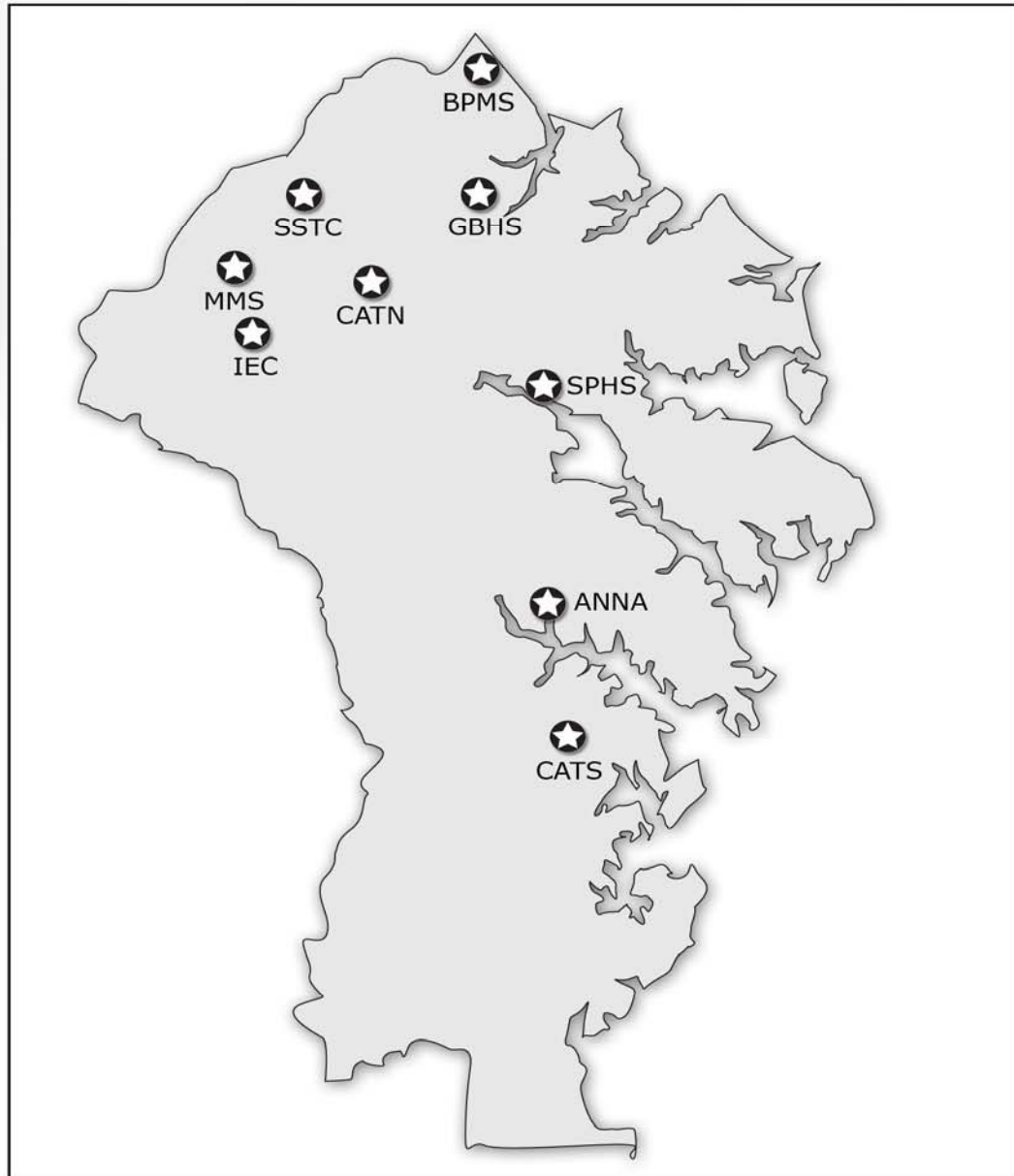




Anne Arundel Community College *Operations Manual*
for Off-site Locations
2009 - 2010



AACC Operations Manual for Off-site Locations 2009-2010

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Introduction

The operations manual is provided to faculty and staff for information about the programs and services available at the college's off-site locations, which are comprised of the Anne Arundel County schools, the Sales and Service Training Center and the Independent Electrical Contractors (IEC) Building. The college offers a mix of credit and noncredit courses at three schools: Brooklyn Park Middle School, Glen Burnie High School and Meade Middle School. The other public schools- Annapolis High School, Center for Applied Technology- North (CAT-N), Center for Applied Technology – South (CAT-S), and Severna Park High School; and the SSTC and the IEC locations- provide noncredit and vocational training programs.

Our goal is to provide higher education opportunities to the communities in which the facilities are located but we do not always offer the same amenities that one can find on campus. The manual is provided to highlight both the available resources as well as the administrative details. The manual is organized into sections that cover the AACC site coordinator's job description, time entry information, site administration guidelines, AACC calendars and general information, AACPS calendar and general information, site coordinator's contact information and general information regarding each off-site location. Maps to each location and general information can also be found at www.aacc.edu/inyourneighborhood

The AACC site coordinators play a very important role in the smooth operation of each off-site location. A site coordinator is available at all middle and high school off-site locations as well as the IEC and the SSTC. They serve as the central point of contact and can assist with technology requests, supplies, college schedules, and problems with classrooms. The college's site coordinators provide instructors and students with information on classroom locations and serve an important communication function with the main campus. Instructors are encouraged to make contact with the site coordinator each evening as they may have important information to impart. Site coordinators are also asked to greet each instructor and student as they enter the building for the same reason and make sure that a location where the site coordinator can be reached is apparent to all that enter the building for instructional purposes.

Instructors and site coordinators should be aware of the regulations pertaining to the public schools. **Smoking is strictly prohibited on the grounds of all Anne Arundel County Public Schools and food and beverages are not allowed in the classrooms.** Please share this information with all who participate in our higher education offerings in the public school setting.

The handbook is a compilation of procedures, resources and services. If you should find something is missing or needs clarification, please contact Fran Turcott, the director of Off-site and Weekend College at 410-777-2340 or fmturcott@aacc.edu.

Job Descriptions

Site Coordinator

Function

The site coordinator will provide oversight, monitoring of facilities and support services for Anne Arundel Community College faculty and students attending classes at off-site locations. The position is an administrative linkage between the off-site locations and the director of off-site and Weekend College.

Supervision

Daily Supervision:

General Supervision: Director, Off-site and Weekend College

Duties and Responsibilities

- Assist and support Anne Arundel Community College students and faculty. Facilitate all college-related activities on-site during scheduled classes.
- Coordinate room arrangements and assignments for all credit, noncredit and contract courses and provide listings of room assignment to the director of off-site and Weekend College immediately thereafter. Assist with schedule and classroom revisions during the term.
- Assist college students and instructors with building entrance and room assignments by displaying appropriate signs or when necessary, by escort. Update and replace information as required.
- Provide instructional support as appropriate. Disseminate and secure college audiovisual equipment stored at site. Report damage or repair to AV equipment immediately to the director of off-site and Weekend College.
- Distribute all college informational materials to faculty and students as requested by the director of off-site and Weekend College including holiday schedules, building regulations, parking, college and school policies and changes to the regular class schedule.
- Provide timely input to director of off-site and Weekend College with any program or facility problems, challenges or issues.
- Participate in all scheduled Anne Arundel Community College meetings related to off-site coordinators.
- Other duties and responsibilities as assigned by the director of off-site and Weekend College.

Assistant to the Site Coordinator

Function

The assistant assumes primary responsibility for insuring that all AV equipment is distributed, in good working order and retrieved after each evening of classes. The assistant, under the direction of the site coordinator, will provide oversight, monitoring and support service for Anne Arundel Community College faculty and students attending off-site locations.

Supervision

Daily Supervision: Site Coordinator

General Supervision: Director, Off-site and Weekend College

Duties and Responsibilities

- Disseminate and set-up college audiovisual equipment as requested or reserve by instructors or professors.
- Assist instructor/professor in use of AV equipment if necessary.
- Ensure AV equipment is in working order, reporting any servicing needs to the college equipment distribution manager as described in the AACC Operations Manual for Off-site Locations. Copy the director of off-site and Weekend College.
- Secure and inventory all college audiovisual equipment stored at the site each evening.
- Maintain visual presence while greeting and assisting AACC student and faculty at the off-site location.
- Assist coordinator with building entrance and room assignments by displaying appropriate signs, and when necessary, serve as an escort. Help update and replace information as required.
- Assist in distributing all informational material to faculty and students as requested by the director of off-site and Weekend College including holiday schedules, building regulations, parking, and college and school policies.
- Participate in all scheduled meetings at AACC related to off-site coordinators.
- Other duties and responsibilities as assigned by the director of off-site and Weekend College.

Site Coordinator Guidelines

ADMINISTRATION

HIRING PROCEDURE FOR PRIMARY AND ALTERNATE SITE COORDINATORS

At each off-site location, the college employs a primary site coordinator to ensure smooth delivery of classes. Larger sites may have an assistant site coordinator. The primary site coordinator may request coverage by a substitute upon contacting the Director of Off-site and Weekend College, Fran Turcott (410- 777-2340). Every effort will be made to honor the request. Final approval for all site coordinators will be in conjunction with the participating school site.

ARRIVAL AND DEPARTURE TIME POLICY

Site coordinators are expected to open the site thirty (30) minutes prior to the start of the earliest scheduled evening class. This time should be used to:

- open classrooms to be used,
- make sure everything the instructor needs to conduct the class is in place,
- direct students to their classroom or answer any questions.

Coordinators are required to post their on-site evening location for student and faculty for ease in locating them.

Thirty (30) minutes should be allowed for departure following completion of the last scheduled class. This time should be used to:

- check classrooms to ensure everything is in order,
- make sure all trash has been removed from the room (coordinate with janitorial services),
- return AV equipment to storage and secure.

Every effort must be made to honor the published schedule relative to classroom time.

COURSE LOCATION RESPONSIBILITIES

At the beginning of each fall term, site coordinators will receive the current schedule of classes and a college catalog. Course cancellations and/or additions will be disseminated on a weekly basis via email to the site coordinator and the business manager and principal at each location.

Site coordinators will make room assignments, post classroom locations and direct students and faculty to course classrooms. Coordinators must notify the Director of Off-site and Weekend College of room assignments within the first two (2) weeks of classes. A spreadsheet of classes will be provided for reporting room numbers. The room assignment information can be emailed to Fran Turcott, Director of Off-site and Weekend College at fmturcott@aacc.edu or by using the interoffice mail service, AACC, MS 5120, CADE 332.

CLASSROOMS

As guests of AACPS, please ensure that instructors are aware that they should not erase any assignments from the blackboards/whiteboards in assigned teaching locations. Should instructors lack sufficient board space, the site coordinator should attempt to make alternate arrangements such as the use of a portable white board. If the classroom configurations are not conducive to the instructor's teaching style and he or she rearranges the space, all chairs/tables must be returned to the original layout prior to leaving the classroom for the evening.

NONCREDIT COURSE RESPONSIBILITIES

Noncredit courses do not have traditional beginning and end dates. Coordinators will review the weekly course enrollment information and provide room locations and guidance for all noncredit classes and students on an on-going basis.

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COLLEGE CLOSINGS

Important: *When Anne Arundel County Public Schools schedule closings due to holidays, **off-site locations may be open for college classes.*** Please see the current AACPS School Calendar available in this manual for published holidays on which the college will hold evening classes.

INCLEMENT WEATHER POLICY

Local radio, television broadcasts and the college Web site will announce all college closing information including the status of day and evening classes. (Please see the college memo on page 14 regarding the college's instant alert system, E2 Campus and emergency closings.) Occasionally, AACPS makes the decision to close public schools and the college remains open.

