Faculty/Instructor Handbook
2016-2017
A Center for Professional Enrichment Publication

WORKING AS ONE FOR A GREATER ACC
Faculty Handbook Provision

This Faculty Handbook (Handbook) contains pertinent information affecting faculty members, 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 President’s 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 President, respectively. Faculty members 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 https://www.cccs.edu/about-cccs/state-board/policies-procedures/

Nothing in this Handbook is intended to create (nor shall be construed as creating) an express or implied contract or to guarantee employment 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.
Nothing in this Handbook is intended to create (nor shall be construed as creating) an express or implied contract of employment or to guarantee employment for any term or to promise that any specific procedures must be followed by the College. The College reserves the right to modify, change, delete, or add to, as it deems appropriate, the policies, procedures, benefits, and other general information in this Handbook.

INTRODUCTION

About ACC
Since 1965, when we became the first two-year college in the greater Denver area, Arapahoe Community College has been the place of choice for people who want to Do More. In 1970, the former Arapahoe Junior College became Arapahoe Community College. Adjacent to downtown Littleton, Colorado, and just 10 miles south of downtown Denver, ACC's Littleton campus offers a spectacular panoramic view of the Colorado Rockies.

ACC Today
ACC is an open-door admissions institution, educating people from age 17 on up — with or without a high school diploma or General Education Development (GED) certificate. About 18,000 students attend ACC annually. ACC offers more than 100 degree and certificate programs. Most classes are held at the Main building, completed in 1974, on ACC's 51-acre Littleton campus. Our facilities include:

- A large Annex, completed in 1977, houses additional classrooms, laboratories, the Colorado Gallery of Arts, the automotive technology department and the Fitness Center, which includes a gymnasium and a full workout center.
- The Art and Design Center, acquired in 1990 in downtown Littleton, houses ACC's art, fine art, design and some technology programs
- The ACC Parker Campus, located at 15653 Brookstone Dr., Parker, opened in 2000.
- The Weber Center for Learning Resources (library), completed a $13 million renovation in 2001 of the Main building, and is now the architectural centerpiece of campus
A Letter from your President

Greetings:

Thank you for choosing Arapahoe Community College for your teaching experience. Whether this is your first teaching assignment at ACC or you are a returning faculty member, I want to take this opportunity to welcome you to our learning community and to the best community college!

Arapahoe Community College has a proud tradition of providing programs of excellence. At the heart of ACC’s mission and vision is a commitment to student success. Your expertise, dedication and commitment to excellence pave the way for ACC to meet the educational and workforce needs of the region we serve.

Faculty and Instructors have played a tremendous role throughout this college’s history. The continued growth and vitality of ACC is dependent on your active involvement in the life of our college. You make a direct positive difference in the lives of our students.

Again, welcome to Arapahoe Community College. We are delighted to have you on our instruction team!

Sincerely,

Diana M. Doyle, Ph.D., President

A Letter from the Vice President for Instruction

Welcome:

Thanks for choosing ACC as a place to share your knowledge and expertise with others. We are delighted to have you join us. As a valued member of our team, we acknowledge and appreciate the critical role you are playing in enriching our students’ lives. Arapahoe Community College is a dynamic learning community and we encourage all our community members to grow and learn along with us.

Over the next few weeks you will meet many new coworkers and supervisors. Feel free to let them know what you need to accomplish your new responsibilities. We have developed this handbook for you. Within it you will find a wealth of information and hopefully answers to many of your questions. I trust that you will take a few minutes to review the handbook so that you can take advantage of all that is offered. Your Department Chair, Dean, the Center for Professional Enrichment staff and I are all here to help you get off to a strong start.

I look forward to working with each of you and wish you the best of luck in your new position.

Sincerely,

Diane Hegeman, Ph.D.
Vice President for Instruction
Vision, Mission and Statement of Values

VISION:
To be the leader in community college education for the State of Colorado.

MISSION:
To provide innovative and responsive educational and economic opportunities in an accessible, inclusive environment that promotes success for students, employees and the community.

VALUES:
Lifelong Learning - We uphold the highest academic standards and support the growth and success of each individual.

Integrity – We encourage the free exchange of ideas in an open environment that embraces honesty, respect and personal responsibility.

Community – We foster trusting relationships and respectful communication through collaboration with our students, employees and community partners.

ACADEMIC LINKS

› STRATEGIC 2015-2000 PLAN: WORKING AS ONE FOR A GREATER ACC
› Vision, Mission and Statement of Values
› ACC 2016-2017 Academic Calendar
› ACC Legal Notices
› ACC Self-Study Report, 2006 > North Central Association of Colleges and Schools
› Accreditation Criteria: This web site provides links to NCA/HLC online information resources.

TOP TEN Handbook LINKS FOR FACULTY AND INSTRUCTORS

Admissions and Records
Academic Advising
Campus Police
eLearning (Online learning)Grade Books
Information Technology
Library and Learning Commons
Part-Time Instructor Information
Policies and Procedures guidelines
Printing Services
Testing Center
# TABLE OF CONTENTS

INSTRUCTIONAL PHONE DIRECTORY ................................................................. 8
Legal Notices ........................................................................................................ 8
Instructional Schools .......................................................................................... 13
Academic Calendar ............................................................................................. 13
PART-TIME INSTRUCTOR INFORMATION ...................................................... 14
PART-TIME Instructor Checklist .......................................................................... 18
Responsibilities for PART-TIME Instructors ...................................................... 18
FACILITIES INFORMATION ............................................................................. 20
Colorado Gallery of the Arts: 303.797.5649 | Room A1300 .............................. 21
ACC Castle Rock Campus .................................................................................... 22
ACC Parker Campus ............................................................................................ 23

CLASSROOM MANAGEMENT AND PROCEDURES ......................................... 24
Academic Misconduct ......................................................................................... 24
Attendance and Attendance Records .................................................................. 25
Cashiers Office ..................................................................................................... 25
Census/Withdraw Dates ....................................................................................... 25
Class/Course Cancellations .................................................................................. 26
Classroom Assignments and Changes ................................................................. 27
Classroom Use/Security ....................................................................................... 27
Course Waivers ..................................................................................................... 27
Disruptive Behavior ............................................................................................. 27
eLearning ............................................................................................................... 27
Email ...................................................................................................................... 28
Emergencies .......................................................................................................... 28
Emergency Messages ........................................................................................... 28
Faculty Self-Service Banner ................................................................................ 29
FERPA .................................................................................................................... 29
Field Trips .............................................................................................................. 29
Grade Books and Records .................................................................................... 30
Grades .................................................................................................................... 30
Graduation ............................................................................................................. 31
Independent Study ............................................................................................... 32
Instructor/Course Evaluations ............................................................................. 32
myACC Web Portal .............................................................................................. 32
Refund Policy ........................................................................................................ 32
Student Rosters and Syllabi .................................................................................. 33
<table>
<thead>
<tr>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Testing and Exams</td>
</tr>
<tr>
<td>Testing Center</td>
</tr>
<tr>
<td>Textbooks</td>
</tr>
<tr>
<td>STUDENT RESOURCES</td>
</tr>
<tr>
<td>Academic Advising</td>
</tr>
<tr>
<td>Admissions and Records</td>
</tr>
<tr>
<td>Bookstore</td>
</tr>
<tr>
<td>Career and Transfer Center</td>
</tr>
<tr>
<td>Child Development Center</td>
</tr>
<tr>
<td>Computer Lab</td>
</tr>
<tr>
<td>Financial Aid</td>
</tr>
<tr>
<td>Graphing Calculators</td>
</tr>
<tr>
<td>Library and Learning Commons</td>
</tr>
<tr>
<td>Phi Theta Kappa</td>
</tr>
<tr>
<td>Student Affairs</td>
</tr>
<tr>
<td>Student Behavior Continuum</td>
</tr>
<tr>
<td>Counseling Resources</td>
</tr>
<tr>
<td>Student Access Services</td>
</tr>
<tr>
<td>Student Success Center</td>
</tr>
<tr>
<td>SUPPORT SERVICES</td>
</tr>
<tr>
<td>Campus Police / PARKING</td>
</tr>
<tr>
<td>Career and Technical Education (CTE) Credential Requirement</td>
</tr>
<tr>
<td>Center for Professional Enrichment</td>
</tr>
<tr>
<td>Child Development Center</td>
</tr>
<tr>
<td>Classroom and Building Maintenance: 303.797.5756</td>
</tr>
<tr>
<td>Community Education Office: 303.797.5722</td>
</tr>
<tr>
<td>Faculty Support</td>
</tr>
<tr>
<td>Human Resources: 303.797.5720</td>
</tr>
<tr>
<td>Workers Compensation Procedure</td>
</tr>
<tr>
<td>INFORMATION TECHNOLOGY</td>
</tr>
<tr>
<td>Printing and Mail Services</td>
</tr>
<tr>
<td>Veterans Programs and Assistance</td>
</tr>
<tr>
<td>MISCELLANEOUS</td>
</tr>
<tr>
<td>ACC Stylebook</td>
</tr>
<tr>
<td>Policies and Procedures</td>
</tr>
<tr>
<td>Purchasing and Receiving Procedures</td>
</tr>
<tr>
<td>ACRONYMS</td>
</tr>
</tbody>
</table>
Learning Outcomes for Student and Process Improvement

Preparing learners for life success is an important commitment at Arapahoe Community College. These learning outcomes address the knowledge, skills, and values that are fundamental to the personal and professional growth of our students, employees and community.

1. **Communication**
   Construct, deliver, and engage in effective, knowledgeable communication for a variety of audiences and purposes.

2. **Information Management**
   Identify, retrieve and synthesize information in order to think critically, reason creatively and make informed judgments.

3. **Personal Development**
   Identify and continually develop one’s aptitudes and abilities in pursuit of goals.

4. **Responsibility and Accountability**
   Employ personal and social accountability, recognize ethical issues, practice ethical behavior, and balance personal freedom with the interest of the community.

5. **Quantitative Reasoning**
   Retrieve, interpret and evaluate information and numerical concepts to determine trends, make predictions, and develop informed opinions.

6. **Cultural Awareness**
   Identify, distinguish, or express a diversity of aesthetic, cultural, and historical perspectives.
INSTRUCTIONAL PHONE DIRECTORY

VICE PRESIDENT FOR INSTRUCTION
(A2000)
VPI: Diane Hegeman  303.797.5702
VPI ASSISTANT: Angie Pendell  303.797.5707
A2000 RECEPTION DESK  303.797.5763

ACC CHOOLS:
Arts, Humanities, Business and Technology (AHBT)
DEAN: Rebecca Woulfe  303.797.5822
ASSOC. DEAN: Debbie Grant  303.797.5706
SCHOOL ASSISTANT: Anita Frazier  303.797.5855
A&D ASSISTANT: Chris Davis  303.797.5958

Health, Mathematics and Sciences (HMS)
DEAN: Samuel DeVries  303.797.5073
ASSOC. DEAN: Fida Obeidi  303.797.5943
SCHOOL ASSISTANT: Mary Metros  303.797.5991

Legal, Communications, Behavioral and Social Sciences (LCBSS)
DEAN: Vanessa Anderson  303.797.5930
ASSOC. DEAN: Jo Ann Beine  303.797.5821
SCHOOL ASSISTANT: April Fox  303.797.5798

COMMUNITY and WORKFORCE PARTNERSHIPS
DEAN: Matt McKeever  303.797.5859
INSTRUCTIONAL PROJECT COORD: Karla Butler  303.797.5646

Center for Professional Enrichment
CHAIR: Deb Stieneker  303.797.5791
CENTER ASSISTANT: Meredith Tofield  303.797.5763

Instructional Technology eLearning
DIRECTOR: Lee Christopher  303.797.5965

Library & Learning Commons
DIRECTOR: Lisa Grabowski  303.797.5746

Center for for Institutional Effectiveness and Grant Writing
DIRECTOR: Donna Chrislip  303.797.5738
CENTER ASSISTANT: Meredith Tofield  303.797.5763

Legal Notices

As a recipient of Federal Title IV funds, Arapahoe Community College (ACC) is required to collect, publish and disseminate certain information to students, prospective students and employees. The College will also provide a copy of this information including a full report of the institution’s graduation rate and the Annual Security Report if requested.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:

Requests for academic accommodations can be made by contacting the Disability Services Office at 303.797.5937. Accommodations for student activities and events will be provided upon request. Persons with disabilities who require an accommodation to participate in a student activity should notify the Student Affairs Office (303.797.5668) at least three working days prior to the event.

Inquiries or specific complaints of alleged disability-related discrimination or harassment should contact the Human Resources Director, Ms. Angela Williams (303.797.5715) or the Associate Dean of Judicial Affairs and Support Services, Ms. Heather Wilcox (303.797.5674), Arapahoe Community College, 5900 S. Santa Fe Drive, Littleton, CO 80120.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM:

- The Law: 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 this law is on file in the Human Resources Office for your reference. The Drug and Alcohol Abuse Prevention Program includes:
• **Code of Conduct:** Use, being under the influence, manufacturing, possession, cultivating, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous 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.

  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.

• **Legal Sanctions:** There are legal sanctions for violations of the Code of Conduct. Any student convicted of the unlawful manufacture, distribution, dispensation, possession, use or abuse of illicit drugs or alcohol is subject to criminal penalties under local, state or federal law. These penalties range in severity from a fine of $100 to $8,000,000 and/or imprisonment. The exact penalty assessed depends upon the nature and severity of the individual offense.

• **College Penalties:** The College will issue sanctions against students who violate the Code of Conduct. Violators will be subject to disciplinary action under student disciplinary policies. Sanctions include, but are not limited to, probation, suspension or expulsion from the College or probation, suspension or termination of employment; and referral to authorities for prosecution, as appropriate.

• **Health Risks:** Many health risks are associated with drug and alcohol abuse. Risks include: malnutrition, brain damage, heart disease, pancreatitis, cirrhosis of the liver, mental illness, death, low birth-weight babies, and babies with drug addictions. Personal relationships, family dynamics, ability to work and study are also at risk.

**Drug and Alcohol Abuse Prevention Program** information and counseling resources are available through the Student Affairs Office and Human Resources.

• **Illegal Substances:** A controlled substances schedule is on file in the Student Affairs Office (Room M2820). Illegally possessing, using, distributing or manufacturing any narcotic, dangerous drug or controlled substance as classified by federal, state, and local laws or appearing on campus while under the influence of any illegally-obtained narcotic, dangerous or controlled substance is a crime and violation of the Student Code of Conduct.

**Amendment 64 Information:** In November 2012, Colorado voters passed Amendment 64 to the Colorado Constitution. This amendment changed Colorado law to allow people 21 or over to cultivate, consume and possess limited amounts of marijuana in private, not in public. In light of the public nature of our campuses, any marijuana use or possession on campus would run contrary to this restriction. This amendment does not alter existing policies at Arapahoe Community College prohibiting the possession, use, and distribution of marijuana by students, employees, and all other visitors on College property.

• **Referral Resources:** Referrals for counseling, treatment, rehabilitation and re-entry programs are available through the Student Affairs Office for students and Human Resources for employees. Individuals may also search online for private and community-based programs as well as telephone directory listings found under “Alcoholism Treatment” and “Drug Abuse Information and Treatment.” For more information contact the Student Affairs Office at 303.797.5668 or Human Resources at 303.797.5741.
FAIR AND ACCURATE CREDIT TRANSACTIONS ACT (FACTA)

- In accordance with the Fair and Accurate Credit Transactions Act (FACTA) of 2003, Arapahoe Community College adheres to the Federal Trade Commission's (FTC) Red Flag Rule (A Red Flag is any pattern, practice, or specific activity that indicates the possible existence of identity theft.), which implements Section 114 of the FACTA and to the Colorado Community College System’s Identity Theft Prevention and Detection Program, which is intended to prevent, detect and mitigate identity theft in connection with establishing new covered accounts or an existing covered account held by the Colorado Community College System (System or CCCS) or one of its thirteen (13) community colleges, and to provide for continued administration of the Program. If a transaction is deemed fraudulent, appropriate action will occur. Action may include, but is not limited to, cancelling of the transaction, notifying and cooperating with law enforcement, reporting to the Student Code of Conduct Office, and notifying the affected parties. For more information on FACTA, Red Flag Rules, and Identity Theft Consumer Information, please see the links provided below.

