QUICK GUIDE TO ASSISTANCE

AACC at Arundel Mills | AMIL .............................................. 410-777-2010
AACC Bookstore (Arnold) | SUN 160 .............................................. 410-777-2220
Advising, Academic and Transfer Advisors | SSVC 200 ........................................... 410-777-2307
Exceptions to academic regulations | SVC 200 .............................................. 410-777-2307
Address change | SSVC 140 .............................................. 410-777-2243
Athletics, intercollegiate | GYM 203 .............................................. 410-777-2300
Auditing courses | SSVC 200 .............................................. 410-777-2307
Box Office (theater) | PCPA .................................................. 410-777-2457
Bus schedules | SUN 202 .............................................. 410-777-2218
Career counseling | SUN 203/AMIL 105/GBTC 207 .......... 410-777-2307
Center for Learning Through Service | CRSC 312 .............................................. 410-777-2366
Child Development Center | CDC 122 .............................................. 410-777-2450
Clubs and student organizations | SUN 225 .............................................. 410-777-2218
Computer Commons | CRSC 264 .............................................. 410-777-1364
Computer labs | LBRY 101/ GBTC/AMIL 105/2986/1935
Continuing education | CALT 115 .............................................. 410-777-2325
Counseling (personal) | SUN 203 .............................................. 410-777-7111
Curriculum/schedule change | SSVC 200 .............................................. 410-777-2307
Dining services/vending | SUN 100 .............................................. 410-777-2333
Disability Support Services (DSS) | SSVC 200 .............................................. 410-777-2307
(Moving to SUN 140 in Fall 2019)
Drop/add/withdrawal from classes | SSVC 140 .............................................. 410-777-2243
Emergency assistance
(Department of Public Safety and Police) | CSB .............................................. 410-777-1818
Employment Services | SSVC 222/AMIL 101 .............................................. 410-777-2770
(Moving to SUN 140 in Fall 2019)
English as a Second Language (ESL) | JOHN 206 .............................................. 410-777-2901
Event Services | SUN 140 .............................................. 410-777-2614
Financial aid | SSVC 160 .............................................. 410-777-2203
Fort Meade Army Education Center | FMC .............................................. 410-777-1470/1471
General information | SSVC .............................................. 410-777-AACC (2222)
Glen Burnie Town Center | GBTC .............................................. 410-777-2945
Grades | SSVC 140 .............................................. 410-777-2243
Graduation application | SSVC 140 .............................................. 410-777-2243
Health & Wellness Center | SUN 120 .............................................. 410-777-2480
Internships | CRSC 314 .............................................. 410-777-2475
Jobs (work-study) on campus | SSVC 160 .............................................. 410-777-2203
Library services | LBRY .............................................. 410-777-2211
Lost and found | CSB .............................................. 410-777-2440
Military/Veteran Resource Center | LIBR 112 .............................................. 410-777-4VET (4838)
Office of Community Standards | SUN 210 .............................................. 410-777-2766
Parking information | CSB .............................................. 410-777-2440
Personal & Career Counseling | SUN 205, 207 & 209 .......... 410-777-7111
Public Safety and Police | CSB .............................................. 410-777-2440
Refunds | SSVC 120 .............................................. 410-777-2236
Registration | SSVC 140 .............................................. 410-777-2243
Scholarships | SSVC 160 .............................................. 410-777-2203
Science tutoring center | DRGN 5 .............................................. 410-777-2260
Student Achievement and Success Program (SASP)
LIBR 129 .............................................. 410-777-2530
Student Engagement | SUN 225 .............................................. 410-777-2218
Student Government Association | SUN 206 .............................................. 410-777-2309
Substance abuse education | SUN 120 .............................................. 410-777-2527
Supplemental Instruction | LIBR 109 .............................................. 410-777-2738
Technical Call Center | CRSC 108 .............................................. 410-777-4357 (HELP)
Testing offices | AMIL / SUN / GBTC .............................................. 410-777-1915/2375/2906
Transcripts | SSVC 140 .............................................. 410-777-2243
Tutoring office | LBRY 106 .............................................. 410-777-2642
Veterans’ educational benefits | SSVC 160 .............................................. 410-777-2203
Virtual Campus (distance learning) programs
CADE 332 .............................................. 410-777-2464
WEEKENDYOU support services
CALT SATURDAYS / CRSC SUNDAYS .............................................. 410-777-2555
Writing centers | LBRY 108 / AMIL 204 .............................................. 410-777-1241/2077
DEAR AACC STUDENTS,

Welcome to all of our new students and “Welcome Back” to returning AACC students! We invite you to discover all of the educational, job training and personal enrichment opportunities waiting for you at AACC. Joining you on this exciting journey are the outstanding AACC faculty and staff who are ready to assist you every step of the way. Please reach out for their knowledge and expertise; they are a valuable resource!

Explore our vibrant student life of clubs, fun activities, numerous athletic programs and a thriving art, dance, music and theater culture. You will make new friends while expanding your horizons!

Stop by the Student Engagement Office located in SUN 225 in Arnold and GBTC 215 at the Glen Burnie Town Center to learn more about the services and local venue discounts available to you. This office also has a food pantry created in partnership with the Maryland Food Bank and a HelpLink grant program offering emergency financial support.