Important: *In the event that AACPS closes schools due to inclement weather or an emergency, **all college classes at public school locations are cancelled for the evening, even though other college sites are open for classes.***

MAIL SERVICES

All school sites have access to interoffice mail to the college, either through the college pickup service or the county mail service. College interoffice mail envelopes are available to all site coordinators. Address interoffice envelopes to:

AACC, MS 5120

Fran Turcott, CADE 332 C

COURSE EVALUATIONS AND SURVEYS

In the spirit of continuous quality improvement, the college distributes course evaluations and surveys to instructors and students at off-site locations. It is the responsibility of the off-site coordinators to facilitate the distribution, collection and return of course evaluations and surveys if requested.

REPORTING

INCIDENT REPORTING

If an emergency situation or incident, such as theft, student damage to the school, car accidents or health emergencies, should occur at an off-site location, formal reporting procedures are warranted. The Director of Off-site and Weekend College should be notified immediately at 410-777-2340, cell 410-271-8483 or fmturcott@aacc.edu. See pages 9-12 for the appropriate forms and procedures.

To document all other concerns such as a room left in disarray, locked restrooms or a very noisy environment, an online feedback form is available to anyone involved with off-site locations including the public school teachers whose rooms are used, college instructors and students. If there is any idea or issue that needs to be addressed, it can be submitted by using the online form. The URL for the form is http://ola2.aacc.edu/vc/incident_report.aspx

FACULTY ABSENCE: PROCEDURES FOR REPORTING

Occasionally, AACC faculty will be late or are unable to meet with a scheduled class. The following procedures will be utilized.

LATE ARRIVAL FOR SCHEDULED OFF-SITE CLASS

Faculty who will be arriving late for class are asked to contact the site coordinator by calling their cell phone and appraising them of the situation and anticipated arrival time. The coordinator will advise the students of the faculty's arrival time. In addition, faculty are asked to notify their respective department chairs and/or program developers when they are arriving late for an off-site class.

FACULTY ABSENCE FROM CLASS

If an emergency arises making an absence unavoidable, the credit teaching faculty member shall contact the chair of the department or their administrative office and a substitute will be asked to meet the class. Continuing

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education faculty shall contact the program developer. Under no circumstances shall a class meet without the professor or a substitute in attendance. If advance notification is received, every attempt will be made by the administrative staff to contact the enrolled students of the class cancellation.

All faculty are asked to contact the appropriate off-site coordinator and notify them of any absence from class immediately after contacting one's immediate supervisor. Site coordinators will post the information in the faculty's classroom, advising students of the course cancellation. All site coordinators should report any class cancellation the director of Off-site and Weekend College, via phone 410 777-2340 or e-mail fmturcott@aacc.edu.

SERVICES

FACILITY USE REQUESTS

Each year, paperwork is completed and submitted to the Anne Arundel County Department of Recreation and Parks to request classroom and special room use at all off-site locations. Anne Arundel County Public Schools (AACPS) principals review and approve all space requests.

USE OF CLASSROOMS

Classrooms are assigned by school personnel and generally restricted to general-purpose rooms. If there is a specific teaching area necessary, please notify the director of Off-site and Weekend College who will speak with school officials. Please remind both students and faculty that food and beverages are **not** allowed in any classrooms and that the space should be left the way it was found. Some locations have access to faculty break rooms. Please review information regarding the specific off-site location at which you are located for further information about that site.

INSTRUCTIONAL SUPPORT SERVICES AND SUPPLIES

Many of the participating high schools have the college's audio-visual equipment on-site for use by the evening faculty. Resources available at each location are listed in this manual under the name of the facility. Check the table of contents for the page. Please refrain from using the school's equipment. The site coordinator is responsible for disseminating and storing the AV equipment on a nightly basis.

In the event of any AV equipment breakdown or malfunction, the site coordinator must notify the director of Off-site and Weekend College at 410-777-2340. To speak with a Technical Support Center (Help Desk) staff member about the operation of equipment, call 410-777-4357 (HELP).

Faculty can make arrangements with the Customer Support Services Center for special AV equipment. AACC faculty may reserve and pick up portable items (slide projectors, Dukane projectors, audiocassette recorders, laptop computers etc.) for limited periods of time from the Customer Support Services/Help Desk, located on the Arnold campus in the Careers Building, room 108. One can make reservations for equipment by calling 410-777-4357 or sending an email to helpdesk@aacc.edu. Some part-time faculty teaching off-campus may or may not be familiar with the variety of instructional support services available to them. For a full description of the support for part-time faculty, including the faculty handbook, professional development opportunities, and various forms go to the Teaching and Learning site at <http://www.aacc.edu/tla/adjunct.cfm>

As AACC employees, site coordinators will provide on-going assistance to both faculty and students. They have some teaching supplies including white board markers, chalk, pens, pencils, erasers, tape and first aid kits. Any suggestions for additional support services or supplies should be forwarded to Fran Turcott at 410-777-2340 or fmturcott@aacc.edu.

NOTE: Services and support made available to AACC faculty by site coordinators should be consistent and clearly defined. For example: if a coordinator permits use of school copying equipment by a faculty member, the coordinator should explain whether this is a service available anytime or if it is a "one-time" favor that will not be repeated.

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COLLEGE MAIL DISTRIBUTION

Routinely, each site coordinator will be asked to distribute information to faculty and students at their off-site location. The coordinator is viewed as the administrative link to the college and should be prepared to answer questions regarding closings for holidays and inclement weather policy. Some of the off-site locations have access to direct mail pick-up by college staff. All off-site locations have access to interoffice mail through AACPS. Please contact your site coordinator for additional information on mail service at each site.

COPIER SERVICE

Unfortunately, there are no copier services available on-site at participating AACPS middle and high school buildings. Copy services are available through the Arnold campus and instructors can contact their instructional coordinators for additional help on making copies. Walk-in service is available at the College Copy Center located on the Arnold campus in the Central Services Building (CSB) room 161. The hours for walk-in service at the CSB building are Monday-Friday, 7:30 a.m. - 6 p.m. and Saturday, 8 a.m. - 1 p.m. Copy Services Request forms can be found on the college Intranet <http://intranet/copycenter/> or by going to MyAACC and selecting the tab for *Faculty/Staff Services* page and then *Submit Electronic Files to Document Services*. Jobs can be submitted online using the form and attaching an electronic file. While your job will be processed very quickly using the electronic submission form, you will have to allow sufficient time for materials delivery through the public school system (2-5 days.)

SECURITY

INCIDENT REPORTING

The following policies address procedures for handling off-site incidents related to emergencies, student conduct violation, smoking, etc.

PROCEDURES

In the event of an emergency involving personal injury, the site coordinator will contact the Anne Arundel County Police Department by dialing 911. In addition, the director of Off-site and Weekend College, Fran Turcott, should be contacted immediately on her cell at 410-271-8483 or at her home phone at 410-956-2983 or you may contact her supervisor, Jean Runyon, Dean of the Virtual Campus on her cell at 443-569-9076 or at home at 310-638-4040 .

After a verbal report, incidents that violate established regulations at off-site locations and those that may involve personal injury or property damage must be documented by the site coordinator on the **AACC Off-site Security Incident Report** included on the next page in this manual. The completed document should be forwarded directly to the director of Off-site and Weekend College, Fran Turcott, within 24 hours following the incident either by fax, 410 777-4340, or interoffice mail. *See mail service* information above.

STUDENT CONDUCT CODE

The faculty, staff and students of AACC are responsible for creating and maintaining an environment conducive to the pursuit of learning and the development of students as scholars and citizens. The college maintains policies on inappropriate and/or disruptive behavior including student conduct, snacking in the classroom, smoking on school property, substance abuse, harassment and discrimination, class attendance, and classroom visitors. For a complete text of the policies, consult the 2009-2010 AACC College Catalog or go to <http://www.aacc.edu/catalog/interactivecatalog/>.

Individuals alleging an act of student misconduct by an AACC student should complete the **AACC Incident Report Form** included following the Off-site Incident Report in this manual and submit it no later than 30 days after obtaining knowledge of the incident to the Office of the Dean of Student Services or appointed college representative. For additional information contact Dr. John Grabowski at 410-777-2231.

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ANNE ARUNDEL COMMUNITY COLLEGE

OFF-SITE SECURITY INCIDENT REPORT

Coordinator Name:	Off-site Location:
Time/Date of Incident:	Incident Location:
Time Reported:	Date Reported:

Code: (C) Complainant (V) Victim (W) Witness (S) Suspect (P/I) Person with Information

Status: (A) Faculty (B) Staff (C) Student (D) Other

Name	Code	Address	Phone	Status

Property Type	Make	Model	Color	Serial/Inventory #	Value

Outside Agency Notified	Time/Date	Unit Responding	Case Number

Narrative: Use back of this form for additional space. Distribute to Fran Turcott and Gary Lyle, Public Safety

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ANNE ARUNDEL COMMUNITY COLLEGE

INCIDENT REPORT FORM

Individuals alleging an act of student misconduct by an Anne Arundel Community College student should complete this form and notify their immediate supervisor. The supervisor will submit the form as soon as possible but no later than 30 days after obtaining knowledge of the incident to the Dean of Student Services or appointed college representative.

Person submitting this report:

Name:

Telephone Number

--	--

Address:

Street	City	State	Zip

ALLEGED OFFENDER:

Name:

Telephone Number

--	--

Address:

Street	City	State	Zip

DATE OF INCIDENT

TIME OF INCIDENT

--	--

DESCRIPTION OF ALLEGED INCIDENT:

--

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INCIDENT REPORT FORM

List names, addresses and phone numbers of all witnesses:

SIGNATURE OF INDIVIDUAL SUBMITTING THIS REPORT:

DATE SUBMITTED: __/__/__

ANNE ARUNDEL COMMUNITY COLLEGE

Learning Resources Management Administrative Services

TO: Students, Faculty and Staff
FROM: Maury Chaput, Executive Director

NOTIFICATION INFORMATION FOR INCLEMENT WEATHER AND EMERGENCY CLOSINGS

As many of you know, AACC has a partnership with a service provider that allows us to notify the college community of weather related schedule changes and closings as well as other emergency conditions via cell phone text messaging and email. Text messages are normally received within 60 seconds. However, email alerts may take 30 – 60 minutes to arrive in your inbox so we strongly suggest the email sign-up be a secondary means of notification.

We realize that not everyone carries a mobile phone, but we hope this system will reach as many members of the college community as possible. We also utilize voicemail, radio, television, etc. to communicate a weather event. However, **Stay Informed** text messaging greatly enhances the speed and accuracy that notification will be provided. To receive these text and email notifications, please go to the Internet site:

www.aacc.edu/stayinformed

The sign-up takes less than a minute and you will automatically be activated to receive weather and emergency messages directly from the college. We encourage all faculty, staff and students to sign up for this system. When snow or hazardous road conditions make the closing of the college necessary, the procedures outlined below will be followed. The word “college” includes Arundel Mills, Fort Meade Center, Glen Burnie Town Center, HCAT and any other off-campus instructional facility.

The college will make a decision regarding delayed opening or closing independent of other agencies and schools. Because the decision to close the college in the event of snow or hazardous road conditions will be an independent decision, *entirely separate and apart from any decision made by the Anne Arundel County Public Schools*, **please DO NOT ASSUME that if the public schools are closed the college will also be closed. However, when public schools are closed, all AACC classes held at public school locations are canceled.**

Any college decision to close may further differentiate between day and evening classes. (Evening classes are those beginning 5 p.m. or later.) Announcements made relative to the closing of the college will be made in terms of day classes, evening classes, or both day and evening classes as well as location.

