



STUDENT HANDBOOK 2016-2017



ANNE ARUNDEL COMMUNITY COLLEGE

QUICK GUIDE TO ASSISTANCE

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DEAR AACC STUDENTS,

I AM DELIGHTED you chose Anne Arundel Community College to pursue your college education. Whether your goal is to acquire a certificate or an associate degree, transfer to a four-year institution, or upgrade your work skills, AACC is committed to making sure you achieve your educational goals. We are proud that AACC is strongly committed to student success. To us, students are not a number, but an important member of a vibrant learning community.

As with any type of community, there are rules and regulations, including policies and procedures we all must understand, respect and follow. This Student Handbook provides not only those rules and regulations, but also important information regarding programs and services we believe will assist you in achieving your academic, career and personal success. Please become acquainted with the procedures, particularly the ways in which a student can file a report or complaint. Visit www.aacc.edu/safeataacc to access links to the Sexual Harassment and Sexual Misconduct policy and the newly revised Code of Student Conduct. Your reading of the handbook ensures we maintain a thriving community that supports engaged learning, respect and civility, both inside and outside of the classroom.

Don't hesitate to contact the office of the dean of Student Services, or any faculty or staff member, if you have questions pertaining to the information contained in this Student Handbook. Remember, our goal is your goal - making sure you successfully complete your academic, career and personal goals.

Have a fantastic year!

A handwritten signature in cursive script that reads "Jacqueline Jackson".

Jacqueline S. Jackson, Ph.D.
Dean, Student Services



ACADEMIC CALENDAR 2016-2017

FALL 2016

CLASSES BEGIN

15- and first eight-week sessions	Aug. 29
WEEKENDYOU	Sept. 9
13-week session	Sept. 12
Second eight-week session	Oct. 24

LAST DAY TO WITHDRAW AND RECEIVE A "W" GRADE

First eight-week session	Oct. 12
13-week session	Nov. 9
15-week session	Nov. 14
WEEKEND YOU	Nov. 28
Second eight-week session	Dec. 7

FINAL EXAMS and LAST CLASS

First 8 week session classes end	Oct. 23
15-week, 13-week session classes end	Dec. 11
15-week, 13-week session final exams	Dec. 12-18
Second eight-week sessions end	Dec. 18
WEEKEND YOU classes end, final exam in last class	Dec. 18

NO CLASSES

Labor Day break	No classes start 4:30 p.m. or after Sept. 2; no classes Sept. 3-5
Thanksgiving break	No classes start 4:30 p.m. or after Nov. 23; no classes Nov. 24-27
Winter break	Dec. 23, 2016-Jan. 2, 2017

COMMENCEMENT

Deadline to apply for December graduation	Nov. 1
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WINTER 2017

Two-week session begins	Jan 3
Last day to withdraw and receive a W grade	Jan. 11
Final exam	Jan. 13

SPRING 2017

SPRING TERM BEGINS

First 15- and first eight-week sessions	Jan. 18
WEEKENDYOU	Jan. 20
13-week session	Jan. 30
Second eight-week session	March 20

CLASSES END/FINAL EXAMS

First eight-week session classes end, final exam in last class	March 12
15- and 13-week sessions classes end	May 7
15- and 13-week sessions final exams	May 8-14
Weekend classes end, final exam in last class	May 14
Second eight-week session classes end, final exam in last class	May 14

NO CLASSES

Dr. Martin Luther King Jr. Day	Jan. 16
Spring break	March 13-19
Memorial Day break	No classes start after 4:30 p.m. May 26; no classes May 27-29

COMMENCEMENT

Deadline to submit application for May 2017 graduation	March 1
Commencement	May 25



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GENERAL COLLEGE INFORMATION

AACC BOOKSTORE

The AACC Bookstore's main site is in the Student Union on the Arnold campus, but students also have access to supplies and textbooks at AACC at Arundel Mills and Arundel Center North at the Glen Burnie Town Center.

AACC at Arundel Mills, Room 106

Textbooks are offered only for classes at AACC at Arundel Mills, Meade High School and Teague Road locations at the start of a session. During all other times, call **410-777-2082** or visit **www.aaccbooks.com** to request textbook delivery to the site. Other products include supplies, light fare and AACC sportswear.

INFORMATION: 410-777-1917

bookstore@aacc.edu
www.aaccbooks.com

AACC Bookstore, Arnold campus Student Union Room 160

Offers new and used textbooks and a variety of products and services including daily used-book buyback; computer software; study aids; supplies; art, engineering and drafting materials; light fare; AACC sportswear; greeting cards; postage stamps; gift cards; and bus passes at fares reduced for students.

INFORMATION: 410-777-2220

bookstore@aacc.edu
www.aaccbooks.com

Glen Burnie Town Center Arundel Center North Room 215

Supplies and textbooks are offered only for classes at Arundel Center North; Glen Burnie High School; and the Hotel, Culinary Arts and Tourism Institute.

