# ACC Syllabus Appendix

Arapahoe Community College

## Statement:

This Appendix is to be distributed to all students along with the course syllabus.

## Computer & Technology Access

Access to a computer and the internet is important as a student at ACC. If you do not have a personal computer, laptop, or regular internet access, options are available.

* Communicate with your Instructor.
* Use the "ACC" wifi network on campus to open the network with no password or username required.
* Check out an iPad from the library. These devices have a camera.
* Use one of the open computer labs on campus.

### Open Computer Lab

Littleton Campus Room M1650, 303-797-5907

Art & Design, Littleton Campus 303-797-5758 (for available labs)

Parker Campus Room 123, 303.734.4822

Sturm Collaboration Campus Front Desk (for information about availability) 303.660.3160

## Email Communication

* Electronic correspondence from ACC employees goes to your student email account *only*. When you activate your account, you can forward emails to an email account that you already have.
* To activate your student email account, go to the [ACC Website](https://www.arapahoe.edu/), and log into **myACC**.
* On the top left-hand corner, click on the Student Email icon.
* A new window opens as Microsoft Outlook Web App.

## D2L Communication

D2L Internal Messing is exclusive to D2L. Therefore, it is separate from your school email account. You can forward D2L internal messages to your email account. However, you cannot respond to D2L internal messages from your school email.

**Data Privacy Statement**

It is important to be aware of data privacy issues and security strategies to protect the integrity of your digital persona, even as we seek to enrich our learning experiences through carefully vetted educational tools and technologies. Our essential tool for learning in the course is D2L, and you can learn more about privacy and the use of information through the [D2L Privacy Statement](https://www.d2l.com/legal/privacy/). If you have concerns about protecting your data privacy during the course, reach out to your instructor to discuss the tools external to the course and strategies for maintaining your privacy. [If the course uses publisher materials, social media, external learning tools or technologies, or assistive technology, please share privacy statements for these tools and any strategies for learners needing to protect their privacy on public tools, such as using pseudonyms.]

## Course Information

* Course information can be found on D2L found on **myACC,** dashboard, student tools, and course access button.
* Students are expected to visit the D2L site for each course. The syllabus, course information, assignments, and grades are posted there.
* Use Navigate for course scheduling, advising, appointments, etc. Navigate is found through **myACC,** dashboard, student tools, Navigate button.

You can run the System Check to ensure that your course functions properly on your personal computer. To run the System Check, go to your D2L Home page and select **Resources** from the navigation bar (top left).

One of the great resources in the Knowledge Base is the [Top 10 Tech Tips for Students](https://helpdesk.arapahoe.edu/kb/article/57-10-tech-tips-for-students/), a checklist of student tools.

**For technical help with D2L, MyACC, or your student email, please contact—**[**ACC's IT Helpdesk**](https://arapahoe.happyfox.com/home/) **at 303.797.5700 ext. 1283199 or email at** **helpdesk@arapahoe.edu****. You can also contact the Colorado Community College System IT Help Desk, available 24/7 and toll-free at 888.800.9198.**

## Online Course Evaluations

During the course, you have opportunities to complete a confidential class evaluation online. Your feedback is essential and ensures that ACC continues to offer quality instruction that meets your needs. Please take the time to complete the survey – I appreciate your feedback.

## Safety Statement

The safety and security of all our students, faculty, staff, and visitors are of the utmost importance to the Campus Police Department. We rely on each of you to be an additional set of ears and eyes to help maintain campus safety. Please be diligent in your efforts to report suspicious or unusual behavior or circumstances to the Campus Police Department. Trust your instincts. Tell someone when something does not look, seem, or feel right. The Campus Police contact information is 303.797.5800 or Room M2600. For non-emergency concerns, please complete the online [Refer a Concern](https://www.arapahoe.edu/campus-life/campus-outreach-and-support-team) form found on the college website. For emergencies, call 911.

## Student Rights, Responsibilities, and Code of Conduct:

Students are expected to conduct themselves according to the standards of conduct outlined in the ACC Student Handbook. View these policies online at [Arapahoe Community College Student Handbook](https://www.arapahoe.edu/acc-student-handbook.pdf)

## Mandatory Reporting Statement

Arapahoe Community College is committed to preserving a safe and welcoming educational environment for all students. As part of this effort, as your faculty or instructor for your classes, I must report some issues regarding the health and safety of campus community members. I must report any allegation of discrimination or harassment to the appropriate College officials. Sexual misconduct, which includes sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation, is considered a form of discrimination.

In addition to reporting all discrimination and harassment claims, I must report all allegations of dating violence or domestic violence, child abuse or neglect, and/or credible threats of harm to yourself or others. Such reports may trigger contact from a College official who wants to talk with you about the incident you have shared. In almost all cases, whether you wish to speak with that individual is your decision. If you want more information, you may reach the Title IX/EO, Angela Williams at angela.williams@arapahoe.edu or 303.797.5715 or Jennifer Husum at jennifer.husum@arapahoe.edu or 303.797.5674. Reports to law enforcement can be made at 303.797.5800.

