



Quick Guide to Assistance

AACC at Arundel Mills	AMIL	410-777-2010
AACC Bookstore (Arnold campus)	SUN 160	410-777-2220
Academic advisers	SSVC 200	410-777-2307
Academic appeals	SSVC 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 12	410-777-2457
Bus schedules	SUN 202	410-777-2218
Career counseling	SSVC 220	410-777-2201
Center for Learning Through Service	CRSC 312	410-777-2366
Child Development Center	CDC 122	410-777-2450
Clubs/organizations	SUN 202	410-777-2218
Computer labs	LIBR/GBTC/AMIL	410-777-2751/2986
Continuing education	CALT 115	410-777-2325
Curriculum/schedule change	SSVC 200	410-777-2307
Dean of student services	SUN 220	410-777-2829
Dining services/vending	SUN	410-777-2333
Disability Support Services	SSVC 200	410-777-2307
Drop/add/withdrawal from classes	SSVC 140	410-777-2243
Emergency assistance (Department of Public Safety)	CSB	410-777-1818
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	410-672-2117
General information	SSVC	410-777-2222
Glen Burnie Town Center	GBTC	410-777-2945
Grades	SSVC 140	410-777-2243
Graduation applications	SSVC 140	410-777-2243
Health services	SUN 123	410-777-2480
Internships	SUN 130	410-777-2475
Job placement	SSVC 220	410-777-2201
Jobs (work-study) on campus	SSVC 160	410-777-2203
Library services	LIBR 203	410-777-2211
Loans	SSVC 160	410-777-2203
Lost and found	CSB	410-777-2440
Parking information (Department of Public Safety)	CSB	410-777-2440
President of the college	ADMN 213	410-777-1177
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
Security (Department of Public Safety)	CSB	410-777-2440
Student Life	SUN 202	410-777-2218
Student Association	SUN 206	410-777-2309
Substance abuse education	SUN 209	410-777-2527
Swimming pool	POOL	410-777-2316
Telecourse videos (lease, AACC Bookstore)	SUN 160	410-777-2220
Telecourse videos (on-campus viewing)	LIBR 203	410-777-2211
Testing offices	AMIL/SUN/GBTC	410-777-1915/2375/2906
Transcripts	SSVC 140	410-777-2243
Transfer information/transfer credits to AACC	SSVC 220	410-777-2307
Tutoring office	LIBR 105	410-777-2642
Veteran affairs	SSVC 160	410-777-2203
Virtual campus (distance learning) programs	LIBR 114	410-777-2464
WEEKENDYOU customer services center	CALT 115	410-777-2555
Writing labs	LIBR/AMIL	410-777-1241/2077

Academic Calendar FALL 2009

Classes begin

Some lab science classes begin/check schedule
15-week, first eight-week sessions
telecourses, online
WEEKENDYOU
13-week session
Second eight-week session

Aug. 21-22
Aug. 24
Aug. 24
Aug. 28
Sept. 8
Oct. 19

Late registration, drop/add

15-week session, telecourses, online
WEEKENDYOU
13-week session
First eight-week session
Second eight-week session

Aug. 24-31
Aug. 28-Sept. 3
Sept. 8-12
Aug. 24-25
Oct. 19-20

Last day to drop and receive a full refund

First eight-week session
15-week session, telecourses, online
WEEKENDYOU
13-week session
Second eight-week session

Aug. 28
Aug. 31
Sept. 3
Sept. 14
Oct. 23

Last day to change to audit/credit

First eight-week session
15-week session, telecourses, online
WEEKENDYOU
13-week session
Second eight-week session

Sept. 10
Sept. 17
Sept. 24
Oct. 1
Nov. 2

Last day to withdraw and receive a W grade

First eight-week session
15-week, 13-week sessions
telecourses, online, **WEEKENDYOU**
Second eight-week session

Sept. 30
Sept. 30
Nov. 16
Nov. 25

Final exams

15-week, 13-week sessions
telecourses, online
Eight-week sessions
WEEKENDYOU classes

Dec. 7-13
Dec. 7-13
Last class
Last class

No classes

Labor Day break
Thanksgiving break
Winter break

Sept. 4 after 4:30 p.m.-Sept. 7
Nov. 25 after 4:30 p.m.-Nov. 29
Dec. 23 after 4:30 p.m.-Jan. 3, 2010

Commencement

Deadline to apply for December graduation

Nov. 2

WINTER 2010

Classes	Jan. 4-15
Late registration, drop/add	Jan. 4-5
Last day to drop and receive a full refund	Jan. 6
Last day to change to audit/credit	Jan. 7
Last day to withdraw and receive a W grade	Jan. 11
Final exam	Last class