INFORMATION: 410-777-2950

bookstore@aacc.edu
www.aaccbooks.com

Phone and Online Orders

Order textbooks, supplies, computer software, electronics, general books, gifts and insignia items:
410-777-2082, www.aaccbooks.com

CHILD DEVELOPMENT CENTER (CDC)

The CDC serves the child care needs of AACC students and the community. Part-time and full-time early education and child care are available for children ages 2-5 on weekdays. Evening care is available for ages 2-10.

Children of AACC students have first priority. Preregistration is required and placement is based on space availability. Care and education are provided in a safe, nurturing and stimulating child-centered environment.

The developmentally appropriate, play-based early education and child care program is accredited by the National Association for the Education of Young Children and licensed by the Maryland Department of Education. Teachers have degrees and are highly qualified.

Student internships and fieldwork opportunities also are available for AACC students. The center accepts state child care and military subsidies, and offers SGA funded child care stipends for AACC students receiving financial aid.

INFORMATION: 410-777-2450
www.aacc.edu/cdc

COLLEGE CLOSINGS, DELAYED OPENINGS

Unscheduled (emergency and inclement weather)

Listen to local radio or TV stations for closing or delayed opening announcements, check www.aacc.edu, call 410-777-AACC (2222) or sign up for a text message alert to your cell phone (fastest and most reliable method) or email address at www.aacc.edu/stayinformed.

Listen for specific mentions of the college because it does not follow closing or delayed opening times of Anne Arundel County public schools.

INFORMATION: www.aacc.edu/aboutaacc/inclementweather.cfm

Scheduled closings (nonemergency) at Anne Arundel County Public Schools

When Anne Arundel County Public Schools schedule closings, the following schools will be open for AACC classes: Annapolis High School, Center of Applied Technology - North, Center of Applied Technology - South, Glen Burnie High School, Meade High School, North County High School and Severna Park High School.

COPY MACHINES

Black-and-white, coin-operated copy machines are available on the Arnold campus in the Cade Center for Fine Arts, Careers Center Building, Center for Applied Learning and Technology, Florestano Building, Humanities Building, Student Services Center, Student Union and Truxal Library. A color copier is available at the Copy Center in the Central Services Building.

Equipment also is available at AACC at Arundel Mills and Arundel Center North at the Glen Burnie Town Center.

DINING SERVICES AND VENDING

AACC HAS ONE FULL-SERVICE DINING facility and two kiosks on the Arnold campus, and light fare at AACC Bookstore sites in Arnold and at AACC at Arundel Mills.

INFORMATION: 410-777-2333
diningservices@aacc.edu
www.aacc.edu/diningservices



AACC at Arundel Mills

THE EXPRESS SHOP in Room 106 offers light fare, gourmet coffee and snacks.

INFORMATION: 410-777-1917

Arnold campus

The HAWK'S NEST GRILL & DELI in the Student Union dining hall offers breakfast, grill, deli fare and more. Food kiosks are the Chick Fil-A in the Center for Applied Learning and Technology atrium and the Subway in the Careers Center Building lobby. The AACC BOOKSTORE in the Student Union offers sandwiches, beverages and snacks.

Glen Burnie Town Center (GBTC)

Vending machines are located on the fourth floor and there are moderately priced restaurants within walking distance.

Vending Machines

Hot and cold beverages, snacks, fruit and ice cream are available from machines on the Arnold campus and off-campus sites.

REFUNDS: 410-777-2333

HEALTH AND WELLNESS

HEALTH SERVICES

(Professional confidentiality is observed at all times.)

Staffed by registered nurses

Hours: 8:30 a.m.-4:30 p.m. Monday-Friday

Location: Student Union Room 120, between the Dining Hall and AACC Bookstore.

Top 8 Free Services

Stressless Room

Take 20-30 minutes of your time to utilize the human touch technology massage chair, dim lighting, DVD/CD library and more.

Over the counter medicine and first aid

Basic medicine and first aid provided by nurses for bumps, bruises and daily life.

Resources for uninsured individuals

Information about health insurance and free/low cost health care services.

Tobacco Cessation program

FREE nicotine patches/gum/lozenges.

Substance Abuse Education Office

Substance abuse assessment screenings, alcohol and other drug crisis intervention.

Collegiate Recovery Center (CRC)

Staffed by a trained peer support specialist to inspire and encourage academic and social fulfillment for the special needs of students in recovery.

HIV testing and HPV vaccination

Available at the Arnold and Arundel Mills campuses, appointments and drop-ins welcome (appointments recommended). Takes about 30 minutes.

Blood pressure screening, height and weight

Know your numbers, come in and have your blood pressure, height and/or weight measured or take it yourself with an automated machine.

Health Services also offers:

- Low cost Tuberculosis skin testing for health professions students, by appointment.
- Lactation room.
- Unisex restroom.
- Blood drives with the American Red Cross and Anne Arundel Medical Center every semester.
- Annual health fair in April featuring 40+ booths of FREE health and wellness information and giveaways.