Web Time Entry and Approval for Employees

Payroll and Time Reporting

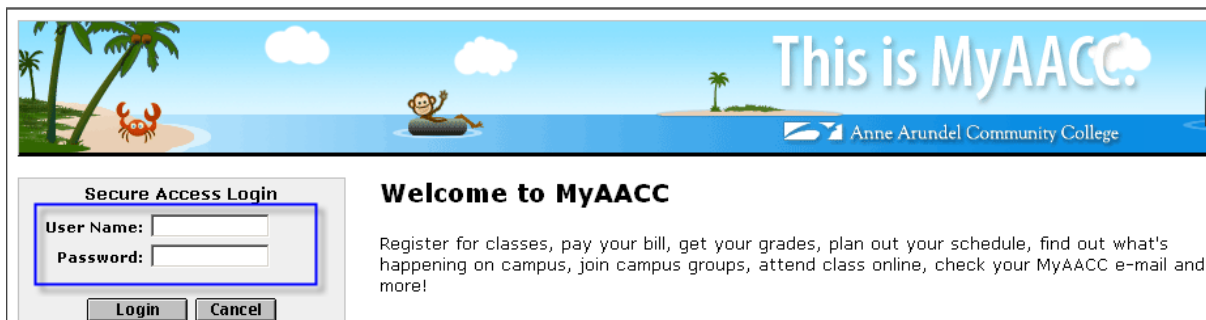
Site coordinators are paid twice a month on the 7th and the 22nd of each month. Please take note of the time entry due dates on page 21 and mark them on your calendar. All time entry must be completed online by 11 p.m. on the due date in order to ensure a paycheck for the time period. Since previous worked hours cannot be reported on the next pay entry form, **it is imperative that work hours be entered by web entry on or before their due date.** In the event of a web entry malfunction, please call Fran Turcott at 410 777-2340 for instruction.

Web Time Entry and Approval is an automated system for the submission and approval of time cards for temporary employees. Employees can use the Time Entry and Approval workflow to enter the hours they worked each pay period. When all of their time is entered, employees check a box to electronically sign the Time Entry form, which indicates that their time is ready for approval. Supervisors then review each employee's time entry and approve or reject it as appropriate.

Log in

Open your Web browser and go to <http://myaacc.aacc.edu> or you can click the **Log onto MyAACC** link from www.aacc.edu.

Your user name consists of the first initial, middle initial and last name. The length of the user name cannot exceed 15 characters. The password is the first four letters of your last name and the last four numbers of your social security number. Make sure that you enter both the user name and password in lower case. If you are a first time user, you are required to change your password. **NOTE:** If you have changed your password, use that password.



Secure Access Login

User Name:

Password:

Login Cancel

Welcome to MyAACC

Register for classes, pay your bill, get your grades, plan out your schedule, find out what's happening on campus, join campus groups, attend class online, check your MyAACC e-mail and more!

- Enter your user name and password, i.e.
User Name: jesmith
Password: smit1212
Social security number: 000-00-1212
- If your last name is less than four letters, add **zeros** to fill blank spaces.
User Name: sklee
Password: lee08831
- Click **Login**.

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Change Password

Current password:

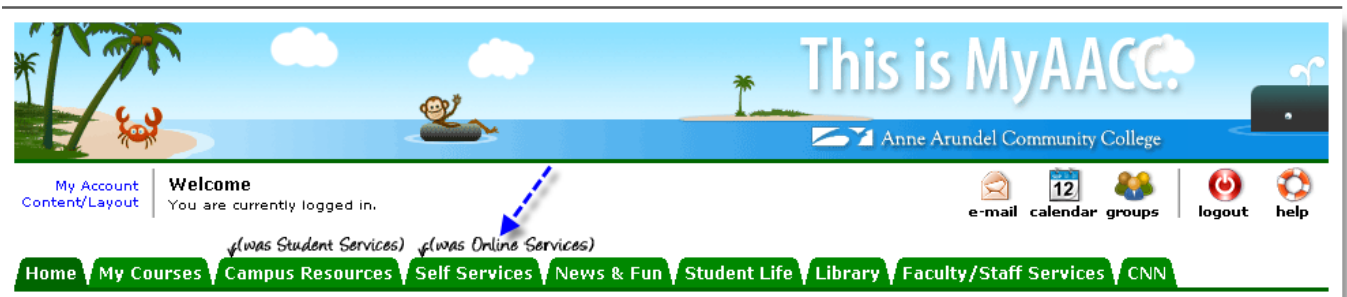
New password:

Confirm password:

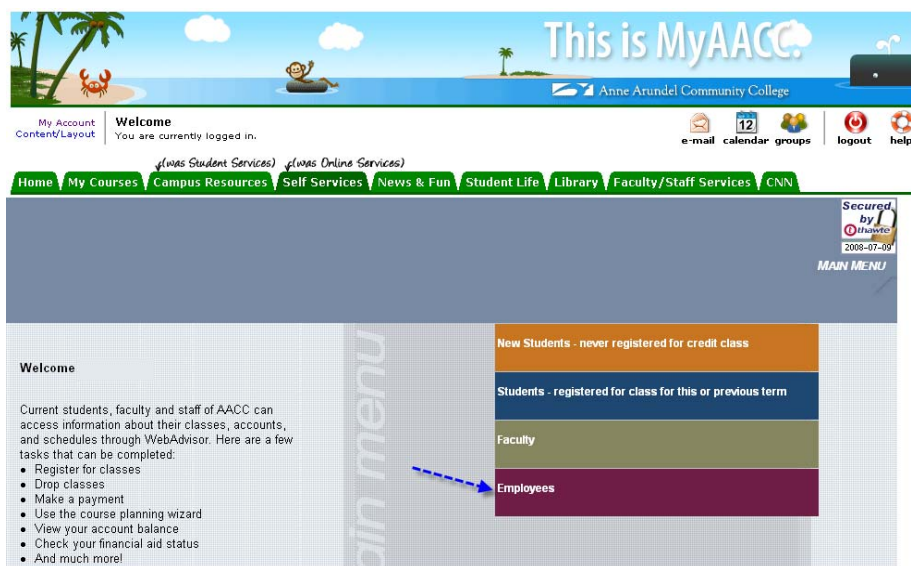
Password

- The password length must be 5 or greater.
- The password length must be 20 or less.
- The password must contain a letter.
- The password must contain a digit.

- Complete password change as appropriate.



- Click the **Self Services** tab.



- Click **Employees**.

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EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU Welcome

The following links may display confidential information.

<p>Employee Profile</p> <p>Position summary Leave plan summary Employee Reimbursement Direct Deposit Authorization Total Compensation Pay Advices Parking Permit Request Professional Development Activities</p> <p>Time Entry and Approval</p> <p>Time entry Time history Time approval (for supervisors) Employee history (for supervisors)</p>	<p>Communication</p> <p>My documents</p> <p>My Budget</p> <p>Budget selection Budget summary</p> <p>Registration (including IPD Workshops/Activities)</p> <p>IPD Registration Drop/withdraw from classes</p> <p>Other Options</p> <p>Employee Surveys</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- Click **Time Entry** to enter hours worked in a selected pay period and position.
- Click **Time History** to view time history records.

Time Entry

- Allows Temporary, Federal Work Study, and Student Aid employees to enter their time worked for each pay period.
- Time entry forms are available at the beginning of the pay period through the last day of the pay period.
- Select the pay period and position to enter time. Only the pay periods that are currently available for time entry are listed. You may only choose one at a time.
- Click **Submit**.

EMPLOYEES Welcome

Time entry

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
<input checked="" type="checkbox"/>	07/16/08	07/31/08	Colleague Software Integration Specialist	03/03/03	Information Technologies	Ms. Karen Jennings	Main Campus	08/01/08 12:01AM

SUBMIT

NOTE: The **Pay Period End Date** and the **Complete By Date**.

- Enter the total number of hours worked each day in the **Hours Worked** column.

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- **Do Not** include any non-work hours.
- Click **Submit**.
- **Do Not** electronically sign the time form until it is complete for the pay period and ready for approval.

EMPLOYEES
Welcome

Time Entry

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Colleague Software Integration Specialist	07/31/08	Semi Monthly Payroll	Information Technologies	Main Campus	Ms. Karen Jennings	08/01/08 12:01AM

Leave Type	Leave Balance
Not Applicable	

Date	Day	Hours Worked	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type	Insert Line
07/16/08	Wednesday	4.00							<input type="checkbox"/>
07/17/08	Thursday	4.00							<input type="checkbox"/>
07/18/08	Friday	6.00							<input type="checkbox"/>
07/19/08	Saturday								<input type="checkbox"/>
07/20/08	Sunday								<input type="checkbox"/>
07/21/08	Monday	4.00							<input type="checkbox"/>
07/22/08	Tuesday	4.00							<input type="checkbox"/>
07/23/08	Wednesday								<input type="checkbox"/>
07/24/08	Thursday								<input type="checkbox"/>
07/25/08	Friday	6.00							<input type="checkbox"/>
07/26/08	Saturday								<input type="checkbox"/>
07/27/08	Sunday								<input type="checkbox"/>
07/28/08	Monday								<input type="checkbox"/>
07/29/08	Tuesday	4.00							<input type="checkbox"/>
07/30/08	Wednesday	4.00							<input type="checkbox"/>
07/31/08	Thursday								<input type="checkbox"/>

FUNCTION NOT AVAILABLE. DO NOT ENTER DATA IN THESE COLUMNS.

Additional Time(Prior Period) ← FUNCTION NOT AVAILABLE. DO NOT USE

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval.

Supervisor Decision Pending Approval

Supervisor Comments

Supervisor's E-mail Address khjennings@mymail.aacc.edu

SUBMIT

DO NOT ELECTRONICALLY SIGN THE TIME FORM UNTIL IT IS COMPLETE FOR THE PAY PERIOD.

AACC Operations Manual for Off-site Locations 2009-2010

Confirmation summary of time entry form when **not electronically signed**.

The screenshot shows a software window titled 'EMPLOYEES' with a 'Welcome' message in the top right. The main content area is titled 'Confirmation'. Below the title, a message reads: 'Please be aware that you have not marked your time entry as complete'. Below this message, the 'Pay Period End Date' is '07/31/08'. The 'Time Entry Status' is 'Not Complete', which is highlighted with a blue border. Below this is a table titled 'Current Pay Period Hours' with the following data:

Current Pay Period	Hours
Regular Hours	28.00
Annual Leave Hours	0.00
Sick Hours	0.00
Total Hours	28.00

At the bottom center of the dialog box is an 'OK' button.

- The time entry confirmation is a summary of the total hours entered to date.
- Click **OK**. You can return to the time entry form to update or revise.
- When the time entry form is **complete** for the pay period, click the check box to electronically sign the time form.

Confirmation summary of the time entry form when **electronically signed**.

The screenshot shows a software window titled 'EMPLOYEES' with a 'Welcome' message in the top right. The main content area is titled 'Confirmation'. Below the title, a message reads: 'Thank you. Your time entry is complete and ready for approval.' Below this message, the 'Pay Period End Date' is '07/31/08'. The 'Time Entry Status' is 'Complete', which is highlighted with a blue border. Below this is a table titled 'Current Pay Period Hours' with the following data:

Current Pay Period	Hours
Regular Hours	36.00
Annual Leave Hours	0.00
Sick Hours	0.00
Total Hours	36.00

At the bottom center of the dialog box is an 'OK' button.

EMPLOYEES Welcome

Time entry

You have already electronically signed all time entries.

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
-----------------	-----------------------	---------------------	----------------	------------	------------	------------	----------	------------------

- After electronically signing the time entry form, the employee will not have access the form. The time entry form will be sent to the supervisor for approval.
- The supervisor may send comments to the employee about the time entry form.
- If the employee mistakenly submits an electronically signed time entry form, the supervisor can reject the form and send it back to the employee.

Automated Emails to Employee

The employee will receive an automated e-mail when the time entry form is due and approved. However, the employee may receive other e-mails from the supervisor for clarification of the time entry form.

E-mail to employee when a time entry form is due

Subject: Your time sheet is due on 08/01/08

Ms Temporary Employee:

Time reports are due from you for the following positions:

POSITION TITLE #1

POSITION TITLE #2

Please follow this link <http://mycampus.aacc.edu/cp/home/loginf> to enter your hours for the current period. If you have any questions, please contact your supervisor or call 410-777-2235.