If you would like a confidential resource, please contact the Student Life Office (M2820 or 303.797.5668), which can connect you to free on or off campus counseling resources; you can also contact The Blue Bench at 303.322.7273. Further information may be found on the College website [Arapahoe Community College Support Sexual Misconduct](https://arapahoe-my.sharepoint.com/personal/cara_idol_arapahoe_edu/Documents/Syllabus%20Schedule%20Templates/%3A%20https%3A/www.arapahoe.edu/advising-support/student-support/sexual-misconduct).

## Contact Information for Student Support Services

One significant benefit of being an ACC student is the number of free services available to help you on your road to success. ACC provides a wealth of resources designed to make your time here exceptional. Please take advantage of all the ways we can help you move mountains.

## Academic Support

### Academic Advising

advising@arapahoe.edu

Littleton Campus Room M2010, 303.797.5664

Parker Campus Front Desk, 303.734.4822

Sturm Collaboration Campus Front Desk, 303.660.3160

### Academic Support Center

*(professional tutoring, peer tutoring, and peer mentoring)*

Littleton Campus Room M1650, 303.797.5669

Website: [Academic Support Center](https://www.arapahoe.edu/advising-support/tutoring/academic-support-center)

**Biology Study Lab**

Website: [Biology Study Lab](https://www.arapahoe.edu/advising-support/tutoring/biology-study-lab)

### Bookstore

0249mgr@fheg.follett.com

Littleton Campus Room M1200, 303.797.5676

Website: [ACC Bookstore](https://www.arapahoe.edu/academics-programs/resources/bookstore)

### Career & Transfer Center

careers@arapahoe.edu

Littleton Campus Room M2025, 303.797.5805

Parker Campus Front Desk (for information about availability), 303.734.4822

Sturm Collaboration Campus Front Desk (for information about availability), 303.660.3160

### Disability Access Service

disability.access@arapahoe.edu

Littleton Campus Room M2720

303.797.5730

**The HIVE Maker Space**

Littleton Campus AD 2120 & AD2140

Website: [The HIVE](https://www.arapahoe.edu/academics-programs/resources/academic-experiences/hive-makerspace)

### Learning Technology

*(D2L training and support)*

elearning@arapahoe.edu

Littleton Campus Room M1710

303.797.5080

### Library

librarians@arapahoe.edu

Littleton Campus Room M2500

303.797.5090

Website: [ACC Library](http://www.arapahoe.edu/library)

### Math Support Lab

acc.mathsupportcenter@arapahoe.edu

Littleton Campus Room M2850, 303.797.5258

Parker Campus Front Desk (for information about availability), 303.734.4822

Sturm Collaboration Campus Front Desk (for information about availability), 303.660.3160

### Open Computer Lab

Littleton Campus Room M1650, 303-797-5907

Art & Design, Littleton Campus 303-797-5758 (for available labs)

Parker Campus Room 123, 303.734.4822

Sturm Collaboration Campus Front Desk (for information about availability), 303.660.3160

**Service Learning Center**

ACC.ServiceLearning@arapahoe.edu

303.797.5256

Website: [Service Learning Center](https://www.arapahoe.edu/academics-programs/resources/academic-experiences/service-learning)

### Technical Support (on-campus)

*(on-campus wifi help, classroom computer support)*

helpdesk@arapahoe.edu

Littleton Campus Room M1010, 303-797-5700, extension 1283199

Parker Campus Front Desk, 303.734.4822

Sturm Collaboration Campus Front Desk, 303.660.3160

### Testing Center

testingcenter@arapahoe.edu

Littleton Campus Room M2280, 303-797-5993

Parker Campus Front Desk, 303.734.4822

Sturm Collaboration Campus Front Desk, 303.660.3160

**TRIO Student Support Services**

triosss@arapahoe.edu

303.797.5755
Website: [TRIO](https://www.arapahoe.edu/advising-support/trio)

### Writing Center

writingcenter@arapahoe.edu

Littleton Campus Room M2500 (located in the Library), 303.797.5893.

Parker Campus Front Desk (for information about availability), 303.734.4822

Sturm Collaboration Campus Front Desk (for details about availability), 303.660.3160

### 24/7 Helpdesk

1.888.800.9198

## Dean of Students Office Services

**Mental Health Counseling**

*(free counseling for students)*

**Student Food Pantry**

**Student Emergency Fund**

acc.dos@arapahoe.edu

Littleton Campus Room M2720, 303.797.5730

Website: [Dean of Students Office](https://www.arapahoe.edu/advising-support/student-support/dean-students)

## Student Life

**Career and Transfer Center**

careers@arapahoe.eduLittleton Campus Room M2010

303.797.5805

Website: [Career and Transfer Services](https://www.arapahoe.edu/advising-support/career-services)

**Student Life Office**

*(student clubs and organizations, campus activities, wellness programs & community resources)*
*student.life@arapahoe.edu**Littleton Campus Room M2820*
*303.797.5668*

Website: [Student Life](https://www.arapahoe.edu/campus-community/student-life)

**Veteran Services**

vets@arapahoe.eduLittleton Campus Room M1605

303.797.5934

Website: [Veteran Services](https://www.arapahoe.edu/admissions/paying-college/veteran-benefits)