INFORMATION: 410-777-2480

bamays@acc.edu

www.aacc.edu/healthservices

PUBLIC SAFETY

THE DEPARTMENT OF PUBLIC SAFETY AND POLICE is an internationally accredited agency with personnel who are certified and commissioned police officers.

They have full police authority to make arrests, conduct investigations and otherwise enforce the law on all property owned or operated by the college.

The Department of Public Safety and Police (DPSP) is in the Central Services Building on the Arnold campus. Officers respond to campus emergencies, provide traffic control, open vehicles that have keys locked inside, jump-start dead batteries, secure buildings, locate persons in emergencies and maintain a close liaison with county police and medical emergency teams.



An AACC crime statistics report is available at the DPSP, from off-campus site coordinators and online at **www.aacc.edu/publicsafety**, "Annual Security Report."

Receive updates about AACC via e2campus, a service that sends instant messages to cell phones, wireless PDAs, pagers and email addresses. Be among the first to know about school closings, event cancellations, traffic advisories and more. Sign up for a text message alert to your cell phone or email address at **www.aacc.edu/stayinformed**.

EMERGENCIES

Contacting Students

If an emergency requires notification of a student in class, call DPSP at **410-777-1818**. If they agree the situation requires immediate action, staffers will locate the student.

Emergency Phone System

On campus, you can reach a DPSP dispatcher 24 hours a day using the free system. Phones are attached to blue or red stainless steel towers or are wall-mounted units (blue, red, yellow and silver) with strobe lights on the Arnold campus, AACC at Arundel Mills and the Glen Burnie Town Center at Arundel Center North.

Push a single button for immediate connection with the dispatcher to report emergencies, crimes, medical problems, car trouble, suspicious persons or activities, lost and found items, to request an escort to your vehicle after dark, for information, or to seek building or room access after hours or on weekends.

Medical Emergencies

To report a medical emergency on campus, use the emergency phone system. DPSP will dispatch appropriate assistance. To report a medical emergency off campus, call 911.

Evening Escort Service

To have a DPSP officer or parking lot patrol worker escort you to your vehicle or classes after dark, call **410-777-1818**. Public safety will dispatch an officer or lot patrol personnel to your location.

Lost and Found

On the Arnold campus, send found items or report lost items to the DPSP. At AACC at Arundel Mills and Glen Burnie Town Center, talk with DPSP officers. Give items or report lost items at other off-campus class sites to the site coordinator. To see if your lost item was found, call **410-777-2440**.

Parking

To maintain the privilege of parking on campus, drivers must operate and park vehicles in a safe manner, park within the marked parking space, yield to pedestrians and obey all college traffic and parking regulations. County and state police have jurisdiction on campus and may act if they see violations. You cannot appeal their citations through the DPSP. For details on paying or appealing campus traffic citations, towing and parking areas, consult the college catalog or visit www.aacc.edu/publicsafety.

STUDENT ENGAGEMENT

ATHLETICS AND RECREATIONAL FACILITIES

AACC supports an extensive program of intercollegiate athletics for men and women, competing as a member of the National Junior College Athletic Association Region 20 and Maryland Junior College Athletic Conference. Funding comes from student fees. Sports include baseball, basketball, cross country, golf, lacrosse, soccer, softball and volleyball. Admission to all contests, with the exception of conference or region championship tournaments, is FREE to all students with a valid ID.

INFORMATION: Athletics office
David S. Jenkins Gymnasium Room 203
410-777-2300, aaccathletics.com

Gymnasium and Exercise Centers

Jenkins Gymnasium houses two exercise centers; classroom space; a gym; and health, physical education and athletics offices. Appropriate athletic attire is required when using the gym and exercise centers, which sport the latest in fitness and cardiovascular equipment.

INFORMATION: 410-777-2302
<http://www.aacc.edu/healthfitness/fitnesscenter.cfm>

Pool

The Daniel C. Olson Memorial Pool is open during the academic year. Open swim times are subject to change.

INFORMATION: 410-777-2316
www.aacc.edu/pool

DISCOUNTED TICKETS

The Office of Student Engagement on the Arnold campus has discounted movie tickets to various theaters, and ski tickets to Liberty Resort, Ski Roundtop and Whitetail Resort in the winter.



The Student Government Association has free passes to the National Aquarium and the Maryland Science Center.

INFORMATION: Student Engagement
Student Union Room 202, 410-777-2218

LEADERSHIP AND COMMITTEE OPPORTUNITIES

Leadership Challenge Program

Develop leadership skills through interactive opportunities in this program's workshops and activities. Develop a portfolio of academic and leadership experiences, and attend leadership workshops and conferences.

INFORMATION: 410-777-2218
www.aacc.edu/studentengagement/leadership

Leadership Opportunities

Student leadership positions are available through involvement in student organizations and the college governance structure. Established Academic Forum committees that have a student member include the Committee on Admissions, Athletic Oversight, Student Review, Educational Policies and Curriculum, and Teaching and Learning. Collegewide committees include the Strategic Planning Council and Traffic Appeals.