E-mail to employee when the time entry form is approved

Subject: Approved time entry form

Your supervisor has approved your time card for POSITION TITLE with period ending on 07/31/08.

E-mail to employee when the supervisor rejects the time entry form

Subject: Time Entry Correction

Your supervisor has rejected your timecard for POSITION TITLE with period ending on 07/31/08.

Below are comments entered by your supervisor:

You did not work 7/22. You are on the schedule for 7/23. Please correct and re-submit.

E-mail to supervisor when the employee submits a time entry form for approval

Subject: Ms. Temporary Employee has completed the time entry task

Ms. Temporary Employee has completed the time entry task. Please review the time entry to verify that it is correct.

Time History

- Employees can view their time history records.
- If a time entry form was not electronically signed before the **Complete Entry By** deadline, the employee can sign the history record.
- Click **Time History** on the Employees Menu.

EMPLOYEES

Time history

* = Required

Choose time history with pay period end date in*

- Select the year of the pay period to view.
- Click **Submit**.

EMPLOYEES Welcome

Select Pay Period/Position

Name

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Department	Supervisor	Location
<input checked="" type="checkbox"/>	07/16/08	07/31/08	Colleague Software Integration Specialist	Information Technologies	Ms. Karen Jennings	Main Campus

- Select the desired position and pay period. You can only choose one at a time.
- Click Submit

EMPLOYEES
Welcome

Time History

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Type
Colleague Software Integration Specialist	07/31/08	Semi Monthly Payroll	Information Technologies	Main Campus	Draft Record

Employee has completed the electronic signature	Employee Complete Date	Employee Complete Time
<input checked="" type="checkbox"/>	07/18/08	02:54PM

Supervisor Decision	Supervisor Decision Date	Supervisor Decision Time
Reject	07/16/08	04:55PM

Supervisor Comments

You did not work 7/22. You are on the schedule for 7/23. Please correct and re-submit.

Date	Day	Regular Hours	Overtime Hours	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type
07/16/2008	Wednesday	4.00							
07/17/2008	Thursday	4.00							
07/18/2008	Friday	6.00							
07/21/2008	Monday	4.00							
07/22/2008	Tuesday	4.00							
07/25/2008	Friday	6.00							
07/29/2008	Tuesday	4.00							
07/30/2008	Wednesday	4.00							

Date	Day	Time In	Time Out
N/A			

Action to take

- Click **Submit** to exit.

Site Coordinator Time Entry Due Dates

Pay Period	Site Coordinator deadline by 11 p.m.	Timesheets signed by Fran 9:30 a.m.	Payday
08/01 - 08/15	Sat. 8/15/2009	8/17/2009	8/21/2009
08/16 - 08/31	Mon. 8/31/2009	9/1/2009	9/4/2009
09/01 - 09/15	Tues. 9/15/2009	9/16/2009	9/22/2009
09/16 - 09/30	Wed. 9/30/2009	10/1/2009	10/7/2009
10/01 - 10/15	Thurs. 10/15/2009	10/16/2009	10/22/2009
10/16 - 10/31	Sat. 10/31/2009	11/2/2009	11/6/2009
11/01 - 11/15	Sat. 11/14/2009	11/16/2009	11/20/2009
11/16 - 11/30	Mon. 11/30/2009	12/1/2009	12/7/2009
12/01 - 12/15	Tues. 12/15/2009	12/16/2009	12/22/2009
12/16 - 12/31	Wed. 12/23/2009	1/4/2010	1/7/2010

Anne Arundel Community College Information

AACC Operating Calendar Fiscal Year 2010

Key Operating Dates 2009-2010

July 3-5, 2009 – College Closed – Independence Day Weekend
August 17 & 18, 2009 – College Faculty and Staff Orientation
September 4, 2009 – College Closes at 4:30 p.m.*
September 5-7, 2009 – College Closed – Labor Day Weekend
November 25, 2009 – College Closes at 4:30 p.m.*
November 26-29, 2009 – College Closed – Thanksgiving Break
December 23, 2009 – College Closes at 4:30 p.m.*
December 24, 2009 – January 3, 2010 College Closed – Winter Break
January 13, 2010 – College Faculty and Staff Orientation
January 18, 2010 – College Closed – Dr. Martin Luther King, Jr. Day
March 22-28, 2010 – College Closed – Spring Break
May 28, 2010 – College Closes at 4:30 p.m.*
May 29-31, 2010 – College Closed – Memorial Day Weekend

*Facilities Management and Security Personnel will consult with their supervisor regarding their work schedule.

AACC Operations Manual for Off-site Locations 2009-2010

AACC Student Academic Calendar 2009-2010

FALL TERM 2009:

August 24	All 15 week session classes, TV, distance and first 8 week session classes begin
August 28	Weekend College classes begin
September 4	No classes after 4:30 p.m. (Labor Day Break)
September 5-7	Labor Day Break (no classes)
September 8	13 week session classes begin
September 30	Last day to withdraw from class with a "W" grade (first 8 week session classes)
October 18	First 8 week session classes end, final exam last class
October 19	Second 8 week session classes begin
November 2	Deadline for submitting application for December 2009 graduation
November 16	Last day to withdraw from a class with a "W" grade (15 and 13 week session classes)
November 25	Last day to withdraw from a class with a "W" grade (second 8 week session classes)
November 25	No classes after 4:30 p.m. (Thanksgiving Break)
November 26-29	Thanksgiving Break (no classes)
December 6	15 week and 13 week session classes end
December 7-13	Final exams (13 and 15 week session classes)
December 13	Second 8 week session classes end (final exam last class) Weekend College classes end (final exam last class)

Winter Term 2010:

January 4-15	Winter 2 week session (final exam last class)
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AACC Operations Manual for Off-site Locations 2009-2010

SPRING TERM 2010:

January 18	Dr. Martin Luther King, Jr. Day (no classes)
January 20	All 15 week session, TV, distance and first 8 week session classes begin
January 22	Weekend College classes begin
February 1	13 week session classes begin
February 26	Last day to withdraw with a "W" grade (first 8 week session classes)
March 1 (Monday)	Deadline for submitting application for May 2010 graduation
March 14	First 8 week session classes end (final exam last class)
March 15	Second 8 week session classes begin
March 22-28	Spring Break (no classes)
April 19	Last day to withdraw from a class with a "W" grade (15 and 13 week session classes)
April 27	Last day to withdraw from a class with a "W" grade (second 8 week session classes)
May 9	15 and 13 week session classes end
May 10-16	Final exams
May 16	Weekend College classes end (final exam last class)
May 16	Second 8 week session classes end (final exam last class)
May 27	*Commencement
May 29-31	Memorial Day Break (no classes)

SUMMER TERM 2010:

Session 1:

May 24 – July 1	Six-week session
May 24– July 18	Weekend College and First eight-week session
May 24 – August 11	Eleven-week session

Session 2:

June 14– August 11	Second eight-week session
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Session 3:

July 6 – August 12	Second six-week
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Memorial Day Break – May 28 after 4:30 p.m. through May 31 (no classes)

Independence Day Break – July 2nd after 4:30pm through July 5 (no classes)

* Commencement is determined by the President and Vice Presidents

AACC Operations Manual for Off-site Locations 2009-2010

AACC Library Services for Distance Learning and Off-campus Faculty

Even if you are teaching online, at GBTC, HCAT or Arundel Mills or at any of the other non-Arnold sites, the library is able and eager to support you and your students. Many of the same services and resources that are available on the Arnold campus are also available “off-site.”

Catalog and Electronic Resources- Delivery of library books can be arranged to Arundel Mills, GBTC, and HACT. The Library has over 400 electronic books that you can find in the catalog and read online. In order to search most of the library’s databases from home, one needs to have a library card, which distance learning and off-campus students, faculty and staff can apply for on the college Web site. Check the list of databases and topics covered on the databases page.

Library Instruction- Librarians would be pleased to be invited to visit your class to teach a library session. If you are interested, contact the Instruction Librarian, 410-777-2523 or email libraryinstruction@aacc.edu There is also a class request for library instruction form (along with other faculty-related information) online at www.aacc.edu/library/Faculty.cfm. If you are teaching online you can ask to have a librarian available in your course or encourage your students to contact the distance learning librarian for assistance with using the library and its resources. Contact her as well with any questions concerns or suggestions for ways the library can help you as you teach in any of the varied distance formats: DLLibrarian@aacc.edu or 410-777-2216.

Individual Help from a Librarian- Contact the reference desk (refdesk@aacc.edu) or 410-777-2456 to get assistance. You can also contact the distance learning librarian. When the library is closed you can get live online help from a librarian through Maryland AskUsNow! There is a link to this service on the library Home Page.

Plagiarism Assistance- There are resources on the library’s Web page about plagiarism that you can use with your students. The library can also provide you with an account to Turnitin, a tool to help faculty prevent and identify plagiarism. First-time users should contact the reference desk (refdesk@aacc.edu) to set up an account.

More- The Resources for Faculty Teaching Online or Off-campus Web page contains more information about library support. The Resources for Distance Learners Web page contains information for students about resources and services such as Interlibrary Loans, delivery of books to GBTC, HCAT and Arundel Mills and more. Help your students by telling them about this Web page: www.aacc.edu/library/DLResources.cfm

Contact Information	Useful Web sites
Truxal library Main Number 410-777-2211 library@aacc.edu	Library Home Page: www.aacc.edu/library/ (Links to catalog, databases and other resources)
Services for Distance Learning: 410-777-2523 DLLibrarian@aacc.edu	Resources for Distance Faculty: www.aacc.edu/library/DLFaculty.cfm
Instruction: 410-777-2456 libraryinstruction@aacc.edu	AACC Library Card Application for Faculty: www.aacc.edu/library/form/libraryCardFac.cfm
Reference: 410-777-2456 refdesk@aacc.edu	Catalog and Databases: www.aacc.edu/library and click on the appropriate link
Circulation: 410-777-2238 circdesk@aacc.edu	Request for Delivery of Books: www.aacc.edu/library/form/delivery.cfm
Interlibrary Loan: 410-777-2536 illrequest@aacc.edu	Guides and Handouts: http://libguides.aacc.edu/
	Interlibrary Loan: www.aacc.edu/library/ILLServices.cfm
	Plagiarism: www.aacc.edu/library/Plagiarism.cfm

AACC Library Services for Distance Learning and Off-campus Students

See the list of useful Web sites at the bottom of this page and visit our resources for distance learners Web site to learn more about how the library can help you. If you prefer, you can call the library for assistance. Following is a partial list of what you can do from home:

Search the Truxal Library Catalog- Delivery of library books can be arranged to Arundel Mills, GBTC, and HACT. If this is not convenient, contact the Distance Learning Librarian by e-mail or phone to arrange for delivery. The Library has over 400 electronic books that you can find in the catalog and read online.

Do Research Using the Library's Databases: Find articles from magazines, journals, newspapers, electronic books and reference sources. There is information on almost all topics. Choose the resource you think will have the information you need. If you are at home, you will be prompted to enter your password to access the databases page. Your password is the barcode number found on the back of your AACC library card. Type all 13 digits of your barcode with any spaces.

Borrow Items Our Library Does Not Own: You can ask our library to borrow articles and books that we do not own from other libraries, a service called an Interlibrary Loan.

Apply for a Library Card- You need an AACC Library Card to check out books and to access the library databases and electronic books from home. There is an application form on the library Web site

Individual Help from a Librarian- Contact the reference desk (refdesk@aacc.edu) or 410-777-2456 to get assistance. You can also contact the distance learning librarian. When the library is closed you can get live online help from a librarian through Maryland AskUsNow! There is a link to this service on the library Home Page.