Visit aacc.edu for more information on all of the topics surrounding your AACC experience, from registering for classes and payment options to viewing your grades and checking your mail.

Best wishes for a great AACC experience!

Sincerely,

Felicia Patterson, D.Mgt.
Vice President, Learner Support Services
## ACADEMIC CALENDAR 2019-2020

### FALL TERM 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 24</td>
<td>Fall term begins</td>
</tr>
<tr>
<td>Aug. 26–Dec. 8</td>
<td>15-week session</td>
</tr>
<tr>
<td>Aug. 26–Oct. 20</td>
<td>First eight-week session*</td>
</tr>
<tr>
<td>Aug. 30</td>
<td>No classes start 4:30 p.m. or after</td>
</tr>
<tr>
<td>Aug. 31–Sept. 2</td>
<td>Labor Day break (no classes)</td>
</tr>
<tr>
<td>Sept. 9–Dec. 8</td>
<td>13-week session</td>
</tr>
<tr>
<td>Oct. 21–Dec. 15</td>
<td>Second eight-week session*</td>
</tr>
<tr>
<td>Nov. 27</td>
<td>No classes start 4:30 p.m. or after</td>
</tr>
<tr>
<td>Nov. 28–Dec. 1</td>
<td>Thanksgiving break (no classes)</td>
</tr>
<tr>
<td>Dec. 9-15</td>
<td>Final exams (15- and 13-week session)</td>
</tr>
<tr>
<td>Dec. 20</td>
<td>Fall term ends</td>
</tr>
</tbody>
</table>

* Final exam will be given during the last class.

**NOTE:** Designated classes with laboratory requirements will start Aug. 24.

### WINTER TERM 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 6</td>
<td>Winter term begins</td>
</tr>
<tr>
<td>Jan. 20</td>
<td>Dr. Martin Luther King Jr. Day (no classes)</td>
</tr>
<tr>
<td>Jan. 21</td>
<td>Winter term ends</td>
</tr>
</tbody>
</table>

Winter session final exam will be given during the last class.

Classes scheduled at locations not owned or controlled by the college may meet on days and times when the college is closed.

* Important dates including the start and end date, audit date, refund date, interim grade due date and withdraw dates can be found under “My Class Schedule” on MYAACC. Click on MENU>Self Services>Credit Students>Academic Profile>My Class Schedule
### SPRING TERM 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 22</td>
<td>Spring term begins</td>
</tr>
<tr>
<td>Jan. 22–May 10</td>
<td>15-week session</td>
</tr>
<tr>
<td>Jan. 22–March 15</td>
<td>First eight-week session*</td>
</tr>
<tr>
<td>Jan. 24–May 17</td>
<td>Weekend session*</td>
</tr>
<tr>
<td>Feb. 3–May 10</td>
<td>13-week session</td>
</tr>
<tr>
<td>March 16–22</td>
<td>Spring break (no classes)</td>
</tr>
<tr>
<td>March 23–May 17</td>
<td>Second eight-week session*</td>
</tr>
<tr>
<td>May 11–12</td>
<td>Make-Up Instruction Time**</td>
</tr>
<tr>
<td></td>
<td>(not applicable to the eight-week session)</td>
</tr>
<tr>
<td>May 13–19</td>
<td>Final exams (15- and 13-week sessions)</td>
</tr>
<tr>
<td>May 22</td>
<td>Spring term ends</td>
</tr>
</tbody>
</table>

* Final exam will be given during the last class.

** These days may be used for scheduled instruction in the event of unscheduled closings or for final exam preparation.

### SUMMER TERM 2020*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 23–25</td>
<td>Memorial Day break (no classes)</td>
</tr>
<tr>
<td>May 26</td>
<td>Summer term begins</td>
</tr>
<tr>
<td>July 3–5</td>
<td>Independence Day break (no classes)</td>
</tr>
<tr>
<td>Aug. 21</td>
<td>Summer term ends</td>
</tr>
</tbody>
</table>

*Summer term final exam will be given during the last class.

**NOTE:** Session start and end dates may be adjusted, within the term, in the event the college experiences unscheduled closings.

Classes scheduled at locations not owned or controlled by the college may meet on days and times when the college is closed for college breaks and scheduled holidays.
The college has developed and implemented regulations, policies and procedures to guide the academic program. Each student is advised to read these policies. Detailed information for each of these regulations, policies and procedures can be found in the 2018 college catalog in the Academic Regulations section. The catalog is available on the college’s website at http://catalog.aacc.edu.
# CONTENTS

## GENERAL COLLEGE INFORMATION

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>AACC Bookstore</td>
<td>6</td>
</tr>
<tr>
<td>Child Development Center</td>
<td>6</td>
</tr>
<tr>
<td>Copy Machines</td>
<td>7</td>
</tr>
<tr>
<td>Dining Services</td>
<td>7</td>
</tr>
<tr>
<td>Health and Wellness</td>
<td>7</td>
</tr>
<tr>
<td>Public Safety and Police</td>
<td>8</td>
</tr>
<tr>
<td>College Closings, Delayed Openings</td>
<td>9</td>
</tr>
</tbody>
</table>