Each year, the governor appoints a student recommended by the Student Government Association through the AACC president to serve a one-year term on the AACC board of trustees.

Student Government Association (SGA)

The Student Government Association is the governing body representing student concerns to the college administration. It also oversees all student organizations and allocates the student activity fees.

An executive committee elected by the student body provides management and leadership for the association. Credit students who have a 2.25 grade point average and plan to attend classes for the entire academic year are eligible to run for office. All students are welcome at the weekly association meetings at 3 p.m. Mondays (no meetings during summer).

INFORMATION: Student Engagement
Student Union Room 202, 410-777-2218
or Student Government Association
Student Union Room 206, 410-777-2309
www.aacc.edu/studentengagement/sga

STUDENT ORGANIZATIONS

Campus Activities Board (CAB)

CAB plans, promotes and produces social, cultural and educational activities for the campus community. Past activities include tournaments, outdoor movies, speakers, concerts, cultural events and more.

INFORMATION: Office of Student Engagement
Student Union Room 202, 410-777-2218
www.aacc.edu/studentengagement/cab

Co-curricular Organizations

Student organizations are run by students, supported by the Student Government Association and recognized by the college administration. To join one of the student organizations, go to nest.aacc.edu and log in with your AACC login and password. New student organizations are formed through the Student Government Association and the Office of Student Engagement. All student organizations must register annually with this office to maintain active status. For a complete list of student organizations go to nest.aacc.edu.

To Start a New Club

Complete a "Petition to Form a New Club" available in the Office of Student Engagement. Include the name and purpose of the club, at least 10 signatures of current credit students and a faculty member willing to serve as club advisor. You must submit a club constitution to the Student Government Association for approval with the petition.

INFORMATION: www.aacc.edu/studentengagement/clubs

ENROLLMENT AND STUDENT SERVICES

ANDREW G. TRUXAL LIBRARY

The library offers an extensive collection of in-house and online resources and services. Research assistance is available by phone, email and in person. Many types of study space are available including group study rooms, quiet study areas, and individual and collaborative study spaces.

INFORMATION: 410-777-2211
library@aacc.edu, www.aacc.edu/library
Reference services: 410-777-2456
refdesk@aacc.edu, www.aacc.edu/library

CAREER AND TRANSFER RESOURCE CENTER (CTRC)

CTRC, located on the second floor in the Student Services Center Building, is available to all students and alumni. It includes services such as career planning



and development, assistance with choosing a major, résumé development, job search assistance, transfer resources, workshops and individual appointments. No appointment necessary

Consider taking the CTRC Success Express! Drop in at SSVC's Room 200 for help with career exploration, transfer planning, degree planning and employment service. Visit www.aacc.edu/careers for a list of designated days and times.

INFORMATION: www.aacc.edu/careers
ONE-HOUR CAREER APPOINTMENTS:
410-777-2307.

Ask for the advising front desk.

Employment Services

Employment services focuses on a variety of employment-related resources for students seeking part- and full-time employment while attending college or after completing their studies. These resources are free and include:

- Advice and support on job search strategies, resume writing and job interviewing. Students can access the virtual resume website powered by Optimal Resume and construct an online resume for dissemination to various employers.
- On-campus interviewing, employer recruiting at job fairs, classroom presentations by employers, and
- An online job site, AACC Job Connection, (www.collegecentral.com/aacc) is available to students and alumni and allows employers to post available jobs. Students can access the site and post resumes as well as search and apply for jobs.

INFORMATION: www.aacc.edu/employmentservices

COUNSELING, ADVISING AND RETENTION SERVICES (CARS)

Academic advisors are on the Arnold campus in the Student Services Center Building, second floor, as well as at AACC at Arundel Mills, Glen Burnie Town Center and Fort Meade Army Education Center. They assist students

in clarifying and evaluating their life goals, academic plans, transfer planning and course choices.

410-777-2307

www.aacc.edu/advising

COUNSELING SERVICES

Licensed counselors and social workers are available in the Student Services Center Building, second floor. They provide individual counseling sessions, crisis intervention services and referrals to external resources as necessary. Counselors meet with enrolled students up to three times at no cost to the student.

INFORMATION:

www.aacc.edu/advising/Counselervelcome.cfm

COUNSELOR APPOINTMENTS: 410-777-7111 or stop by CARS' office in the Student Services Center Building, second floor.

DISABILITY SUPPORT SERVICES (DSS)

AACC is an Americans with Disabilities Act (ADA) / Title 504 compliant institution. Students seeking accommodations must self-identify by giving the DSS office, located in the Student Services Center Building, second floor, current disability documentation or verification. See the college catalog for details.

Adaptive aids and resources available to qualified students include, but are not limited to:

- Amplification systems.
- Computers equipped with Dragon Dictate, Zoom Text, Jaws, Natural Reader and Kurzweil software.
- Handicap parking areas with curb cuts and ramps close to classroom buildings. Obtain a handicap license tag at the Maryland Motor Vehicle Administration.
- Maryland Relay **800-735-2258**.
- Note takers.
- Books in alternative formats.
- Sign language interpreters.
- Swimming pool lift.
- Digital recorders.
- Smart pens.
- Testing accommodations including extended time, readers and scribes
- Extended tutoring sessions
- Wheelchair tables.
- Lab assistants.
- Portable electronic magnifiers.
- Evacu-Trac emergency evacuation device in each building.
- Automatic door openers at each building.