Contact Information	Useful Web sites
<p>Truxal library Main Number 410-777-2211 library@aacc.edu</p> <p>Services for Distance Learning: 410-777-2523 DLLibrarian@aacc.edu</p> <p>Instruction: 410-777-2456 libraryinstruction@aacc.edu</p> <p>Reference: 410-777-2456 refdesk@aacc.edu</p> <p>Circulation: 410-777-2238 circdesk@aacc.edu</p> <p>Interlibrary Loan: 410-777-2536 illrequest@aacc.edu</p>	<p>Library Home Page: www.aacc.edu/library/ (Links to catalog, databases and other resources)</p> <p>Resources for Distance Faculty: www.aacc.edu/library/DLFaculty.cfm</p> <p>AACC Library Card Application for Faculty: www.aacc.edu/library/form/libraryCardFac.cfm</p> <p>Catalog and Databases: www.aacc.edu/library and click on the appropriate link</p> <p>Request for Delivery of Books: www.aacc.edu/library/form/delivery.cfm</p> <p>Guides and Handouts: http://libguides.aacc.edu/</p> <p>Interlibrary Loan: www.aacc.edu/library/ILLServices.cfm</p> <p>Plagiarism: www.aacc.edu/library/Plagiarism.cfm</p> <p>Turnitin: www.turnitin.com</p>

AACC Operations Manual for Off-site Locations 2009-2010

AACC Directory of Offices

OFFICE OF THE PRESIDENT

President

Dr. Martha A. SmithADMN 213 410-777-1177

Federal compliance manager

Karen L. Cook, J.D.....CRSC 232A 410-777-7370

Planning, research and institutional assessment

interim executive director

Vincent Maruggi.....CRSC 220G 410-777-2441

Special assistant to the president

Anita H. DelaporteADMN 217 410-777-2500

Special assistant to the president for planning

and assessment

Mark BehmCRSC 220B 410-777-2505

LEARNING

Vice president for learning

Dr. Andrew L. Meyer.....ADMN 209 410-777-2332

Business and education partnerships director

Kathleen M. Beauman.....ADMIN 207 410-777-2777

HonorsLIBR 111 410-777-1269

Instructional finance director

Kathleen McArthurADMN 210 410-777-2703

Learning Advancement

Associate vice president for learning

Patricia Casey-Whiteman.....ADMN 208 410-777-2776

AACC regional science, technology, engineering

and mathematics (STEM) center director

Richard Cerkovnik.....AMIL 101A 410-777-2843

Learning outcomes assessment director.....Vacant

Virtual campus dean

Jean Runyon.....CADE 334 410-777-1249

Library director

Cynthia K. SteinhoffLIBR 210 410-777-2483

Sarbanes center for public and community service director

Cathleen H. Doyle.....CRSC 314A 410-777-2902

Center for learning through service coordinator

Sam Weiner.....CRSC 312 410-777-2366

Center for the study of local issues director

Dr. Daniel D. NatafCRSC 132 410-777-2733

Engaged learning for STEM coordinator

Danielle StrandCRSC 314 410-777-2859

Environmental center director

Dr. M. Stephen Ailstock.....CRSC 177 410-777-2230

Institute for the future director

Steven T. Henick.....CRSC 132 410-777-2429

Internship office coordinator

Anthony Teano.....CRSC 308 410-777-2475

Prior learning assessment director

Vacant

ACADEMIC SCHOOLS

Arts and Sciences

www.aacc.edu/artsandsciences

Arts and sciences dean

Dr. Daniel F. Symancyk.....HUM 215B 410-777-2587

Alternative and sustainable energy systems, astronomy, chemistry, physics and physical science chair

Alicia W. SiegristDRGN 240 410-777-2804

American studies, geography and sociology chair

Thomas J. Karwoski.....CRSC 156 410-777-2833

Biology chair

Dr. M. Stephen Ailstock.....CRSC 177 410-777-2230

English and communications chair

Ronald A. DeAbreu.....HUM 203B 410-777-2292

History, philosophy and political science chair

Dr. David L. TengwallCRSC 152 410-777-2434

Mathematics chair

Alicia M. MorseMATH 231B 410-777-2567

Performing arts chair (dance/music/theater)

Douglas B. Byerly.....CADE 130 410-777-7019

Psychology chair

Dr. Donald P. Orso.....CRSC 154 410-777-2418

Reading coordinator

Kerry E. Taylor.....LIBR 122 410-777-2032

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Visual arts chair

(art/communication arts technology/film/humanities)

Richard A. Malmgren Jr.....CADE 307 410-777-7495

Women's studies coordinator

Suzanne Spoor.....HUM 203F 410-777-2448

World languages chair

Gail A. Huff.....CRSC 181 410-777-2283

Business, Computing and Technical Studies

www.aacc.edu/bcts

Business, computing and technical studies dean

Kelly A. Koermer, J.D.....CALT 262 410-777-7432

Architecture and interior design chair

Michael D. Ryan.....CALT 330 410-777-2437

Business administration chair

Roy D. Carson.....CRSC 339 410-777-2162

Business management chair

Dr. Deborah V. Collins.....CRSC 343 410-777-2364

Computer technologies director

Vacant.....

Economics chair

Dr. Gretchen S. MesterCRSC 341 410-777-2326

Engineering chair

Francis Lanzer.....CALT 312 410-777-2436

Entrepreneurial Studies Institute director

Carlene M. CassidyCRSC 325 410-777-2161

Homeland Security and Criminal Justice Institute director

Dr. Tyrone Powers.....FLRS 102 410-777-7496

Legal Studies Institute interim director

Karen L. CookCRSC 232 410-777-7370

Continuing and Professional Studies

www.aacc.edu/caps

Continuing and professional studies dean

Dr. Faith A. Harland-White.....CALT 127A 410-777-2961

Center on aging director

Terry D. Portis 410-777-2941

Continuing and professional programs executive director

Charlene Templeton.....CALT 125 410-777-2662

Continuing professional education director

Sandra J. JonesCALT 118 410-777-2046

English language learning and adult education director

Janet M. PaulovichJOHN 206C 410-777-1192

Hospitality, Culinary Arts and Tourism Institute director

Mary Ellen Mason.....CALT 129 410-777-2707

Instructional support center director

Cheryl L. SchramCALT 114A 410-777-2507

Lifelong learning director

Louann M. Tracy.....JOHN 203 410-777-2255

Occupational skills director

Michael Yeakey.....GBTC 322 410-777-2918

Teacher Education and Child Care Institute director

Colleen K. EisenbeiserAMIL 309D 410-777-1963

Technology training director

Tracy McLean.....GBTC 529 410-777-2106

Health Professions, Wellness and

Physical Education

www.aacc.edu/healthprofessions

Health professions, wellness and physical education dean

Claire L. SmithFLRS 306 410-777-7383

Emergency medical technician chair

Melanie K. MillerFLRS 428 410-777-7385

Health and physical education chair

Patricia S. Hanzook.....GYM 208A 410-777-2322

Human services chair

Elizabeth H. Appel.....FLRS 226 410-777-7224

Intercollegiate athletics coordinator

D. Bruce SpringerGYM 203A 410-777-2346

Medical assisting coordinator

Tracey L. LloydFLRS 100 410-777-7239

Medical laboratory technician coordinator

Lorraine J. Doucette.....FLRS 112 410-777-7107

Nursing director

Beth Anne BattursFLRS 306 410-777-7352

Pharmacy technician coordinator

Stephanie E. Smith-BakerFLRS 432 410-777-7497

Chesapeake Area Consortium on Higher Education

Physical Therapist Assistant program director

David C. Thomas.....FLRS 324 410-777-7039

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Physician assistant program director

