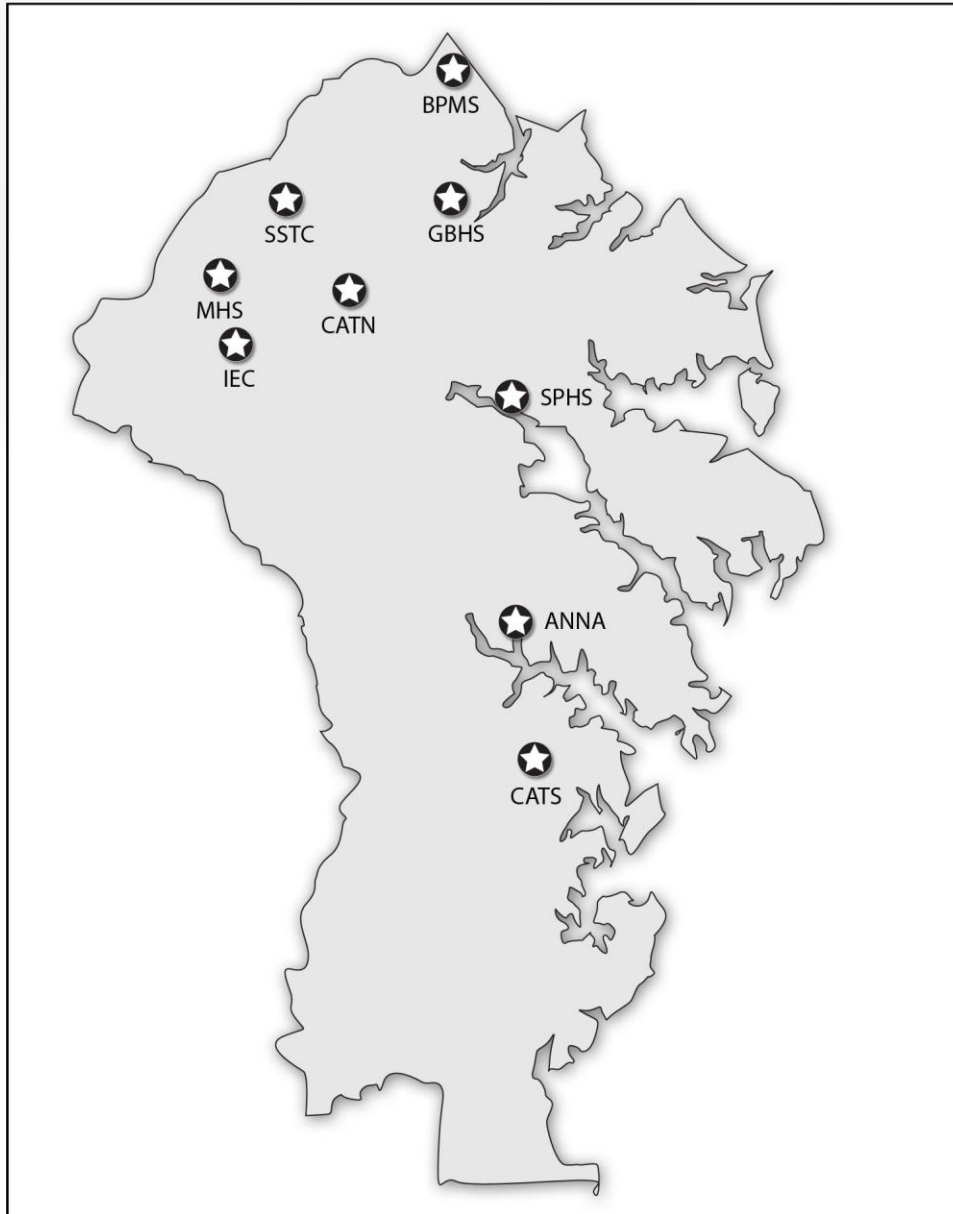


Anne Arundel Community College *Operations Manual*
for Off-site Locations
2011 - 2012



AACC Operations Manual for Off-site Locations 2011-2012

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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 High 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.

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Site Coordinator Guidelines

ADMINISTRATION

HIRING PROCEDURE FOR 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 additional site coordinator. Site coordinators 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 or site administrator.