DSS advisors will meet with students to identify accommodations for which a student is eligible and discuss how to obtain appropriate documentation.

INFORMATION: COURTNEY SALES, 410-777-2306; KELLY SWEENEY, 410-777-2395;



OR MIRA WACHS, 410-777-1304

Maryland Relay 711

www.aacc.edu/advising/disability

EVENT SERVICES

Meeting rooms and other campus facilities are available for use by registered college groups and for rent by community groups. To schedule use of a facility, contact Event Services, Student Union Room 140.

INFORMATION: 410-777-2614

events@aacc.edu, www.aacc.edu/events

FINANCIAL AID/SCHOLARSHIPS

Financial aid staff are located at AACC at Arundel Mills Room 105F, on the Arnold campus in Student Services Center Room 160 and at the Glen Burnie Town Center Arundel Center North Room 209.

Get information on the financial aid process, eligibility for financial aid, specific scholarships or programs. Students seeking financial assistance must complete the Free Application for Federal Student Aid (FAFSA) (www.aacc.edu/aid) to be eligible for federal, state and local funds.

INFORMATION: 410-777-2203

finaid@aacc.edu, www.aacc.edu/aid

OMBUDSMAN SERVICES

Services include:

- Advising and guiding students to resolve concerns, complaints and grievances within the powers of the office.
- Communicating information and acting as a clearinghouse regarding policies and procedures.
- Referring students to appropriate campus offices, if necessary.

INFORMATION: 410-777-2307

www.aacc.edu/advising

RECORDS AND REGISTRATION

Records and Registration services on the Arnold campus are in the Student Services Center. You can register, add, drop or withdraw from classes, get

transcripts, transfer credits from other institutions, receive certification for insurance purposes, and apply for graduation. Eligible students can register for classes online at myaacc.aacc.edu.

Registration services also are available at AACC at Arundel Mills, the Fort Meade Army Education Center at 8601 Zimborski Ave., and Glen Burnie Town Center, Arundel Center North, second floor.

INFORMATION: 410-777-2243

records@aacc.edu

www.aacc.edu/recreg

SARBANES CENTER FOR PUBLIC AND COMMUNITY SERVICE

Get experience! Having experience can be an advantage as you pursue your educational and employment goals. Students can:

- Become an intern. On-the-job work experiences related to a student's major that include an employer mentor and a faculty advisor.
www.aacc.edu/internships
- Become a researcher. Semiannual survey experiences with survey design, data collection, public outreach and results analysis. **www.aacc.edu/csli**
- Become a strategic forecaster of the future. Problem-based consulting experiences with local nonprofits. **www.aacc.edu/future**

- Become a traveler. Short-term faculty-led travel experiences to domestic and international locations.

www.aacc.edu/travelstudy

- Become a volunteer. Short-term service-learning volunteer experiences that enhance classroom learning combined with faculty-guided reflection.

**www.aacc.edu/servicelearning/
[communityservice.cfm](http://www.aacc.edu/communityservice.cfm)**

INFORMATION: 410-777-2053

www.aacc.edu/getexperience

SERVICES FOR DIVERSE STUDENTS

AACC offers a variety of services designed to help diverse students develop skills necessary for academic success. Advising, admissions and student services representatives guide minority students through tutoring, leadership opportunities, academic skill development, mentoring, scholarships and membership in clubs and organizations.

The Student Achievement and Success Program (SASP) offers the First-Year Experience (FYE) program and summer transition programs, such as Summer Bridge and Adelante, to assist African-American, Hispanic and first-generation students with their academic goals. The annual AACC Black Male Initiative (BMI) Summit provides a forum for students, faculty/staff and community representatives to discuss the state of African-American males, and the Black Male Roundtable provides monthly



opportunities to discuss African-American male issues and connect them to services and facilitate networking opportunities. The Adelante Hispanic Summer Bridge programs helps ease transition into college. The college also provides educational and social activities for all students during Hispanic Heritage Month, Black History Month, and Women's History Month.

INFORMATION: 410-777-2530

sasp@aacc.edu

www.aacc.edu/SASP

STUDENT ACHIEVEMENT AND SUCCESS PROGRAM (SASP)

SASP provides students with continuous academic support, focusing on first-generation college students, diverse students, low-income students and those with developmental requirements. Located on the first floor of Truxal Library, SASP works to increase academic success, retention, graduation and transfer rates of AACC students.