Mary Jo BondyAMIL 207 410-777-7392

Radiologic technology chair

Thomas A. Luby.....FLRS 434 410-777-7025

Therapeutic massage chair

Michael A. Sullivan.....FLRS 432 410-777-7267

Center for Workforce Solutions executive director

Dr. Laura E. Weidner.....GBTC 505 410-777-2371

Client services managers

Bayo Adetunji.....GBTC 504 410-777-2936

Laura Norton.....GBTC 508 410-777-2971

Training systems director

Dawn D. CarterGBTC 509 410-777-2928

Workforce development managers

Sonja Gladwin.....GBTC 503 410-777-2927

Christina WiegandGBTC 510 410-777-1170

Workforce solutions director

Kip A. Kunsman.....GBTC 507 410-777-1805

LEARNING RESOURCES MANAGEMENT

Vice president for learning resources management

Melissa A. BeardmoreADMN 223 410-777-2532

AACC Bookstore manager

Steven M. Pegg.....SUN 160 410-777-2651

Administrative services executive director

Maury L. Chaput.....CSB 155 410-777-2324

Auxiliary services director

Margaret L. HornerSUN 140 410-777-2585

Budget office director

Violette M. H. CousineauRESM 115 410-777-2775

Campus development director

James M. Taylor.....CSB 153 410-777-2318

Controller

Martha D. RothschildRESM 129 410-777-2701

Institutional advancement and AACC Foundation

executive director

Stacey Sickels HeckelICOX 410-777-1803

Dining services manager

Wanda L. Grace.....SUN 112B 410-777-2333

Document services director

Paul C. Lee.....CSB 137 410-777-2388

Event services manager

Peter T. Kaiser.....SUN 140 410-777-2821

Facilities director

H. Michael WilsonPLNT 8 410-777-2496

Finance executive director

Andrew P. LittleRESM 117 410-777-2227

Grants development director

Deborah M. MercadoRESM 133 410-777-2321

Human resources executive director

Suzanne L. Boyer.....ADMN 104A 410-777-2734

Management Advisory Services Consultant

Elana SchulmanRESM 105 410-777-2665

Public relations and marketing director

Linda S. Schulte.....ADMN 120 410-777-2011

Public safety director

J. Gary LyleCSB 117 410-777-2836

Purchasing director

Stanley W. BehnkenRESM 113 410-777-2237

Risk management specialist

Michael ZavadaCSB 147 410-777-2847

Sponsored programs director

Kathy Bolton.....RESM 132 410-777-2028

LEARNER SUPPORT SERVICES

Vice president for learner support services

Felicia L. PattersonADMN 222 410-777-2718

Information Services

Information services chief technology officer

Shirin M. GoodarziCRSC 252E 410-777-2148

Customer support services manager

Geoff Wood.....CRSC 112C 410-777-1189

Institutional technologies manager

Martin Albert.....CRSC 252F 410-777-2169

Instructional/remote site services manager

Jeanne PorterCRSC 252A 410-777-2406

Media and Web Services Manager

Kathy LongCRSC 252X 410-777-7062

AACC Operations Manual for Off-site Locations 2009-2010

Student Services

Student services interim dean

Dr. John F. Grabowski.....SSVC 203 410-777-2231

Enrollment services assistant dean

Dr. John F. Grabowski.....SSVC 203 410-777-2231

Student development and success assistant dean

Terry M. ClaySUN 224 410-777-2305

Academic support center director

Lois E. BurtonSUN 252 410-777-2542

Academic support center assistant director

Kristen B. VickerySUN 253 410-777-2543

Admissions and enrollment development director

Thomas J. McGinn III.....SSVC 105 410-777-2240

Career services coordinator

Joan SturtevantSSVC 213 410-777-2284

Child Development Center director

Janet M. Klenkel.....CDC 410-777-2578

Counseling, advising and retention services director

Bonnie J. GarrettSSVC 212 410-777-2503

Counseling, articulation and transfer assistant director

Patrice LyonsSSVC 210 410-777-2634

Disability support services program manager

Mary StoopsSSVC 208 410-777-2306

Financial aid director

Richard C. HeathSSVC 165 410-777-2204

Health services coordinator

Beth A. Mays.....SUN 123 410-777-2480

Multi-ethnic recruitment coordinator

James T. JacksonSSVC 106 410-777-2529

Off-site and Weekend College director

Frances M. TurcottCADE 332 410-777-2340

Registrar

Judith A. CoughlinSSVC 145 410-777-2721

Retention services program manager

Bonnie Lasher.....SSVC 201 410-777-2768

Network services manager

Nancy L. JonesCRSC 204 410-777-2930

www.aacc.edu/studentservices

Student achievement and success program director

Janice D. WatleyLIBR 105 410-777-2530

Student life director

Christine M. Storck.....SUN 205 410-777-2219

Student services operations manager

Darlene A. Neary.....RESM 134 410-777-2789

Technology learning center and computer commons coordinator

Kendall M. GalvinLIBR 120A 410-777-2358

Tutoring office coordinator

Deborah P. Webb.....LIBR 105 410-777-2642

AACC Operations Manual for Off-site Locations 2009-2010

AACC Telephone & Fax Directory

COLLEGE TELEPHONE NUMBERS

AACC at Arundel Mills, College Services	410-777-2010
AACC Bookstore	410-777-2220
AACC Bookstore at Arundel Mills	410-777-1917
AACC Bookstore at GBTC	410-777-2950
AACC, general information	410-777-2222
AACC Student Information Services	410-777-1999
AACC regional science, technology, engineering and mathematics (STEM) center	410-777-1948
Academic Advising	410-777-2307
Academic Support Center	410-777-2375
Accounting	410-777-2390
Accounts Payable	410-777-2605
Admissions and Enrollment Development	410-777-2246
African American Studies	410-777-2430
Aging Studies	410-777-7310
Alternative and Sustainable Energy Systems	410-777-2260
Alumni/Development	410-777-2515
American Sign Language	410-777-2430
American Studies	410-777-7220
Architecture and Interior Design	410-777-2442
Aris T. Allen Learning Center, Annapolis	410-269-4470
Art	410-777-7230
Astronomy	410-777-2260
Athletics	410-777-2300
Audiovisual Resources	410-777-2211
Basic Skills Programs	410-777-2919
Biology	410-777-2260
Business Administration	410-777-2390
Business and Education Partnerships	410-777-2777
Business and Financial Resources	410-777-2635
Business Management	410-777-2390
Campus Current Newspaper	410-777-2803
Career and Transfer Resource Center	410-777-2201
Cashier's Office	410-777-2236

Center for Learning Through Service	410-777-2366
Center for the Study of Local Issues (CSLI)	410-777-2407
Center for Workforce Solutions	410-777-2732
Center on Aging	410-777-1806
Chemistry	410-777-2260
Child Development Center	410-777-2450
Circulation Desk, Library	410-777-2211
College Services at Arundel Mills	410-777-2010
Communication Arts Technology	410-777-7230
Communications (Speech/Journalism)	410-777-2280
Community and professional programs	410-777-2663
Computer Commons	410-777-2751/5264
Computer Technologies	410-777-2442
Conference Services	410-777-2625
Continuing and Professional Studies (Continuing Education)	410-777-2325
Continuing Professional Education	410-777-2325
Cooperative Education	410-777-2475
Copy Center	410-777-2404
Counseling, Advising and Retention Services	410-777-2307
Criminal Justice	410-777-7063
Cybercrime	410-777-7063
Dance	410-777-7021
Dining Services/Vending	410-777-2333
Disability Support Services	410-777-2306
Distance Learning Technical Support Services	410-777-4357
Diversity and Federal Compliance	410-777-2769
Early Childhood Development	410-777-2915
Economics	410-777-2390
Education	410-777-2981
Educational Talent Search	410-777-2814
Emergency	410-777-1818
EMT/Paramedics	410-777-7310
En Español llame al	410-777-1199
Engineering	410-777-2442

AACC Operations Manual for Off-site Locations 2009-2010

English.....410-777-2280	Internships410-777-2475
English as a Second Language (ESL)410-777-2901	IT Help Desk (for MyAACC technical support)410-777-4357
Entrepreneurial Studies Institute410-777-2066	Job Placement410-777-2201
Environmental Center410-777-2230	Juvenile Justice.....410-777-7063
Evening/Weekend Services410-777-2976	Kids in College.....410-777-2325
Event Services410-777-2614	Law Enforcement410-777-7063
EXPLORE (Gifted and Talented Program).....410-777-2325	Learner Support Services410-777-2411
Federal Compliance Officer.....410-777-7432	Learning410-777-2247
Film410-777-7230	Learning Outcomes Assessment.....410-777-2266
Financial Aid410-777-2203	Learning Resources Management410-777-2256
Fire Management410-777-2390	Library.....410-777-2211
Forensic Studies410-777-7063	Lifelong Learning410-777-2325
Fort Meade Army Education Center410-672-2117/3554	Literacy410-777-2919
Foundation.....410-777-2515	Maryland Relay (TTY translation) 711or1-800-735-2258 (outside Maryland)
Future courses.....410-777-2430	Math Lab.....410-777-6869
Future, Institute for the.....410-777-2708	Math Lab, AACC at Arundel Mills410-777-1982
GED410-799-9099	Mathematics410-777-2360
Geography410-777-2430	Media Production Services.....410-777-2630
Glen Burnie Town Center.....410-777-2945	Medical Assisting410-777-7310
Grants.....410-777-2321	Medical Laboratory Technician410-777-7310
Health and Physical Education.....410-777-2302	Middle School Scholars410-777-2325
Health Professions.....410-777-7310	Music.....410-777-7019
Health Services410-777-2480	Nursing.....410-777-7310
History410-777-2430	Occupational Skills Program410-777-2325
Homeland Security Management.....410-777-7063	Off-site Administration410-777-2325
Honors Program410-777-1269	Ombudsman Services.....410-777-2307
Hospitality, Culinary Arts and Tourism Institute (HCAT)410-777-2398, 1-866-456-HCAT (4228)	Online Courses410-777-2464
Human Resources.....410-777-2425	Paralegal Studies410-777-7323
Human Services410-777-7310	Parenting Center at AACC410-777-2159
Humanities410-777-7230	Part-time Faculty Development.....410-777-2475
Information Services, Administrative Office410-777-2487	Performing Arts (Dance, Music, Theater)410-777-7019
Institutional Advancement410-777-2515	Pharmacy Technician410-777-7310
Instructional Support Center410-777-2325	Philosophy410-777-2430
Instructional Technologies410-777-2331	Physical Science.....410-777-2260
Intelligence Analytics.....410-777-7063	Physical Therapist Assistant.....410-777-7310
International Education410-777-2332	Physician Assistant.....410-777-7310

AACC Operations Manual for Off-site Locations 2009-2010

Physics	410-777-2260	Tech Prep	410-777-2891
Planning, Research & Institutional Assessment...	410-777-2766	Technology Learning Center, AACC at AMIL.....	410-777-1935
Political Science	410-777-2430	Technology Learning Center, Arnold.....	410-777-2751/2358
Pool	410-777-2316	Teacher Education and Child Care Institute	410-777-2401
President's Office	410-777-1177	Technology Learning Center, GBTC	410-777-2986
Print Shop.....	410-777-2388	Telecommunications Technologies.....	410-777-2983
Prior Learning.....	410-777-2834	Telecourses	410-777-2464
Psychology	410-777-2430	Testing Office, Academic Support Center.....	410-777-2375
Public Relations and Marketing.....	410-777-2341	Testing Office Arundel Mills.....	410-77-1915
Public Safety.....	410-777-2440	Testing Office, GBTC	410-777-2906
Public Safety at GBTC.....	410-777-2573	Theater Arts	410-777-7227
Public Safety at AACC at Arundel Mills	410-777-1934	Theater Box Office	410-777-2457
Purchasing	410-777-2244	Therapeutic Massage.....	410-777-7310
Radiologic Technology.....	410-777-7310	Transfer Coordinator	410-777-2634
Reading.....	410-777-2077	Tutoring Office.....	410-777-2642/1238
Records and Registration	410-777-2243	Veterans' Education Benefits	410-777-2203
Risk Management.....	410-777-2847	Veterans' Programs	410-777-4VET (4838)
Sales and Service Training Center at Arundel Mills ...	410-799-9099	Veterinary Sciences	410-777-2260
Sarbanes Center for Public and Community Service.....	410-777-2053	Virtual Campus (Distance Learning).....	410-777-2464
Science		Visual Arts	
(Astronomy, Chemistry, Physics, Physical Science) .	410-777-2260	(Art, Communication Arts Technology, Film).....	410-777-7495
Senior Adults	410-777-2325	Vocational Support Services.....	410-777-2307
Sociology	410-777-2430	Weekend College.....	410-777-2555
Speakers Bureau	410-777-2614	Women's Institute	410-777-2807
STARS (touch-tone phone services).....	410-777-2241	Women's Studies	410-777-2448
Student Achievement and Success Program.....	410-777-2530	Work Study.....	410-777-2203
Student Activities.....	410-777-2553	Workforce Development	410-777-2732
Student Association.....	410-777-2309/2218	Workforce Investment Act (WIA).....	410-777-2246
Student Response Center.....	410-777-1999	World Languages.....	410-777-2430
Substance Abuse Education.....	410-777-2527		
Supplemental Instruction (SI)	410-777-2738		

AACC Operations Manual for Off-site Locations 2009-2010

Athletics.....	410-777-2233	Admissions and Enrollment Development	410-777-4246
Business	410-777-2402	Arts and Sciences, Humanities Building	410-777-2385
Cade Center.....	410-777-7553	Arts and Sciences, Careers Center	410-777-2135
Careers Center.....	410-777-2494	Security	410-777-2544
CALT Building.....	410-777-2445/7266	Student Achievement and Success Program (SASP)	410-777-2530/2553
Computing and Technical Studies.....	410-777-2445	Student Activities	410-777-7044
Criminal Justice and Homeland Security	410-777-7054	Student Association.....	410-777-2368
Diversity and Federal Compliance.....	410-777-2013	Student Financial Services	410-777-2019
Environmental Center	410-777-4263	TEACH Institute.....	410-777-1967
Event Services	410-777-7041	Testing Office, Arnold.....	410-777-4007
Financial Aid	410-777-4019	Testing Office, Arundel Mills.....	410-777-4009
Fort Meade Army Education Center	410-674-2187	Testing Office, GBTC	410-777-4008
Glen Burnie Town Center		Transcript request	410-777-2489
First floor.....	410-777-2964	Tutoring Office.....	410-777-4642
Second floor.....	410-777-2949	Virtual Campus (Distance Learning)	410-777-2691
Third floor	410-777-2979		
Fourth floor	410-777-2978		
Interactive Cable Program	410-777-2822		
Fifth floor	410-777-2037		
Health Professions.....	410-777-7099		
Hospitality, Culinary Arts and Tourism (HCAT).....	410-777-1143		
Human Resources.....	410-777-2014		
Information Services.....	410-777-2816		
Institutional Advancement	410-777-2725		
Instructional Support Center	410-777-4325		
Johnson Building.....	410-777-2822		
Legal Studies	410-777-1260		
Library	410-777-2652		
Mathematics Building.....	410-777-2012		
Media Production Services.....	410-777-2439		
Reading Department.....	410-777-2070		
Records and Registration	410-777-2489		
Sales and Service Training Center at AMIL	410-799-4411		
Schwartz Building.....	410-777-2022		
Science (Dragun Science Building)	410-777-2525		

Anne Arundel County Public Schools Information

AACPS Holidays and School Openings 2009-2010

Below are the dates the AACPS 2009-2010 school calendar list as scheduled holidays and the public schools are closed. Even though the county public schools will be closed to their students and teachers, AACC has access to the schools to conduct their regularly scheduled evening classes. Please note these dates. Students and instructors will have to be notified and reminded that classes will be held as scheduled at off-site locations on:

Monday, Sept. 28, 2009	Yom Kippur
Monday and Tuesday, Nov. 23 and 24, 2009 (No AACC classes after 4:30 p.m. on Wednesday, Nov. 26)	Thanksgiving Holiday
Monday and Tuesday, Jan. 25 and 26, 2010	In-service Days
Monday, Feb. 15, 2010	Presidents' Day
Monday, March 29- Monday, April 5	Easter/Spring Vacation

The college has access to the public schools for evening classes on dates noted as scheduled student early dismissal, teacher work-day, or no school for students. Site coordinators will report to their off-site locations as regularly scheduled.

