Student Life

The Office of Student Life exists to perpetuate co-curricular learning and support a safe and motivating environment for students.

Coyote ID Card - Our office is the point of distribution for the picture ID cards that students will need to get into the computer lab, the library, student activities, and other ACC authorized functions. Be sure to come by and pick one up as soon as you get on campus!

Educational Broadcast System (aka: "EBS") - The TV monitors around campus will keep you informed about academic deadlines, college representatives visiting campus, vendors, and student activities.

Ticket Sales - Discount tickets can be purchased for AMC movie theatres, dining establishments, Six Flags, Water World, and the Colorado Renaissance. Tickets for on-campus events (lecture series, murder mystery dinner theatres, etc.) will be made available as well.

Student Activities & Recreational Services - We offer a diverse number of student activities to encourage students to apply their learning as an extension of the classroom experience. Examples of past activities are lecture series, comedy nights, camping trips, golf outings, flu shot clinics, blood drives, and cook-off contests.

Student Locker Rental - For student convenience, lockers are rented by the semester. For a mere $10 you can have space to keep your textbooks and materials.

Vendors - We host business representatives from various companies who have products that students might be interested in purchasing.

Student Leadership - Our office sponsors student leadership in the form of Student Senate, the student newspaper (Arapahoe Observer), Intercollegiate Club Council, and other student leadership initiatives. Students are often invited to serve on screening committees and other campus-wide administrative committees, so if you are interested, please submit your name for consideration.

Civility - Our office publishes and administers the Student Code of Conduct and facilitates disciplinary procedures as necessary.

Office Hours: Monday and Tuesday 8:00 a.m. - 7:00 p.m. Tuesday through Friday 8:00 a.m. - 5:00 p.m. Located in the main building room M2820. Phone (303) 797-5668 - Web site: http://www.arapahoe.edu/articles/topic.html?cid=75, e-mail: kerry.mccaig@arapahoe.edu.

Enrollment Management, Institutional Research & Educational Technology

Our department provides support for ACC online courses and the ACC web site, plus statistics and performance reports on the College. We are here to help you access and navigate the Blackboard software that houses ACC online courses. In addition, we offer free Blackboard Orientations the first week of each semester to assist students with the Blackboard technology. Blackboard questions can be answered at (303) 797-5965 or e-mail kate.barnes@arapahoe.edu.

The Office of Institutional Research maintains institutional statistics and reports. You can access statistics such as student demographics, faculty/staff demographics, and the community college performance indicators at www.arapahoe.edu/custom/IRHomepage.html.

ARAPAHOE COMMUNITY COLLEGE

5900 S Santa Fe Drive
PO Box 9002
Littleton CO 80160-9002
Welcome or Welcome Back to Arapahoe Community College. As you get ready for an exciting new semester, let me be the first to wish you a successful and enjoyable academic term!

To help you become oriented to the College’s services and opportunities, we have included typical student services office hours and locations of services. Please stop by to let us help you address your needs. We can help with everything from academic issues to what to do on Saturday night.

A new service available to you this fall is the ability to get a financial aid advance loan to purchase off-campus books and supplies. The ACC Distinguished Lecture Series is gearing up for another exciting year of noted speakers, and several unique student activities are planned for the fall semester. Watch the Educational Broadcast TVs all over the campus for news on upcoming events and activities.

Welcome Returning and New ACC Students
Dee McNeely-Greene, Ph.D. - Vice President for Student Services
(303) 797-5949   dee.mcneely-greene@arapahoe.edu

The President’s and Vice Presidents’ offices have moved across the street from the Main Building to the 2nd floor of the Church Street Building (CSB). All of the Deans are now located on the 2nd floor of the Annex building, room A2000. Be sure to drop by the student survey table in the 2nd floor lounge during the first week of classes to complete your survey, state your opinion and enter to win free DVDs.

Thanks for choosing to join us this semester, and I hope you have a great one!

ACC Athletics

Well we did it! We finished our first year in the National Junior College Athletic Association (NJCAA) offering Division I baseball and softball.