SASP offers up to \$1,000 in scholarships to eligible students, academic monitoring, walk-in tutoring, workshops, four-year college visits, cultural activities and referrals to other college support services to enhance academic success. SASP also offers two free Summer Bridge programs for minority students to ease the transition from high school to college on the Arnold campus and at AMIL. The First-Year Experience program (FYE) provides support for first-time college students with two or more developmental requirements, giving a structured experience to assist in academic success during that transitional first year. The Black Male Initiative (BMI) provides additional support services to address the needs of African-American males. Students who fulfill program requirements also may be eligible to receive an incentive scholarship. Additionally, AACC provides a Military/Veterans Retention Advisor to assist in the transition of military and veteran students to the college.

INFORMATION: 410-777-2530

sasp@aacc.edu, www.aacc.edu/sasp

STUDENTS' RIGHT TO KNOW

A report detailing the racial and gender makeup of the full-time, degree-seeking student body and the number of students receiving athletically related financial aid is available from the Admissions and Enrollment Development office and the Records and Registration office. The most recent data showing characteristics of full-time, degree-seeking students and student-athletes has been available since July 1, 2010, by viewing the Student Right to Know and Campus Security Act on www.aacc.edu/aboutaacc/policies.

SUPPLEMENTAL INSTRUCTION

Supplemental Instruction (SI) is a free, peer-driven learning enhancement program. Peer student leaders conduct out-of-class small group study sessions for traditionally difficult courses. These sessions are designed to get students working together to develop strategies to master course content, review material and prepare for quizzes and tests. Students who participate in SI:

- Learn how to learn, while learning what to learn.
- Work collaboratively with peer students in a facilitated environment.

INFORMATION: 410-777-2738
www.aacc.edu/si/

TECHNOLOGY SERVICES

MyAACC, Student Portal

Students can search, register* and pay for credit and continuing education classes online at portal.aacc.edu. Also:

- Get added to the class waiting list.
- Use the course-planning wizard to identify academic requirements for programs of study.
- Add and drop classes.
- Apply for scholarships.
- Attend classes online.
- Access the club meetings calendar.
- Buy textbooks.
- Get grades and request transcripts.
- Update your address, email, phone number, race, ethnicity or military status.
- Check your AACC email and campus announcements.
- Create or join a team site.
- Email faculty members.
- Access OASIS, the Online Advising Scheduling and Information System, to schedule, modify or cancel an appointment with an academic advisor.
- Access SmarThinking, the 24/7 online tutoring system.
- Change your program or curriculum.
- Complete student opinion form surveys
- Learn more about access to Office Pro Plus



How to Access MyAACC and Computer Labs

To log into MyAACC and college computers in computer labs, you will need to activate your college account. View "Get a user name and password" under www.aacc.edu/myaacc/help for detailed instructions and links to appropriate forms. Upon activation, you will have one user name and password to access both MyAACC and college computers.

Technology Learning Centers and Computer Commons

AACC operates three Technology Learning Centers and a Computer Commons. These labs provide Internet access, course-related software and document printing.

TECHNOLOGY LEARNING CENTERS LOCATIONS:

- Andrew Truxal Library Room 101, **410-777-2751**.
- Glen Burnie Town Center Room 314, **410-777-2986**.
- Arundel Mills Room 206, **410-777-1935**.

COMPUTER COMMONS LOCATION:

- Careers Center Room 264, **410-777-1364**.

For detailed information about the hours of operation and the computer resources offered, visit <http://www.aacc.edu/tlclab/default.cfm>.

Wireless Access

Access to AACC's wireless network is available at "Wireless Zone" areas throughout Arnold, Arundel Mills, Glen Burnie Town Center and Center for Cyber and Professional Training facilities. You can view the list of zones at www.aacc.edu/technology/wireless.cfm.

Once you log into the wireless network, you will be able to access the Internet. The email address required for login is used for connection management purposes only, and is not retained by our system once you log off. We will not collect personal information while you use the wireless network.

The AACC Wireless Zones were designed to be used exclusively for conducting college-related business and/or to support teaching and learning. All customers are

responsible for using the network in an ethical and lawful manner. Customers are subject to the rules and restrictions laid out in the Acceptable Use of Information Technology Resources Policy; AACCC reserves the right to audit this network to detect and address policy violations. This policy applies to any device (laptop, tablet, smartphone, etc.) that accesses our wireless network.

AACCC does not guarantee that the AACCC Wireless Zone is compatible with all wireless devices, and AACCC is not responsible for damage to any device using our wireless network.



TECHNICAL CALL CENTER

The Technical Call Center (TCC) provides answers to your technical questions and can be reached at 410-777-HELP (4357), helpdesk@aaccc.edu or stop by CRSC 108. For hours, visit: www.aaccc.edu/myaaccc/help.

TESTING AND ASSESSMENT SERVICES

The testing office provides exams to support student success including placement, makeup, distance learning, certifications and other proctored exams. Some tests are by appointment only and offered only at the Arnold campus.

INFORMATION: consult the college catalog
410-777-2375, www.aaccc.edu/testing

TUTORING

Students seeking a tutor or those wanting to become a tutor should apply online through the tutoring Web page and click on "Request a Tutor" or "Become a Tutor." The service is free to students. Tutors are paid, in part, by student activity fees.