Federal Trade Commission Statute
Red Flag Rules
Identity Theft Consumer Information

GRIEVANCE AND APPEAL PROCEDURES: If you are taking any Arapahoe Community College courses, and you have a complaint about your experience with Arapahoe Community College, you have two options:

1. You can follow Arapahoe Community College's process for student complaints or you may also contact the Higher Learning Commission, which is Arapahoe Community College’s accrediting agency.
2. If you are residing outside of Colorado while attending Arapahoe Community College, in many cases you can file a complaint in the state where you are residing. The SHEEO website can provide you with state agencies that manage the student complaint process.

Before exercising either of the above options, students should be aware that most, if not all, external complaint processes require the student exhaust all of the institution’s internal complaint procedures prior to considering the review of a grievance.

INSTITUTIONAL ACCREDITATION

Arapahoe Community College is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Schools. The Commission can be reached at 312.263.0456 or by accessing the HLC website. The College operates under the jurisdiction of the Community Colleges of Colorado. ACC students regularly transfer credits to state colleges and universities within Colorado. Transfer information is available in the Academic Advising Office, Room AM2010.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

The Clery Act Disclosure is accessible on the ACC Campus Police website and hard copies are also available through the Campus Police Department, Room AM2600.

Sexual assault protocols and victims’ rights provisions are described at Sexual Misconduct and Title IX website. Victims are encouraged to report and help is available.
Sex offender information is available at Colorado Convicted Sex Offender website. Open police logs are available at the Campus Police Department. The Campus Police Department will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff.

To report crimes, violations, accidents, suspicious persons and incidents to the Campus Police Department, dial extension 5800 from any campus phone or 303.797.5800 from an external phone line. If there is no immediate answer, dial 9-911 from an on-campus phone or 911 from an external line or cell phone.

NON-DISCRIMINATION STATEMENT
Arapahoe Community College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Arapahoe Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Angela Williams, Human Resources Director, as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Angela Williams, Human Resources Director at 5900 S. Santa Fe Drive, Littleton, CO 80120, telephone 303.797.5715.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

PUBLIC INFORMATION AND THE SECURITY OF YOUR STUDENT RECORDS (FERPA)
The Family Educational Rights and Privacy Act (FERPA) of 1974 restricts the release of student information to the public without the consent of the student, except for directory information. Directory information includes name, number of credits currently taking or completed, dates of enrollment, major, degrees earned and honors earned. The Solomon Amendment requires institutions receiving federal funds to provide additional directory information that includes address and phone numbers of enrolled students to the US Military. If a student does not wish the College to release the directory information, a Confidential Hold form must be completed and returned to Information Central. A student who has requested restricted release of information cannot perform any personal business with ACC over the phone. These students must conduct all of their business in person. This includes, but is not limited to, using telephone registration and grading, calls from the student’s family, child’s school or daycare, etc. For emergency purposes, contact the Registrar directly at 303.797.5623 for special accommodations. A complete copy of the ACC Student Records Procedures (AP4-40) may be obtained from the Office of Admissions & Records.

SEX OFFENDER REGISTRY
Information concerning persons who are required by Colorado law to register as sex offenders may be obtained from the Littleton Police Department, Records Division, 2255 West Berry Avenue, Littleton, CO 80165, 303.795.3880, or
the Arapahoe County Sheriff's Department, Records Division, 13101 E. Bronco Pkwy. Blvd., Centennial, CO 80112, 303.795.4780, or on the Colorado Convicted Sex Offender website.

SMOKING POLICY

Smoking, including vapor cigarettes, is prohibited in all College buildings as directed by the Governor's Executive Order D0036 90. Smoking is also prohibited at all doorway entrances. Specified outdoor smoking areas have been indicated on campus maps located around the building. Smoking is prohibited within 25 feet of doorways and buildings.

STATE AUTHORIZATION

Arapahoe Community College is currently working cooperatively with higher education authorities in all states and other U.S. jurisdictions to ensure compliance with state authorization requirements that govern the offering of courses in those states, including complaint processes. Arapahoe Community College will continue to monitor developments in the jurisdictions in which it enrolls students, and, if authorization or licensure is or becomes necessary, it will obtain approvals or provide notice here of the jurisdictions in which it is not authorized to offer courses or programs.

Currently Arapahoe Community College has approval to offer courses in the following states:

Arapahoe Community College is in the process of obtaining approval in the following states: Iowa, Massachusetts, Minnesota, Pennsylvania, and the District of Columbia

Arapahoe Community College is currently NOT authorized to offer courses in the following states: Iowa, Massachusetts, Minnesota, Pennsylvania, and the District of Columbia

If you are not an on-campus student at Arapahoe Community College and plan to enroll in distance classes, please check the information provided above to verify that your state has either authorized or exempted our college to offer such classes or programs to you as a resident of that state.

If you reside in an "unauthorized" state and plan to take distance education classes, please note that we are not authorized or exempted to offer distance education classes or programs to you as a resident of an "unauthorized" state. If you have questions or concerns, please contact Darcy Briggs at darcy.briggs@arapahoe.edu.

STUDENT RIGHT-TO-KNOW

In accordance with Title I of Public Law 101-542, information about graduation rates is available on the ACC Website or from the Office of Institutional Research; additional graduation data is also available at the Colorado Department of Higher Education Website.
U.S. COMMUNICABLE DISEASES
On the basis of current information from the American College Health Association, the National Centers for Disease Control and the Colorado Department of Health, there are numerous reportable communicable diseases (e.g. Measles, Rubella, Varicella, and Hepatitis) which can infect individuals through various methods of contact and can represent a public health threat to the campus community. Accordingly, exclusion from campus academic, social or cultural activities of those individuals who can infect other individuals may be appropriate.

VOTER REGISTRATION INFORMATION
ACC fully supports and advocates that students and staff register to vote. Voter Registration forms are available at the Student Affairs Office, Disability Services Office and the Colorado Secretary of State website.

Instructional Schools
ACC instructional schools include Arts, Humanities, Business and Technology (AHBT); Legal, Communications, Behavioral and Social Sciences, (LCBSS) and Health, Mathematics and Sciences (HMS). We also offer hundreds of non-credit courses and a Workforce Training department. Eighty-two percent of our Faculty has advanced degrees and sixteen percent have doctorates.

Arapahoe Community College is dedicated to the complete satisfaction and achievement of our students. Among the many services we have to help students are a peer mentoring and tutoring center, a career resource center and an award-winning childcare center.

Academic Calendar
The official College Calendar is available online in the College Catalog and semester schedules. The calendar lists all important dates, including holidays, official closures, registration dates, add/drop dates, start and end dates for the semester, due dates for final grades, etc. You can find the calendar at 2016-17 Academic Calendar.
PART-TIME INSTRUCTOR INFORMATION

ARAPAHOE COMMUNITY COLLEGE
POSITION DESCRIPTION

Job Title: Part Time Instructor
Reports To: Respective Department Chair

Department: Instruction
Date Revised: November 2012

PRIMARY PURPOSE:
Part-time instructors provide instructional duties for the college in their respective areas of expertise. They report to the department chair within the discipline and do not have any supervisory responsibilities. Responsibilities include: instruction, student assessment, and other related instructional duties. Possible teaching locations include Littleton, Parker, and Castle Rock campuses and classes may be held days, evenings, and weekends. Instructional delivery may include face-to-face, hybrid, and online.

ESSENTIAL FUNCTIONS:

50% Classroom Instruction: Required to meet all class periods and start and end classes promptly. Teach assigned curriculum and make use of required texts and materials. Provide students with a complete syllabus on the first day of class that includes information on course description, objectives, assignments, grading policies, and contact information. Maintain accurate records of attendance and provide data on no-shows, last day of attendance, etc., promptly. Use technology to facilitate learning including meeting the required minimum standards for the use of Desire2Learn (D2L) the college learning management system.

20% Student Assessment (Grading): Maintain updated and accurate grading records in D2L and submit all final grades by the due date in the college SIS system (Banner). Provide consistent and timely feedback to students regarding progress and grades on assignments.

20% Planning: Prepare for each class meeting and consider learning strategies that address diverse learning styles and a diverse community college student population. Class content and assessment methods should relate to course objectives.

10% Communication: Provide timely feedback to students using ACC email account for all college business. Check ACC email account and D2L email account (if used) every 24-48 hours during the class term and for at least one week after grades are submitted.

REQUIREMENTS:

KNOWLEDGE, SKILLS AND ABILITIES:
Self-Management – Sets well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

Interpersonal Skills – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Diversity – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.
Conflict Management – Manages and resolves conflicts, grievances, disagreements in a constructive manner to minimize negative personal impact.

Integrity/Honesty – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

Organizational Awareness – Knows the organization’s mission and function and how its social, political, and technological systems work and operates effectively with them including the program, policies, procedures, rules and regulations of the organization.

Teaching Others – Helps others learn through formal or informal methods, identifies training needs, provides constructive feedback, coaches others on how to perform tasks, and acts as a mentor.

Computer skill proficiency; particularly in M/S Office programs including Word, Excel and PowerPoint.

**EDUCATION:**
- For General Education departments, the applicant should have a Master’s Degree in a related discipline or at least 18 graduate credit hours in the discipline to be taught.
- For Career Technical departments, the applicant must be eligible for credentials in discipline area which includes PART TIME CREDENTIAL - All part time applicants are required to verify a minimum of 4,000 hours of related experience (non-teaching).

**EXPERIENCE:**
- Prior teaching experience is preferred.
- Ability to interact with a variety of students.
- Must possess strong interpersonal communication skills to facilitate learning.
- Must support and promote the mission of Arapahoe Community College.

**WORK ENVIRONMENT:**
Work is generally confined to a standard office environment.

**PHYSICAL DEMANDS:**
*The following are some of the physical demands commonly associated with this position.*
- Occasionally lifts, carries, pulls or pushes up to 20 lbs.
- May need to stoop, reach, handle, have manual dexterity and the ability to talk and hear.
- Mental function demands include comparing, copying, computing, compiling, analyzing, coordinating, synthesizing, negotiating, communicating, instructing, and interpersonal skills.

**REASONABLE ACCOMMODATION STATEMENT**
Arapahoe Community College provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please contact Angela Williams, Director of Human Resources, at (303) 797-5715 or angela.williams@arapahoe.edu.
INSTRUCTOR JOB EXPECTATIONS

POSITION TITLE: Instructor
REPORTS TO: Department chair or their designee for the area(s) in which the instructor teaches.
SUPERVISES: No supervisory responsibilities associated with this position.
BASIC FUNCTIONS: Provide instruction in assigned class(es) in coordination with your department chair and established course guidelines. Uphold the vision, mission, and values of the College. Abide by all relevant College and System policies. Instructors must be effective, engaging teachers in addition to being subject area experts with practical experience. Learning and student success, persistence, and retention are placed at a high value for all ACC employees.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Teaching:
   a. Meet all class periods.
   b. Start and end classes promptly at scheduled times.
   c. Teach assigned curriculum and make maximum use of required texts and materials as directed by your department chair.
   d. If you know in advance you cannot hold your class, make prior arrangements with your chair.
   e. If you move your class for a session, make your chair and the school administrative assistant are aware so they can notify lost students.
   f. For those classes which include a laboratory component, conduct all lab experiences in a professional manner to include:
      • Abide and enforce all laboratory safety requirements.
      • Ensure availability of supplies.
      • Provide information on all aspects of the lab procedures.
      • Complete proper and prompt clean-up of the laboratory.

2. Syllabus:
   a. At the start of the semester, provide and review with students a syllabus for the course that includes all required components of the ACC course model syllabus.
   b. A template for the syllabus will be provided by your department chair. Include all important dates, assignments, your ACC email, etc.
   c. Include course attendance and grading policies.

3. Attendance:
   a. Maintain accurate records of attendance. The style and method of taking attendance is left to the discretion of the instructor.
   b. Until census date, review Banner class roster each time you go to class.
   c. Report no-shows in Banner (accessed via ACC portal) on the census date.
   d. Communicate your attendance policy and expectations to your students.

4. Grading:
   a. Maintain updated and accurate grading records in D2L.
   b. Communicate your grading policy and expectations to your students.
c. Submit all grades by the published deadline which includes entering final grades into Banner (accessed via ACC Portal).

5. Communication:
   a. Conduct all College business using your ACC email account rather than a personal account.
   b. Conduct all class email either through ACC email OR D2L email. Please be sure to advise your students of your preferred email communication method.
   c. Check ACC email account at least every 24-48 hours during the term and for at least 1 week after grades are submitted.
   d. Provide consistent and timely feedback to students regarding issues and progress.
   e. For instructors teaching on campus, check College mailbox(es) on a weekly basis.
   f. Abide by FERPA requirements for communicating with individuals other than the student. Only directory information may be shared: student name, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, most recent educational institution attended, and birth year (birth day and month cannot be disclosed).

6. Technology
   a. A D2L shell is mandatory for each course.
   b. Your D2L shells must be ready for students on the first day.
   c. For face-to-face classes, the minimum requirements for the D2L shell are a welcome announcement, contact information, syllabus, class calendar (if not a part of your syllabus) and an active, up-to-date grade book. Online classes should make full use of all appropriate D2L components.
   d. Communicate with chair each semester regarding which course sections in D2L should be copied over for the new semester.

7. Discipline, Academic Misconduct, Grievances and Concerns
   a. In your syllabus, refer to the ACC Student Handbook's Policy and Guidelines Section for matters related to the Student Code of Conduct; Rights and Responsibilities, Civil Rights Complain and Grievance Procedure, Non-Civil Rights Grievance Procedure, and Student Disciplinary Procedure. You must include ACC’s academic misconduct statement in your syllabus.

   b. Academic misconduct concerns should be reported to the Student Life Office or through the Refer a Concern form. Academic misconduct includes plagiarizing, cheating, or committing any other forms including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Academic misconduct violations of the Student Code of Conduct may be addressed through the college’s disciplinary procedures in addition to whatever reasonable academic sanctions you impose through your class. All concerns should be referred to Student Life to be recorded and placed on file.

   c. If you experience a concerning classroom behavior issue but the situation does not endanger the health and safety of those in/out of the classroom, speak directly with the student and privately, as appropriate. Notify your Department Chair, Director or Instructional Dean. The Student Life Office assists with follow up on behavior issues, please Refer a Concern.

   d. If a student creates or maintains a significant classroom disruption that is threatening in nature and could risk the personal safety of those in/out of the classroom, call Campus Police (X5800 or Dial 9-911) immediately. For significant student issues, the Campus Police Department will also notify the Student Life Office regarding the situation. It is important for you to document what you observed. If you did not already document your observations of the situation with Campus Police, please submit a Refer a Concern. You should notify your Department Chair, Director or Instructional Dean as soon as possible.

   e. If a student has a concern or complaint related to your course (i.e. grading, classroom expectations, and assignment deadlines) they will be initially directed back to you, the instructor or professor, to address the concern. If the issue is not resolvable by you, the student may be directed to the appropriate Department Chair, Director or Instructional Dean for their review and follow up.
8. Actively facilitate and encourage your students to participate in the student evaluation of instruction before the posted deadline.

9. Allow for classroom observation to be determined by Department Chair.

10. Department specific duties

I have reviewed these job expectations with my department chair and agree to comply with all requirements therein.

________________________ ________________________ __________________
Instructor print   Instructor signature  Date

____________________________________ ____________________________________  ___________________________
ACC Department Chair print   ACC Department Chair signature  Date

* Refer a Concern - The Campus Outreach and Support Team

The team includes professionals from across the College committed to being caring, confidential, resourceful and, when necessary, to provide referral to services to assist a student, faculty or staff member. The Team’s role is to determine effective strategies for addressing concerns and identifying the responsible parties for enacting those strategies. Concerns such as academic early alerts, academic misconduct, classroom behavior concerns, health/safety concerns (not including emergencies) and personal concerns can be submitted through the online report form. An instructor can also contact Student Life for additional assistance.