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. 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 15 regarding the college's instant alert system, E2Campus and emergency closings. If one wishes to receive *Instant Alert* messages pertaining to the status of classes at off-site locations, one needs to sign up for the Off-site Community Group. This is an additional sub-group available through E2Campus. This will provide text messages to one's cell phone or computer.) 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 10-13 for additional information, 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. See the chart on page 36 for a listing of cell phone numbers for each site coordinator. 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.

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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 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 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 to 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. In order to expedite the process of repairing equipment, provide the asset tag number which helps to identify the unit. 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.

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ONLINE RESOURCES FOR AACC SITE COORDINATORS

AACC Site Coordinators can access online information and resources using the college's learning management system—ANGEL. A community group was created for site coordinators where information related to the programs and services available at the college's off-site locations is available and the ability to connect with other site coordinators in discussion forums is possible. The current operations manual, college and public school academic calendars, forms, inclement weather policy, emergency notification procedures, time entry due dates and information about off-site locations are available. One can check the "Communicate" tab to view or send Email in ANGEL.

To access the Site Coordinators' Community Group:

1. Log into MyAACC
2. Click on the "My Courses" tab, select the term (Fall, Spring, etc.), then click on the title of the online community group—*AACC Site Coordinators*.
3. Your Personal Homepage will open up in the ANGEL Learning Management System to **access** online courses and/or community groups.
4. Under community groups select *AACC Site Coordinators*.
5. Navigate by selecting the tabs at the top of the web page. Note: the "content" tab contains most of the resources created for weekend instructors.
6. **Note:** Once you have opened ANGEL, logout of **MyAACC** and close the **MyAACC** window. **Leave the ANGEL window open.**

INFORMATION SERVICES PLANNED DOWNTIME

AACC is committed to providing current and progressive technology to enhance and support the college mission. In order to continue to provide superior service to the college community, regular maintenance is required.

Regularly scheduled maintenance occurs Friday evenings from 9:30 pm EST to 1:30 am EST. All college systems are unavailable to students, faculty and staff during this timeframe. This includes access to e-mail via Outlook (OWA, Blackberry, SmartPhones), ANGEL (online, hybrid and web-based courses), OLA, remote access, Datatel, STARS, MyAACC, www.aacc.edu and the Intranet.

On the second Friday of every month only the Self Services tab in MyAACC, Datatel and STARS will be unavailable from 6:30 pm EST to 1:30 am EST.

The Friday maintenance periods were selected to minimize the impact on learning.

COLLEGE MAIL DISTRIBUTION

Routinely, each site coordinator is asked to distribute information to faculty and students at their off-site location. The coordinator is the administrative link to the college and should be prepared to answer questions regarding closings for holidays and the 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

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found on the college Intranet by going to MyAACC and selecting the tab for *Intranet*, scrolling down to the *Resources* column and selecting *Document Services Electronic Submission*. 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 addresses 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 on page 7.

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 2011-2012 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. Ivan Harrell at 410-777-2830.

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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 (E2CAMPUS)

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 24 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:

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

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- Click **Login**.

Change Password

Current password:

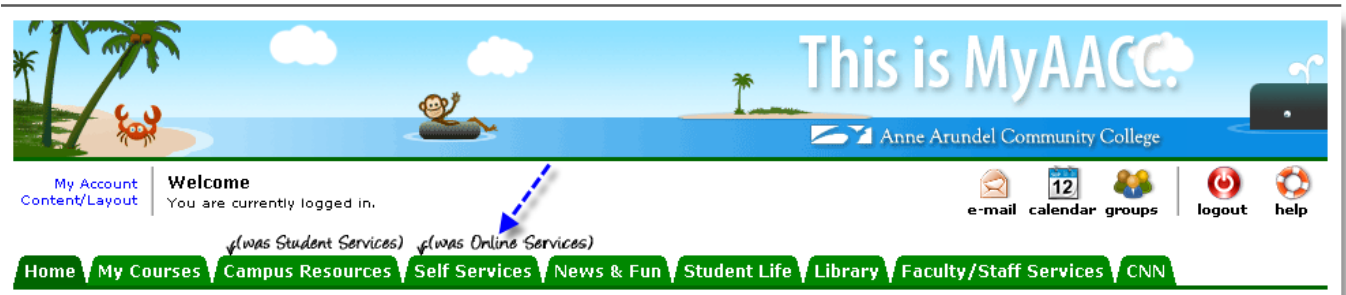
New password:

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>Communication</p> <p>My documents</p>
<p>Time Entry and Approval</p> <p>Time entry Time history Time approval (for supervisors) Employee history (for supervisors)</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

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

SUBMIT

AACC Operations Manual for Off-site Locations 2011-2012

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'. 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

An 'OK' button is located at the bottom center of the dialog box.

