past due balances, finance holds, and 1098-T.

For all financial aid questions, including grants, scholarships, federal work-study, and student loans contact the Financial Aid Office.

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 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 the Parker or Sturm Collaboration campuses. 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. Each semester accounts are reset back to 250 black and white prints. Black and white prints are charged 10 cents per page and color are charged 25 cents per page.

Copies
Black and white copies are available for 10 cents per page in the Library on the Littleton Campus, Main building, and room M2500. Copies at the Parker Campus can be done from the Open Computer Lab and picked up at the front desk. Copies at the Sturm Collaboration Campus can be printed and picked up at the Academic Success Center.

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

Navigate, found in the myACC portal, is an academic course planning tool that allows students to develop an academic path by semester as well as register for courses. Navigate also serves as a tool to schedule appointments with various departments on campus, as well as, 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 can be scheduled online. Academic Advising is also available at both the Parker and Sturm Collaboration campuses. Contact the Parker or Sturm Collaboration campus or make an appointment in Navigate to meet with an Academic Advisor at that location.

Records and Enrollment Services
303.797.5621
Main Building, Littleton Campus Room M2480
records@arapahoe.edu

The Records and Enrollment Services processes applications, determines residency and evaluates residency petitions, coordinates the registration process and analyzes transfer credit. The office is responsible for the graduation process. This office also maintains student records, sends transcripts and compiles student enrollment verifications. The Records Office also issues student IDs.
Scholarships
Financial Aid
303.797.5661
Main Building, Littleton Campus Room M2330
finaid@arapahoe.edu

Scholarships are a great way for students to pay tuition and possibly, additional living expenses while in college. To receive a scholarship, students need to complete the FAFSA and a scholarship application through ACC. For the majority of scholarships, there are established deadlines to apply. Students should pay attention to their email for notifications about the availability of scholarships each year.

Student ID Cards
Records and Enrollment Services
303.797.5621
Main Building, Littleton Campus Room M2480
records@arapahoe.edu

Student photo ID cards may be obtained from the Records and Enrollment Services office at the Littleton Campus, as well as at the Parker and Sturm Collaboration Campus front desks. The student photo ID serves as the ACC Library card, and is required to use the Fitness Center, sell books back to the Bookstore, admittance to some College activities, and access to some secure-access rooms and buildings (including the Art & Design Center and Veteran Study Lounge). It is also needed for the computer labs and to check in for ACC student services appointments. A valid student photo ID may also entitle our students to student discounts at select local businesses.

Student Life
303.797.5668
Main Building, Littleton Campus Room M2840
student.life@arapahoe.edu

Student Life fosters a positive, collegial atmosphere on campus by coordinating Student activities, events and resources for our students. The Mission of the Student Life Office is to facilitate student success and support by providing a variety of programs, activities, services, and experiences that are responsive to the personal, social, cultural and recreational needs of the community college student and are designed to support individuals in achieving their academic, professional, and personal goals.

Campus involvement starts with the Student Life Office. Students can attend student activities, campus events, and participate in clubs and organizations to make friends and build leadership skills. All students should consider joining a club or organization, such as Student Government or the Sigma Phi chapter of Phi Theta Kappa, ACC's Honor Society. There are several more clubs that cover a variety of topics from astronomy to Veterans. Membership requirements vary from club to club; however, as ACC organizations, all clubs operate under the College's Equal Opportunity Policy. Take advantage of this great chance to get involved in one or more of the clubs. Contact the Student Life Office using the information above or visit the Clubs page.

Testing Center
Instructional test proctoring is available to take make-up tests, tele-course tests and online tests where an individual may need a proctored environment. Arrangements must be made with the course Instructor/Faculty. Appointments are required on all three ACC campuses. A college placement test or other college readiness indicator is mandated by the State Board for Community Colleges and Occupational Education for community college students who are seeking a degree or enrolling in college-level English or math. This test takes approximately one and a half hours to complete and there is a testing fee. Photo IDs are required; contact the Littleton Campus Testing Center at 303.797.5993 for available hours. The placement test is also available at the Parker and Sturm Collaboration campuses, appointments are required on those campuses.