For more details on what can be referred to the Team and to find the online Refer a Concern form, please see the Campus Outreach and Support Team website.
PART-TIME INSTRUCTOR CHECKLIST

☐ Set up your email access/password
☐ Set up your voicemail access
☐ Be aware of the academic calendar
☐ Know the FERPA regulations
☐ Familiarize yourself with Banner
☐ Post your syllabi on your D2L shell.
   ▸ Log on to MyACC and look under the Faculty tab for templates and requirements
☐ Post a Welcome Message and set up your Grade Book on your D2L shell
☐ Badges and Business cards
☐ Parking
☐ Mail services
☐ Purchasing
☐ Classroom assignments and changes
☐ Classroom media operation
☐ Check and maintain your Banner rosters
☐ Know and use the ‘drop for no show’ procedure,
☐ Know and use the ‘early alert processes’
☐ Professional demeanor and conduct in and out of the classroom
   ▸ Avoid inappropriate behavior or language (per Title IX)
☐ Know your rights and responsibilities with Classroom Behavior
☐ Bring issues to the Department Chair
☐ Exams and tests; The Testing Center
☐ Inputting grades; Grade Book
☐ Get grades in on time!

RESPONSIBILITIES for PART-TIME INSTRUCTORS

• Professional demeanor and conduct in and out of the classroom. Avoid inappropriate behavior or language (Per Title IX). Bring issues to the Department Chair.
• PART-TIME Instructors are expected to be able to work out student complaints and grievances, using our policies and procedures. This may require time out of classroom and/or office hours.
• PART-TIME Instructors are required to check and respond to emails and voicemails during the term and for at least one week after grades are turned in.
• Faculty MUST post syllabi, contact information, office hours and grades on D2L
• All grades must be turned in on time in order to complete the term.
### PART-TIME INSTRUCTOR Information (Located on the myACC page)

<table>
<thead>
<tr>
<th>Academic Calendar</th>
<th>Faculty Tab</th>
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<tbody>
<tr>
<td></td>
<td>Faculty Quick Links</td>
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<td></td>
<td>Academic Calendar</td>
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<tr>
<td>Campus Info</td>
<td>Resources Tab</td>
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<tr>
<td>ID cards, campus</td>
<td>Quick links</td>
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<tr>
<td>police, safety,</td>
<td>Campus Info</td>
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<td>parking, Quick reference guide</td>
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<tr>
<td>EDU260 and 263</td>
<td>Faculty Tab</td>
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<td>Faculty Forms</td>
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<td>EDU Flyer</td>
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<tr>
<td>Email Access</td>
<td>Faculty email button (upper right hand corner)</td>
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<tr>
<td></td>
<td>Username is acc/firstname.lastname and the password is Password (the o is a zero)</td>
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<tr>
<td></td>
<td>Passwords expire every 60 days</td>
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<tr>
<td></td>
<td>Passwords must be at least eight characters long and contain three of the four possible character types: 1. Lower case. 2. Upper case 3. Numeric. 4. Punctuation</td>
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<td>You may change your password any time within the 60 days after you have logged on by clicking on the Option button in the lower left panel, then scrolling down in the right panel to the change password button. The domain is acc and the account is</td>
</tr>
<tr>
<td></td>
<td>[firstname.lastname]</td>
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<tr>
<td>Employee/Part-time tuition Benefit Agreement Form</td>
<td>Faculty Tab</td>
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<td>Faculty Forms</td>
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<td>Faculty Professional Development</td>
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<td>Employee/Part-time Tuition Reimbursement Scholarship Guidelines</td>
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<td>Inputting Grades</td>
<td>Faculty Tab</td>
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<td></td>
<td>Faculty Quick Links</td>
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<td></td>
<td>myACC and Banner Instructions</td>
</tr>
<tr>
<td></td>
<td>Entering Grades (has screen shots)</td>
</tr>
<tr>
<td>Open / closure</td>
<td>Check ACC website main page or sign up for the ACC notification system (faculty tab — Faculty Toolbox — ACC notification system) or call 303-797-5700, option 9</td>
</tr>
<tr>
<td>Announcements Memo</td>
<td></td>
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<tr>
<td>Syllabus Checklist</td>
<td>Faculty Tab</td>
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<td>Curriculum Development and Approval</td>
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<td>Syllabus Checklist</td>
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## FACILITIES INFORMATION

### Campus Building Hours

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<th>MON - THU</th>
<th>FRI</th>
<th>SAT</th>
<th>SUN</th>
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</thead>
<tbody>
<tr>
<td><strong>Littleton Campus:</strong></td>
<td><strong>(MAP):</strong> 5900 S. Santa Fe Drive 80120</td>
<td>303.797.4222</td>
<td><a href="http://www.arapahoe.edu">www.arapahoe.edu</a></td>
<td></td>
</tr>
<tr>
<td>MAIN</td>
<td>6:30 AM - 10:00 PM</td>
<td>6:30 AM - 10:00 PM</td>
<td>6:30 AM - 5:00 PM</td>
<td>8:00 AM - 5:00 PM</td>
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<tr>
<td>ANNEX</td>
<td>6:00 AM - 10:00 PM</td>
<td>6:00 AM - 10:00 PM</td>
<td>6:00 AM - 5:00 PM</td>
<td>7:30 AM - 5:00 PM</td>
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<tr>
<td>NORTH</td>
<td>7:00 AM - 10:00 PM</td>
<td>7:00 AM - 10:00 PM</td>
<td>8:00 AM - 5:00 PM</td>
<td>8:00 AM - 5:00 PM</td>
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<tr>
<td>CSB</td>
<td>7:30 AM - 10:00 PM</td>
<td>7:30 AM - 5:00 PM</td>
<td>CLOSED</td>
<td>CLOSED</td>
</tr>
<tr>
<td><strong>Art and Design Center:</strong></td>
<td>2400 W. Alamo Avenue</td>
<td>303.797.5958</td>
<td></td>
<td></td>
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<td></td>
<td>7:00 AM - 10:00 PM</td>
<td>7:00 AM - 9:00 PM</td>
<td>8:00 AM - 5:00 PM &gt; SE &amp; NE Entrances ONLY</td>
<td></td>
</tr>
<tr>
<td><strong>Castle Rock Campus:</strong></td>
<td>4700 Castleton Way</td>
<td>Castle Rock</td>
<td>303.797.5709</td>
<td><a href="http://www.arapahoe.edu/castlerockcampus">www.arapahoe.edu/castlerockcampus</a></td>
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<td></td>
<td>8:00 AM - 9:00 PM</td>
<td>8:00 AM - 5:00 PM</td>
<td>CLOSED</td>
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<tr>
<td><strong>Parker Campus:</strong></td>
<td>(formerly University Center at Chaparral – MAP): 15653 Brookstone Drive</td>
<td>303.734.4822</td>
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<td></td>
<td>8:00 AM - 9:00 PM</td>
<td>8:00 AM - 5:00 PM</td>
<td>By appointment only &gt; Call for hours,303.734.4822</td>
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**NOTE:** On college observed holidays, ACC is officially closed and locked-down; no access will be granted without prior approval. Additionally, during school breaks and periods of inactivity selected exterior doors and or buildings may be locked. Campus Police Officers will not unlock office doors or doors to sensitive areas to anyone other than the individual assigned to that office or area without prior written approval.
Colorado Gallery of the Arts: 303.797.5649 | Room A1300
The Gallery provides a variety of exhibits annually. You may arrange tours for your classes by calling 303.797.5712.

Facilities Rental Department
Littleton Campus  Reservations  303.797.5692  Room M1735
Parker Campus  Facility Rental Information  303.734.4822

To reserve a room for an event please contact the ACC Facilities Rental Manager at 303.797.5692. If you leave a message, please include the following information to facilitate the request:
- Contact Person name and number
- Event title
- Date of the event
- Approximate number of attendees
- Start and end time of the event including any set-up and tear-down time you require.
- Type of room (preferred room number plus an alternate number in case the room is not available).
- An email will be sent to you confirming the location and time of the event, however room reservations are not automatically completed.

Fitness Center: 303.797.5850 | Fitness Center: Room A1600
ACC has a state-of-the-art Fitness Center in the Littleton Campus Annex building that is available for your use. College employees have unlimited access for a four-month period for $45. ACC students with a valid ID card have unlimited access.

For information on joining the Fitness Center, call 303.797.5850.

Half Moon: Room M1800
ACC holds special events and conferences in Half Moon. Half Moon is located in Room M1800. For Half Moon and all other facility reservations, contact the Facilities Rental department at 303.797.5692.

Office Space: (for Faculty/Instructors) Office space for the AHBT School and LCBSS School Instructors is coordinated by the School Assistants. HMS Department Chairs assign office space for their Instructors. Faculty members are assigned individual offices and a phone with a direct phone number. To set up a voicemail box number and an intercampus mail box contact your School Assistant. Instructors will have access to general adjunct office space. Check with your department chair about swipe access into these offices. Instructors are not required to keep specific office hours. When necessary, please make yourselves available to students. Faculty members are required to keep a minimum of five hours of office time and are required to be on campus for 30 hours a week. Faculty members are required to post your office hours. Please refer to ACC Policy AP-3-80 for details.

Waring Theatre: Room M2900
Waring Theater is located on the second floor in the Main building of the Littleton Campus. Conferences, meetings, and other special events are held here. For Waring Theatre and all other Facility reservations, contact the Facilities Rental Department at 303.797.5692.
ACC Castle Rock Campus

Jill Garber: Director, 303-660-3165, jill.garber@arapahoe.edu
Peggy Quinn: Campus Coordinator, 303-660-3170, peggy.quinn@arapahoe.edu
Denyse Carlson: Administrative Assistant Night, 303-660-3160, denyse.carlson@arapahoe.edu
Jaime Bachmeier: Student Success Coach, 303-734-3714, jaime.bachmeier@arapahoe.edu

ADVISING: ACC Advising is available at the Castle Rock Campus. Please refer students to the front desk to set up an appointment.

FINANCIAL AID COUNSELING: ACC Financial Aid Counseling is available at the Castle Rock Campus. Please refer students to the front desk to set up an appointment.

CLASS CANCELLATIONS: If you need to cancel your class, please notify your students and Peggy Quinn. Peggy will post a sign on the classroom to notify students you were unable to contact.

CLASSROOMS/LABS: The Castle Rock campus has 4 classrooms and 1 computer lab. Additionally, there is a laptop cart equipped with 16 laptops which can “float” to any classroom for Instructors with technology needs. Any member of the Castle Rock staff can reserve the laptops for you. Each classroom in Castle Rock is smart equipped and should accommodate your technology. Additionally, each room has a telephone to call the Castle Rock front desk (3160) or the ACC IT Help Desk at the Littleton Campus (5700 x3199.) We suggest accessing your classroom technology when you arrive, so if you need help trouble shooting, the Help Desk is available. The Help Desk is available until 7:00 PM.

COPIER: The copier is located behind the front desk. You will need your ACC ID or ACC computer logon to access the copier.

EMERGENCIES: In case of emergency contact: Castle Rock Police at 303.666.6100 or 911.

FACILITIES RENTAL: Please note that facilities rental is not available at Castle Rock.

FACULTY OFFICE: Room 1045 and 1122 are available for Faculty use. These offices are equipped with a desk top computer and telephone numbers (303) 660-3166 or (303) 660-3163.

GRAPHING CALCULATORS: a small number of calculators are available for students to rent for $25 per semester. Please refer students to the front desk for more information.

INCLEMENT WEATHER: During times of inclement weather, call 303.797.5700 ext. 9, or check the web site at www.arapahoe.edu. Major television and radio stations will also carry alerts regarding College closures.

KITCHEN: This area is private for Faculty and staff with coffee and filtered water and ice, microwave, toaster oven and refrigerator.

MAIL: The mailboxes are located behind the front desk, next to 1045. Interoffice mail will be delivered to Castle Rock two times per week. Please plan for this delivery schedule when ordering materials to be delivered to the campus.

SECURITY: If you are one of the last in the building in the evening, walk out with the person attending the front desk as well as the students from your class.

SCANTRON MACHINE: Castle Rock does have a Scantron machine for your use.

STUDENT PRINTING: Students will receive an automatic $25.00 initial printing quota at ACC. Black and white copies cost $.10 per page and color copies cost $.25 per page. (Color copies are not available at the Castle Rock Campus.)
Print quotas are reset each semester back to $25.00. Any unused amount will not carry forward to the new semester. Students may add credit to their accounts in increments of $1.00 through the Cashier’s office. In Castle Rock students may contact the Cashier’s office from the front desk.

STORAGE: Storage for supplies that are essential to the class you are teaching is limited, but we will work to fill your request. Please contact Peggy Quinn for your specific needs.

TESTING: Students who may need to take the ACCUPLACER may do so in Castle Rock – they may schedule an appointment at the front desk.

**ACC Parker Campus**

**Jill Garber:** Director, 303.660.3165, jill.garber@arapahoe.edu

**Gwen Young:** Manager, 303.734.3856, gwen.young@arapahoe.edu

**Ashley Boehme:** Admin Assistant-Daytime, 303.734.4822  **Stephanie Flores:** Admin Assistant-Evening, 303.734.4822

**Jaime Bachmeier:** Student Success Coach, 303.734.3714, jaime.bachmeier@arapahoe.edu

**ACC Parker Campus** is located about 18 miles east of the Littleton Campus in Parker, near the intersection of Lincoln and Chambers. The Parker Campus offers: daytime and evening courses to help students complete their Associate of Arts in: Economics, General Studies, Business, Psychology; Certificate in: Emergency Medical Technician, Early Childhood Infant/Toddler Teacher, Early Childhood Infant/Toddler Supervisor, Guaranteed Transfer courses accepted by 4 year universities; Career relevant coursework in Accounting, Business, Communication, Computer Information Science, Health Professions, and Health and Wellness Education Workforce Training and Community Education courses.

**ADVISING:** ACC Academic and Financial Aid Advising is available at the Parker Campus. Students must see front desk staff or call 303.734.4822 to schedule appointments. **CLASS CANCELLATIONS:** If you need to cancel your class, please notify your students via your department requirements and inform ACC Parker staff at 303.734.4822.

**CLASSROOM EQUIPMENT:** Each room has a computer with internet access, DVD/VCR playback, screen, whiteboard, and a phone for emergency use (DIAL 9911). Please shut down computer at the end of class. Rooms can be configured in a specific way. Inquire at front desk in advance. **COPIES:** Please use your faculty ID to access the copier. Copier is behind front desk in Rm 129. **EVENT SCHEDULE:** Room assignments are posted on the entry way podium and on TV monitors around the Parker Campus every day.

**FACULTY OFFICE:** Please inquire at front desk for first come first serve space, if you need a private office with a computer and/or a phone. **INCLEMENT WEATHER:** During times of inclement weather, call 303.797.4222, or check the web site at [www.arapahoe.edu](http://www.arapahoe.edu). Major television and radio stations will also carry alerts regarding College closures. **MAILBOX:** Located in mailroom, behind front desk. Inter-campus delivery Mon., Wed., and Fri., USPS daily. Front desk personnel will date-stamp student material delivered to your mailbox. Please check frequently. **MAKE-UP EXAMS:** Instructor’s Exam form is available on the counter shelf in Room 127. Forms must be completed, and attached to exam(s) when submitting make-up exams to be taken at front desk. Students must schedule testing in advance provide ID. Exams are shredded at term’s end unless specified otherwise by you. **SCANTRON READER:** Scantron reader, large, and small scantrons are found in Room 127. It is the Instructor’s responsibility to run the sheets through the machine; front desk staff are unable to run tests, due to FERPA guidelines.
STUDENT PRINTING: Students will receive an automatic $25.00 initial printing quota at ACC. Black and white copies cost $.10 per page. Color copies are not available for students. Print quotas are reset each semester back to $25.00. Any unused amount will not carry forward to the new semester. Students may add credit to their accounts in increments of $1.00 through the Cashier’s office. In Parker students may contact the Cashier’s office from the front desk.

WIRELESS COMPUTER ACCESS: network name: ACC – no password needed.

CLASSROOM MANAGEMENT AND PROCEDURES

Academic Misconduct
Arapahoe Community College is committed to academic honesty and scholarly integrity. The College can best function and accomplish its mission in an atmosphere of the highest ethical standards. All members of the College community are expected and encouraged to contribute to such an environment by observing all accepted principles of academic honesty. Academic misconduct violations include but are not limited to:

Plagiarism - includes, but is not limited to: (1) the use, by summary, paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment; (2) submission of examinations, themes, reports, drawings, laboratory notes, undocumented quotations, computer-processed materials, or other material as one’s own work when such work has been prepared by another person or copied from another person (including electronic media sources); (3) the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials (including electronic media); or (4) handing in the same paper in more than one class.

Cheating – includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff or (4) collaborating on projects.