One-on-one, group and Smarthinking online tutoring are available in numerous subject areas within flexible timeframes. The tutoring office also provides support in a variety of lab environments. Online tutoring information is available via www.aaccc.edu/tutoring/smarthinking and may be available through MYAACCC.

INFORMATION: www.aaccc.edu/tutoring
410-777-2642, Truxal Library Room 111

TRANSFER SERVICES

As with all important endeavors, successful transfers involve comprehensive four-year college planning that requires an understanding of the components of the transfer process. Academic advisors know the process and have the skills that can assist you in creating an educational plan for a successful transfer. Keep in mind a successful transfer does not end with your making an educational plan and deciding on a destination four-year institution. It is just as important that you familiarize



yourself with the individual policies and procedures, rules and regulations of your transfer institution as each institution's requirements are unique and may differ from those at Anne Arundel Community College. Failure to take the time to become acquainted with and abide by their stated policies and procedures may cost you time and money, as well as compromise your good academic standing.

Our comprehensive four-year college planning includes:

- Information about U.S. educational institutions, including data books, scholarship and financial aid.
- Twice a year transfer college fairs.
- Comprehensive transfer workshops.
- Transfer assistance.

For information, visit the Transfer Services website at www.aaccc.edu/transfer where you can view comprehensive workshops, resources and other events and activities.

TUTORING LABS

- Business/Accounting tutoring lab: Arnold campus: For hours and location visit www.aaccc.edu/tutoring/.
- Math labs: Truxal Library Room 102, on the Arnold campus and room 206 at AACCC at Arundel Mills. For open lab hours visit www.aaccc.edu/tutoring/mathlab.
- Reading labs: Truxal Library Room 118, Arnold campus, and AACCC at Arundel Mills Room 204: www.aaccc.edu/reading/lab.
- Drop-in Science Tutoring Center: Located in the Dragon Building Room 5, Arnold campus. Assistance is provided in Anatomy & Physiology, Biology, Chemistry, Microbiology, Physics, and Physical Science. For open lab schedule visit <http://www.aaccc.edu/science/studentresources.cfm>.
- Online Science Tutoring Center offers free

help in some biology and chemistry courses:

<http://www.aacc.edu/science/studentresources.cfm>.

- Writing Center: Truxal Library Room 108, Arnold campus, and AACC at Arundel Mills Room 204: <http://www.aacc.edu/writingcenter/>.

MILITARY AND VETERANS SERVICES CENTER

AACC established the Military and Veteran Resource Center on campus specifically for military/veteran students. The center is an area for individuals to gather and connect with other military/veteran students. Brochures and other information resources are available in the center located in Truxal Library Room 112.

New students are encouraged to take advantage of the Veterans Ambassador program. The program provides incoming veterans with a peer point of contact for information, support and help in transitioning from the military to college. AACC established a student organization to unite veteran and nonveteran students. The organization meets regularly during the academic year. There also is a Military/Veterans Student Success Advisor and online military and veterans community group that provides an area for information, support and help in transitioning from the military to college.

INFORMATION: 410-777-4VET (4838)

military@aacc.edu

veterans@aacc.edu

www.aacc.edu/military

ACADEMIC REGULATIONS

THE COLLEGE HAS DEVELOPED AND implemented multiple regulations, policies and procedures to guide the academic program. Each student is strongly recommended to read and familiarize him/herself with these policies. Detailed information for each of these regulations, policies and procedures can be found in the FY16 college catalog in the "Academic Regulations" section. The catalog is available on the college's website:

www.aacc.edu/catalog.

- Academic Appeals.
- Adding/Dropping and Withdrawing from Classes.
- Campus Decorum.
- Class Attendance.
- Classroom Snacking.
- Classroom Visitors.
- Course Syllabus.
- Exams (Final and Makeup).
- Faculty Office Hours.
- Graduation Rates and Student Right-to-Know Information.
- Reinstatement Procedure (Academic and Nonacademic Dismissal).
- Residency Requirements.

POLICIES AND PROCEDURES

THE AACC BOARD OF TRUSTEES recognizes the importance of having policies that help define priorities for the college, preserve the fiduciary responsibility of the board and document compliance with regulations. The president, working with the board, is reviewing, refining and updating these policies to ensure they meet the needs of the board and AACC. Each student is strongly recommended to read and familiarize him/herself with each of the college's policies and procedures. Each policy and procedure can be found in the FY16 college catalog in the "College Policies and Procedures" section. The catalog is available on the college's website: www.aacc.edu/catalog. Additionally, the most current revision of each policy and procedure can be found on the college's policy page: www.aacc.edu/studentpolicies.