## STUDENT ENGAGEMENT

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics and Recreational Facilities</td>
<td>10</td>
</tr>
<tr>
<td>Discounted Recreational Tickets</td>
<td>10</td>
</tr>
<tr>
<td>Food Pantry</td>
<td>10</td>
</tr>
<tr>
<td>Gymnasium and Exercise Centers</td>
<td>10</td>
</tr>
<tr>
<td>Leadership and Committee Opportunities</td>
<td>10</td>
</tr>
<tr>
<td>Annual Event</td>
<td>11</td>
</tr>
<tr>
<td>Student Government Association</td>
<td>12</td>
</tr>
<tr>
<td>Student Organizations</td>
<td>12</td>
</tr>
<tr>
<td>The Nest</td>
<td>12</td>
</tr>
<tr>
<td>Helplink Program</td>
<td>12</td>
</tr>
</tbody>
</table>

## STUDENT SERVICES AND RESOURCES

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>13</td>
</tr>
<tr>
<td>Academic and Transfer Advising</td>
<td>13</td>
</tr>
<tr>
<td>Career Exploration and Counseling Services</td>
<td>13</td>
</tr>
<tr>
<td>Employment Services</td>
<td>14</td>
</tr>
<tr>
<td>Disability Support Services</td>
<td>14</td>
</tr>
<tr>
<td>Personal Counseling</td>
<td>14</td>
</tr>
<tr>
<td>Financial Aid and Scholarships</td>
<td>14</td>
</tr>
<tr>
<td>Military Veterans Resource Center</td>
<td>15</td>
</tr>
<tr>
<td>Records and Registration</td>
<td>15</td>
</tr>
<tr>
<td>Sarbanes Center for Public and Community Service</td>
<td>15</td>
</tr>
<tr>
<td>Student Achievement and Success Program</td>
<td>16</td>
</tr>
<tr>
<td>Supplemental Instruction</td>
<td>17</td>
</tr>
<tr>
<td>Technology Services</td>
<td>17</td>
</tr>
<tr>
<td>Testing and Assessment Services</td>
<td>18</td>
</tr>
<tr>
<td>Tutoring</td>
<td>18</td>
</tr>
<tr>
<td>Policies and Procedures</td>
<td>18</td>
</tr>
<tr>
<td>The IDEAL Office Mission</td>
<td>19</td>
</tr>
</tbody>
</table>
GENERAL COLLEGE INFORMATION

AACC BOOKSTORE
The AACC Bookstore in the Student Union in Arnold offers new and used textbooks and a variety of products and services including daily used-book buyback, computers, software, study aids, supplies, art, engineering and drafting materials, AACC sportswear, greeting cards, postage stamps, gift cards, light fare, and bus passes at reduced fares for qualified students.

- Arundel Mills
  Students also can obtain supplies and textbooks at the AACC Bookstore, Room 106 at Arundel Mills, or by shopping at www.aaccbooks.com. Textbooks are offered for classes taught at the Arundel Mills and Teague Road locations at the start of each session. Daily offerings include school supplies, light fare and select AACC apparel.

For information call 410-777-1917, email bookstore@aacc.edu or visit www.aaccbooks.com.

- Ordering Books Online
  Students can order textbooks, supplies, computer software, electronics, general books, gifts and insignia items at www.aaccbooks.com. If payment is via financial aid, call 410-777-2082 to process the order.

CHILD DEVELOPMENT CENTER (CDC)
The Child Development Center (CDC) offers high quality early childhood education and child care to AACC students, faculty, staff and the community. The daytime program serves children ages 2 to 5. Full- and part-time schedules are available weekdays from 7 a.m. to 6 p.m. Children of AACC students have first priority. Preregistration is required and placement is based on space availability. Care and education are provided in a safe, nurturing and stimulating child-centered environment.

The developmentally appropriate, play-based program is accredited by the National Association for the Education of Young Children and licensed by the Maryland Department of Education.

Student employment, internships and fieldwork opportunities also are available for AACC students. The center accepts the Maryland state child care scholarship and military child care subsidies, and offers child care stipends for qualifying AACC students receiving financial aid.

A limited number of CCAMPIS grant funded partial and full child care tuition scholarships are available to Pell-eligible students.

The CCAMPIS grant also offers evening child care for children ages 3 to 12 years at the CDC.

This is a free program for Pell-eligible students. Space is limited and preregistration is required. For information call 410-777-2450 or visit www.aacc.edu/cdc.
COPY MACHINES

Black-and-white, coin-operated copy machines are available in Arnold in the Cade Center for Fine Arts Room 201, Careers Center outside of Room 252, Center for Applied Learning and Technology main lobby, Student Services Center main lobby, Student Union outside of Room 202, and Truxal Library outside Room 144 and in Room 231 (fireside study). Color copies can be requested at the Copy Center in the Central Services Building.

- Arundel Mills
  Coin-operated copy machines are available at AACC at Arundel Mills Room 106 and the Glen Burnie Town Center Room 418.

DINING SERVICES

Full-service dining in Arnold is available in the Student Union Hawk’s Nest Grill & Deli and two kiosks. Light fare can be found at the AACC Bookstores in Arnold and Arundel Mills.

For information call 410-777-2651 or visit www.aacc.edu/resources and click on Campus Amenities.

