

Student Handbook (2020- 2021)

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.

Important Notes and Disclaimers

As the circumstances evolve regarding COVID-19 and its impact on ACC, we continue to adjust so that we may serve our students and community. At the time of this publication, August 2020, and with Safer at Home orders from the Governor's Office, all ACC Campus buildings will have limited access by the public. The campuses are open to essential employees and for students in specific courses or academic programs approved by the CDHE. All campuses have testing and computer labs open by appointment only.

This Student Handbook (Handbook) contains pertinent information affecting students, current through the date of its issuance. 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 (BPs) or Colorado Community College System Procedures (SP's), the law, BPs and SPs shall supersede and control. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board or System Chancellor, respectively. Students are expected to be familiar with and adhere to the BPs, SPs as well as College directives, including but not limited to the contents of this Handbook.

To access BPs and SPs, see the [Colorado Community College System](#) website.

Nothing in this Handbook is intended to create (nor shall be construed as creating) an express or implied contract or to guarantee for any term or to promise that any specific process, procedures or practice will be followed or benefit provided by the College. The College reserves the right to modify, change, delete or add to the information in this Handbook as it deems appropriate.

Due to anticipated changes in applicable Title IX laws, the policies and procedures described in this Handbook may require updating after publication. Updated policies and procedures will be posted on the [ACC Sexual Misconduct](#) webpage.

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 Castle Rock campuses also comprehensive services for Students. 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) 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 meet the applicable requirements for accessibility.

Counseling Services

Dean of Students Office, 303.797.5730

Main Building, Littleton Campus Room M2720, Counseling.services@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 a remote or in-person (when possible) appointment and availability.

Fitness Center

303.797.5850

Annex Building, Littleton Campus Room A1600

We strongly recommend remaining as physically active as possible during this time by walking, running or biking outdoors with appropriate physical distancing. Please watch your email as we share out various resources you can access from home. At the time of publication, the Fitness

Center is available for Students by appointment, see Navigate for details and scheduling.

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. Generally, a basketball court is available for during posted times. At the time of publication the basketball court is closed. *Contact the [Fitness Center](#) 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 on all campuses. In the Main Building on the **Littleton Campus**, Students who wish to access these rooms can visit Campus Police M2600 to obtain swipe card access. For the **Parker** and **Castle Rock** 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 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 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 Castle Rock campuses.

Concerns and Safety

Campus Police

303.797.5800

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

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](#).

The Campus Police are concerned with the perception of how they perform their job. Question, comments and concerns may be left 24 hours a day 7 days per week on 303.797.5801.

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, when appropriate and possible.

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 or Program Chair, Program Director, or Instructional Dean. Please note, CCCOOnline teaches some online courses available to ACC Students. The follow up on academic concerns taught through this entity should be directed to CCCOOnline.

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).

Daily Crime Log

Campus Police, Records Custodian

campus.police@arapahoe.edu

As required 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 to the ACC community about crimes and crime trends on campus. The Crime Log entry includes all crimes reported to the Arapahoe Community College Police that occur within the Arapahoe Community College jurisdiction. 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.

Drug Free Schools

Dean of Students Office, 303.797.5730

Arapahoe Community College 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 Chief Student Services Officer's Office or the Office of Human Resources.

Students should understand that it is a violation of the Student Code of Conduct to use, being under the influence of, manufacture, possess, cultivate, distribute, illegally purchase, or sell alcohol, illegal or controlled substance and/or alcohol/drug paraphernalia while on college owned or college controlled property, and/or at any function authorized or supervised by the college and/or in state owned or leased vehicles. Student who violate the Student Code of Conduct will be subject to college penalties and possible legal sanctions.

Note: Although 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 and/or possession of marijuana continues to be prohibited while a student is on college owned or college controlled property, and/or any function authorized or supervised by the college and/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 the ACC students.

Emergency Messages

Campus Police, 303.797.5800

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

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. 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.police@arapahoe.edu

Code Blue emergency Phones are in place at all ACC Campus locations. During business hours these phones ring to the ACC 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@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 by dialing 5800 from any campus phone or 303.797.5800 from a cell phone. On the Parker and Castle Rock Campuses ask for an escort at the front desk.

Motorist Assistance

Campus Police, 303.797.5800

Main Building, Littleton Campus, Room M2600, 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 by dialing ext. 5800 from any campus phone or 303.797.5800 from a cell phone. On the Parker and Castle Rock 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 and/or fill out the appropriate extenuating circumstances form(s).

Refer a Concern

Dean of Students Office, 303.797.5730

Main Building, Littleton Campus, Room M2720, Acc.dos@arapahoe.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 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

303.797.4222

If an emergency at ACC occurs or there is significant snow, 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, and email. 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 and Community 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, Campus.police@arapahoe.edu

Parking lots require an ACC parking permit (excluding Fall 2020 semester). 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 Castle Rock campus 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 Castle Rock campuses, 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 stem.

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. 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. Drive are enforced by the City of Littleton. Please pay attention to signage and time limits. Similarly, street parking near the Parker and Sturm campuses are 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.

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 Cashiers Office, Room M2300. *Contact the Cashiers Office for availability.* ACC does not provide RTD passes as part of Student Fees.