- **Academic Integrity Policy:** "Anne Arundel Community College, with a central mission of producing learning and a belief that individuals be given the opportunity to fully develop their potential, is committed to upholding rigorous and fair standards of student learning and achievement."
- Acceptable Use of Information Technology Resources Policy.
- Americans with Disabilities Act Policy.
- Consensual Relationships Policy.
- Copyright Policy.
- Drug and Alcohol Prohibitions Policy.
- Equal Opportunity and Nondiscrimination.
- The Family Educational Rights and Privacy Procedures.
- Fundraising/Solicitation Policy.
- Intellectual Property Policy.
- Nepotism Policy.
- Off-Campus Events.
- Pets on Campus.
- Policy Statement on Sex Offenders.
- Posting Material on Campus.
- Residency Requirements for Tuition Purposes Policy.
- Responsible Email Account Usage Guidelines.
- Sexual Harassment Policy.
- Smoking Policy.
- Student-Athlete Eligibility.
- Student Complaint Procedure.
- Student Conduct Policy.
- Student Right to Know.
- Student Rights and Responsibilities.
- Traffic and Parking Regulations.
- Utilization of Student Work.
- Waiver to Tuition Policy.
- Weapons Policy.

APPROPRIATE STUDENT CONDUCT

It is very important that each member of the college community work together to provide a vibrant environment conducive to learning. Part of this is ensuring that each student always displays behavior appropriate for the collegiate environment. To assist in sustaining a vibrant learning environment, the college has developed multiple policies aimed at ensuring appropriate student conduct. These policies include, but are not limited to: the Academic Integrity Policy, Acceptable Use of Information Technology, Sexual Harassment and Sexual Misconduct Policy, Student Conduct Policy and Weapons Policy. Each student is strongly recommended to read and familiarize him/herself each of these student conduct-related policies and procedures.

If you witness a student engaging in inappropriate student behavior, report the behavior to the dean of student services' office at **410-777-2829**.

Information: www.aacc.edu/safeataacc

POSITION STATEMENT ON DIVERSITY

The guiding principle of Anne Arundel Community College is to ensure that its students will be the best-prepared citizens and workers of the world. Applying this principle to campus life, the college has vowed to support and enrich students' collegial experience by recognizing and appreciating differences among students including race, age, gender, sexual orientation, nationality, ethnicity and ability.

The college strives to create an environment for students and staff that is welcoming, inclusive, respectful and free from discrimination, intolerance and harassment. The college does not permit the use of its facilities, equipment or space to produce materials or engage in activities that inflict physical or emotional harm on students, faculty or staff, or that impede the right of individuals to work, learn and participate in college programs and activities in violation of the United States Constitution, federal or state laws and regulations, and/or college policies.





COLLEGE AT A GLANCE

FOUNDED: 1961

CAMPUS: 230 acres in Arnold includes a library, gym, pool, Student Services Center and Student Union, dining hall, bookstore, astronomy lab, 365-seat theater, amphitheater, two art galleries and an athletic field with 3,000 seats.

OFF-CAMPUS SITES/FACILITIES: A regional higher education center at Arundel Mills, AACC at Arundel Mills and the Sales and Service Training Center, all at Arundel Mills in Hanover; the Hotel, Culinary Arts and Tourism Institute and Arundel Center North, both at the Glen Burnie Town Center; Fort Meade Army Education Center; and neighborhood locations.

FACULTY 2014

FULL-TIME CREDIT

267

(40 PERCENT WITH DOCTORATES)

PART-TIME CREDIT

1,043

(FALL 2014)

CONTINUING EDUCATION AND
WORKFORCE DEVELOPMENT FACULTY

234

FY 2015 ENROLLMENT

CREDIT HEADCOUNT

23,309

NONCREDIT HEADCOUNT

28,452

STATE-FUNDED CREDIT
FTE (FULL-TIME EQUIVALENT)

9,795

STATE-FUNDED NONCREDIT FTE

4,006

STAFF

FULL-TIME

594

PART-TIME

42

FY 2015 CREDIT STUDENT PROFILE

CREDIT HEADCOUNT

15,274

MEDIAN STUDENT AGE

27

MEN

6,181

WOMEN

9,093

EXCELLENCE • ENGAGEMENT • RESPECT

ANNE ARUNDEL COMMUNITY COLLEGE is built on our commitment to excellence, engagement in the learning process and mutual respect and courtesy.

As members of the Anne Arundel Community College community, we have the obligation to accept responsibility for our conduct. We will:

- ▶ Respect the rights and property of all members of the campus community.
- ▶ Uphold personal and academic integrity.
- ▶ Practice honesty in communication.
- ▶ Listen to others' viewpoints.
- ▶ Recognize the strength of diversity.
- ▶ Oppose bigotry.
- ▶ Work with others to uphold these standards.

ANNE ARUNDEL COMMUNITY COLLEGE

www.aacc.edu • myaacc.aacc.edu • 410-777-AACC (2222)

NOTICE OF NONDISCRIMINATION: AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books or assistive technology require 30 days' notice. For information on AACC's compliance and complaints concerning sexual assault, sexual misconduct, discrimination or harassment, contact the federal compliance officer and Title IX coordinator at 410-777-1239, complianceofficer@aacc.edu or Maryland Relay 711. 9/16





**ANNE ARUNDEL
COMMUNITY COLLEGE**

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