- 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.' 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

An 'OK' button is located at the bottom center of the dialog box.

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
<input type="button" value="OK"/>								

- 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

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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*

SUBMIT

- 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

SUBMIT

- 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 approved By Fran 9:30 a.m.	Payday
08/01 - 08/15	08/15/11	08/16/11	08/22/11
08/16 - 08/31	08/31/11	09/01/11	09/07/11
09/01 - 09/15	09/15/11	09/16/11	09/22/11
09/16 - 09/30	09/30/11	10/03/11	10/07/11
10/01 - 10/15	10/18/11	10/19/11	10/21/11
10/16 - 10/31	10/31/11	11/01/11	11/07/11
11/01 - 11/15	11/15/11	11/16/11	11/22/11
11/16 - 11/30	11/30/11	12/01/11	12/07/11
12/01 - 12/15	12/15/11	12/16/11	12/22/11
12/16 - 12/31	12/22/11	01/03/12	01/06/12

Anne Arundel Community College Information

AACC Operating Calendar Fiscal Year 2012

July 2-4, 2011 – College Closed – Independence Day Weekend

August 16 & 17, 2011 – College Faculty and Staff Orientation

September 3-5, 2011 – College Closed – Labor Day Weekend

November 24-27, 2011 – College Closed – Thanksgiving Break (**offices close at 4:30 p.m. on Wednesday, November 23rd)

December 23, 2011 – January 2, 2012 College Closed – Winter Break (**offices close at 4:30 p.m. on Thursday, December 22nd)

January 12, 2012 – College Faculty and Staff Orientation

January 16, 2012 – College Closed – Dr. Martin Luther King, Jr. Day

March 19-25, 2012 – College Closed – Spring Break

May 26-28, 2012 – College Closed – Memorial Day Weekend

July 4, 2012 – College Closed – Independence Day

**Per the college's approved academic calendar ([Anne Arundel Community College Academic Calendar 2011-2012](#)) no classes start after 4:30 p.m. on the day before the break begins.

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AACC STUDENT ACADEMIC CALENDAR 2011-2012

Fall Term 2011:

August 22	All 15-week session classes, distance and first 8-week session classes begin
August 26	Weekend College classes begin
September 2	No classes start 4:30 p.m. or after
September 3-5	Labor Day break (no classes)
September 6	13-week session classes begin
October 12	First 8-week session classes end, final exam last class
October 13	Second 8-week session classes begin
November 1	Deadline for submitting application for December 2011 graduation
November 23	No classes start 4:30 p.m. or after
November 24-27	Thanksgiving break (no classes)
December 4	15-week and 13-week session classes end
December 5-11	Final exams (13-week and 15-week session classes)
December 6	Second 8-week session classes end (final exam last class)
December 11	Weekend College classes end (final exam last class)

Note: Designated science classes with laboratory requirements will start August 20th.

Winter Term 2012:

January 3	College reopens
January 3-13	Winter 2-week session (final exam last class)

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Spring Term 2012:

January 16	Dr. Martin Luther King, Jr., Day (no classes)
January 18	All 15-week session, distance and first 8-week session classes begin
January 20	Weekend College classes begin
January 30	13-week session classes begin
March 1	Deadline for submitting application for May 2012 graduation
March 8	First 8-week session classes end (final exam last class)
March 12	Second 8-week session classes begin
March 19-25	Spring break (no classes)
May 6	15-week and 13-week session classes end
May 7-13	Final exams
May 8	Second 8-week session classes end (final exam last class)
May 13	Weekend College classes end (final exam last class)
May 24	Commencement
May 25	No classes start 4:30 p.m. or after
May 26-28	Memorial Day break (no classes)