Fabrication – includes, but is not limited to: (1) the falsification or invention of any information or citation in any academic exercise; (2) using “invented” information in any laboratory experiment or other academic exercise of research without permission of the instructor; or (3) misrepresenting the actual source from which information is cited (such as citing a quote from a book review as though it came from the original work).

Grade tampering – includes, but is not limited to: forging or otherwise altering grades, transcripts, course withdrawal forms, or other academic documents.

Misuse of computers and other electronic technology – includes, but is not limited to: (1) illegally accessing a computer hard drive; (2) preprogramming a calculator or computer to contain answers or other unauthorized information for examinations; or (3) stealing or destroying the academic work of another, such as a computer disk.

Facilitating academic misconduct – includes but is not limited to: (1) knowingly helping or attempting to help another commit any act of academic dishonesty; (2) substituting for another person in an examination; or (3) allowing another to copy one’s work in an examination or other academic exercise.
Violation of course rules as contained in program regulations or guidelines as established by departments/regulatory boards/licensing bodies and made available to students.

Those found in violation may be subject to disciplinary sanctions under the Arapahoe Community College Code of Conduct as well as academic penalties imposed by the class instructor.

**TurnItIn Plagiarism Prevention System:** Instructors at ACC have access to the Turnitin Plagiarism Prevention System to deter plagiarism and promote academic integrity. **Turnitin is associated with the Dropbox tool in D2L.** Instructors must select the Enable Originality Report box when setting up an assignment in the Dropbox tool in order to activate Turnitin for plagiarism detection to occur. Please see [www.turnitin.com](http://www.turnitin.com) for demo’s and useful information concerning plagiarism. For an explanation and illustration of how Turnitin functions click here;

**Attendance and Attendance Records**

**No-Show**

ACC follows a drop for no show process. You are required to report any student that does not attend prior to the course census date.

**No-Show Guidelines**

A student is considered a no-show if they:

- Have not attended class between the first day of the course and the last class session prior to the course census date
- Have not logged into D2L and completed one academic activity for online courses. Examples of an academic activity include posting an introduction, posting a question, replying to a question / post, completing a quiz, completing an exam, submitting a paper, etc.

- **No-Show Reporting Instructions:**
  1. Login to myACC and access the Faculty Tab
  2. Click on the "No-Show Reporting" link in the Faculty Toolbox channel
  3. Select the appropriate term (e.g. Fall 2015) and course
  4. Report no-show students by populating a "0" in the "Attend Hours" column
  5. Click Submit

If you are concerned about students missing or failing classes, the Admissions and Records Office can research to see if the student has dropped or withdrawn, but the Instructor is responsible for contacting the student about grades or attendance problems.

**Cashiers Office:** 303.797.5638 | Room M2320

**Paying Tuition:** There are four ways in which students can pay their tuition:

- Call the Cashier’s Office at 303.797.5638, option 5 to pay over the phone or go to the Cashier’s Office in person.
- Sign up for the FACTS payment plan through myACC. This option allows students to set up no-interest payment plans.
- Pay online through myACC.
- Bring Authorization to the Cashier’s Office of a Third Party who will pay for your tuition and fees.

**Census/Withdraw Dates**

The census date marks the first 15% of the course. The census date for a course is also commonly referred to as the Add or Drop date. The withdraw date marks the first 80% of the course.

Census and withdraw dates are located on the Faculty Tab (Faculty QuickLinks > Part of Term). Census and withdraw dates for courses are also posted in the semester class schedule.
Students may add or drop a course prior to the course census date. Courses dropped by this date will not appear on the permanent academic record for the student and are eligible for a tuition refund.

Prior to the end of the Add/Drop period, a Faculty/Instructor may require that a student drop a course if the student does not meet the specified prerequisite(s). Adding courses, after the first week of classes, but prior to the census date, requires the approval and signature of the Faculty/Instructor on a Schedule Adjustment Form and Account Agreement. Students may not add a course after the census date; regardless of prior attendance or reason for not being registered.

After the census date, but prior to the withdrawal date, a student may withdraw from a course. Withdrawn courses will appear on the permanent academic record for the student and are not eligible for a tuition refund.

**Class/Course Cancellations**

Low Course Enrollment Cancellations: If the number of students enrolled in any course is insufficient to offer it, the course may be cancelled at the discretion of the School Dean and/or the Department Chair. The College will notify students of cancelled courses as soon as possible. Advising may be contacted for assistance in finding another course.

**Class Meeting Cancellations:** Classes may be cancelled for the following reasons:

- Emergency situations, including severe storms or building emergencies
- Illness of Instructor
- Approved Instructor leave

If you have to miss a class, you must notify your Department Chair and your School Assistant. Do not rely on voicemail to convey information. If your class begins before 8:00 AM you may notify Campus Police at 303.797.5800 but are still required to notify your Department Chair and School Assistant as soon as possible. After you have cancelled a class, a notice will be posted on the classroom door to inform students.

**Emergencies and Inclement Weather:** Decisions about closing the campus will be made solely by the President. As soon as a presidential decision is made, the VPs, Deans, radio, and television stations will be notified. Information will be disseminated internally through the announcements line: 303.797.5700, press 9, employee voicemail, and college web site. You may also sign up for text messages through the ACC Notification System (myACC > Welcome Tab > Feedback and Surveys).

**Applies to Start of Day**

- If adverse weather conditions exist, ACC will confirm its closure no later than 6 AM
- If emergencies or extenuating circumstances exist, ACC will make a closure decision and broadcast via voicemail, Internet, and the announcements line: 303.797.5700, press 9.

**Applies to Afternoon or Evening classes**

- Any decision to cancel afternoon classes will be made by the College President after assessing local weather conditions and consulting with satellite campus facility managers. Decisions regarding afternoon class cancellations will be announced via all available methods no later than noon for 1 PM to 5 PM classes.
- Any decision to cancel evening classes will be made by the College President after assessing local weather conditions and consulting with satellite campus facility managers. Decisions regarding evening class cancellations will be announced via all available methods no later than 3 PM for 5:30 or later starts.
When in question, please call the Snow Line at 303.797.5700 for updated information on school closures.

**Classroom Assignments and Changes**
Classrooms are assigned when the class schedule is developed. If problems arise with assigned rooms, such as insufficient room size, you may request changes through your department Chair who will in turn make a request to the Instructional Project Manager. Do not change rooms until change is official and are properly posted.

**Classroom Use/Security**
Each classroom is equipped with a telephone and a list of emergency numbers. Please take a moment to locate the phone in the classroom and become familiar with the listed numbers.

Each classroom is equipped with the appropriate number of chairs and desks for that room. Please do not borrow furniture from the halls or other classrooms. Many classrooms are “smart” classrooms and come equipped with Internet access, computers, and a projections system.

After a class has ended please make sure you have:

1. Returned Chairs and desks to their original order.
2. Erased all whiteboards.
3. Returned used whiteboard markers and erasers to their trays.
4. Logged out of computers.
5. Removed flash drive from the classroom equipment.
6. Turned off all equipment.
7. Turned off lights.
8. Closed and locked the classroom door.

Security is everyone’s issue. To make sure you have done your part, never give out your classroom access code to anyone, for any reason. Ensure that you are the last person to leave the classroom and that the door is closed and locked.

**Course Waivers**
The required courses for degrees and certificates are stated in the College Catalog. In special circumstances, a student may request a substitution of a required course with an alternate course. The most common circumstances include:

- The required course was canceled during the student’s last semester before graduation.
- The student can document knowledge of the subject through experience.

Waiver forms are available in School offices, the Academic Advising Office or the Admissions and Records Office and require the approval of the Department Chair, School Dean, and Academic Standards Committee.

**Disruptive Behavior**
Any incident of disruptive behavior should be followed-up with your Department Chair. If you have concerns about student behavior and are unsure how to proceed, please contact your Department Chair, Student Affairs, or Campus Police. They are here to help. It is always better to err on the side of caution than to let a potentially harmful situation escalate. Please see [AP-4-30a](#), [BP-4-30](#), and [SP-4-30](#) for Student Disciplinary Procedures. A behavior concern can also be referred to the Campus Outreach and Support Team [www.arapahoe.edu/concern](http://www.arapahoe.edu/concern).

**eLearning:** 303.797.5080 | Room M1710
CCCS, Web-enhanced, hybrid, iPod, Podcast – eLearning is here to help students, Faculty and staff with all of these
and more! Our vision is to provide opportunities for the use of innovative strategies for flexible lifelong learning and our mission is being committed to the intellectual, personal, and professional growth of Arapahoe Community College students, Faculty, and staff. Our team promotes, facilitates, and supports being technologically advanced, globally aware, and learner-centered to empower a diverse community of learners.

To this end, training is ongoing in eLearning. During the first week of the semester, we offer students a hands-on orientation for the tools in CCCS Learning Management System. We are also available to tutor students on a walk-in basis regarding their questions or concerns about setting up their computer and/or navigating online. eLearning presents brief 15-minute orientation sessions to individual classes. This is an effective and efficient forum because eLearning is able to reach many students who could not attend the first week of orientation sessions.

All Faculty who wish to teach fully online or hybrid classes are required to take EDU 263, Pedagogy in Online Learning. eLearning offers this course at least once during each semester. Please speak to your Department Chair and the Department Chair of Education about how to get registered for EDU 263. Faculty who simply wish to use D2L for supplemental materials such as lecture notes or PowerPoint presentations are required to be trained in D2L use. We provide an online self-paced tutorial and are available for one-on-one assistance with this material.

CCCS Learning Management System now has a 24/7 Help Desk that can troubleshoot any problem a student or Faculty member may have. The Help Desk may be reached by calling 1.888.800.9198 or emailing through their Web page at http://help.cccs.edu. Of course, students, Faculty, and staff are welcome to contact eLearning directly by calling 1.866.680.4222 or 303.797.5080, or emailing at elearning@arapahoe.edu

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**Email**

Email is the official method of communication at ACC for all Faculty, staff, and students. Upon hire, both Faculty and Instructors will be assigned an email address. For example, Jane Doe’s email address will read jane.doe@arapahoe.edu. All of the campus computers are equipped with Microsoft Office which includes Microsoft Outlook where you will access your email and your calendar. To access your email off campus, log into myACC and select the Employee Tab, and in the section Work Tools, click on the link – Outlook Web Access. You will have access to all of your current student email addresses in myACC along with your rosters. Banner access information is included in a following section. Communication with students via ACC email accounts is considered confidential per FERPA guidelines. Faculty members are required to use ACC email and students’ ACC email for correspondence.

**Emergencies**

In case of emergency, you should be aware of evacuation procedures and proper practices to ensure student safety. See Information Central if you are uncertain of these procedures.

**Emergency Messages:** 303.797.5800 | Room M2600

There is no paging system available at Arapahoe Community College, but emergency message delivery will be provided through the Campus Police. Although the staff cannot divulge a student’s location, they will make every effort to locate a student with a REAL EMERGENCY (family/medical). To assist a staff member in locating a particular student or employee, it is suggested that they give a copy of their schedule to their daycare providers, child’s school or significant others who may need to contact them.
Faculty Self-Service Banner

The terms Banner and Self-Service Banner are used interchangeably. Banner can be used to monitor and view rosters and to enter grades. To access Self-Service Banner, you will need your S# (Faculty ID#) which can be obtained from your School Assistant. Once you have received your S#, you can login to Banner from www.arapahoe.edu, clicking on the myACC link and click on Self-Service Banner on the left side. Your initial myACC password number is your birthday (MMDDYY).

FERPA

The Family Educational Rights and Privacy Act of 1974 was created for two purposes. The first is to insure that students have access to review their educational records. The second is to restrict access to those records to the student and a limited group of officials with a legitimate educational interest. The following guidelines will assist in assuring ACC compliance with the law:

- Do not give information regarding student records (i.e.: grades, attendance, progress, financial aid, etc.) unless you personally recognize the student. Asking for a picture ID is encouraged.
- Do not discuss student records or progress with parents over the phone or in person unless the student is present in your office and gives his or her written permission for you to do so. The Admissions and Records Office maintains information about students who have signed a release allowing someone access to their education record information; contact them at 303.797.5621 if you would like to verify that a release is on file.
- Do not discuss student records or progress with individuals who are not employed by the College and/or do not have a legitimate educational need for the information.
- Be very careful about what information is left on desks or tables in unlocked areas. Do no leave test or homework papers out in public view, or anything that shows anything with personally identifiable information. All items of this nature should be shredded when no longer in use unless they are returned to the student.
- Do not post rosters that show student grades. Disclosing grade information to anyone other than the student or authorized College staff is strictly prohibited; this includes student’s parents. Return test and other graded materials to the students in a manner to ensure privacy.
- When working with student records on paper or computer, be aware of what is visible when someone comes into your office. Cover it if it is confidential.
- Make sure computers that can access student records are logged off when you are not at your desk. Never share passwords with other individuals including work-studies or hourly employees.
- If you allow work-studies or hourly employees access to student records, make sure they are aware of FERPA and their responsibility to protect student privacy.
- Your College Catalog has more information about student records access. The comprehensive procedure (AP 4-40) Student Records and Procedures is available in Admissions and Records or through the President's Office. Information can also be found on the College intranet.

Remember that even seemingly harmless information can sometimes divulge more than you intend. Please protect our students and yourselves.

Field Trips

Students should fill out a Travel Liability Waiver before the trip occurs. Taking your students on a field trip that involves missing classes or expenditures of College funds requires written permission of your School Dean and the Vice President for Instruction. You will be covered under ACC's Worker's Compensation policy for field trips off
campus in the event of an accident. If this occurs, contact Human Resources as soon as possible. All forms may be obtained at the Student Affairs Office. Faculty should retain signed forms until the end of the semester.

**Grade Books and Records**
All Faculty and Instructors are required to maintain accurate class records of students' grades and provide copies to their Instructional School office. Part Time instructors are required to submit copies of their syllabi for each of your classes to their Department Chair. At the end of each term, all Instructors must submit a copy of their grade book, or whatever means they use to calculate and maintain grades (i.e. Excel spreadsheet, etc.), to their Instructional School Assistant. The Division office is required to maintain records of grades for one year plus the current year. Full Time Faculty are not required to submit grades to the School Assistant. However, they are required to maintain this information for one year.

**Grades**
Clearly state your grading policy on the course syllabus. General grades of A, B, C, D, and F are used to report student achievement. Following are excerpts of the guidelines for these grades:

- **A: Distinction for Work:** The student has mastered the content and objectives of the course and can apply them in meaningful ways. Course knowledge can be related to other kinds of information and used in new situations. The student has consistently excelled in class exams, reports, projects, class participation or laboratory and training situations. The student has displayed independent thinking in class discussions and assignments. The student's work is characterized by careful research. It is submitted on time and according to specifications. When achievement involves development of hand or body skills, the student consistently demonstrates superior skills, ability, and performance.

- **B: Above Average:** The student consistently displays mastery of the course content and objectives. In most cases the student can apply that knowledge to new situations or relate it to other information. The student consistently performs above average on exams, reports, and projects and in class participation and laboratory and training situation. Work is submitted on time and shows evidence of above-average research and thought. When achievement in the course involves development of hand or body skills, the student consistently demonstrates above-average skills in ability and performance. The student has complied with the Instructor’s attendance requirement.

- **C: Acceptable:** If the course is transferable, the student is proficient enough in the course material to advance to a higher level in the subject field.

- **D: Less than Acceptable:** a grade of D is a passing grade, but often does not meet program requirements. The student has performed below average on exams, projects, and reports, and in class participation and laboratory or training situations. The student has not proven sufficient competency to do well at the next higher level of the subject field. The student has complied with the Instructor’s attendance requirements.

- **F: Failure:** The student shows little or no competence in the assigned subject matter of the course. The student has failed to comply with attendance requirements.

- **W: Withdrawal:** Students who officially withdraw (drop after the census date) will remain on your roster with a “W” grade. Students who fail to officially withdraw MUST be given a grade at the end of the semester. If that grade is an “F” or “U”, the last date of attendance must also be posted.

- **I: Incomplete Authorization Contract:** forms should be submitted at the time a grade of “I” is issued.

  **Blank Grade Fields:** All students listed on the final roster at the end of the term MUST be graded even if the
student never attended the course. Again, a last date of attendance is required for all “F” and “U” grades. If the student never attended the course and should have been dropped for no show, contact the Assistant Registrar at ext. 5625.