Communication and Technology

D2L (Desire2Learn)

eLearning Office, 303.797.5080

Main Building, Littleton Campus Room M1710, 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. This is the system used for the online, virtual or remote portions of our courses. 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 Faculty, Student, 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

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 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. [Log on to myACC.](#)

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. Every student begins the semester with \$25.00 in free printing. 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. Black and white printing is available for 10 cents per page. Every student begins the semester with \$25.00 in free printing.

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. Every student begins the semester with \$25.00 in free printing.

Parker Campus:

Located in Room 123. Every student begins the semester with \$25.00 in free printing.

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. 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 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 we use to communicate, once you register for classes.

Students are able to access 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 internet available for Students and guests.

Student Resources

Academic Accommodations

Disability Access Services, 303.797.5860 (voice/TTY)

Main Building, Littleton Campus 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 for implementation of services can vary. Accommodations for campus events should be requested through the sponsoring department or office.

Bookstore

303.797.5676

Main Building, Littleton Campus Room M1200 and M1350

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 [store 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 or in the bookstore on the Littleton Campus at the beginning of each semester or online and at Espresso Yourself Café the remainder of the year. Visit the store website for details regarding store hours and contactless book pick up. Books and supplies can be ordered online and delivered to the Littleton, Parker and Castle Rock 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 campus store [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

Career and Transfer Services is 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, two 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 Castle Rock 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 that to apply early. We have a second childcare tuition assistance opportunity. The CCAMPIS grant (Child Care Assistance Means Parents In School) allows us to offer assistance in the fall, spring and summer if students meet the requirements of the grant. The applications for both the CCAMPIS and the BUELL stipend are available at the child care center.

Students are encouraged to call the director to inquire about eligibility and visit the [Child Care page](#) to learn more.

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 in order to support Students to 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.

Financial Aid

303.797.5661

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

The [Financial Aid Office](#) helps 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 [Castle Rock](#) 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 bookstore store website for details regarding Cafe hours.*

Crowfoot Valley Coffee is located on the first floor of the Castle Rock campus. It offers beverages and an assortment of grab and go breakfast, lunch and dinner items prepared by local vendors.

Hours may vary, please see the website for details regarding hours.

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

Health Insurance Resources

Dean of Students Office, 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

Dean of Students Office, 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 Dean of Students Office for a list of housing options and information about online listings. This office also has contact information for transitional or emergency housing in the area.

Library and Learning Commons

303.797.5090

Main Building, Littleton Campus 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 students at all three campuses as well as concurrent enrollment students at local high schools.

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, large and small group study rooms, and a dedicated Law Library. 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. Every student begins the semester with \$25.00 in free printing. The Reserve Collection includes some required textbooks and objects such as anatomical models, microscopes, and slides. Professional tutoring services are also available in the areas of writing, math, and biology.

From the Library website, students can access research guides covering many academic subjects, video tutorials, and citation tools. Search our catalog for print books, ebooks, scholarly articles, and streaming videos. During open hours, our librarians are eager to help in-person or online with research needs, assist with proper citations of sources, or just recommend a good book. When the Library is closed, students have access on our website to a 24/7 reference chat service that is staffed by academic librarians. Let us know how the Library can help you succeed.

Lockers

Student Life Office, 303.797.5668

Main Building, Littleton Campus Room M2820, student.activities@arapahoe.edu

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 Castle Rock 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 Castle Rock 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, Campus.police@arapahoe.edu

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 Castle Rock campuses, check with the front desk. Proper identification may be required to reclaim lost items.

Paying for College

Financial Disclaimer, Academic Year 2020-21:

During the 2020-21 academic year, some or all of the instructional formats may change due to an emergency situation affecting college operations, public safety, or public health, including the COVID-19 pandemic. Tuition and fees are charged at the beginning of the semester and will remain in place regardless of any changes in instructional format. Tuition and fees will not be refunded in the event the curriculum delivery format changes for any part of the 2020-21 academic year.

Cashiers' Office:

303.797.5638

Main Building, Littleton Campus 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 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 Cashiers' Office directly. The Cashiers' 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 Castle Rock 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 Castle Rock Campus can be printed and picked up at the Welcome desk.

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 the Student to develop their 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 **Castle Rock** campuses. Contact the Parker or Castle Rock 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 Castle Rock 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 StudyLounge). It is also needed for the computer labs. 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 M2820, student.activities@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

303.797.5993

Main Building, Littleton Campus Room M2210

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 by 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** (303-734-4822) and Castle Rock (303-660-3160) 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 [Veterans Benefits](#) 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, M2820

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 opportunities for student leadership. More information can be found on the [Veterans Services](#) website.

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/Faculty. Students should read each course syllabus thoroughly as some expectations may vary.

Calculator Rentals

Math Support Center, 303.797.5358

Main Building, Littleton Campus Room M2850, acc.mathsupportcenter@arapahoe.edu

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 Castle Rock 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, Library, Littleton Campus

The [Math Support Center](#) provides appointment based and virtual 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 [Castle Rock](#) campuses. See their webpage for days and times.

Tutoring

Academic Success Center, 303.797.5669

Main Building, Littleton Campus Room M1650

The [Academic 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 [Castle Rock](#) 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 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, 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 [Castle Rock](#) campuses. See their webpage for days and times.