What an exciting time for the students, faculty and staff of Arapahoe Community College. With your tremendous support, our Lady Coyotes finished 3rd out of 7 teams and our men finished 5th out of 7 teams. How exciting it was to see our purple and gray Coyotes compete for the first time in ACC’s history.

For the 2003/2004 school year we predict an even better season for both our men and women. New changes for the baseball team include a new head coach, Mark Laschanzky, and his assistant coach, Todd Butler. Welcome back to Ron Ullery as our head softball coach, as well as his assistant Tom Neil. We will again be using the softball field at ThunderRidge H.S. as our home field. You can find fall and spring game schedules for both teams on ACC’s Web site.

We know you are ready and eager for additional sports to be offered at ACC. Please be patient with us as we continue to work toward this exciting goal. Again, thank you for your continued support, and we look forward to seeing you at the games. For more information regarding athletic programs at ACC, you may contact the Athletic Director, Dan Shkapich at (303) 797-5853 or e-mail him at dan.shkapich@arapahoe.edu.
Student Outreach & Advising

Student Outreach and Advising is comprised of Information Central, the Advising Center, the Career Center and Educational Talent Search. All offices are located on the 2nd floor of the Main Building. Information Central provides one-stop enrollment services to all students and can answer many of your general questions about ACC.

The Advising Center provides academic counseling and advising to students. Whether you plan to take a few courses to spruce up your resume or plan to complete your degree, our advisors can assist you.

The Career Center is located inside the Advising Center. We have a career counselor who can assist you with career exploration and planning and may be able to help you find a job. The Educational Talent Search is a federally-funded program that works with area middle and high school students on their college search process. Assistance is provided to help them persist through graduation at their respective schools.

Every employee in the Student Outreach and Advising area puts our students and their needs first. For additional information, please stop by one of the Centers or call Kim Ostrowski at (303) 797-5601, e-mail kim.ostrowski@arapahoe.edu.

Admissions, Records & Assessment Offices

The Office of Admissions & Records processes applications, determines residency and evaluates residency petitions, coordinates the registration process, analyzes transfer credit, assigns and schedules classrooms for the college and produces the class schedules and college catalog, while maintaining the entire school curriculum. The office is responsible for the graduation process from degree checks through the graduation ceremony. The Admissions & Records office maintains student records, sends transcripts and compiles student verifications.

Students are now able to log on to our web site at www.arapahoe.edu to request official transcripts or they may print an unofficial record. Students are also able to get an enrollment or degree verification on-line, as well as access many of our forms.

A new procedure, "Web for Faculty" is now available which enables faculty to view and print their course information at any given time. Faculty may post grades to this site as well. This is not only easy and convenient for faculty, but is beneficial to students in that as soon as grades are entered, they are simultaneously posted to the student's official record. The Office of Admissions & Records is open Monday and Tuesday from 8:00 a.m. - 7:00 p.m. and Wednesday - Friday from 8:00 a.m. - 5:00 p.m. The office is located in the Main Building in rooms M2470/M2480 and may be reached by calling (303) 797-5621, by fax to (303) 797-5970 or by e-mail at admissions@arapahoe.edu.

Testing/Assessment Center

The Testing Center has now incorporated all testing services on campus in one location to meet all of your testing needs. The center offers three main types of testing services for students:

1. Instructional Testing is available for current students who need to take make-up tests and any telecourse or online class tests where the student may need a proctored environment.

2. Placement Testing is mandated by the Colorado State Board for Community Colleges and Occupational Education for community college students who are either:
   a) Degree-seeking (not including certificates). This includes continuing students who switch from unknown to degree-seeking; and/or
   b) Enrolling in College-level English or math.

This is a free test and takes approximately two hours to complete. Please bring a picture ID and your social security number. No appointment is necessary.

3. GED Testing for students planning to take the GED High School Equivalency Examination. The Testing Center also provides proctoring for correspondence exams, Dantes exams, pre-GED exams, ability-to-benefit tests for students who do not have a high school diploma and Hobet exams for EMT students.