“Only those courses that officially end after the last date of the semester may be left blank; please contact the Assistant Registrar at ext. 5625 for more information.”

Reporting Grades: Grades are to be entered via myACC by the posted deadlines. Late grades may have a negative impact on a student’s financial aid, graduation process and transfer. To input grades you must:

- Login to myACC
- Locate “Faculty Grade Assignment” on the Faculty Tab
- Select the Grade Type (midterm or final)
- Select the green or yellow triangle next to your class
- Enter grade and submit

Developmental Course GRADING: Developmental course grading differs from that of non-developmental course grades. The grade itself is a combination grade (S/A, S/B, S/C, U/D, U/F) and is not calculated into the student’s grade point average. The guidelines for the normal letter grades of A, B, C, D, and F are stated above. A student will receive a normal letter grade in combination with an S, being Satisfactory or a U being Unsatisfactory. Please refer to AP4-10 for more detailed information.

Checkout Procedures: Instructors from the LCBSS, ADBT, and HMS schools are required to fill out a check-out form with attached documentation from all of the courses that they teach. The forms are to be turned in to your School Assistant upon completion of your course. Information for each class that must be turned in with this form includes:

- Final Grade Roster (printed from Banner)
  - Grade Book (or copy)
  - Attendance Records
- All Keys (if applicable)

If you have to miss a class, you must notify your Department Chair and your School Assistant. Do not rely on voicemail to convey information. If your class begins before 8:00 AM you may notify Campus Police at 303.797.5800 but are still required to notify your Department Chair and School Assistant as soon as possible. After you have canceled a class, a notice will be posted on the classroom door to inform students.

Graduation

An annual commencement ceremony is held each May for students who have earned a degree or certificate during the previous academic year. Student participation in the ceremony is optional and does not impact a student’s ability to earn their degree or certificate and receive their diploma.

All Faculty members are required to attend the annual commencement ceremony, held in May of each year. Instructors are encouraged, but not required to attend. Faculty are to order their regalia through the Office of Student Affairs (303.797.5668). ACC purchases the basic gown, cap and tassel; Faculty interested in purchasing a hood or an upgraded gown may do so but will be held accountable for the cost of them. General information and notices regarding the ordering of regalia are typically sent out via email in January or February. For further information please contact Eric Rogers at 303.797.5630 or stop by Room M2470.
Independent Study
An Independent Study contract may be issued to self-pace an existing course or to create an independent learning project. Students expressing such an interest should be directed to the Department Chair for more information.

Instructor/Course Evaluations
The Student Opinion Survey: is conducted annually each fall to gauge student satisfaction with programs and services at ACC. Sections are devoted to (1) Instruction, (2) Student Services, (3) Financial Services, (4) Communication, (5) Miscellaneous (campus safety, physical environment, bookstore). Results of the survey are posted on the web site under Institutional Research located under the ACC tab.

Course Evaluations: As your course nears completion, students have the opportunity to complete an anonymous evaluation of their classes online. Survey instructions will be sent to student ACC email accounts when the survey becomes available; you may access the survey at ACC Institutional Research. For assistance with and more information about the survey please contact 303.797.5615.

myACC Web Portal
myACC is the web site that is used to monitor and view rosters and to enter grades. It is usually referred to as “myACC”. To access myACC, you will need your S# (Faculty ID#) which can be obtained from your School Assistant. Once you have received your S#, you can log into myACC from www.arapahoe.edu. myACC can be used to monitor and view rosters, to enter grades and to access many other resources for both Faculty and staff members.

You’ll find the following in myACC:

- News and events
- Important dates and deadlines
- Class rosters
- Grade roster
- Quick links
- Forms
- Policies and Procedures

You will want to spend some time right away getting yourself familiar with myACC. There is a wealth of information on these pages and they will answer most of your questions about ACC.

Refund Policy
The following refund policy is enforced for several reasons. A space is held each time a student enrolls in a class, making that spot unavailable to others. Even when a student officially withdraws later, the course is often too far along to enroll a new student. The State then loses the sizable investment made at the time of enrollment. Please see the following link for specific refund policies: ACC Refunds. There is an appeal process for tuition credit due to extenuating circumstances, such as major illness, death, or hardship. More information about the tuition appeal process is available in the Student Affairs Office, Room M2820. Financial Aid recipients should inquire in the Financial Aid Office concerning information about the return of Title IV funds policy. (See the Add/Drop/Withdrawal section of the Schedule for more information.)
Student Rosters and Syllabi
To provide the best service to our students, Faculty and Instructors must monitor and review in myACC and enter grades by the due date to avoid a negative impact on a student’s enrollment, financial aid, graduation progress and transfer.

Monitor your Rosters: Check rosters in myACC at least once each week and more frequently during the first few weeks of class (Add/Drop period) because students’ schedules change frequently. Verify the accuracy of your rosters and finalize them before the census date. Be sure to verify all students attending your course are enrolled as shown by being listed on your roster. The students who are attending but not on the roster must submit a Schedule Adjustment Form and Account Agreement, signed by the Instructor, to Information Central prior to the course’s census date.

Please remind any students who are attending but do not show on your class roster to enroll prior to the course census date. Students may not register after the course census date; regardless of prior course attendance.

Syllabi: from all courses are kept on file in the shared drive. You must submit a copy of your syllabus to your Department Chair within the first three weeks of the course.

For instruction on preparing a syllabi and samples of course outlines see your Department Chair. Syllabi templates and a check list of required items can be found in myACC, Faculty Tab, Faculty Forms, Curriculum Development.

Testing and Exams
Unless otherwise specified by your Department, you have the right and responsibility to develop all tests and examinations for your classes. Some departments administer common examinations to all class sections. See your department Chair for further clarification.

Students with documented disabilities may be entitled to testing accommodations such as extended time, distraction-free environments, oral testing, enlarged print, etc. Instructors should request to see a student’s accommodation certification which will prove that disability exists and that the need for accommodation is verified by documentation. The Disability Services office will provide certification of disability to the student, and the student must show this to Instructors when accommodations are requested. Instructors are expected to provide accommodation themselves when possible, or to cooperate with the student in setting up special testing through the Disability Services office.

Career guidance tests are administered by Career Development. These tests (aptitude, interest, personality) are helpful for undeclared majors and for anyone considering a career change. Final examinations should be given within the semester calendar for your courses.

Scantron answer sheets allow you to score objective tests mechanically. Students must mark answers with a #2 pencil. Machines are available throughout campus. Scantron answer sheets can be purchased by students in numerous locations on campus.

ACC TESTING CENTER INFORMATION
303.797.5993 | Room M2210
The Testing Center is available for self-paced learning courses, placement testing, proficiency requirements, instructional testing, and make-up examinations for individual students. The Center is not to be used for entire section examinations.
Textbooks
Obtain desk copies of textbooks from your Department Chair. The Checkout Procedure states that you must return desk copies at the end of the term; however most departments allow you to keep copies in order to make notes for instructional purposes in subsequent terms. Verify this with your Department Chair.

Textbook Selection: Regular Faculty has the right and responsibility for reviewing and selecting textbooks to be used in specific courses. However, suggestions from Instructors are welcomed. The same textbook is usually used for multi-section courses, including off-campus sections.

STUDENT RESOURCES

Academic Advising  303.797.5664 | Room M2010
Academic advising is available to all students by appointment or walk-in. Academic Advisors will work with students to develop a plan for success that can lead to program completion in a timely and affordable manner. Please encourage all students with questions about degree requirements, transfer information, etc. to schedule an appointment with an Academic Advisor.

Admissions and Records  303.797.5621 | Room M2480
The Office of Admissions and Records processes applications, determines residency and evaluates residency petitions, coordinates the registration process, analyzes transfer credit and maintains the entire school curriculum. The office is responsible for the graduation process and maintains student records, sends transcripts and compiles student verifications.

Bookstore  303.797.5676 | Room M1200
The ACC Bookstore has new and used books, laptops, computer software and accessories. You can purchase ACC clothing, backpacks, school supplies, graduation supplies, Scantron test sheets and snack food. The ACC Bookstore offers year-round book buy-backs, medical and computer reference books, magazines, greeting cards, gift items, special orders and gift cards. Additionally, books can be purchased online at www.arapahoshop.com. Many textbooks are also available for rental. Please contact the bookstore for hours, as they change in accordance with facility hours.
Financial Aid:

Student Access Services recognizes and values the uniqueness of individual students. The department strives to celebrate accountability, accessibility and self-advocacy in personal endeavors. This department provides professional goals. Disability Services - in partnership with the students, Faculty and staff - encourages and challenges students to examine their lives and grow toward the achievement of their personal and professional goals. Disability Services - in partnership with the students, Faculty and staff - encourages and celebrates accountability, accessibility and self-advocacy in personal endeavors. This department provides academic consultation and academic accommodations, including assistive technology, for qualified students with disabilities. For phone contact between the hearing and Deaf/Hard of Hearing, use a videophone to call 303.569.9133.

Financial Aid: 303.797.5661 | Room M2330

Students needing assistance with college expenses are encouraged to apply for aid at www.fafsa.ed.gov or by visiting the Financial Aid Office. Students are encouraged to apply as early as possible to be considered for the best forms of aid available. Applications received by April 1 are given first priority in consideration for grant, scholarship, work-study or loan aid. For most forms of aid, a student needs to be enrolled in a minimum of six credit hours. Students failing all courses or withdrawing from school while receiving financial aid may have portions of their financial aid award cancelled resulting in a balance due to the student. Textbooks and supplies can be purchased from the bookstore by having the cashier deduct the purchase from any available funds. The dates for available bookstore purchases is located on the Financial Aid Website.

The College Opportunity Fund (COF) was established by the Colorado Legislature in 2004. It is how the State of Colorado subsidizes higher education for in-state students. The COF subsidy is applied to an in-state student’s tuition, if the student applies for, and authorizes, the use of the stipend. More information can be found at the COF Web site: https://cof.college-assist.org. Information about scholarships is available at www.arapahoe.edu.
The Financial Aid Office can also assist student with other aid applications including
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants
- Work-Study Awards
- Scholarship Programs
- Federal Stafford Loans
- Federal Plus Loans (for parents)

**Graphing Calculators**
Please inform your students that if needed, graphing calculators are available through the Mathematics Department. Texas Instruments TI-84, TI-86 and TI-89 calculators may be rented for $25 per semester. It is also possible to purchase them from the department. To rent a calculator, please go to the Student Success Center, Room M2720, or see one of the mathematics faculty members for the rental form and directions. Calculators should be returned to the Student Success Center or to one of the mathematics Faculty by the last day of the semester.

**Information Central:** 303.797.4222 | Main Building 2nd Floor
Offers one-stop enrollment services for students and answers many of your general questions.

**Library & Learning Commons** 303.797.5090 | Room M2500
The ACC Library is committed to student success. They have a wide variety of online resources and instructional aides to assist you including:
- Reference librarians who will work with you to plan library instruction classes in the Library, online, or in your classroom.
- A [LibGuide](http://www.arapahoe.edu/student-resources/library) with useful library widgets to add to your D2L course shells.
- A study lab, M1546, that is available for Instructor led study groups.
- A reserve collection for instructors to place course textbooks or other supplemental material on reserve for student use.

Employees may check out eight books at a time for three week intervals using an employee ID card. While employees are not charged overdue fees, notices will be sent out and employees will be expected to pay the replacement fee in the event that an item is lost or damaged. The Library’s collection includes print books, ebooks, audiobooks, music CDs, DVDs, Kindle Fires, iPads and Logitech Cordless Presenters.

The librarians encourage you to call 303.797.5090 to set up an appointment to discuss resources in your discipline and they always welcome your suggestions, questions, or concerns. Library tutorials, access information and hours are available on their Web site at: [http://www.arapahoe.edu/student-resources/library](http://www.arapahoe.edu/student-resources/library).

**Don't Cancel Class!**
As you plan your semester and have a need for class coverage or if the unexpected arises, let Career and Transfer Services create an individualized presentation to enhance your curriculum. We can provide presentations on specific career pathways, career exploration and planning, decision-making and assessments, resume writing, interviewing, or job searching depending on your areas of need.

Examples:
- Application of math skills in career paths
- Careers in the humanities (or other fields)
- Identity development for psychology
- Writing solid resumes or transfer admission applications
- Business career pathways
Phi Theta Kappa: Room M2825

Phi Theta Kappa International Honor Society invites new members to join each semester. The society awards members the Golden Key in recognition of scholarship and offers its members the opportunity to pursue scholarship, develop leadership, offer service and enjoy fellowship.

To qualify for membership, students must complete 12 credit hours with at least a 3.5 GPA and be enrolled in a degree or certificate program. Potential members are invited to an orientation meeting and inducted in the fall and spring semesters. Members may wear the Phi Theta Kappa honors stole and tassel at graduation. Membership is noted on students’ permanent records.

For additional information call the Phi Theta Kappa faculty adviser at 303.797.5943 or see the Phi Theta Kappa Web sites, accessible from www.arapahoe.edu -> Student life -> Student clubs -> Phi Theta Kappa and at www.ptk.org.

Student Affairs: 303.797.5668 | Room M2720

Student Affairs fosters a positive, collegial atmosphere on campus by coordinating student activities, events and resources for our students. The Mission of the Student Affairs 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.

The Student Affairs Office is a resource for the students. The student discipline and grievance procedures for the college are managed in Student Affairs. Students can make an appointment with Counseling Services or find resources for local, off-campus housing and counseling services as will in this office.

Student in Distress: Recognizing Distress – At one time or another, everyone feels depressed or upset. The following may help to identify some symptoms which, when present over a period of time, suggest that the problems a person is dealing with are more than the “norm:”

- Marked change in academic performance or behavior
- Poor performance and preparation
- Excessive absences or tardiness
- Repeated requests for special consideration especially when this represents a change from previous functioning
- Avoiding participation
- Dominating discussions
- Excessively anxious when called upon
- Disruptive behavior
- Exaggerated emotional response that is obviously inappropriate to the situation
- Unusual Behavior or Appearance
- Depressed or lethargic mood
- Hyperactivity or very rapid speech
- Deterioration in personal hygiene or dress
- Dramatic weight gain or loss
- Strange or bizarre behavior indicating loss of contact with reality
- Observable signs of an injury
- References to emotional or life stressors
• Problems with family, romantic partners or classmates
• Experiencing a death of a significant other
• Experiencing a physical or sexual assault
• Experiencing discrimination based on gender, race, religion, ethnicity, sexual orientation or identity, or disability
• Experiencing legal difficulty
• Experiencing financial difficulty
• Any other problem or situation that is experienced as a loss or stress
• References to suicide, homicide or death
• Feelings of helplessness or hopelessness
• Verbal or written references to suicide
• Verbal or written references to homicide or assaultive behavior
• Isolation from friends, family and/or classmates

**What Can You Do?** If you choose to approach a student you are concerned about or if a student reaches out to you for help with personal problems, here are some suggestions which might make the opportunity more comfortable for you and more helpful to the student.

Talk to the student in private when both of you have the time and you are not rushed or preoccupied. Give the student your undivided attention. It is possible that just a few minutes of effective listening on your part may be enough to help the student feel cared about as an individual.

If you have initiated the contact, express your concern in behavioral, nonjudgmental terms. For example, “I’ve noticed you’ve been absent from class lately and I’m concerned,” rather than “Where have you been lately? You should be more concerned about your grades.”

Listen to their thoughts and feelings in a sensitive, non-threatening way. Communicate understanding by repeating back the essence of what the student has told you. Try to include both content and feelings, (“It sounds like you’re not accustomed to a commuter school and you’re feeling left out of things.”) Let the student talk.

**Give hope.** Assure the student that things can get better. It is important to help them realize there are options, and things will not always seem this hopeless. Suggest resources: friends, family, clergy, advisors, coaches or other local professionals on or off campus. Recognize, however, that your purpose should be to provide enough hope to enable the student to consult a professional or other appropriate person and not to solve the student’s problems.

Avoid judging, evaluating and criticizing even if the student asks your opinion. Such behavior is apt to push the student away from you and from the help they may need. It is important to respect the student’s value system, even if you do not agree.

Maintain clear and consistent boundaries and expectations. It is important to maintain the professional nature of the Faculty/student or staff/student relationship and the consistency of academic expectations, exam schedules, etc. You may be able to help a student understand options related to an incomplete grade, late drop or withdrawal from the semester. If a student seems to feel overly distressed about making a decision about options, assistance can be facilitated through the Advising office.