AACC Operations Manual for Off-site Locations 2009-2010



Anne Arundel County Public Schools 2009 – 2010 School Calendar

Approved by the Board of Education on December 3, 2008

 	Schools closed
 	Two-hour early dismissal
 	First/Last day for students

August 2009						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

For more information on the start of Kindergarten, Pre-k or ECI, contact your local school or visit the Early Childhood website at www.aacps.org/earlychildhood

- 10–12 New teacher orientation.
- 13–14 Reading Program training for new teachers.
- 15 Fall Sports begin.
- 17, 19 & 20 Orientation and training for teachers. (To include the equivalent of 1-1/2 days as teacher workdays)
- 18 Professional Development Day.
- 21 Schools closed for teachers.
- 24 Schools open for grades 1–5 and grades 6 and 9 only.
- 25 Schools open for students in grades 1 through 12.
- 24, 25, 26 Conferences for Half-day Pre-K & ECI students. August 24 & 25 only for Kindergarten & Full-day Pre-K students
- 26, 27 & 28 Staggered entrance for Kindergarten and Full-day Prekindergarten
- 27 First day of school for ECI students
- 27, 28 & 31 Staggered entrance for Half-day Prekindergarten
- 31 First day for all Kindergarten and Full-day Prekindergarten

September 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 1 First day of school for all Half-day Prekindergarten
- 7 Labor Day – All Schools and Central Offices closed.
- 25 Interims to be sent home
- 28 Yom Kippur. All Schools and Central Offices closed. No extracurricular activities.*

October 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 5–8 High School Assessment (HSA) and Modified HSA—October Administration
- 14 PSAT
- 16 Schools closed for students. MSTA Convention. Professional development day.
- 30 End of first marking period (47 days). Two-hour early dismissal for all students. Schools closed for p.m. prekindergarten and E.C.I.

November 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 2 Beginning of second marking period.
- 14 Winter sports begin.
- 17 Report card distribution for all students.
- 15–21 American Education Week.
- 23 & 24 Schools closed for students. Parent/Teacher conferences for elementary and middle schools. Professional Development day/Workday for high school teachers.
- 25–27 Thanksgiving Holiday – All Schools and Central Offices closed.

December 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 11 Interims to be sent home by this date.
- 24–31 Christmas/Winter Break. All schools closed December 24 through January 1 for students, teachers, and school-based Unit IV employees. Central Offices closed December 24, 25, 31 and January 1.

January 2010						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Note: January 25 and 26 may be made school days for all students. See "Calendar Notes" on the reverse side regarding Inclement Weather closings.

- 1 New Year's Day. All Schools and Central Offices closed.
- 4 Schools open for teachers and students.
- 11–14 High School Assessment (HSA) & Modified HSA—January administration.
- 15 Semester Examinations for Centers of Applied Technology.
- 18 Martin Luther King, Jr. Birthday Commemoration. All Schools and Central Offices closed.
- 19–22 High School Semester Examinations. Two-hour early dismissal for all students, teacher workdays. Schools closed for p.m. pre-kindergarten and E.C.I. students.
- 22 End of second marking period (47 days).
- 25 & 26 Schools closed for students. Professional Development day/Workday for elementary and middle school teachers. Workday for high school teachers. (See note under January calendar.)
- 27 Beginning of third marking period.

Updated 1-8-09

AACC Operations Manual for Off-site Locations 2009-2010

Anne Arundel County Public Schools • 2009–2010 School Calendar

February 2010							<div style="display: flex; flex-direction: column; gap: 5px;"> <div style="background-color: black; width: 15px; height: 10px; border: 1px solid black;"></div> Schools closed </div> <div style="display: flex; flex-direction: column; gap: 5px;"> <div style="background-color: #cccccc; width: 15px; height: 10px; border: 1px solid black;"></div> Two-hour early dismissal </div> <div style="display: flex; flex-direction: column; gap: 5px;"> <div style="border: 1px solid black; width: 15px; height: 10px; border-radius: 3px;"></div> First/Last day for students </div>
S	M	T	W	T	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	9 Report card distribution for all students
14	15	16	17	18	19	20	15 President's Day—All Schools and Central Offices closed
21	22	23	24	25	26	27	
28							
March 2010							
S	M	T	W	T	F	S	
	1	2	3	4	5	6	1 Spring sports begin.
7	8	9	10	11	12	13	5 Interims to be sent home by this date.
14	15	16	17	18	19	20	9–18 Maryland School Assessment (MSA) and Modified MSA administration.
21	22	23	24	25	26	27	29–31 Easter/Spring Holiday. All schools closed March 29–April 5 for students, teachers, and school-based Unit IV employees.
28	29	30	31				
April 2010							
S	M	T	W	T	F	S	
				1	2	3	1–5 Easter/Spring Break. All Schools and Central Offices closed.
4	5	6	7	8	9	10	6–9 Registration for prekindergarten and kindergarten begins.
11	12	13	14	15	16	17	9 End of third marking period (46 days). Two-hour early dismissal for all students. Schools closed for p.m. prekindergarten and E.C.I. students.
18	19	20	21	22	23	24	12 Beginning of fourth marking period
25	26	27	28	29	30		12–15 High School Assessment (HSA) & Modified HSA—Senior administration
							21–May 11 MSA Science Test Administration, Grades 5 and 8 only.
							27 Report card distribution for all students.
May 2010							
S	M	T	W	T	F	S	
						1	14 Interims to be sent home by this date
2	3	4	5	6	7	8	17–21 High School Assessment (HSA) & Modified HSA—May administration
9	10	11	12	13	14	15	27 & 28 Schools closed for prekindergarten, kindergarten, & E.C.I. Spring Conferences for parents of those students
16	17	18	19	20	21	22	27 Last day for graduating seniors.
23	24	25	26	27	28	29	31 Memorial Day—All Schools and Central Offices closed.
30	31						
June 2010							
S	M	T	W	T	F	S	
		1	2	3	4	5	8 Semester Examinations for Centers of Applied Technology.
6	7	8	9	10	11	12	9–14 High School Examinations, textbook collection. Two-hour early dismissal for all students. Schools closed for all half-day pre-kindergarten and E.C.I.
13	14	15	16	17	18	19	14 End of fourth marking period (45 days). Last day for students.
20	21	22	23	24	25	26	15 Last day for teachers
27	28	29	30				
July 2010							
S	M	T	W	T	F	S	
				1	2	3	5 Independence Day observed—Schools and Central Office closed.
4	5	6	7	8	9	10	7 Summer School begins.
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

Inclement Weather and Emergency School Closings

This calendar has four days built in at the end of the school year for emergency closings, making the school year 185 student days and 195 teacher days. If any of the four emergency days are not used, they shall be deducted from the June closing date.

Additional emergency closings shall be made up as follows:

- Additional emergency closing days will be made up by adding on days to the June closing date.
- If emergency closings fall on January testing days or the teacher workdays, secondary schools will reschedule so that there are four consecutive testing days followed by two teacher workdays. This scheduling affects all schools.

Semester Tests and Examinations

Extracurricular activities, practices, and club activities shall be scheduled at the end of the regular school day for not more than 90 minutes on the evening prior to the day of semester tests and examinations for high schools.

* Religious Observances

Tests and examinations shall not be scheduled on the day of a major religious observance. Tests and examinations for evening high school will not be scheduled on the day a religious observance begins. Jewish Holiday dates are set according to the Hebrew Lunar calendar; they begin at sundown on the preceding evening and conclude at sundown on the dates noted. No school-based activities shall be held after sundown the evening before the holiday.

Appropriate Exercises

Schools shall devote a portion of the day to appropriate exercises on the following dates: Oct. 12 – Columbus Day; Nov. 11–Veterans' Day; Jan. 15 – Martin Luther King Jr.'s Birthday; Feb. 12 – Lincoln's Birthday; Feb. 22–Washington's Birthday; April 30–Arbor Day; May 31–Memorial Day; and any other day of national significance. When schools are closed, appropriate exercises should be held on the preceding Friday.

Updated 1-8-09

Site Coordinator's Information and School Phone Numbers

<p>Annapolis High School 2700 Riva Road Annapolis MD 21401 410-266-5240</p>	<p>Mon. 5:30 - 9:30 p.m. Wed. 5:30 - 9:30 p.m.</p>	<p>Jennifer Ridgely (M/W) 410 987-7069- Home Email: jenridgely@yahoo.com</p>
<p>Brooklyn Park MS 200 Hammonds Lane Baltimore MD 21225 410-696-2967</p>	<p>Tues.- 5:30- 9:30 p.m. Thurs. 5:30 - 9:30 p.m.</p>	<p>Janice Jennings (T/Th) 410 761-0934 - Business 443 474-7660 - Cell Email: jjennings@aacps.org</p>
<p>CATN 800 Stevenson Road Severn MD 21144 410-969-3100</p>	<p>Mon. 5:30 - 9:30 p.m. Wed. 5:30 - 9:30 p.m.</p>	<p>Kevin Stevens (M/W) 410 969-3100 - Business 410 703-3787 - Cell Email: kstevens@aacps.org</p>
<p>CATS 211 Central Avenue Edgewater MD 21037 410-956-5900</p>	<p>Tues. 5:30 - 9:30 p.m. Thurs. 5:30 - 9:30 p.m.</p>	<p>Brenda Whiting (T/Th) 410 956-5900 - Business 410 905-6985 - Home Email: bwhiting@aacps.org</p>
<p>Glen Burnie High Industrial Arts Bldg. 7550 B & A Blvd. Glen Burnie MD 21061 410- 761-8950</p>	<p>Monday - Thursday 5:30 - 9:30 p.m.</p>	<p>Elizabeth Williams (M -Th) 410 674-6500 - Business Email: ewilliams2@aacps.org</p>

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<p>IEC 1424 Odenton Road Odenton MD 21113 301-621-9545</p>	<p>Monday - Thursday 5:30 - 10 p.m.</p>	<p>Doug Stauch</p> <p>443 962-4447 - Cell Email: dwstauch@aacc.edu FAX: 301-912-1665</p>
<p>Meade Middle 1103 26th Street Ft. Meade MD 20755 410-674-2355</p>	<p>Monday - Thursday 5 - 10 p.m.</p>	<p>Susan Bale (M/W)</p> <p>443 889-9993 - Cell Email: sbale02@yahoo.com</p> <p>Jolanda Wimbush (M/W) (asst and site coordinator) 410 424-3239 - Business 410 590-9152 - Home Email: jwimbush@aacps.org</p> <p>Laura Nauta (T/Th)</p> <p>410 293-6963 - Business 443 454-4721 - Cell Email: nauta@usna.edu</p> <p>Cheryl Jones (T/Th) (asst and site coordinator) 410 777-2220 - Business 410 279-1681 - Cell Email: cajones1969@yahoo.com</p>

AACC Operations Manual for Off-site Locations 2009-2010

<p>Sales and Service Training Center 7000 Arundel Mills Circle Hanover MD 21075 410-777-1823</p>	<p>Monday - Thursday 6:30 - 8:30 p.m. Saturday 9 a.m. - 1 p.m.</p>	<p>Brenda Whiting (M/W/Sat)</p> <p>410 956-5900 - Business Email: bwhiting@aacps.org</p> <p>Claudia Wiseman (Tues)</p> <p>410 396-1207 - Business 410 693-7176 - Cell Email: wiseguys20@aol.com</p> <p>Catherine Jones (Thurs)</p> <p>410 614-1197 - Business 410 279-0314 - Cell Email: cjones60@jhmi.edu</p>
<p>Severna Park HS Robinson Road Severna Park MD 21146 410-544-0900</p>	<p>Tuesday and Thursday 5:30 - 9:30 p.m.</p>	<p>Bruce Blackman (T/Th)</p> <p>410 544-0900 - Business 443 534-4238 - Cell Email: bblackman@aacps.org</p>

AACC Operations Manual for Off-site Locations 2009-2010

Substitutes:	<p>Jennifer Ridgley for AHS, CAT-N & SPHS 410 987-7069</p> <p>Sarah Meakin for MMS &SSTC 410 787-8732 443 454-4716 cell</p> <p>Carey Walker for IEC 301 621-9545 ext 103- work 410 271-5000 - Cell cwalker@iec_chesapeake.com</p> <p>Janet Sanford for BPMS 410 636-2967- work 410 491-6601- cell jsanford@aacps.org</p> <p>Diane Ramsay for SSTC 410 974-0438 Home 443 603-3367 Cell dwr Ramsey317@verizon.net</p>
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AACC Operations Manual for Off-site Locations 2009-2010

Off-Site Location Information Annapolis High School

Annapolis High School
2700 Riva Road
Annapolis, MD 21401
Phone: 410 266-5240
<http://mapinfo.aacps.org/> or <http://www.aacc.edu/inyourneighborhood>

Smoking, possession or consumption of alcoholic beverages, and possession or distribution of controlled substances is prohibited in and on Anne Arundel County Public School properties.