- Arnold
  The Hawk’s Nest Grill & Deli in the Student Union offers breakfast, grill, deli fare and more. Other food options include Chick fil-A in the Center for Applied Learning and Technology atrium and Subway in the Careers Center lobby. The AACC Bookstore in the Student Union offers sandwiches, beverages and snacks.

- Arundel Mills
  The Express Shop in Room 106 offers light fare, gourmet coffee and snacks.

For information call 410-777-1917.

- Glen Burnie Town Center
  Vending machines are located on the fourth floor and there are moderately priced restaurants within walking distance.

HEALTH & WELLNESS CENTER

The Health & Wellness Center Registered Nurses are here to help with your health and wellness needs. The Center is located in Student Union Room 120, and open 8:30 a.m. to 4:30 p.m., Monday through Friday.

FREE and CONFIDENTIAL services include:
- StressLess Room, 20 to 30 minutes in a soft lit, private room with CD/DVDs, and an electric Shiatsu massage chair
- Over-the-counter medications
- Condoms etc.
- Gonorrhea and chlamydia urine testing and treatment, and HIV testing
- Nicotine patches, lozenges and gum for cigarette, juul, vape... cessation
- Health insurance information
- Information for free and low-cost health care
- All gender single occupant restroom
- First aid
- Blood pressure, height and weight measurements
- Lactation room for nursing mothers

For information call 410-777-2480, drop in, or email bamays@aacc.edu.
Dear Student,

The Maryland Heroin and Opioid Education and Community Action Act of 2017 requires incoming college students to complete heroin and opioid awareness and addiction education. Anne Arundel Community College recognizes opioid misuse as a devastating illness that has affected almost all of us, in one way or another.

The video, “Opioids: Hope, Help & Understanding,” was created to generate hope, provide resources and foster recovery. Everyone has a story, and the stories in this video showcase the unfiltered real-life experiences of AACC students’ addiction and ascent to recovery.

Access the video and knowledge checker in Canvas by clicking the “Opioids: Hope, Help & Understanding” image and then clicking the Enroll in Course button.
• **E2campus Instant Message Alerts**
  Receive updates about AACC via e2campus, a service that sends messages to cell phones and email addresses. Be among the first to know about school closings, event cancellations, traffic advisories and more. Sign up for a text message alert to your cell phone or email address at www.aacc.edu/campusalerts.

• **Emergency Phone System**
  On campus, you can reach a DPSP dispatcher 24 hours a day using the free system. Phones are attached to blue or red stainless steel towers or are wall-mounted units (blue, red, yellow and silver) with strobe lights at Arnold, AACC at Arundel Mills and the Glen Burnie Town Center. Push a single button for immediate connection with the dispatcher to report emergencies, crimes, medical problems, car trouble, suspicious persons or activities, lost and found items, to request an escort to your vehicle, for information, or to seek building or room access after hours or on weekends.

• **Emergencies**
  If an emergency requires notification of a student in class, call DPSP at 410-777-1818.

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

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

• **Lost and Found**
  At AACC in Arnold, to report found or lost items call 410-777-2440. At AACC at Arundel Mills and the Glen Burnie Town Center, see the DPSP officer in the front lobby.

• **Parking**
  To maintain the privilege of parking on campus, drivers must operate and park vehicles in a safe manner, park within the marked parking spaces, yield to pedestrians, and obey all college traffic and parking regulations.

County and state police have jurisdiction on campus and may act if they see violations. You cannot appeal their citations through the DPSP. For details on paying or appealing campus traffic citations, towing and parking areas, consult the college catalog or visit www.aacc.edu/campus-safety.

**COLLEGE CLOSINGS, DELAYED OPENINGS**

• **Emergency and Inclement Weather**
  Listen to local radio or TV stations for closing or delayed opening announcements. You also can check www.aacc.edu, call 410-777-2222, sign up for alerts from e2campus (fastest and most reliable method) or visit www.aacc.edu/stayinformed.
  
  With radio and TV announcements, listen for specific mentions of AACC because the college does not follow the closing or delayed opening times of Anne Arundel County Public Schools. For information visit www.aacc.edu/campusalerts.

• **Scheduled closings (nonemergency) at Anne Arundel County Public Schools**
  When Anne Arundel County Public Schools schedule closings, the following schools will be open for AACC classes: Annapolis High School, Center of Applied Technology – North, Center of Applied Technology – South, Glen Burnie High School, Meade High School, North County High School and Severna Park High School.
ATHLETICS AND RECREATIONAL FACILITIES

AACC is a member of the National Junior College Athletic Association Region 20 and Maryland Junior College Athletic Conference and supports an extensive program of intercollegiate athletics for men and women. All students interested in participating are encouraged to try out for one of AACC’s sports teams: baseball, basketball, cross country, golf, lacrosse, soccer, softball and volleyball. Admission to all contests, with the exception of conference or regional championship tournaments is free to all AACC students with a valid ID.

For information call 410-777-2300 or visit aaccathletics.com.

DISCOUNTED RECREATIONAL TICKETS

The Office of Student Engagement in Arnold has discounted movie tickets to various theaters as well as ski tickets to Liberty Resort, Ski Roundtop and Whitetail Resort in the winter. The Student Government Association has free passes to the National Aquarium and the Maryland Science Center.