SPRING 2010

Classes begin	
15-week, first eight-week sessions; telecourses, online	Jan. 20
WEEKENDYOU	Jan. 22
13-week session	Feb. 1
Second eight-week session	March 15
Last day to withdraw and receive a W grade	
First eight-week session	Feb. 26
15-week, 13-week sessions	April 19
Second eight-week session	April 27
Final exams	
15-week, 13-week sessions	May 10-16
WEEKENDYOU	May 16
Eight-week sessions	Last class
No classes	
Dr. Martin Luther King Jr. Day	Jan. 18
Spring break	March 22-28
Memorial Day break	May 28 after 4:30 p.m.-May 31
Commencement	
Deadline to apply for May graduation	March 1
Commencement	May 27

Table of Contents

GENERAL COLLEGE INFORMATION.....	4
AACC Bookstore.....	4
Child Development Center.....	4
College Closings.....	4
Copy Machines.....	5
Dining Services and Vending.....	5
HEALTH AND WELLNESS.....	5
Health Services/Student Insurance.....	5
Substance Abuse Education (SAE).....	5
Tobacco Prevention and Cessation.....	6
PUBLIC SAFETY.....	6
Emergencies.....	7
<i>Contacting Students</i>	7
<i>Emergency Phone System</i>	7
<i>Medical Emergencies</i>	7
Evening Escort Service.....	7
Lost and Found.....	7
Parking.....	7
STUDENT LIFE.....	7
Athletics and Recreational Facilities.....	7
Discounted Tickets.....	8
Leadership and Committee Opportunities.....	8
Student Activity Fee.....	8
Student Association (SA).....	8
Student Organizations.....	9
<i>Campus Activities Board (CAB)</i>	9
<i>Cocurricular Organizations</i>	9
<i>Registered Clubs and Organizations</i>	9
ACADEMIC SUPPORT SERVICES.....	10
Career Services.....	10
<i>Career Development</i>	10
<i>Employment Services</i>	10
<i>Transfer Services</i>	11
Counseling, Advising and Retention Services (CARS).....	11
<i>Counseling</i>	12
<i>Ombudsman Services</i>	12
Learning Support Special Services.....	12
<i>Disability Support Services (DSS)</i>	12
Resources to Support Learning.....	13
<i>Academic Support Center</i>	13
<i>Andrew G. Truxal Library</i>	14
Computer Labs.....	14
Event Services.....	14
Financial Aid/Scholarships.....	15
Internship Office.....	15
Minority Student Services.....	15
MyAACC.....	15
Records and Registration.....	15
Service Learning.....	16
Student Achievement and Success Program (SASP).....	16
Wireless Zones.....	16
ACADEMIC REGULATIONS.....	17
Academic Appeals.....	17
Adding/Dropping and Withdrawing from Classes.....	17
Campus Decorum.....	17
Class Attendance.....	17
Classroom Snacking.....	17
Classroom Visitors.....	17
Course Syllabus.....	17
Exams (Final and Make-up).....	17
Faculty Office Hours.....	18
Graduation Rates and Student Right-to-Know Information.....	18
Reinstatement Procedure (Academic and Nonacademic Dismissal).....	18
Residency Requirements.....	18
POLICIES.....	18
Revised 2009.....	18
<i>Consensual Relationships</i>	18
<i>Equal Opportunity and Nondiscrimination</i>	19
<i>Nepotism</i>	19
<i>Sexual Harassment</i>	19
<i>Smoking Policy</i>	20
<i>Student Conduct</i>	20
<i>Weapons Policy</i>	20
<i>Workplace Violence</i>	20
Additional Policies.....	20
<i>Academic Integrity</i>	21
<i>Americans with Disabilities Act</i>	21
<i>Computer and Electronic Communication Access and Usage at AACC</i>	21
<i>Copyright</i>	21
<i>Drug and Alcohol Use</i>	21
<i>Electronic Information Security</i>	22
<i>Free Speech and Peaceful Assembly</i>	22
<i>Fundraising/Solicitation</i>	22
<i>Management of Disruptive Student Behavior</i>	22
<i>Off-Campus Events</i>	23
<i>Pets on Campus</i>	23
<i>Posting Material on Campus</i>	23
<i>Sex Offenders</i>	23
<i>Sexual Assault</i>	23
<i>Skateboarding, Rollerskating and Inline Skating</i>	23
<i>Sledding on Campus</i>	23
<i>Student Complaint Procedures</i>	23
<i>Student Rights and Responsibilities</i>	24
<i>Use of Student Work</i>	24
COLLEGE AT A GLANCE.....	24

GENERAL COLLEGE INFORMATION

AACC Bookstore

The AACC Bookstore has sites at AACC at Arundel Mills, the Arnold campus and the Arundel Center North at the Glen Burnie Town Center. For complete information, see the college catalog or visit www.aaccbooks.com. Extended hours and summer hours are listed on the Web site.