Summer Term 2012:

Session 1:

May 21 – June 28	6-week session
May 21– July 12	First 8-week session
May 21 – August 6	11-week session
May 25	No classes start 4:30 p.m. or after
May 26-28	Memorial Day break (no classes)
June 1 – July 21	Weekend College
July 4	Independence Day break (no classes)

Session 2:

June 11– August 2	Second 8-week session
July 4	Independence Day break (no classes)

Session 3:

July 2 – August 9	Second 6-week session
July 4	Independence Day break (no classes)

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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. Most 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 HCAT for faculty and students. The Library has more than 20,000 electronic books that you can find in the catalog and read online. In order to search the library’s databases from home, one needs to have a college ID card or library card, which distance learning and off-campus students, faculty and staff can apply for on the college Web site. The library’s databases include the full text of thousands of magazines, scholarly journals, newsletters, newspapers, and books, as well as streaming audio and video. See <http://libguides.aacc.edu/databases> for a list of library databases and links to access them.

Library Instruction- Librarians would be pleased to be invited to visit your class to help your students learn to conduct research effectively. Sessions are customized for the your research assignment(s). 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 libraryinstruc@aacc.edu There is also a class request for library instruction form (along with other faculty-related information) online at <http://libguides.aacc.edu/faculty>. 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 at <http://libguides.aacc.edu/plagiarism> about plagiarism that you can use with your students. Faculty who need assistance in preventing and detecting plagiarism should contact the reference desk.

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 libraryinstruct@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: http://libguides.aacc.edu/plagiarism

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 HCAT for faculty and students. If this is not convenient, contact the Distance Learning Librarian by e-mail or phone to arrange for delivery. The Library has more than 20,000 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 ID or 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- If you don’t have an AACC ID card, you will 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 libraryinstruct@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: http://libguides.aacc.edu/plagiarism</p> <p>Turnitin: www.turnitin.com</p>

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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

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English.....	410-777-2280	Engineering.....	410-777-2442
English as a Second Language (ESL)	410-777-2901	International Education	410-777-2332
Entrepreneurial Studies Institute	410-777-2066	Internships	410-777-2475
Environmental Center	410-777-2230	IT Help Desk (for MyAACC technical support)	410-777-4357
Evening/Weekend Services	410-777-2976	Job Placement	410-777-2201
Event Services	410-777-2614	Juvenile Justice.....	410-777-7063
EXPLORE (Gifted and Talented Program).....	410-777-2325	Kids in College.....	410-777-2325
Federal Compliance Officer.....	410-777-7432	Law Enforcement	410-777-7063
Film	410-777-7230	Learner Support Services	410-777-2411
Financial Aid	410-777-2203	Learning	410-777-2247
Fire Management	410-777-2390	Learning Outcomes Assessment.....	410-777-2266
Forensic Studies	410-777-7063	Learning Resources Management	410-777-2256
Fort Meade Army Education Center	410-672-2117/3554	Library.....	410-777-2211
Foundation.....	410-777-2515	Lifelong Learning	410-777-2325
Future courses.....	410-777-2430	Literacy	410-777-2919
Future, Institute for the.....	410-777-2708	Maryland Relay (TTY translation)	711or1-800-735-2258 (outside Maryland)
GED	410-799-9099	Math Lab.....	410-777-6869
Geography	410-777-2430	Math Lab, AACC at Arundel Mills	410-777-1982
Glen Burnie Town Center.....	410-777-2945	Mathematics	410-777-2360
Grants.....	410-777-2321	Media Production Services.....	410-777-2630
Health and Physical Education.....	410-777-2302	Medical Assisting	410-777-7310
Health Professions.....	410-777-7310	Medical Laboratory Technician	410-777-7310
Health Services	410-777-2480	Middle School Scholars	410-777-2325
History	410-777-2430	Music.....	410-777-7019
Homeland Security Management.....	410-777-7063	Nursing.....	410-777-7310
Honors Program	410-777-1269	Occupational Skills Program	410-777-2325
Hospitality, Culinary Arts and Tourism Institute (HCAT)	410-777-2398, 1-866-456-HCAT (4228)	Off-site Administration	410-777-2340
Human Resources.....	410-777-2425	Ombudsman Services.....	410-777-2307
Human Services	410-777-7310	Online Courses	410-777-2464
Humanities	410-777-7230	Paralegal Studies	410-777-7323
Information Services, Administrative Office	410-777-2487	Parenting Center at AACC	410-777-2159
Institutional Advancement	410-777-2515	Part-time Faculty Development.....	410-777-2475
Instructional Support Center	410-777-2325	Performing Arts (Dance, Music, Theater)	410-777-7019
Instructional Technologies	410-777-2331	Pharmacy Technician	410-777-7310
Intelligence Analytics.....	410-777-7063	Philosophy	410-777-2430