For information call 410-777-2218 or stop by Student Union Room 225.

FOOD PANTRY

The Office of Student Engagement maintains two food pantries. Students with a current student ID may visit the pantry in the Student Union Room 225 in Arnold, or, at the Glen Burnie Town Center (GBTC) Room 215, for snacks, canned goods and other nonperishable items. For hours of operation, visit www.aacc.edu and search Food Pantry.

GYMNASIUM AND EXERCISE CENTERS

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

For information call 410-777-2302 or visit www.aacc.edu/resources and select Campus Amenities.

LEADERSHIP AND COMMITTEE OPPORTUNITIES

Student leadership positions are available through involvement in student organizations and the college governance structure. Students in leadership positions have the opportunity to develop “soft skills” that employers seek, such as working in teams, interpersonal communication, project management and a strong work ethic.

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

- Leadership Challenge Program

Students can develop leadership skills through interactive opportunities available in the Leadership Challenge Program. The workshops and conferences available through this program allow students to develop a portfolio of academic and leadership experiences.

For information call 410-777-2218 or visit www.aacc.edu/campus-life and select Become A Leader.
ANNUAL EVENTS

FALL 2019
Welcome Week ........................................ August
Food Truck Festival ................................ September
Student Involvement Fair .................. September
Outdoor Movie ................................ September
Student Leadership Conference .......... November
Breakfast with Santa ................................ December

SPRING 2020
Spring Involvement Fair .................. February
Student Advocacy Day ................. March
Easter Egg Hunt ............................... April
Earth Day Event ............................... April
Student Government Honors and Awards Ceremony .................. April

RECURRING MEETINGS FOR THE ACADEMIC YEAR
Student Activities Board .................. Weekly
Student Government Association ........ Weekly

* To get involved and stay connected to all of the exciting events happening at AACC, check out The Nest at nest.aacc.edu (use your AACC username and password to log in!). Here you will find dates and details for all of your interests. GO RIVERHAWKS!
STUDENT GOVERNMENT ASSOCIATION (SGA)

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

An executive committee elected by the student body provides management and leadership for the association. Credit students who have a minimum 2.25 grade point average for the entire academic year are eligible to run for office. All students are welcome at the weekly association meetings at 3 p.m. Mondays. The SGA does not meet during the summer.

For information call 410-777-2309, stop by Student Union Room 206 or visit nest.aacc.edu/organization/sga.

STUDENT ORGANIZATIONS

- Campus Activities Board (CAB)
  CAB plans, promotes and produces social, cultural and educational activities for the campus community. Past activities include tournaments, outdoor movies, speakers, concerts and cultural events.

For information call the Office of Student Engagement at 410-777-2218 or visit nest.aacc.edu/organization/cab.

- Cocurricular Organizations
  Student organizations are led by students, supported by the Student Government Association and recognized by the college administration. To join a student organization, visit nest.aacc.edu and log in with your AACC login and password. New student organizations are formed through the SGA and the Office of Student Engagement. All student organizations must register annually with this office to maintain active status.

- Start a New Club
  Students who want to start a new club can submit a request online. Include the name, purpose of the club, at least 10 signatures of current credit students and a faculty member willing to serve as club advisor. You must submit a club constitution to the Student Government Association for approval with the petition.

Visit nest.aacc.edu, click on Campus Links and drop down to Student Organization Resource Guide.

THE NEST

AACC offers more than 80 student organizations where you can meet fellow students who share your curiosity and enthusiasm. The place to begin is The Nest where you can find information on student organizations and upcoming events.

For a complete list of student organizations visit nest.aacc.edu.

HELPLINK PROGRAM

HelpLink provides emergency resources to students who are experiencing a personal crisis and lack essential necessities. In an effort to promote equity, academic excellence and student success, the HelpLink program is designed to provide temporary, short-term, financial assistance to students who are managing demanding academic requirements while struggling with debilitating financial circumstances. Emergency funding is provided in the form of awards (typically not exceeding $300 per academic year) and is not intended to provide ongoing relief for recurring expenses. These awards are not loans that students are expected to repay. Students can stop by the Office of Student Engagement in SUN 222, Arnold, visit www.aacc.edu/resources/health-and-personal-counseling/emergency-support/helplink-grant or call 410-777-2511 for information.
STUDENT SERVICES AND RESOURCES

ANDREW G. TRUXAL LIBRARY

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

For information visit www.aacc.edu and select library, call 410-777-2211 or email library@aacc.edu. For reference services call 410-777-2456 or email refdesk@aacc.edu.

ACADEMIC AND TRANSFER ADVISING

Academic and transfer advisors are in the Arnold Student Services Center, second floor, as well as at AACC at Arundel Mills, Glen Burnie Town Center and Fort Meade. Advisors assist students in clarifying and evaluating life goals, degree planning and transfer planning.

Transferring to a four-year college requires advance planning. AACC’s academic advisors will assist you in creating an educational plan for a successful transfer. Familiarize yourself with the policies, procedures, and rules and regulations of your transfer institution as each have unique requirements and may differ from those at Anne Arundel Community College.