Courses

Noncredit

Hours of Operation

Monday and Wednesday 5:30 – 9:30 p.m.

Site Coordinator's Contact Information

Jennifer Ridgely (M/W)
410-987-7069
jenridgely@yahoo.com

The evening site coordinator's room location is posted on the lobby classroom assignment board. If you have any questions regarding services at this site, please do not hesitate to ask the college site coordinator.

Audio-Visual Equipment

A TV/VCR unit, and overhead projector is available on-site for instructional use. Please reserve your AV equipment with the college site coordinator at least one week in advance.

Copy Services

There are no copying facilities available at this location. Please work with the respective department chairs and program directors/coordinators for copy center procedures.

Mail Services

College pick-up mail service to the Arnold campus is not available. However, mail service through the county is available. Please address interoffice envelopes to AACC, MS 5120, department or building and staff name. This service can take a few days. Please see the site coordinator for additional assistance.

AACC Operations Manual for Off-site Locations 2009-2010

Off-Site Location Information Brooklyn Park Middle School

Brooklyn Park Middle School
200 Hammonds Lane
Baltimore, MD 21225
Phone: 410 636-2967

<http://mapinfo.aacps.org/> or <http://www.aacc.edu/inyourneighborhood>

Enter AACC classes through the front door of Brooklyn Park Middle School off Hammonds Lane. School is located next to the Chesapeake Creative Arts Center. Sufficient parking is available in front of the school by the Main Entrance.

Smoking, possession or consumption of alcoholic beverages, and possession or distribution of controlled substances is prohibited in and on Anne Arundel County Public School properties.

Courses

Credit and Noncredit

Hours of Operation

Tuesday and Thursday 5:30 – 9:30 p.m.

Site Coordinators Contact Information:

Janice Jennings (T/TH)
410-761-0934business
443-474-7660 cell

Janet Sanford
410-636-2967 business
410-491-6601 cell

Audio-Visual Equipment

All classrooms are equipped with a TV presenter and computer. Logon codes are CONTIN1. The site coordinator can assist you with any equipment questions you may have.

Copy Services

There are no copying facilities available at this location. Please work with the respective department chairs and program directors/coordinators for copy center procedures. Quick-copy request forms are available on-site and can be sent via interoffice mail service. Please allow a week for copy requests. This site has Wednesday only college mail service.

Mail Services

College mail service to the Arnold campus is available. Pick up and deliveries are made on Wednesdays only during the fall and spring terms. The interoffice AACC mailbox is located in the school's main office. Please see the site coordinator for additional assistance. You can also use the county mail service and address your material to AACC, MS 5120 with the person and department.

Off-Site Location Information Center of Applied Technology North

Center of Applied Technology/North (CATN)
800 Stevenson Road
Severn, MD 21144
Phone: 410 969-3100 ext. 200
<http://mapinfo.aacps.org/> or <http://www.aacc.edu/inyourneighborhood>

Enter the school through the main entrance of the construction building located near the rear of the facility. Ample parking is available.

Smoking, possession or consumption of alcoholic beverages, and possession or distribution of controlled substances is prohibited in and on Anne Arundel County Public School properties.

Courses

Noncredit

Hours of Operation

Monday and Wednesday 5:30 – 9:30 p.m.

Evening Site Coordinators Contact Information

Kevin Stevens (M/W)
410-969-3100 business
410-703-3787 cell

The site coordinator can be found either in the automotive office, construction office or the boiler room office. If you have any questions regarding services at this site, please do not hesitate to ask one of the program coordinators (college personnel responsible for the instructional offerings at this site).

Audio-Visual Equipment

There is no college AV equipment available at this site. Please see the site coordinator for special arrangements. AACC property (i.e. hand tools, tool boxes, and demo models) all remain at this location unless advance arrangements are made through the college and in writing to the site coordinator.

Copy Services

There are no copying facilities available at this location. Please work with the respective department chairs and program directors/coordinators for copy center procedures.

Mail Services

College mail service to the Arnold campus is not available. However, mail service through the county is available. Please address interoffice envelopes to AACC, MS 5120, department or building and staff name. Please see the site coordinator for additional assistance.

AACC Operations Manual for Off-site Locations 2009-2010

Off-Site Location Information Center of Applied Technology South

Center of Applied Technology/South (CATS)
201 Central Avenue
Edgewater, MD 21037
Phone: 410 956-5900
<http://mapinfo.aacps.org/> or <http://www.aacc.edu/inyourneighborhood>

CAT-S is adjacent to South River High School. Ample parking is available.

Smoking, possession or consumption of alcoholic beverages, and possession or distribution of controlled substances is prohibited in and on Anne Arundel County Public School properties.

Courses

Noncredit

Hours of Operation

Tuesday and Thursday 5:30 – 9:30 pm

Evening Site Coordinators Contact Information

Brenda Whiting (T/Th)
410-956-5900 business
410-905-6985 home

The site coordinator is located in the Main Office of the school. If you have any questions regarding services at this site, please do not hesitate to ask one of the program coordinators (college personnel responsible for the instructional offerings at this site).

Audio-Visual Equipment

There is no college AV equipment available at this site. Please see the site coordinator for special arrangements.

Copy Services

There are no copying facilities available at this location. Please work with the respective department chairs and program directors/coordinators for copy center procedures.

Mail Services

College mail service to the Arnold campus is not available. However, mail service through the county is available. Please address interoffice envelopes to AACC, MS 5240, department or building and staff name. Please see the site coordinator for additional assistance.

Off-Site Location Information Glen Burnie High School

Glen Burnie High School
Industrial Arts Building
7550 Baltimore and Annapolis Blvd.
Glen Burnie, MD 21061
Phone: 410 761-8950
<http://mapinfo.aacps.org/> or <http://www.aacc.edu/inyourneighborhood>

The Industrial Arts building is located on Kuethe Road right off Baltimore and Annapolis Boulevard. Ample parking is available at the front of the building where the college entrance doors are located.

Smoking, possession or consumption of alcoholic beverages, and possession or distribution of controlled substances is prohibited in and on Anne Arundel County Public School properties.

Courses

Credit and Noncredit

Hours of Operation

Monday through Thursday 5:30 – 9:30 p.m.

Evening Site Coordinators Contact Information

Elizabeth Williams (Monday -Thursday)
Voice mail: 410 777-2001 ext. 9394

The evening site coordinator is located in the Loading Dock Room. If you have any questions regarding services at this site, please do not hesitate to ask the college coordinator.

Audio-Visual Equipment

There are three VHS/DVD players with TV monitors, three laptop with projection units, and two overhead projectors, all on carts. There are also three televisions and one white board. Please see the site coordinator to reserve any audio-visual equipment or for special arrangements.

Copy Services

There are no copying facilities available at this location. Please work with the respective department chairs and program directors/coordinators for copy center procedures.

Mail Services

College mail service to the Arnold campus is available. Pick up and deliveries are made as needed Monday through Thursday during the fall and spring terms. Please see the site coordinator for additional assistance.

Off-Site Location Information Independent Electrical Contractors (IEC)

Independent Electrical Contractors (IEC)

1424 Odenton Road

Odenton MD 21113-1223

Phone: 301 621-9545

<http://www.iec-chesapeake.com/new/> or <http://www.aacc.edu/inyourneighborhood>

Courses

Noncredit

Hours of Operation

Monday through Thursday 5:30 – 10:00 p.m.

Evening Site Coordinators Contact Information

Doug Stauch

Cell: 443-962-4447

If you have any questions regarding services at this site, please do not hesitate to ask one of the college coordinators.

Audio-Visual Equipment

One VHS/DVD player with a TV monitor and one overhead projector on carts are available at this site. There are also 24 clicker key pads and an infrared receiver. Please see the site coordinator for special arrangements to use this equipment.

Copy Services

There are copying facilities available at this location. Please work with the site coordinator for copy procedures.

Mail Services

College mail service to the Arnold campus is available. Please see the site coordinator for additional assistance.

Off-Site Location Information Meade Middle School

Meade Middle School
1103 26th Street
Ft Meade, Maryland 20755
410 674-2355

<http://mapinfo.aacps.org/> or <http://www.aacc.edu/inyourneighborhood>

If you do not have base clearance, an easy entrance to this middle school can be found from Route 175 at the traffic light intersecting Disney Avenue. Proceed on Disney Avenue to the school on the left. Ample parking is available in front of the school. Smoking, possession or consumption of alcoholic beverages, and possession or distribution of controlled substances is prohibited in and on Anne Arundel County Public School properties.

Courses

Credit and noncredit

Hours of Operation

Monday through Thursday 5:00 - 10:00 p.m.

Evening Site Coordinators Contact Information

Susan Bale (M/W)	Laura Nauta (T/Th)
Cell: 443-889-9993	Cell: 443-454-4721

The site coordinators are located in the school office to the right of the main entrance. If you have any questions regarding services at this site, please do not hesitate to ask one of the college coordinators.

Audio-Visual Equipment

There are two TV/VHS/DVD combo units, one VHS player with TV monitor, one overhead projector, seven laptop computers with projection units and a podium all on carts available on site. There are also 5 whiteboards on wheels that can be used to supplement blackboards in the classrooms. Please reserve equipment with the college site coordinator at least one week in advance.

Copy Services

There are no copying facilities available at this location. Please work with the respective department chairs and program directors/coordinators for copy center procedures.

Mail Services

College mail service to the Arnold campus is available. Pick up and deliveries are made Monday through Thursday during the fall, spring and summer terms. The outgoing/in-coming inter-office AACC mailbox is located in the school's main office. Please see the site coordinator for proper location and assistance.

Off-Site Location Information Severna Park High School

Severna Park High School
Robinson Road
Severna Park, MD 21146
Phone: 410 544-0900

<http://mapinfo.aacps.org/> or <http://www.aacc.edu/inyourneighborhood>

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Courses

Noncredit

Hours of Operation

Tuesday and Thursday 5:30 – 9:30 p.m.

Evening Site Coordinators Contact Information

Bruce Blackman (T/Th)
Cell: 443-534-4238

The site coordinator can be found in Room 246 on the second floor near the School Media Center. If you have any questions regarding services at this site, please do not hesitate to ask one of the college coordinators.

Audio-Visual Equipment

There is no college AV equipment available at this site. Please see the site coordinator for special arrangements.

Copy Services

There are no copying facilities available at this location. Please work with the respective department chairs and program directors/coordinators for copy center procedures.

Mail Services

College mail service to the Arnold campus is not available. However, mail service through the county is available. Please address interoffice envelopes to AACC, MS 5240, department or building and staff name. Please see the site coordinator for additional assistance.