**Referrals:** In making a referral, it is important to point out that:

• Help is available
• Seeking such help is a sign of strength and courage rather than of weakness or failure.
<table>
<thead>
<tr>
<th>Distressed Behavior</th>
<th>Disturbing Behavior</th>
<th>Dysregulated Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsolicited emails, text messages, Inappropriate postings in online classes</td>
<td>Offensive, out of context, or inappropriate emails, text messages or online postings</td>
<td>Stalking, Harassment</td>
</tr>
<tr>
<td>Unwanted attention that violates personal space, Dependency</td>
<td>Intimidation, Unwanted attention that not only violates personal space but becomes persistent</td>
<td>Stalking, Harassment</td>
</tr>
<tr>
<td>Inappropriate statements-disruptive behavior in class</td>
<td>Inappropriate statements that cause alarm to the listener or repeated disruptions in class</td>
<td>Threatening statements or actions</td>
</tr>
<tr>
<td>Inappropriate social media postings/pictures</td>
<td></td>
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</tbody>
</table>

**Action/Protocol What to do**

**Distressed Behavior**
- Decrease in quality of work, Over-procrastination, Sleeping in class
- Marked change in behavior, Impaired speech or disjointed thoughts, Under-responding, Increase absenteesim

**Unhealthy Behavior**
- Incongruous emotions, Lack of emotion, Change in personal hygiene
- Suicidal ideation, Threatening writings, Writing focusing on depression, dark thoughts, feelings of hopelessness

**Inappropriate Behavior**
- Timely warning or conversation with student. Refer a concern: www.arapahoe.edu/concern
- May result in code of conduct violation; Student may be removed from the class but will be afforded “Due Process” before being removed from College
- Contact Campus Police; If threatened or behavior is threatening; Campus Police should be notified immediately. Student Affairs follows up.

**Contact the Student Affairs Office**
303-797-5668 or 5674
### Counseling Resources: Also click on ACC Counseling Resources

<table>
<thead>
<tr>
<th>MENTAL HEALTH SOURCE</th>
<th>SLIDING SCALES</th>
<th>LIMIT ON VISITS</th>
<th>PRESCRIBE MEDS</th>
<th>RESTRICTIONS</th>
<th>INSURANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catholic Charities, 2525 W Alameda Denver CO 80219 &gt; 303.742.0828</td>
<td>Yes - $35 – $100</td>
<td>Individual case circumstance</td>
<td>Yes - $90 – $150 first visit; $35 – $75 thereafter</td>
<td>Don’t accept actively suicidal or patient who has been hospitalized within one year. No substance abuse cases or court-ordered treatment.</td>
<td>Yes – depends on patients plan (no HMO’s); will accept Medicaid.</td>
</tr>
<tr>
<td>University Hospital, 4200 E. 9th Ave Denver 303.372.0000</td>
<td>Yes – applies to emergency only</td>
<td>No</td>
<td>Yes</td>
<td>None</td>
<td>Yes</td>
</tr>
<tr>
<td>Comitis Crisis Center 9840 E. 17th Ave Aurora 303.343.9890</td>
<td>Yes or donation No</td>
<td>No</td>
<td>No</td>
<td>Emergency only</td>
<td>No</td>
</tr>
<tr>
<td>Denver Mental Health Corp 777 Bannock St Denver 303.436.6393</td>
<td>No - unless from impotent psychiatric unit</td>
<td>Referral</td>
<td>Yes</td>
<td>None</td>
<td>Yes – accepts Medicaid and some other insurance.</td>
</tr>
<tr>
<td>Jewish Family and Children Services, 1355 S. Colorado Bl #400 Denver &gt; 303.597.5000</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No chronic or crisis. Have screening process.</td>
<td>Yes</td>
</tr>
<tr>
<td>Mental Health Center, Arapahoe, 5500 S Sycamore St Littleton CO 80120 303.730.8858; emergency line 303.730.3303</td>
<td>Yes – drug and alcohol abuse only</td>
<td>No</td>
<td>Yes</td>
<td>None</td>
<td>Yes</td>
</tr>
<tr>
<td>Mental Health Center Jefferson, Clear Creek &amp; Gilpin 303.425.0300 (Jeffco Residents Only)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>None</td>
<td>Yes</td>
</tr>
<tr>
<td>University of Colorado, Denver 303.556.4372</td>
<td>Yes - $5 – 40  No</td>
<td>No</td>
<td>No</td>
<td>No crisis situations, drug, alcohol or active batter</td>
<td>No</td>
</tr>
<tr>
<td>Maria Droste Services, 1355 S. Colorado Blvd., Ste. C-100, Denver 303.756.9052</td>
<td>Yes</td>
<td>No</td>
<td>No – will make referrals</td>
<td>None. Will do an assessment</td>
<td>Yes</td>
</tr>
<tr>
<td>Denver Seminary, 6399 S. Santa Fe Dr., Littleton 303.761.2482</td>
<td>Yes: $2/ $5/ $10  15 weeks Counselors change</td>
<td>No</td>
<td>No crisis situations or court ordered treatment.</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Asian Pacific Dev. Center 1825 York St. Denver 303.393.0304</td>
<td>Yes – not free for mental health only</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Emergency Psychiatric Services – Boulder 303.447.1665</td>
<td>Yes</td>
<td>Successive and brief therapy as well as long-term care</td>
<td>Yes</td>
<td>Crisis Office available – gateway to hospitalization.</td>
<td>Some</td>
</tr>
<tr>
<td>University of Denver 303.871.2528</td>
<td>Yes – generally $1 per $1000 yearly income. Minimum $5.</td>
<td>No</td>
<td>No – will make referrals</td>
<td>Not a crisis center. Students in master’s program provide counseling. Don’t accept substance abuse, actively suicidal and some court ordered treatment.</td>
<td>No</td>
</tr>
<tr>
<td>Denver Family Institute 7200 E. Hampden Ave. #301. Denver 303.756.3340</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Not a crisis center.</td>
<td>No</td>
</tr>
<tr>
<td>Professional Psychology Center at DU 303.871.3626</td>
<td>Yes - $10 – 70 Income based</td>
<td>No</td>
<td>Yes</td>
<td>No crisis element – no overnight or weekend staff.</td>
<td>Medicaid only. Will prepare insurance ready bills.</td>
</tr>
<tr>
<td>University of Colorado, Boulder 303.492.2085 Crisis Line – 303.449.555</td>
<td>No fee</td>
<td>Hotline basis - only phone calls accepted. Referrals provided.</td>
<td>Mainly see CU students, occasionally work w/public.</td>
<td>No</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Mental Health Source</td>
<td>Sliding Scales</td>
<td>Limit on Visits</td>
<td>Prescribe meds</td>
<td>Restrictions</td>
<td>Insurance</td>
</tr>
<tr>
<td>Provider Name</td>
<td>Accepts Credit Cards</td>
<td>Accepts Insurance</td>
<td>Accepts Medi-Cal</td>
<td>Accepts Food Stamps</td>
<td>Accepts SNAP</td>
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<tr>
<td>Compassion Therapy</td>
<td>No</td>
<td>No</td>
<td>Adults 18+</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Lorna Adams, RN, MA</td>
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<tr>
<td>303. 683.4578</td>
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<tr>
<td>Nell Bly, MSW, LCSW</td>
<td>Yes</td>
<td>No, will work on that with client</td>
<td>No meds</td>
<td>No testing</td>
<td>Over 5 years of age</td>
</tr>
<tr>
<td>7538 S. Storm Mtn. Littleton, CO 80127</td>
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<tr>
<td>303.986.5586</td>
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<tr>
<td>Heather Leavesley, MA</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Downtown and Denver Tech offices</td>
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<tr>
<td>720.363.5538</td>
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<tr>
<td>Capri Morgan-Black</td>
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<tr>
<td>Little Town Counseling</td>
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<tr>
<td>2329 W. Main St. Ste. 205</td>
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<tr>
<td>Littleton, CO 80120</td>
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<tr>
<td>303.741.2273</td>
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<tr>
<td>Ted Hoyer, Ph.D.</td>
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<tr>
<td>609 W Littleton Blvd</td>
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<tr>
<td>Ste 210</td>
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<td>Littleton, CO 80120</td>
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<tr>
<td>303.935.6061</td>
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<tr>
<td>Dennis J. Mancuso, Ed.D.</td>
<td>Yes</td>
<td>No</td>
<td>No, not M.D. but</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>L.P.C., Psychotherapist</td>
<td></td>
<td></td>
<td>can refer patient</td>
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<tr>
<td>609W Littleton Blvd # 120</td>
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<tr>
<td>Littleton CO 80120</td>
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<td>303-797-6164</td>
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<tr>
<td>Rebekah C Markeim, Psy.D</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>1776 South Jackson Street</td>
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<tr>
<td>Suite 616</td>
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<tr>
<td>Denver, CO 80210</td>
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<tr>
<td>303.810.5275</td>
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<tr>
<td>Hilary Silver, MSW, LSW</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<tr>
<td>2306 East Arapahoe Rd. Suite 123</td>
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<tr>
<td>Centennial, CO 80122</td>
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<tr>
<td>720.935.7393</td>
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<tr>
<td>Daniel A. Hoffman, M.D.</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Neuropsychiatrist</td>
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<td>7800 E Orchard Rd, Ste 340</td>
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<tr>
<td>Greenwood Village, CO 80111</td>
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<td>303.741.4800</td>
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<tr>
<td>Southwest Counseling</td>
<td>Yes</td>
<td>Contract With ACC</td>
<td></td>
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<td>Yes</td>
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<tr>
<td>141 W. Davies Ave. N#105</td>
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<tr>
<td>Littleton, CO 80120</td>
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<tr>
<td>303.730.1717</td>
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<tr>
<td>Voice Mail 219</td>
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<tr>
<td>Highlands Behavioral Health System</td>
<td>Yes</td>
<td>Discount if paying with cash</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Kathleen Ferguson MBA</td>
<td></td>
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<tr>
<td>8565 S. Poplar Way Littleton, CO 80130</td>
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<tr>
<td>720-348-2800</td>
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<tr>
<td>Cell: 720-940-4795</td>
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</table>
Student Success Center: 303.797.5669 | Room M1650

The Center offers a welcoming, friendly and knowledgeable environment for students who need academic assistance. Peer and professional tutors are available. Hours vary from semester to semester and are posted outside the door.

Peer Mentoring and Tutoring Center: Peer mentors give students a connection on campus, act as a sounding board for students’ concerns, and provide guidance, coaching and problem-solving ideas for issues related to college life. The Center is a free service. Our student ambassadors are an excellent resource for general college information, academic assistance and practical advice to help students stay on course. Students may obtain tutoring from fellow students who have excelled in courses like math, biology, chemistry, accounting, economics, history, languages and computer technology.

Tutorial Services: Academic support services available include free workshops with academic tutors to supplement and enrich course requirements, along with tutoring assistance.

Math Support: ACC Math Instructors, professional tutors, work-study students, and peer mentors provide help with concepts, homework, online resources and graphing calculators. Students may watch course related videos and DVD’s in the library.

Writing Center: The Writing Center offers free one-on-one tutoring sessions for students interested in developing writing skills. Writing Center tutors will work with students at any skill level, from any class or discipline, at any stage of the writing process. Please call or stop by to schedule an appointment. The Writing Center is located in the Library and Learning Commons.

SUPPORT SERVICES

Campus Police 303.797.5800 | M2600 & M2630

The Campus Police Department joins the entire college community in welcoming you to Arapahoe Community College. We trust that this information will enhance the knowledge, communication and collaboration that we know is critical to the safety and security of the students, Faculty, staff and visitors to the College. Community policing is as much about education as it is about enforcement; to this end, the Campus Police Department is dedicated to working in partnership with the campus community.

The Campus Police Department responds to all reports of crime that occur on the Main Campus, the Church Street Building and at the Art & Design Center. Campus police officers give priority to reports of incidents that threaten the life or safety of people, the security of property, or the peace of the community. They handle all reports of crimes and emergencies. Campus police officers investigate misdemeanor and felony property crime reports with investigative leads. The Department assists the Littleton Police Department Detective Division on cases that have investigative leads, involving felony crimes against persons. The Campus Police Department utilizes a computer-aided dispatch center and an automated records management system. The system allows for automated statistical reporting including the National Incident Based Reporting System. The records system tracks all actions within the campus jurisdiction. Clery Act crime statistics are published yearly on the ACC Web site. The Campus Police Department coordinates with the Littleton Police Department, the Arapahoe County District Attorney’s Office and the Littleton City Attorney’s Office for filing of criminal charges.
The Littleton Police Department responds to all calls for service in the public areas surrounding the Main Campus, the Church Street Building and the Art & Design Center. The Douglas County Sheriff’s Department responds to all calls for service at the ACC Parker Campus and the surrounding public areas. The Castle Rock Police Department will respond to calls for service at the CR campus. Cases involving students are also referred to the Director of Student Affairs (303.797.5096) for review and possible college sanctions.

**Weapons on campus:** Possessing unauthorized firearms, ammunition, explosives, fireworks, and/or other dangerous weapons or instruments resembling them which may cause fear/alarm in or harass another person within or upon the grounds, buildings, or other facilities of the College or at any College-sponsored or supervised function or event is prohibited. Any person(s) in violation of this regulation shall be subject to College disciplinary action and subject to referral to the Littleton Municipal Court or Arapahoe County District Court.

**Patrol Division, Main Campus:** The Campus Police Department is a full-service police department on the main campus and provides services to protect and serve the college community. The Officers are sworn and armed police officers with full powers of 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, county or state police officer and have jurisdiction on the property owned, leased or controlled by the College, including city streets that run through and are adjacent to the College properties. Officers are available seven days a week. Persons should immediately report any crime, medical problem, accident or suspicious person(s) or activity to the Campus Police Department at 303.797.5800 from an off-campus phone, or 5800 from an on-campus phone. If there is no immediate response, call 911. The Patrol Division of the Campus Police Department employs vehicle patrol, bike patrol and foot patrol to provide safety and security to the campus community.

**Bike Patrol:** To enhance personal safety of the ACC community, the Campus Police Department has a bike program. The bikes allow police officers to reach locations inaccessible to the patrol car and at the same time respond quicker than officers patrolling on foot.

**Safety Escort Service:** Common sense is the best key to your personal safety. Don’t feel foolish asking for help if a situation makes you feel afraid or threatened. Anything that makes you feel uncomfortable is a legitimate reason for contacting the Police Department (303) 797-5800. TRUST YOUR INTUITION and ACT ON IT!

**Motorist Assistance Program:** The Motorist Assistance Program serves the college community by offering "jump starts" for dead batteries, and "unlocks" for keys locked inside the car.

**Emergency Messages:** A Police Officer can deliver emergency messages to students in class. Emergency messages will be evaluated individually to ascertain if they warrant the interruption of a class. Emergency message requests are made by calling 303.797.5800.

**EMPLOYEE SERVICES**

**Employee ID “SWIPE” Card:** All ACC employees are required to obtain an ACC Identification swipe card that provides entry to classrooms and other areas that require authorized swipe card access. Submit your completed ID Card Application along with a photo ID to the Campus Police Department, Room M2630. We will issue your photo ID swipe card imprinted with your Employee ID number (S#) while you wait.

**Parking Services:** Any motor vehicle parked in the Arapahoe Community College Main Campus, Art and Design Center, and ACC Parker Campus parking lots must display a valid Arapahoe Community College parking permit, at all times.
Employee Parking Deduction Authorization Forms are available in Parking Services, Room M2630, or you can download the form.

Bring your completed form to Room M2630. **NOTE:** Submission of the Employee Parking Authorization Form allows automatic deduction for parking fees from your payroll check.

Students also receive their parking permits from Parking Services. Fees for student parking are paid directly to the Cashier’s office and a voucher is given to be redeemed for a parking pass at Parking Services.

Most permits for all ACC parking lots are issued on a semester basis and expire in December or May. Instructors and students are responsible for obtaining and updating their parking permit from Parking Services.

Visitor and short term parking are available on the streets surrounding the campus.

Parking citations will be issued to vehicles parked illegally (including not displaying a valid permit) and fines range from $15 to $50

Temporary permits can be issued for visitors and special events or circumstances. See your School Assistant for temporary passes.