GED Testing
Register and pay for exams at GEDs website. Individuals may take all or part of the exam in one day or over several days. When an exam is completed successfully, a high school equivalency certificate from the Colorado Department of Education will be issued.

Correspondence Testing
The Testing Center provides proctoring for: DSST/DANTE exams, CLEP, NET, HOBET, Pearson Vue, TD, and correspondence testing for other colleges. Visit the Testing Center page to learn more. Fees may be required.

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

Veterans Administration (VA) paperwork is routed to the School Certifying Official in the Veterans Benefits Office for military Veterans or their dependents. Questions about compliance with GI Bill and/or VA rules to maintain eligibility for Basic Allowance for Housing (BAH), and online classes versus traditional format are addressed in this office. Check out the Military/Veterans page to understand the steps to get started. Communication from all offices is sent via ACC student email regularly. Students using VA benefits are required to visit with an Academic Advisor each semester to ensure the courses they are registered for apply directly to the declared degree and/or certificate.

Veterans Services
303.797.5668
Main Building, Littleton Campus Room M1615, M1630

ACC is committed to supporting veterans and military-connected students in getting involved in Student Life through camaraderie, advocacy, and service to community. ACC is committed to engaging student Veterans, dependents, and supporters in their successful transition through academia and by improving the quality of their college experience and opening up opportunities to better themselves through meaningful resources. There is a Study Lounge for Veterans and military-connected students and an active Student Veterans Association. More information can be found on the Military/Veterans webpage.
Welcome Center
303.797.4222
Main Building, Littleton Campus M2800

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 who 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 or faculty. Students should read each course syllabus thoroughly as some expectations may vary.

Calculator Rentals
Math Support Center
Main Building, Littleton Campus Room M2850

Texas Instruments TI-83, TI-84, or TI-89 calculator can be rented through the Math Support Center. Calculators must be returned to this location by the last day of the semester. Calculators can be rented from the front desk at the Parker and Sturm Collaboration campuses.

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 with respect to their educational records and how their record is shared. FERPA rights are afforded to students at the time of admission to ACC. Complete FERPA information is listed in the College Catalog.

Math Tutoring
Math Support Center
303.797.5258
Main Building, Littleton Campus Room M2850

The Math Support Center provides drop-in tutoring for all students. Access small study groups, graphing calculators and online resources in this center. Use computers for MyMathLab or get assistance with graphing calculators. Work with ACC faculty and students who love (and excel) in math. Math support and tutoring are also available on the Parker and Sturm Collaboration campuses. See their webpage for days and times.

Tutoring
Student Success Center
303.797.5669
Main Building, Littleton Campus Room M1650

The Student Success Center is a free service for all currently enrolled students and offers a
safe, friendly and knowledgeable environment to give students the help, understanding and support they need. Staffed by advanced students in several academic subjects, this valuable support provides help with concepts, assignments and online resources. Learn from students who have excelled in many of the courses offered at ACC.

Peer tutors also provide connections on campus, act as a sounding board for concerns, and offer guidance, coaching and problem-solving ideas. They are an excellent source for general college information and practical advice to help students stay on course and not give up if the going gets rough.

Tutoring support is also available on the Parker and Sturm Collaboration campuses. See their webpage for days and times.

**Struggling with Classes?**
At ACC, we care about our student’s academic success. During the semester, ACC requests faculty and instructors to report on the student’s academic progress. ACC refers to this as the Early Academic Alert Program. If a faculty or instructor issues an academic alert, the student will receive an email indicating the concern. If the student receives an alert, there is no need to panic; ACC is here to help our students. Students are encouraged talk with their faculty/instructor, Academic Advisor, and/or utilize one of the many academic success departments on campus to develop strategies for a successful semester.

**Writing Center**
303.797.5893
Main Building, Littleton Campus Library

Located in the Library on the Littleton Campus, the Writing Center offers free one-on-one tutoring sessions both in- person and online to develop writing skills. Professional tutors work with any skill level, from any course or discipline, at any stage of the writing process. While the Writing Center is not a proofreading or editing service, tutors are happy to work with on proofreading strategies and understanding mechanics. Call the Writing Center or visit the Writing Center page to schedule an appointment for an in-person tutoring session.
Writing support is also available on the Parker and Sturm Collaboration campuses. See their webpage for days and times.