The Testing Center is located in M2280 and may be reached at (303) 797-5993. Hours of operation are Monday, Wednesday and Thursday 8:00 a.m. - 7:00 p.m.; Tuesday 8:00 a.m. - 8:00 p.m.; Friday 8:00 a.m. - 5:00 p.m. and Saturday 9:00 a.m. - noon. Please call (303) 797-5993 for more information.
Center for Academic Resources

To provide more efficient and effective academic support services for students and a more cohesive management structure, the Center for Academic Resources (CAR) was reorganized last fall semester and integrated into Student Services with the following departments: Disability Services, Jumpstart, and Tutorial Services.

With the restructuring, the Computer Access Center was merged into the Disability Services department.

The CAR staff is excited by the new energy from our reorganization and we welcome the opportunity to support your learning at ACC. Here are the highlights of the support services each department provides.

**Disability Services**
- Academic accommodations for students with documentable disabilities
- Assistive technology for students with disabilities
- Academic consultation

**Jumpstart**
- Early intervention program for first-time, full-time students

**Tutorial Services**
- Free workshops and academic tutors to supplement and enrich course requirements

We are open Monday - Friday 8:00 a.m. to 5:00 p.m. and evenings by appointment. For more information, stop by the CAR (M2710) or call (303) 797-5937.

**Child Development Center**

The primary purpose of the Arapahoe Community College Child Development Center (CDC) is to provide flexible, convenient, moderately-priced childcare services for the College's students, faculty, staff and community on a space-available basis. A secondary goal of the Center is to provide ACC Early Childhood Education students and the greater community a model center in which they can observe and participate in developmentally appropriate learning experiences. It also provides an observation site/practice site for students enrolled in communication, psychology, sociology, and health-related occupations. There is a family center located in room N1030 adjacent to the Center's office. A resource library and sharing closet is also available for ACC students and community use.

The CDC is a multi-funded facility, which has childcare tuition scholarships available for qualifying ACC student parents. Scholarships are available for fall, spring, and summer semesters.

In August 2002, the Center’s new summer camp opened. CAMP W.O.W. (standing for World of Wonder), now operates during the 10 week summer semester. A mixed age group of 3 ½ through 8 years of age participates in an interactive science, music, and sensory experience.

**Enrollment procedures**

The CDC accepts children of students, faculty, staff, and community who are 2 ½ through 12 years of age. Childcare services are arranged each semester on a first-come, first-serve basis according to college registration. ACC students, staff, faculty, and the community may arrange childcare hours to accommodate class, study, work-study schedules, or employment opportunities. Families with current attendance at the center receive priority registration.

The Child Development Center's hours of operation are Monday-Friday, 8:00 a.m. - 4:00 p.m. during the fall and spring semesters. Summer semester is Monday-Thursday 8:00 a.m. - 4:00 p.m. The CDC Office is located in the North Building room N1030 or call (303) 797-5678.

**Financial Aid & VA Office**

The ACC Office of Financial Aid is continuing to enhance and modernize processes that make it easier for students to obtain book purchases and for staff to efficiently provide this service to students.

With over $250,000 in student financial aid bookstore purchases each semester, the Office of Financial Aid acknowledged that its current process was antiquated, expensive and cumbersome. The office reviewed bookstore processes at several sister colleges before deciding to embrace and enhance the Community College of Aurora model. Now, students who wish to purchase books and supplies at Follett, Inc. no longer have to wait in two lines, one for a bookstore authorization form and one to purchase books and supplies. They simply visit the bookstore cashier, who will have a record of the student’s available balance, show their ID and walk away with all of their items for a successful semester. The upload and download of student transactions will make it easier for the bookstore and Financial Aid Office to reconcile totals, saving both departments thousands of dollars. Special thanks to CCA VP for College Services Wes Geary and ACC employees Margaret Puryear and David Hysmith for making the new system a success.

For more information on this and other new processes, visit the Office of Financial Aid and Veteran’s Affairs in room M2115 or call (303) 797-5661 or e-mail jim.contreras@arapahoe.edu.