**Lost and Found:** A lost and found service is located in the Campus Police Department. Throughout the year numerous items are turned into the office. All items are kept for 60 days. We encourage you to check with our office periodically if you have misplaced an item. Proper identification on your valuables helps us return your property to you faster. If you have lost or found items call 303.797.5800 or stop by the Campus Police Department, Room M2630.

**Emergencies:** Immediately report any crime, medical problem, accident, suspicious person(s) or activity to the Campus Police at 303.797.5800. In case of emergencies, it’s important that you carry your cell phone, with the campus police phone number programmed. You will be assisted immediately in case of any suspicious activity. If there is no immediate response, call 911.

**Career and Technical Education (CTE) Credential Requirement:**
All postsecondary Faculty and PART-TIME Instructors in the Colorado Community College System (CCCS) who teach required courses in an approved Career and Technical Education (CTE) program must maintain a current credential on file with the CTE Office. A list of approved CTE Programs is available from the CTE Coordinator, Karla Butler, in A2045 at 303.797.5646 or email karla.butler@arapahoe.edu.

The credential requirement ensures that each CTE program provides its students with well-qualified Instructors possessing appropriate occupational and educational experience. Further information on CCCS credential requirements to teach in a specific CTE program can be found on the Colorado Career and Technical Education Web Site at [http://www.coloradostateplan.com/criteria_postsecond.htm](http://www.coloradostateplan.com/criteria_postsecond.htm). Required CTE Application Forms can be found at [http://www.coloradostateplan.com/cred_postsecondary_forms.htm](http://www.coloradostateplan.com/cred_postsecondary_forms.htm). All postsecondary credentials are issued at each postsecondary institution. The CTE Office at ACC is under the Dean of the Community and Workforce Partnerships Division, Matt McKeever.

**Center for Professional Enrichment:** 303.797.5791 > Room M4965
The Center for Professional Enrichment is available for assistance with all aspects of teaching in the college classroom. Additionally, The Center provides a variety of Professional Enrichment activities throughout the semester including: orientations, teaching teams, webinars, book clubs, workshops, Leadership Academy, Master Teacher Certificate, Adjunct Advancement Program, new Department Chair Academy and a number of other activities. Faculty, Instructors, and staff are welcome to attend all Professional Enrichment activities.
Certificate of Teaching Excellence and Master Teacher Certificate: ACC provides many opportunities for professional advancement. However, only the Certificate of Teaching Excellence and Master Teacher Certificate provide a comprehensive development plan that allows full-time Faculty to be recognized within the College and throughout our community as models of excellence in teaching. An Adjunct Advancement Program is also offered. To learn more about these programs, please contact The Center for Professional Enrichment.

Employee Tuition Reimbursement Scholarship Guidelines: Arapahoe Community College provides employees reimbursement scholarships for coursework completed at ACC. Under this procedure employees typically pay for courses up front and are reimbursed upon successful completion. Full-time employees are eligible for three classes (up to 15 credit hours) per fiscal year. Unfortunately, part-time employees are not eligible at this time. All classes must be job related.

Scholarship Authorization – EDU222, EDU 234, EDU250, EDU251, EDU 263, EDU 265 and EDU 266
1. Meet with Department Chair/Dean to request permission to take the above listed EDU courses for AAP or MTC.
2. Once you have received approval, fill out the Faculty/Instructor Tuition Benefit Enrollment Agreement, get appropriate signatures and return to the Center Administrative Assistant in A2000.
3. The Center Administrative Assistant will compile lists of all Faculty and Instructors taking EDU260 or EDU263 each semester and forward them to the instructors and eLearning for enrollment.

Scholarship Authorization – All Other Courses
1. Obtain an Employee Tuition Reimbursement Scholarship form from Financial Aid.
2. Complete the Employee Tuition Reimbursement Scholarship Form, sign it, and take it to your supervisor for approval.
3. Submit the completed form to Financial Aid (Room M2330).
4. Complete Enrollment and Fee Payment Steps 1-5 below.

Enrollment and Fee Payment
2. Enroll for approved course(s).
   A) Students can register in person at Information Central
   B) Students can register online at www.arapahoe.edu.
3. Authorize COF from your student account. See Information Central or Admission & Records staff for assistance.
4. Pay tuition and fees promptly at the Cashier’s Office (or at 303.797.5638) to avoid being dropped for nonpayment.
   EXCEPTION: EDU 260 and EDU 263 do not require payment.

NOTES: Tuition is set at the resident tuition rate less any College Opportunity Fund (COF) payments. Employees are responsible for paying tuition and all applicable fees; plus the difference between non-resident and resident tuition (non-resident employees only). EDU Courses do not require payment. However, if an employee does not successfully completed the course (grade "C" or better), he/she will be charged for the entire cost of tuition and fees.

Child Development Center: 303.797.5678

The Child Development Center (CDC) is a nonprofit preschool and child care center that offers an affordable, safe and stimulating environment to children of ACC students, staff and faculty, and families in the community. Located in the North Building on the ACC Littleton Campus, the CDC is convenient for drop-off and pick-up. Half- and full-day schedules are available for 2, 3, and 5 days per week. All children must be currently enrolled in the center to attend as we do not accept drop-ins.

Our child care center provides a clean, healthy and nurturing setting where children build cognitive, language, physical and social/emotional skills. The CDC provides designated areas and activities geared to specific age groups
to ensure children are challenged and encouraged to build age appropriate skills. The Center utilizes teacher-based
Creative Curriculum®, a comprehensive, customized approach supporting effective teaching that makes learning
exciting and relevant to each child. For more information or to schedule a tour of our facilities, please contact
Pamela.Didusch@arapahoe.edu.

Classroom and Building Maintenance: 303.797.5756

- For an emergency maintenance situation (broken water pipes or other immediate repair emergencies), contact
  Facilities at 303.797.5756 or the Campus Police Office 303.797.5800.
- For other general classroom and building maintenance needs please contact your Dean’s Assistant to submit a work
  order for you.
- For Custodial Services please call 303.797.5766.

Community Education Office: 303.797.5722 | Room A1215

The Community Education Program at Arapahoe Community College is a leader in providing creative and innovative
programs, courses, and services for lifelong learners. With over 7,000 enrollments each year, the program offers over
400 courses in areas such as: arts and crafts, small business, career development, computer applications, language
and culture, health and wellness, home and garden, personal development, recreation and travel, senior programs
and Youth College. Courses meet from 1-10 weeks depending on the program and over 20% of the courses are new
each season. To find out what we have to offer and if you are eligible for a discount, give the office a call at
303.797.5722 or stop by the Annex, Room A1215.

Faculty Support

The Instructional Division is led by Dr. Diane Hegeman, the Vice President for Instruction and includes three Academic
Schools, Community and Workforce Partnerships, Center for Institutional Effectiveness, eLearning, Library, and
Media Departments. The Vice President for Instruction, the three Academic Deans, the Dean of Student Affairs, the
Center for Institutional Effectiveness, and the appropriate School Assistants are all located in Room A2000.
Community and Workforce Partnerships, eLearning, and Library and Media are located in areas throughout the
College and can be found on the College Directory.

Human Resources: Full Time Faculty - 303.797.5720, Part Time Instructors – 303-797-5644

The Human Resources Department, located in the Church Street Building, can provide you with an array of
information, including, but not limited to employee forms, information regarding Policies and Procedures, worker’s
compensation, employee benefits Information, employee recruitment, new hire requirements and information as well
as general human resources assistance. Links, frequently used forms, and contact Information can be found on
myACC in the employee tab.

Worker’s Compensation Procedure

The injured worker (IW) should notify their supervisor as soon as possible following an accident. The supervisor
should then immediately notify HR.

1. When an injury is reported to HR, provide the injured party with the Concentra Medical Center locations document
   and instruct them to immediately go to one of the locations listed.
2. If the injury is serious, advise the injured worker, supervisor or person reporting the injury to go immediately to the nearest emergency room or hospital. Provide the Broadspire Workers Compensation Form to the injured party as soon as practical.
3. Provide the Broadspire Workers Compensation Form for them to complete and return to HR when possible (within 3 days).
4. Follow up on the document as needed.
5. Ensure the employee’s supervisor is notified of the situation.
6. Ensure the employee’s supervisor is notified of the situation if not aware of the incident.

INFORMATION TECHNOLOGY

IT Help Desk: 303-797-5700 x3199 (on campus) 303-797-5700 ext 1283199 (off campus) Room | M1650
https://helpdesk.arapahoe.edu,

The IT department provides support for classroom technology at each ACC campus location. This includes a common set of technology found in most classrooms (Projector, Computer, Document Camera. i.e. Smart Classroom). While smart carts (carts with TV monitor and small computer) are not typically needed in any classroom given technology already present, we do have a limited number of units available on the Littleton campus that IT can bring in for special events.

In all generally schedulable classrooms, Instructors have the option to use the PC in the lectern or they may bring in a laptop. Rooms are equipped with either VGA or VGA/HDMI connections. Instructors will be required to provide their own adapters. If there are questions, please feel free to contact the Help Desk at the number above. It is recommended instructors contact IT and inquire which video input is installed in the rooms they are assigned to.

The IT department is also happy to meet with instructors during normal business hours in order to do training on the use of classroom technology. Contact the Help Desk either by phone or email in order to setup an appointment.

Support for personally owned equipment will not be provided to students, faculty or staff. It is highly recommended that each instructor arrives to their room early to ensure everything is in working order after the last class has left. If there are problems phones are provided in all classrooms next to the lecterns. Dial extension 3199 to contact the Help Desk during operating hours.

Help Desk: 303.797.5700 x 3199 | helpdesk@arapahoe.edu Customers should be contacted within 4 hours of a call or e-mail

<table>
<thead>
<tr>
<th>Operating Hours</th>
<th>Mon-Thurs</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7:00 AM - 7:00 PM</td>
<td>7:00 AM - 5:00 PM</td>
</tr>
</tbody>
</table>

myACCHelp@arapahoe.edu: this sends an email request for myACC help.
24/7 Live Phone Support 888.800.9198: Telephone conversation to request myACC help
24/7 Help Desk Online Support: this link directs you to the Colorado Community College System (CCCS) Finding Solutions web site. Here you can find information and help for: Banner/D2L Passwords, Courses, Desire2Learn (D2L), Live Chat Help, myACC Submit, Help Ticket, and more.

Phone/Voicemail: Voicemail boxes are coordinated by the School Assistants. The security default code to all voicemail boxes is 12355 and will remain so until you go through the automated system to change it.
To access your voicemail from your office phone:

**Full-time Faculty**
Dial x 5700
Enter security code

**Part-time Instructor**
Dial x 5700
Enter * twice as soon as you hear the greeting
Enter mailbox # when prompted
Enter security code

Both Faculty and Instructors can access voicemail from an off-campus phone by dialing 303.797.5700, press * once you hear the greeting. You will be prompted to enter your mailbox number and security code at this time.

Voicemail messages are stored for ten days and are then deleted by the system. If you accidentally delete a message and wish to recover it, be sure not hang up the receiver. Pressing 7 will allow you to listen to deleted messages and will also give you the option to recover.

Instructors who are only assigned a voicemail box and not a phone, will give their students the college phone number 303.797.5700, along with your mailbox number as the extension.

**Printing and Mail Services:** 303.797.5754 | Room A1482

Printing and Mail Services provide Faculty with a full array of mail and printing services.

<table>
<thead>
<tr>
<th>Printing and Mail Services</th>
<th>Mon-Fri</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Hours</strong></td>
<td>8:00 AM-5:00 PM</td>
<td>Closed</td>
<td>Closed</td>
</tr>
</tbody>
</table>

You will not be able to access printing or mail services before or after regular hours, so please plan accordingly.

<table>
<thead>
<tr>
<th>Mail Delivery Schedule</th>
<th>Destination</th>
<th>Delivery Times</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Destination and Times</strong></td>
<td>Instructional School Offices (A2000)</td>
<td>10 AM and 2 PM</td>
</tr>
<tr>
<td></td>
<td>Art &amp; Design Center</td>
<td>11 AM only</td>
</tr>
<tr>
<td></td>
<td>Church Street Building</td>
<td>11 AM only</td>
</tr>
<tr>
<td></td>
<td>Parker Center</td>
<td>1 PM</td>
</tr>
<tr>
<td></td>
<td>North Building</td>
<td>11 AM only</td>
</tr>
</tbody>
</table>

**NOTE:** We do not deliver orders to individual mail boxes or offices. We deliver to one designated location of the areas listed above. Staff from each location is responsible for delivering orders to individual mailboxes at their earliest convenience.

**Quick Copy:** is the most efficient and cost effective method of reproduction with no minimums. Simply fill out a green Quick Copy Work Request Form at myACC → Employee Tab → Employee forms → Printing Services → QuickCopy Request or click here: [Quick Copy Request Form](#) and submit to either the Customer Service Counter in Room A1480 or the baskets in the school offices.

**Additional Quick Copy Services:**
- Black and full color copies up to 12 x18 inches
- large format print 24 inches wide by 10 feet long
- folding and booklet making
- illuminating and transparencies
- GBC comb binding
- stapling and 3-hole punching
- scanning to PDF
Production Turn-Around Time: Ideally, a 24-hour turn-around is requested to complete your order. On an emergency basis, we can also provide copies while you wait, at no additional charge. Please keep in mind that rushes will be completed in the order that they are received.

Copy Machines: You will find copy machines in all campus’ buildings. You must obtain a copy code from the Printing Services Department to use these machines. Each division of the College has been assigned account numbers for copy machine usage. Copy toner and all paper supplies are ordered through Printing Services at 303.797.5747.

Copy cards: May be purchased for a onetime charge on $1.00 per card and 8-cents per copy. These cards are reusable and can be recharged to any increment at any time.

Business cards: School Assistants order both business cards and name badges. Orders are usually completed in one 4 – 5 weeks (after an approved final proof), and are available in multiples of 250.

Name Badges: Name badges for full-time employees can be ordered from Printing Services Room A1482. You will be informed when your badge is ready.

Mail Services: Manages all incoming and outgoing mail and packages. Mail Services offers three alternatives for College shipping: United States Postal Service, FedEx and UPS. For any questions about mail services please call 303.797.5747.

Mail Pick-up/Drop-off: Mail is retrieved from the Littleton Post Office by 10 AM daily, and is sorted and ready for distribution by 11 AM Mail is dropped off at the Littleton Post Office each afternoon. To assure that your mail is delivered to the Littleton Post Office for same day processing, you must deliver it to Room A1480 by 3:15 PM.

Letters/Parcels: We require that letters and parcels be addressed with the Fund, Org and Program numbers marked underneath the return address. We also require all forms (Certified, FedEx, Priority Mail forms, etc.) to be completed beforehand. These forms can be found in Room A1480 and mail staff members are available to help you fill out the appropriate form if needed.

Intercampus Mail: Faculty boxes are assigned and labeled by the School Assistants in locations throughout the college. You should check your box regularly for important information.

LCBSS: Legal, Communications, Behavioral and Social Sciences: M4636 and A2000
AHBT: Arts, Humanities, Business and Technology: A2000, M4636 and AD5000

Workforce Training: 303.734.3701 | A1215 and Parker Campus

Workforce Training provides customized non-credit and credit training programs for large and small businesses, non-profit and governmental organizations. We can help increase employee effectiveness and productivity through many training options including certificates, individual classes, workshops, and seminars and customized training which employ face-to-face, online instruction, or both. We can assess training needs, develop or use existing curriculum, implement the training with expert training professionals, and evaluate training to meet an organization or company goals. Courses can be taught at the college or at the clients’ workplace. If you are interested in also teaching through Workforce Training, you may contact our office.

Veterans Programs and Assistance: 303.797.5934 | M1605

Veteran’s office provides enrollment services and general information to students who are eligible for benefits under Veterans Administration (VA) Educational Programs. Courses offered by Arapahoe Community College, with certain
exceptions, are approved for training veterans and eligible dependents under Chapters 30, 31, 32, 33, 35 of Title 38 USC and Chapter 1606 and 1607 of Title 10 USC and the VRAP program. Students who plan to utilize VA benefits while attending Arapahoe Community College should contact this office immediately in Rm M1605. New applicants for any VA educational benefit should expect 6-8 weeks in processing time for initial claims. It is the responsibility of the student to notify the Veteran Services office at ACC of any changes to address, enrollment status (adds and drops), program of study (major, certificate, etc.) and any other information related to academic standing. Students studying at two or more institutions for the same period must coordinate veteran benefits with this office. Students must declare an approved major or certificate program in order to receive VA educational benefits.