AACC’s comprehensive academic and transfer planning includes:

- Individual advising sessions
- Interpretation of academic rules/regulations and college policies/procedures
- Twice a year transfer college fairs
- Comprehensive slate of workshops to support educational planning and transfer
- Visits from individual colleges

For information call 410-777-2307, or visit www.aacc.edu/resources and select Academic Advising and/or Transfer Services. For the schedule of workshops, visit https://nest.aacc.edu/organization/cars.

CAREER EXPLORATION AND COUNSELING

Career Services provides these resources to assist students with deciding on a career path or choosing a major:

- Career assessments (Strong Interest Inventory, Myers Briggs Type Indicator)
- Career workshops
- FOCUS 2 online career planning system
- Virtual Job Shadow website

For information email explore careers@aacc.edu or visit www.aacc.edu/resources and click on Careers and Employment. One-hour career counseling sessions are available to discuss assessment results. To make an appointment in Arnold call 410-777-7111, Arundel Mills call 410-777-1905 or Glen Burnie Town Center call 410-777-2945.
EMPLOYMENT SERVICES

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

- Advice and support on job search strategies, résumé writing and interviewing skills. Students can access the virtual résumé building website [https://aacc.optimalresume.com](https://aacc.optimalresume.com) to construct an electronic résumé for edit by staff and dissemination to various employers.
- On-campus interviewing, employer recruiting at job fairs, classroom presentations by employers.
- An online job and career management site, AACC Job Connection at [www.collegecentral.com/aacc](http://www.collegecentral.com/aacc) is available to students and alumni and allows employers to post available jobs. Students can access the site to get job search tips and post résumés, as well as search and apply for jobs.

For information visit [www.aacc.edu/resources](http://www.aacc.edu/resources) and click on Careers and Employment.

DISABILITY SUPPORT SERVICES (DSS)

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

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

- Amplification systems
- ADA compliant workstations equipped with Dragon Dictate, Zoom Text, Jaws, Natural Reader and Kurzweil software
- Maryland Relay 800-735-2258
- Peer note takers
- Books in alternative formats
- Sign language interpreters
- Digital recorders
- Smart pens
- Testing accommodations
- Portable electronic magnifiers

DSS specialists will meet with students to identify accommodations for which a student is eligible and discuss how to obtain appropriate documentation. For information call 410-777-1411, Maryland Relay 711, or visit [www.aacc.edu/resources](http://www.aacc.edu/resources) and select Disability Support.

PERSONAL COUNSELING

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

For information visit [www.aacc.edu/resources](http://www.aacc.edu/resources) and select Health and Personal Counseling. To make an appointment with a counselor call 410-777-7111 or stop by SUN 203.

FINANCIAL AID/SCHOLARSHIPS

AACC’s financial aid offices are located at AACC at Arundel Mills Room 105F, Arnold’s Student Services Center Room 160 and at the Glen Burnie Town Center Room 209.

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

For information call 410-777-2203, email finaid@aacc.edu or visit [www.aacc.edu/costs-and-paying](http://www.aacc.edu/costs-and-paying) to explore all your payment options.
**MILITARY/VETERAN RESOURCE CENTER (MVRC)**

The Military/Veteran Resource Center (MVRC) is a welcoming space for our military and veteran students, their spouses and dependents to gather, share information, support one another and receive assistance of all types. We provide peer and professional support during the transition from the military to college.

The MVRC is led by the program manager and staffed by military/veteran students. The MVRC is located in Truxal Library Room 112 in Arnold. MVRC staff also provides advising and retention services at the Fort Meade Army Education Center. Students also can connect with us online with our Canvas group and our Facebook page: www.facebook.com/AACCMilitaryandVeterans/

- **Student Veterans of America**
  The MVRC is home to the AACC chapter of the Student Veterans of America (SVA), a national organization for military/veteran students. The SVA meets regularly during the academic year and hosts a variety of functions, including social activities, guest speakers, workshops and trips. Students also can connect with us online through The Nest (https://nest.aacc.edu/).

For information call 410-777-4838, email veterans@aacc.edu or visit www.aacc.edu/military.

**RECORDS AND REGISTRATION**

Records and registration services are located in Arnold’s Student Services Center. Students can register, add, drop or withdraw from classes, get transcripts, transfer credits from other institutions and receive certification of enrollment. Eligible students can register for classes, apply for graduation and conduct most college business online at myaacc.aacc.edu.

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

For information call 410-777-2243 or email records@aacc.edu.

---

**SARBANES CENTER FOR PUBLIC AND COMMUNITY SERVICE**

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

- Become an intern. On-the-job work experiences related to a student’s major that include an employer mentor and a faculty advisor. www.aacc.edu/campus-life and select Become an Intern
- Become a researcher. Semiannual survey experiences with survey design, data collection, public outreach and results analysis. www.aacc.edu/about/administrative-offices/sarbanes-center-for-public-and-community-service/center-for-the-study-of-local-issues
- Become a traveler. Short-term faculty-led travel experiences to domestic and international locations. Visit www.aacc.edu/campus-life and select Study Abroad
- Become a volunteer. Short-term, service-learning volunteer experiences that enhance classroom learning combined with faculty-guided reflection. Visit www.aacc.edu/campus-life and select Serve Your Community

For information call 410-777-2053 or visit www.aacc.edu and search Sarbanes Center.
STUDENT ACHIEVEMENT AND SUCCESS PROGRAM (SASP)

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

The Student Achievement and Success Program (SASP) helps students to be successful, overcome challenges and address obstacles to academic success. SASP initiatives are designed to assist students who may identify with one or more of the following categories: an ethnic/racial minority; the first in their immediate family to attend college; required by AACC to enroll in foundational coursework; have financial need (based on their FAFSA); and currently serve or are veterans of the U.S. Armed Forces and their families.