AACC AT ARUNDEL MILLS ROOM 106: Offers textbooks only for classes at AACC at Arundel Mills and Meade Middle School during extended hours at the start of a session. During all other times, call **410-777-2082** or www.aaccbooks.com to request textbook delivery to the site. Other products include supplies and AACC sportswear. **HOURS:** 8:30 a.m.-6 p.m. Monday-Thursday, 8:30 a.m.-2 p.m. Friday. **INFORMATION:** **410-777-1917**, bookstore@aacc.edu

ARNOLD CAMPUS STUDENT UNION ROOM 160: Offers new and used textbooks and a variety of products and services including daily used book buyback, computer software, study aids, supplies, art, engineering and drafting materials, AACC sportswear, greeting cards, postage stamps, gift cards and bus passes at reduced student fares. **HOURS:** 8:30 a.m.-8 p.m. Monday-Thursday, 8:30 a.m.-4:30 p.m. Friday, 8 a.m.-4 p.m. Saturday, 10 a.m.-4 p.m. Sunday (during WEEKENDYOU class sessions.) **INFORMATION:** **410-777-2220**, bookstore@aacc.edu

GLEN BURNIE TOWN CENTER ARUNDEL CENTER NORTH ROOM 215: Offers supplies and textbooks only for classes at the Arundel Center North, Glen Burnie High School, Brooklyn Park Middle School and the Hospitality, Culinary Arts and Tourism Institute. **HOURS:** 8:30 a.m.-1 p.m. Monday-Tuesday, 4:30-7 p.m. Wednesday-Thursday. **INFORMATION:** **410-777-2950**, bookstore@aacc.edu

ONLINE AND PHONE ORDERS: Order textbooks, supplies, computer software, electronics, general books, gifts and insignia items at www.aaccbooks.com or **410-777-2082**.

Child Development Center

The center is licensed by the Maryland State Department of Education Office of Child Care to offer full- and part-time child care.

Day care is available for children ages 3-5 on weekdays. Evening and weekend care is available for ages 3-10.

Children of AACC students have first priority. Children of faculty, staff and the community may also enroll. Preregistration is required. All child care is based on space availability. Care and education are provided in a safe, nurturing and stimulating child-centered environment.

The center is accredited by the National Association for the Education of Young Children. Staff members are certified and meet all state-mandated educational qualifications. Student teachers and interns, under the supervision of the director and teachers, are assigned to observe and work with the children. The center accepts purchase of care vouchers.

HOURS: 7:30 a.m.-6 p.m. weekdays, evening drop-in care 6-10 p.m., weekend drop-in care 6-9 p.m. Friday, 8 a.m.-5 p.m. Saturday and 10 a.m.-5 p.m. Sunday. **INFORMATION:** **410-777-2450**, www.aacc.edu/cdc

College Closings

UNSCHEDULED (EMERGENCY AND INCLEMENT WEATHER): When severe weather or other emergency conditions occur, listen to local radio or TV stations for closing announcements, check myaacc.aacc.edu or call **410-777-2241**. Sign up for a text message alert to your cell phone and e-mail address at www.aacc.edu/stayinformed.

Listen for specific mention of the college since we may not close when Anne Arundel County Public Schools close. When public schools close for inclement weather or emergencies, all classes at public school locations are canceled. When the college closes, it cancels all classes at its off-campus sites.

SCHEDULED CLOSINGS (NONEMERGENCY) AT ANNE ARUNDEL COUNTY PUBLIC SCHOOLS: When county

public schools schedule closings, AACC classes at the following schools will meet: Annapolis High, Brooklyn Park Middle, Center of Applied Technology North, Center of Applied Technology South, Glen Burnie High, Meade Middle and Severna Park High schools.