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

COLLEGE FAX NUMBERS

Academic Advising	410-777-2494
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Academic Support Center.....	410-777-4007	AACC at Arundel Mills, College Services	410-777-1965
Administration Building.....	410-777-2245	AACC Bookstore	410-777-2596
Admissions and Enrollment Development	410-777-4246	Media Production Services.....	410-777-2439
Arts and Sciences, Humanities Building	410-777-2385	Reading Department.....	410-777-2070
Arts and Sciences, Careers Center	410-777-2135	Library	410-777-2652
Athletics.....	410-777-2233	Mathematics Building.....	410-777-2012
Business	410-777-2402	Records and Registration	410-777-2489
Cade Center.....	410-777-7553	Sales and Service Training Center at AMIL	410-799-4411
Careers Center.....	410-777-2494	Schwartz Building.....	410-777-2022
CALT Building.....	410-777-2445/7266	Science (Dragun Science Building)	410-777-2525
Computing and Technical Studies.....	410-777-2445	Security	410-777-2544
Criminal Justice and Homeland Security	410-777-7054	Student Achievement and Success Program (SASP)	410-777-2530/2553
Diversity and Federal Compliance.....	410-777-2013	Student Activities	410-777-7044
Environmental Center	410-777-4263	Student Association.....	410-777-2368
Event Services	410-777-7041	Student Financial Services	410-777-2019
Financial Aid	410-777-4019	TEACH Institute.....	410-777-1967
Fort Meade Army Education Center	410-674-2187	Testing Office, Arnold.....	410-777-4007
Glen Burnie Town Center		Testing Office, Arundel Mills.....	410-777-4009
First floor.....	410-777-2964	Testing Office, GBTC	410-777-4008
Second floor.....	410-777-2949	Transcript request	410-777-2489
Third floor	410-777-2979	Tutoring Office.....	410-777-4642
Fourth floor	410-777-2978	Virtual Campus (Distance Learning)	410-777-2691
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		

Anne Arundel County Public Schools Information

AACPS Holidays and School Openings 2011-2012

Below are the dates the AACPS 2011-2012 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:

Thursday, Sept. 29, 2011	Rosh Hashanah
Monday and Tuesday, Nov. 21 and 22, 2011 (No AACC classes after 4:30 p.m. on Wednesday, Nov. 23)	Thanksgiving Holiday
Monday and Tuesday, Jan. 23 and 24, 2012	In-service Days
Monday, Feb. 20, 2012	Presidents' Day
Monday, April 2- Monday, April 9	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 2011-2012



Anne Arundel County Public Schools 2011 – 2012 School Calendar

Approved by the Board of Education November 3, 2010 (Revised 5/11/2011)

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

August 2011						
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.aaccps.org/earlychildhood

8-10	New teacher orientation.
11-12	Reading Program training for new teachers.
13	Fall Sports begin.
16-19	Opening activities for teachers (To include the equivalent of 2 teacher workdays). Aug. 17: Prof. Development Day
22	Schools closed for teachers.
23	Schools open for grades 1-5 and grades 6 and 9 only.
24	Schools open for students in grades 1 through 12.
23-25	Conferences for Half-day Pre-K & ECI students. August 23 & 24 only for Kindergarten & Full-day Pre-K students.
25, 26, & 29	Slaggered entrance for Kindergarten and Full-day Prekindergarten.
26	First day of school for ECI students.
26, 29, & 30	Slaggered entrance for Half-day Prekindergarten.
30	First day for all Kindergarten and Full-day Prekindergarten.
31	First day for all Half-day Prekindergarten.