Benefits of SASP participation include individualized advising, academic monitoring, drop-in English and mathematics tutoring in instructor-facilitated small lab settings, four-year college visits, social activities, scholarships for eligible students and more.

The First-Year Experience (FYE) program provides support for first-time college students with two or more foundational requirements, giving a structured experience to assist in academic success during that transitional first year.

The Black Male Initiative (BMI) provides additional support services to address the needs of African American males. BMI hosts themed, monthly roundtable discussions throughout the academic year and an annual summit featuring a notable guest speaker.

SASP facilitates several free summer transition programs for recent high school graduates. Bridge to Success is a four-week program designed to prepare you to transition to college in an engaging and inclusive environment. Whether you’ve just finished high school, earned your GED or are returning after a few years out of school, we are here to help. There is no cost. The First Year Experience (FYE) and the Black Male Initiative (BMI) programs also offer summer experiences for incoming students.

SASP oversees the Military/Veteran Resource Center (MVRC) and has a dedicated military/veteran student advisor to assist in the transition of military and veteran students to the college.

For information on any of these programs, call 410-777-2530, email sasp@aacc.edu, stop by Truxal Library Room 129 or visit www.aacc.edu/resources and select Student Achievement and Success.
SUPPLEMENTAL INSTRUCTION (SI)

Developed at the University of Missouri – Kansas City in 1973, SI has spread to some 2,000 colleges in the U.S. and 30 foreign countries. It came to AACC in 1988. Our program is nationally certified, one of only two in Maryland! You are joining a very strong team.

The SI program focuses on peer learning; student leaders help classmates learn how to learn as well as what to learn. Student leaders are chosen for their success in the course for which they will be a student leader. They attend that course, again, taking notes, asking questions, and learning with the other students.

They then offer several sessions per week during which they review notes, discuss class content, and work on effective test-taking and time management strategies. Student participants are chosen by themselves, looking to be their own very best student by joining this free, anonymous, voluntary and even fun study activity with research-proven success. Join SI and do great things!

Contact José Luis Barata, coordinator of STEM Initiatives | School of Science and Technology at 410-777-2376 or email jlbarata@aacc.edu.

TECHNOLOGY SERVICES

- Technical Call Center
  The Technical Call Center (TCC) provides answers to your technical questions and can be reached at 410-777-HELP (4357), helpdesk@aacc.edu or in the Careers Center Room 108.

- How to Access MyAACC Student Portal and Computer Labs
  To log into MyAACC and college computers in computer labs, you will need to activate your college account. Visit https://www.aacc.edu/resources/technology/myaacc/ for detailed instructions and links to appropriate forms. Upon activation, you will have one user name and password to access both MyAACC and college computers.

- MyAACC – the Student Portal
  Students can search, register* and pay for credit and continuing education classes online at https://portal.aacc.edu.

- Technology Learning Centers
  These labs provide internet access, course-related software and document printing. AACC features three labs: in Arnold’s Truxal Library Room 101 (410-777-2751); Glen Burnie Town Center Room 314 (410-777-2986); and AACC at Arundel Mills Room 206 (410-777-1935). For information visit www.aacc.edu/resources/campus-amenities/computer-labs/.

  Wireless coverage is available throughout all college facilities including classrooms, conference rooms, informal learning spaces, the athletic fields and the outdoor quads on east and west campus. Once you log in to the wireless network, you will have access to the internet.
TESTING AND ASSESSMENT SERVICES

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

For information call 410-777-2375 or visit www.aacc.edu/resources and select Academic Services.

TUTORING

Students seeking a tutor or those wanting to become a tutor should apply online through the tutoring webpage and click on Request a Tutor or Become a Tutor. The service is free to students.

One-on-one, group and Smarthinking online tutoring are available in numerous subject areas within flexible timeframes. The tutoring office also provides support in a variety of lab environments. Online tutoring information is available via www.aacc.edu/resources/academic-services/tutoring/online-tutoring and also through MYAACC.

Writing assistance is available through the Writing Center to help with writing projects, papers or other assignments. Students can receive help with grammar, punctuation and usage.

For information call 410-777-2642, or to see open lab schedules and information visit www.aacc.edu/resources and select Tutoring under Academic Services.

- Tutoring Labs
  Individualized, small group and open lab tutoring in a variety of subjects is available to students. For open lab schedules visit www.aacc.edu/resources/academic-services/tutoring/.

- Writing Center

POLICIES AND PROCEDURES

The AACC board of trustees recognizes the importance of having policies that help define priorities for the college, preserve the fiduciary responsibility of the board of trustees and document compliance with regulations. Each policy and procedure can be found by opening the link at the footer of the college webpage, www.aacc.edu.