ACC is approved for several education and training programs by the Colorado State Approving Agency for Veteran’s Education and Training (CSAA). The Veteran Services office helps veterans and eligible dependents apply for and maintain their VA educational benefits while attending ACC. Completing the appropriate VA forms is the first step toward receiving benefits.

Veteran’s Administration: The Veterans Administration (VA) expects all students who receive VA educational benefits to make satisfactory progress and systematic advancement toward an educational objective or be liable for repayment to the VA. Satisfactory progress and regular class attendance in accordance with ACC policy is expected of all students receiving VA educational benefits. Students placed on academic suspension will have their VA Educational benefits terminated. For more information check the veterans website at: ACC Veterans Services.

**MISCELLANEOUS**

**ACC Stylebook**
The ACC Stylebook is designed to guide the College in the consistent preparation of a variety of print and web applications. The Stylebook is subject to periodic revision and is maintained and posted in myACC → Employee Tab → Policies, Procedures, Guides and Manuals → ACC Graphic Standards Guide. Please use these guidelines for all style information. Responsibility for interpreting and implementing our Stylebook (“standards”) rests with the Director of Marketing and Public Information. If you need clarification or assistance, contact Tina Griesheimer, Ext. 5901 or tina.griesheimer@arapahoe.edu.

**Policies and Procedures**
Policies and Procedures can be found in myACC → Employee Tab → Policies, Procedures, Guides and Manuals → Procedures. The ACC Procedure Manual is not a comprehensive employee manual. Links to the State Board Policies and System Presidents Procedures are also listed at this site.

The manual includes policies and procedures in regards to the following:

- Doctrine
- Organization
- College Personnel
- Students
- Administration
- IT and Electronic Communication
- Fiscal
- Educational Programs
- Publications and Forms
- Buildings and Grounds
- Travel and Transportation
- Safety and Security
**Purchasing and Receiving Procedures**

The Purchasing Office is the purchasing agent for the College. Faculty and staff members are not authorized to issue purchase Orders, or to order directly from a vendor. Faculty and staff members must first submit their purchase requests to the appropriate Dean or Supervisor for their approval.

**ACRONYMS**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>High cost course. Used in the class schedule.</td>
</tr>
<tr>
<td>APP</td>
<td>Adjunct Advancement Program</td>
</tr>
<tr>
<td>ACTS</td>
<td>Arapahoe/Douglas Career and Technical</td>
</tr>
<tr>
<td>AD</td>
<td>Art and Design Center</td>
</tr>
<tr>
<td>ADBT</td>
<td>The School of Art, Design, Business and Technology</td>
</tr>
<tr>
<td>Annualized FTE</td>
<td>Full-time Equivalent Enrollment for budgetary purposes</td>
</tr>
<tr>
<td>AP</td>
<td>Arapahoe Procedures</td>
</tr>
<tr>
<td>ASEP</td>
<td>Automotive Service Excellence Program</td>
</tr>
<tr>
<td>ATEC</td>
<td>Automotive Technology (General Program)</td>
</tr>
<tr>
<td>AW</td>
<td>Assignment Worksheet</td>
</tr>
<tr>
<td>AYES</td>
<td>Automotive Youth Educational Systems</td>
</tr>
<tr>
<td>CAP</td>
<td>College Assessment Project</td>
</tr>
<tr>
<td>CCConline</td>
<td>(centralized delivery of online courses)</td>
</tr>
<tr>
<td>CCCS</td>
<td>Colorado Community College System (formerly CCCOES)</td>
</tr>
<tr>
<td>CCHE</td>
<td>Colorado Commission on Higher Education Colorado Common Course Numbering System <a href="http://www.state.co.us/cche_dir/hecche.html">http://www.state.co.us/cche_dir/hecche.html</a></td>
</tr>
<tr>
<td>CDE</td>
<td>Colorado Department of Education <a href="http://www.cccs.edu/cccons/Home.html">http://www.cccs.edu/cccons/Home.html</a></td>
</tr>
<tr>
<td>Census</td>
<td>Normally refers to the last date a student can drop a class for refund. Colorado Gallery of the Arts</td>
</tr>
<tr>
<td>CGA</td>
<td></td>
</tr>
<tr>
<td>CIP Code</td>
<td>Classification of Instructional Program Code - a six digit “universal” code assigned to each academic program and subject are that allows for consistent School categorization of similar programs.</td>
</tr>
<tr>
<td>Concurrent Enrollment</td>
<td>Usually refers to the high school co-enroll students who are concurrently enrolled in both high school and college courses.</td>
</tr>
<tr>
<td>COF</td>
<td>College Opportunity Fund</td>
</tr>
<tr>
<td>CPT</td>
<td>Computerized Placement Test</td>
</tr>
<tr>
<td>CRN</td>
<td>Identifies each individual class section. Used when registering for classes.</td>
</tr>
<tr>
<td>CSB</td>
<td>Church Street Building</td>
</tr>
<tr>
<td>CTE</td>
<td>Career and Technical Education</td>
</tr>
<tr>
<td>Days of the Week</td>
<td>Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday</td>
</tr>
<tr>
<td>Dual Enrollment</td>
<td>Same as co-enroll</td>
</tr>
<tr>
<td>FAFSA</td>
<td>Free Application for Federal Student Aid</td>
</tr>
<tr>
<td>FCE</td>
<td>Fitness Center</td>
</tr>
<tr>
<td>FERPA</td>
<td>Family Educational Rights and Privacy Act of 1974-governs student rights concerning their education records including right to inspect and review, right to seek amendments to records, and the right to have some control over the disclosure of information from their records: <a href="http://www.chec.org/ferpa.html">FERPA Rights Notice</a></td>
</tr>
<tr>
<td>FFTE</td>
<td>Faculty full-time equivalent (Re:Faculty Workload)</td>
</tr>
<tr>
<td>FLAC</td>
<td>Faculty Load and Compensation. Refers to process admins use to pay the Faculty</td>
</tr>
<tr>
<td>FTE</td>
<td>Refers to student Full-Time Equivalent</td>
</tr>
</tbody>
</table>
General Motors Services Technical College

Guaranteed Transfer

Graduation Application

The School of Health, Math and Sciences

Integrated Postsecondary Education Data System-mandated federal reporting system administered through NCES

http://nces.ed.gov/ipeds/

The School of Legal, Communications, Behavioral and Social Sciences

Master Teacher Certificate

North Building

National Center for Education Statistics

http://nces.ed.gov/

Part of Term

Postsecondary Enrollment Options Act-prescribes high school co-enroll options

State Board for Community Colleges and Occupational Education System-a governing body.

http://www.cccs.edu/Docs/SBCCOE/Policies/Foreword.html

Course Section.

State Faculty Advisory Committee (statewide committee)

State Faculty Curriculum Committee (statewide committee)

State Higher Education Executive Officers

http://www.sheeo.org/

Student Information System (a component of the central community college information system)

Service Members Opportunity College

Science, Technology, Engineering and Math

aka: Employability Skills, Transferable Skills, or Essential Skills. refers to those attributes of an employee such as Written/Verbal skills, Presentation and Public Speaking skills, Teamwork and Collaboration skills, Interpersonal skills, Self-management/motivation skills, Leadership skills, Listening skills, Accuracy, Punctuality, Flexibility, Creativity, Critical thinking and problem solving, Work ethics, etc.

Self Service Banner

To be announced

Western Undergraduate Exchange-usually refers to agreement to charge lower rates to residents of surrounding states
INDEX

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC MISCONDUT</td>
<td>24</td>
</tr>
<tr>
<td>ACADEMIC CALENDAR</td>
<td>13</td>
</tr>
<tr>
<td>ACADEMIC ADVISING</td>
<td>34</td>
</tr>
<tr>
<td>ABOUT ACC</td>
<td>2</td>
</tr>
<tr>
<td>ACCESS AND ATTENDANCE RECORDS</td>
<td>25</td>
</tr>
<tr>
<td>ACC CASTLE ROCK CAMPUS</td>
<td>22</td>
</tr>
<tr>
<td>ACC LEGAL NOTICES</td>
<td>8</td>
</tr>
<tr>
<td>ACC PARKER CAMPUS</td>
<td>23</td>
</tr>
<tr>
<td>ACC STYLEBOOK</td>
<td>51</td>
</tr>
<tr>
<td>ACRONYMS</td>
<td>52</td>
</tr>
<tr>
<td>ADMISSIONS AND RECORDS</td>
<td>34</td>
</tr>
<tr>
<td>BOOKSTORE</td>
<td>34</td>
</tr>
<tr>
<td>CAMPUS BUILDING HOURS</td>
<td>20</td>
</tr>
<tr>
<td>CAMPUS POLICE</td>
<td>43</td>
</tr>
<tr>
<td>CAREER &amp; TRANSFER CENTER</td>
<td>35</td>
</tr>
<tr>
<td>CASHIER'S OFFICE</td>
<td>25</td>
</tr>
<tr>
<td>CREDENTIAL REQUIREMENTS</td>
<td>45</td>
</tr>
<tr>
<td>CENSUS/withdraw dates</td>
<td>25</td>
</tr>
<tr>
<td>CENTER FOR PROFESSIONAL ENRICHMENT</td>
<td>45</td>
</tr>
<tr>
<td>CHECKOUT PROCEDURES</td>
<td>31</td>
</tr>
<tr>
<td>CHILD DEVELOPMENT CENTER</td>
<td>46</td>
</tr>
<tr>
<td>CLASS/COURSE CANCELLATIONS</td>
<td>26</td>
</tr>
<tr>
<td>CLASSROOM AND BUILDING MAINTENANCE</td>
<td>47</td>
</tr>
<tr>
<td>CLASSROOM ASSIGNMENTS AND CHANGES</td>
<td>27</td>
</tr>
<tr>
<td>CLASSROOM MISCONDUCT</td>
<td>24</td>
</tr>
<tr>
<td>CLASSROOM USE/SECURITY</td>
<td>27</td>
</tr>
<tr>
<td>COLLEGE OPPORTUNITY FUND (COF)</td>
<td>35</td>
</tr>
<tr>
<td>COLORADO GALLERY OF THE ARTS</td>
<td>21</td>
</tr>
<tr>
<td>COMMUNITY EDUCATION OFFICE</td>
<td>47</td>
</tr>
<tr>
<td>COMPUTER LAB</td>
<td>35</td>
</tr>
<tr>
<td>COUNSELING RESOURCES</td>
<td>41</td>
</tr>
<tr>
<td>COURSE WAIVERS</td>
<td>27</td>
</tr>
<tr>
<td>DEVELOPMENTAL COURSE GRADING</td>
<td>31</td>
</tr>
<tr>
<td>DISRUPTIVE BEHAVIORS</td>
<td>35</td>
</tr>
<tr>
<td>E-learning</td>
<td>27</td>
</tr>
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<td>EMAIL</td>
<td>28</td>
</tr>
<tr>
<td>EMERGENCIES</td>
<td>28</td>
</tr>
<tr>
<td>EMERGENCY MESSAGES</td>
<td>28</td>
</tr>
<tr>
<td>ENROLLMENT AND FEE PAYMENT FOR FACULTY</td>
<td>46</td>
</tr>
<tr>
<td>EXAMS AND TESTS</td>
<td>33</td>
</tr>
<tr>
<td>FINANCIAL AID</td>
<td>35</td>
</tr>
<tr>
<td>FACILITIES INFORMATION</td>
<td>20</td>
</tr>
<tr>
<td>FACILITIES RENTAL DEPARTMENT</td>
<td>21</td>
</tr>
<tr>
<td>FACULTY SELF-SERVICE BANNER</td>
<td>29</td>
</tr>
<tr>
<td>FACULTY SUPPORT</td>
<td>47</td>
</tr>
<tr>
<td>FAMILY EDUCATION RIGHTS &amp; PRIVACY ACT (FERPA)</td>
<td>29</td>
</tr>
<tr>
<td>FIELD TRIPS</td>
<td>29</td>
</tr>
<tr>
<td>FITNESS CENTER</td>
<td>21</td>
</tr>
<tr>
<td>GRADING CENTER</td>
<td>23</td>
</tr>
<tr>
<td>GRADE CENTER</td>
<td>21</td>
</tr>
<tr>
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<td>23</td>
</tr>
<tr>
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</tr>
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</tr>
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</tr>
<tr>
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<td>31</td>
</tr>
<tr>
<td>GRADING CENTER</td>
<td>31</td>
</tr>
<tr>
<td>GRAPHING CALCULATORS</td>
<td>36</td>
</tr>
<tr>
<td>HALF MOON</td>
<td>21</td>
</tr>
<tr>
<td>HUMAN RESOURCES</td>
<td>47</td>
</tr>
<tr>
<td>INDIPENDENT STUDY</td>
<td>32</td>
</tr>
<tr>
<td>INFORMATION CENTRAL</td>
<td>36</td>
</tr>
<tr>
<td>INFORMATION TECHNOLOGY</td>
<td>48</td>
</tr>
<tr>
<td>INSTRUCTOR/COURSE EVALUATIONS</td>
<td>32</td>
</tr>
<tr>
<td>INTERCAMPUS MAIL</td>
<td>49</td>
</tr>
<tr>
<td>LETTERS/Parcels</td>
<td>50</td>
</tr>
<tr>
<td>LIBRARY AND LEARNING COMMONS</td>
<td>36</td>
</tr>
<tr>
<td>LOST AND FOUND</td>
<td>45</td>
</tr>
<tr>
<td>MOTORIST ASSISTANCE PROGRAM</td>
<td>44</td>
</tr>
<tr>
<td>MYACC WEB PORTAL</td>
<td>32</td>
</tr>
<tr>
<td>NAME BADGES</td>
<td>50</td>
</tr>
<tr>
<td>OFFICE SPACE</td>
<td>21</td>
</tr>
<tr>
<td>PARKING SERVICES</td>
<td>44</td>
</tr>
<tr>
<td>PEER MENTORING AND TUTORING</td>
<td>43</td>
</tr>
<tr>
<td>PHI THETA KAPPA</td>
<td>37</td>
</tr>
<tr>
<td>POLICIES AND PROCEDURES</td>
<td>51</td>
</tr>
<tr>
<td>PRINTING AND MAIL SERVICES</td>
<td>49</td>
</tr>
<tr>
<td>PURCHASING AND RECEIVING PROCEDURES</td>
<td>52</td>
</tr>
<tr>
<td>QUICK COPY</td>
<td>49</td>
</tr>
<tr>
<td>REFUND POLICY</td>
<td>32</td>
</tr>
<tr>
<td>SAFETY ESCORT SERVICE</td>
<td>44</td>
</tr>
<tr>
<td>SCHOLARSHIP AUTHORIZATION-EDU Courses</td>
<td>46</td>
</tr>
<tr>
<td>SMART CLASSROOMS</td>
<td>48</td>
</tr>
<tr>
<td>STUDENT AFFAIRS</td>
<td>37</td>
</tr>
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<td>STUDENT RESOURCES</td>
<td>34</td>
</tr>
<tr>
<td>STUDENT SUCCESS CENTER</td>
<td>43</td>
</tr>
<tr>
<td>SUPPORT SERVICES</td>
<td>43</td>
</tr>
<tr>
<td>TABLE OF CONTENTS</td>
<td>5</td>
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<tr>
<td>TEXTBOOKS</td>
<td>34</td>
</tr>
<tr>
<td>THE TESTING CENTER</td>
<td>33</td>
</tr>
<tr>
<td>TOPTEN LINKS</td>
<td>4</td>
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<tr>
<td>TUTORIAL SERVICES</td>
<td>43</td>
</tr>
<tr>
<td>VETERANS PROGRAMS AND ASSISTANCE</td>
<td>50</td>
</tr>
<tr>
<td>VISION, MISSION AND STATEMENT OF VALUES</td>
<td>4</td>
</tr>
<tr>
<td>WEAPONS ON CAMPUS</td>
<td>44</td>
</tr>
<tr>
<td>WORKERS COMPENSATION PROCEDURE</td>
<td>47</td>
</tr>
<tr>
<td>WORKFORCE TRAINING</td>
<td>50</td>
</tr>
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<td>WRITING CENTER</td>
<td>43</td>
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</table>