September 2011						
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	

5	Labor Day — All Schools and Central Offices closed.
14	Attacking the Gap! Professional Development. Two-hour early dismissal for all students. Schools closed for p.m. Prekindergarten and ECI students.
29	Rosh Hashanah — All Schools and Central Offices closed. No extracurricular activities to be held after sundown the preceding evening.
30	Interims to be sent home.

October 2011						
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					

3-7	High School Assessment (HSA) Administration.
12	PSAT
19	Attacking the Gap! Professional Development. Two-hour early dismissal for all students. Schools closed for p.m. Prekindergarten and ECI students.
21	Schools closed for students. MSEA Convention. Professional Development Day.
28	End of first marking period (46 days). Two-hour early dismissal for all students. Schools closed for p.m. Prekindergarten and ECI students.
31	Beginning of second marking period.

November 2011						
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			

9	Attacking the Gap! Professional Development. Two-hour early dismissal for all students. Schools closed for p.m. Prekindergarten and ECI students.
11	Report card distribution for all students.
15	Winter sports begin.
14-18	American Education Week.
21 & 22	Schools closed for students. Parent/Teacher conferences for elementary and middle schools. Professional Development day/Workday for high school teachers.
23-25	Thanksgiving Holiday—All Schools and Central Offices closed.

December 2011						
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

16	Interims to be sent home by this date.
23-Jan. 2	Christmas/Winter Break—All schools closed December 23 through January 2 for students, teachers, and school-based Unit IV employees. School Offices & Central Offices closed December 23, 26, 30 and January 2.

January 2012						
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				

2	All Schools and Central Offices closed.
3	Schools open for teachers and students.
9-20	High School Assessment Administration.
11	Attacking the Gap! Professional Development. Two-hour early dismissal for all students. Schools closed for p.m. Prekindergarten and ECI students.
13	Semester Examinations for Centers of Applied Technology.
16	Martin Luther King, Jr. Birthday Commemoration— All Schools and Central Offices closed.
17-20	High School Semester Examinations. Two-hour early dismissal for all students, teacher workdays. Schools closed for p.m. Prekindergarten and ECI students.
20	End of second marking period (47 days).
23 & 24	Schools closed for students. Professional Development day/Workday for elementary and middle school. Workday for high school teachers. (See note under January calendar.)
25	Beginning of third marking period.

Note: January 23 and 24 may be made school days for all students. See "Calendar Notes" on the reverse side regarding Inclement Weather closings.

AACC Operations Manual for Off-site Locations 2011-2012

AACC Site Coordinator's Information and School Phone Numbers

<p>Annapolis High School 2700 Riva Road Annapolis MD 21401 410 266-5240</p>	<p>Monday/Wednesday 5:30 - 9:30 pm</p>	<p>Jowan Thomas-Boston (M/W) 410 355-0136 Home 240 367-3279- Cell 410 266-5240- Work Email: jrthomas@aacps.org</p>
<p>Brooklyn Park MS 200 Hammonds Lane Baltimore MD 21225 410 636-2967</p>	<p>Tuesday/Thursday 5:30 - 9:30 pm</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>Monday/Wednesday 5:30 - 9:30 pm</p>	<p>Jason Rush (M/W) 410 969-3100 - Business 410 852-6855 - Cell Email: jrush1@aacps.org</p>
<p>CATS 211 Central Avenue, East Edgewater MD 21037 410 956-5900</p>	<p>Tuesday/Thursday 5:30 - 9:30 pm</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>Tuesday/ Thursday 5:30 - 9:30 pm Monday/Wednesday 5:30 - 9:30 pm</p>	<p>Kelly Flavin (T /Th) 410 533-8597- cell Email: broadneck01@yahoo.com Annika Anderson (M/W) 443-763-1275- cell 410-672-0115 adanderson@aacps.org</p>