- Acceptable Use of Technology Resources Procedures
- Acceptable Use of Technology Resources Policy
- Americans with Disabilities Act Policy
- Class Attendance
- Code of Student Conduct
- Comprehensive Financial Responsibility
- Copyright Policy
- Consensual Relationships Policy
- Dismissal for Other than Academic Reasons
- Drug and Alcohol Prohibitions
- Equal Opportunity and Nondiscrimination Policy
- Food in Classrooms Policy
- Free Speech and Peaceable Assembly
- Fund-Raising/Solicitation Policy
- Heroin and Opioid Addiction and Prevention Policy
- Maryland Public Information Requests
- Military Deployment Policy
- Nepotism
- Posting Materials on Campus
- Peer-to-Peer File Sharing
- Purchase Order Terms and Conditions
- Recording in Classrooms
- Red Flags Regulation
- Satisfactory Academic Progress
- Sexual Harassment and Sexual Misconduct Procedures
- Sex Offenders Policy
- State Authorization
- Student Complaint Procedures - AACC
- Student Complaint Procedures - DOD
- Student Complaint Procedures - External Contacts
- Student Loan Entrance Exit Counseling
- Student Rights and Responsibilities
- Tobacco and Tobacco Substitutes Use and Promotion
- Traffic and Parking Regulations
- Tuition and Residency Requirements
- Utilization of Student Work
- Waivers to Tuition and Fees
- Weapons Policy
• Students’ Right to Know
A report detailing the racial and gender makeup of the full-time, degree-seeking student body and the number of students receiving athletically related financial aid is available from the Admissions and Enrollment Development office and the Records and Registration office. Visit www.aacc.edu/policies/aacc-consumer-info/ for the Student Right to Know and Campus Security Act.

• Student Conduct
The college has developed a number of policies and procedures designed to support a vibrant and safe learning environment. These policies and procedures outline student behavioral expectations as a member of the college community. The Office of Community Standards is charged with providing oversight for all matters related to nonacademic student conduct.

Students should familiarize themselves with these policies as well as the college’s other expectations. These policies are available online at www.aacc.edu/policies. Students can report behavior(s) inconsistent with college policies anonymously by visiting: www.aacc.edu/campus-safety/report-an-incident.

For information contact the Office of Community Standards at 410-777-2766 or email ocs@aacc.edu.

OFFICE OF COMMUNITY STANDARDS
Keeping student learning and development central in our work, the Office of Community Standards strives to resolve all allegations of student misconduct in a manner that promotes respect for the rights of individuals, fairness and accountability. To that end, we employ a number of methods designed to mediate conflict, address concerning student behavior and restore order to the campus community. We also provide support, education and prevention strategies designed to prevent occurrences of relationship violence and sexual misconduct.

The college has a number of policies and procedures designed to support a vibrant and safe learning environment. These policies and procedures, which outline student behavioral expectations as a member of the college community, are available at www.aacc.edu/policies. For information contact the Student Conduct office in SUN 210 at 410-777-2766 or ocs@aacc.edu. You also may visit https://www.aacc.edu/about/administrative-offices/community-standards/ for information.

THE IDEAL OFFICE MISSION
The AACC Office of Inclusion, Diversity, Equity, Access and Leadership (IDEAL) fosters a community of inclusive excellence, works to remove barriers for historically underrepresented groups, serves to build and strengthen partnerships with diverse organizations and agencies in the community, and promotes intercultural relations and cultural competency in order to sustain an inclusive learning and working environment.

• FOSTERING A DIVERSE AND INCLUSIVE AACC
The IDEAL office will develop and implement a number of programs and initiatives in support of institutional diversity, equity and inclusion. Fostering an environment in which all members of AACC are treated equitably, contribute fully to the Engagement Matters: Pathways to Completion, and embrace and model our values, the IDEAL office collaborates with departments and individuals across campus to promote a respectful, accessible and inclusive community for all.

Inclusive Excellence is the active, intentional and ongoing connection to our values by generating a welcoming and inclusive environment. Supporting the diversity of students, staff, faculty, administrators, alumni and the community through engagement, continuous improvement and effective communication.

• Affirmative Action Plans
Our Affirmative Action Plans for Women and Minorities and our Plans for Individuals with Disabilities and Veterans establish the strategies through which we endeavor to sustain a culture that recognizes and values pluralism and difference. Data on employee/faculty utilization/availability statistics are available by request (email hr@aacc.edu).
ANNE ARUNDEL COMMUNITY COLLEGE
is built on a commitment to excellence, engagement in
the learning process and mutual respect and courtesy. As
members of the AACC community, we have the obligation
to accept responsibility for our conduct. We will:

• Respect the rights and property of all members
  of the campus community

• Uphold personal and academic integrity

• Practice honesty in communication

• Listen to others’ viewpoints

• Recognize the strength of diversity

• Oppose bigotry

• Work with others to uphold these standards
Notice of Nondiscrimination: AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books or assistive technology require 30 days’ notice. For information on AACC’s compliance and complaints concerning sexual assault, sexual misconduct, discrimination or harassment, contact the federal compliance officer and Title IX coordinator at 410-777-1239, complianceofficer@aacc.edu or Maryland Relay 711. 4/19