AACC Operations Manual for Off-site Locations 2011-2012

<p>IEC 1424 Odenton Road Odenton MD 21113 301 621-9545</p>	<p>Monday - Thursday 5:00 - 10 p.m.</p>	<p>Kelly Flavin (M/W) 410 533-8597 Cell broadneck01@yahoo.com</p> <p>Marneek Brown (T/TH) 410 293-9118 Business 410 980-7584 Home Email: neekieb@verizon.net</p>
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<p>Meade High School 1100 Clark Road Ft. Meade MD 20755 410 674-7710</p>	<p>Monday/ Wednesday 5:00 - 10:00 pm</p>	<p>Susan Bale (M/W) 443 889-9993 - Cell Email: sbale02@yahoo.com</p> <p>Jolanda Wimbush (M/W) 410 424-3239 - Business 410 590-9152 - Home Email: jwimbush@aacps.org</p>
	<p>Tuesday/Thursday 5:00 - 10:00 pm</p>	<p>Laura Nauta (T/TH) 410 293-6963 - Business 443 454-4721 - Cell Email: nauta@usna.edu</p> <p>Annika Anderson (T/Th) 443-763-1275- cell 410-672-0115 adanderson@aacps.org</p>

<p>Sales and Service Training Center 7000 Arundel Mills Circle Hanover MD 21075</p>	<p>Monday/ Wednesday 5:30 - 8:30 pm Saturday 9:00 am - 1:00 pm</p>	<p>Brenda Whiting (M/W/Sat) 410 956-5900 - Business Email: bwhiting@aacps.org</p>
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AACC Operations Manual for Off-site Locations 2011-2012

410 777-1823	Tuesday 5:30 - 8:30 pm	Claudia Wiseman (Tues) 410 396-1207 - Business 410 693-7176 - Cell Email: wiseguys20@aol.com
	Thursday 5:30 - 8:30 pm	Catherine Jones (Thurs) 410 614-1197 - Business 410 279-0314 - Cell Email: cjones60@jhmi.edu

Severna Park HS Robinson Road Severna Park MD 21146 410 544-0900	Tuesday/ Thursday 5:30 - 9:30 pm	Bruce Blackman (T/Th) 410 544-0900 - Business 443 534-4238 - Cell Email: bblackman@aacps.org
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Substitutes:	<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>Cheryl Jones on Mon. and Sat. 410 777-2220 (AACC Bookstore) 410 279-1681 Cell Cajones1969@yahoo.com</p>
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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

Jowan Boston-Thomas (M/W)
240 367-3279 Cell
410266-5240 Work
jrthomas@aacps.org

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.

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)
410-761-0934 business
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

Jason Rush (M/W)
410-969-3100 Work
443 852-6855 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.

Off-Site Location Information Center of Applied Technology South

Center of Applied Technology/South (CATS)
211 Central Avenue East
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

Kelly Flavin (T/Th)	Annika Anderson (M/W)
410 533-8597 Cell	443 763-1275 Cell
	410 761-8950 Work

The evening site coordinator is located in the hall at the start of classes and then in the Faculty Room. If you have any questions regarding services at this site, please do not hesitate to ask the site coordinators.

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 5:00 – 9:30 p.m.

Evening Site Coordinators Contact Information

Kelly Flavin (M/W)

Marneek Brown (T/Th)

410 533-8597

410 293-9118

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

Attendance

Attendance is required of apprenticeship students in this program. Unless an exam is administered, students and teachers are obligated to use all the instructional time allotted to them.

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.

Parking

Parking is in short supply at this location. The lot is monitored by the site coordinators to ensure that the entrances are not blocked. Site coordinators also monitor on-the-street parking to ensure that the neighbors do not have blocked driveways. During inclement weather, students may be required to park at the MARC Train station parking lot.

Off-Site Location Information Meade High School

Meade High School
1100 Clark Road
Ft Meade, Maryland 20755
410 674-7710

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

If you do not have base clearance, an easy entrance to this school is available from Route 175. Turn at 26th Street; the high school is straight ahead. Park in either the faculty/staff or bus lot. Enter at the posted college entrance. Nonmilitary students cannot access MHS parking lots via Clark Road. 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)	Annika Anderson (T/Th)	Jolanda Wimbush (M/W)
Cell: 443-889-9993	Cell: 443-454-4721	Cell: 443 763-1275	Home: 410 590-9152

The site coordinators are located in the school office at the Red Desk on the second floor. 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. 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>

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 p.m.

Evening Site Coordinators Contact Information

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

The site coordinator can be found in Room 215 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.