Copy Machines

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

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

Dining Services and Vending

AACC has one full-service dining facility and two kiosk sites on the Arnold campus and limited services in the AACC Bookstore sites at the Arnold campus and AACC at Arundel Mills. **INFORMATION:** **410-777-2333**, diningservices@aacc.edu, www.aacc.edu/diningservices

Arnold campus

THE UNION DELI AND MARKET in the Student Union dining hall offers breakfast, lunch and dinner. The menu features pastries and baked goods, freshly prepared deli sandwiches, grill items, hot entrees, pizza, soups, salads, hot and cold beverages and snacks. **HOURS:** Fall/spring 7:30 a.m.-6 p.m. Monday-Thursday, 7:30 a.m.-2 p.m. Friday; summer 8:30 a.m.-2 p.m. weekdays.

THE SPINNAKER CAFÉ in the Center for Applied Learning and Technology atrium features a food kiosk with café seating. The menu includes baked goods, specialty sandwiches, soups, salads, gourmet coffees and snacks. **HOURS:** Fall/spring 8:30 a.m.-7 p.m. Monday-Thursday, 8:30 a.m.-1 p.m. Friday; summer 8:30 a.m.-1 p.m. weekdays.

THE GREAT DAY CAFE, Careers Center first floor lobby, offers sandwiches, soups, salads, baked goods, specialty coffee drinks

and snacks. **HOURS:** Fall/spring 8:30 a.m.-7 p.m. Monday-Thursday, 8:30 a.m.-1 p.m. Friday; summer 8:30 a.m.-1 p.m. weekdays.

The **AACC BOOKSTORE** in the Student Union offers grab-n-go sandwiches, beverages and snacks Mondays-Saturdays and on Sundays when WEEKENDYOU classes are in session. For hours, see the AACC Bookstore section in this handbook.

AACC at Arundel Mills

The **PIONEER EXPRESS SHOP** in Room 106 offers light fare, gourmet coffee, snacks and convenience items. **HOURS:** 8:30 a.m.-6 p.m. Monday-Thursday, 8:30 a.m.-2 p.m. Friday.

INFORMATION: **410-777-1917**

Vending Machines

Offering hot and cold beverages, snacks, fruit and ice cream, machines are located throughout the Arnold campus and at AACC at Arundel Mills, the Arundel Center North and Hospitality, Culinary Arts and Tourism Institute, which are both at the Glen Burnie Town Center. **REFUNDS:** **410-777-2333**

HEALTH AND WELLNESS

Health Services/Student Insurance

Registered nurses in Student Union Room 120 provide programs, displays, information, health counseling and referrals on a variety of health and wellness-related topics. Free services include basic first aid and emergency care, flu immunization clinic, blood pressure screening, nonprescription medications, condom distribution, STD referrals, stress reduction room with a massage chair and PPD skin testing. Each year, Health Services sponsors three blood drives and a spring health fair.

Get access to health insurance coverage policy information from private insurance providers and the Anne Arundel County Department of Health Services.

HOURS: 8:30 a.m.-4:30 p.m. weekdays, evening hours in fall/spring. **INFORMATION:** **410-777-2480**, bamays@aacc.edu, www.aacc.edu/healthservices

Substance Abuse Education (SAE)

This office in Student Union Room 209 is staffed by a registered nurse who has



specialized training in substance abuse and rehabilitation and is certified as a case manager and professional prevention specialist. Receive short-term confidential addiction counseling, alcohol abuse screening and alcohol and other drug crisis intervention. The office also offers assistance with referrals for detox, inpatient and outpatient treatment.

Alcoholics Anonymous meetings take place at 2 p.m. Wednesdays in Student Union Room 125. These meetings are open to the public.

The office strives to prevent abuse of alcohol and other drugs by educating students, faculty and staff in a variety of ways that include campuswide prevention programming, co-sponsored alcohol alternative events and guest lecturing in the classroom.

The office works closely with the student club BACCHUS (Boosting Alcohol Consciousness Concerning the Health of University Students) to provide programming. BACCHUS members are certified peer health educators and provide peer support to students in need.

HOURS: fall and spring. **INFORMATION:** 410-777-2527, llawsonmunsey@aacc.edu, www.aacc.edu/substanceabuse

Tobacco Prevention and Cessation

This office in Student Union Room 125 offers free individual tobacco cessation counseling, guided imagery for tobacco cessation and referral to community agencies for additional free or low-cost cessation services.

The staff member is also the adviser for the student club STAAT (Students Talking Awareness About Tobacco) open to smokers and nonsmokers. Club members work to create a healthier campus by offering tobacco prevention, education initiatives, help with tobacco cessation and support for AACC tobacco policies.

HOURS: fall and spring.
INFORMATION: 410-777-2079/2480

PUBLIC SAFETY

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

The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the college to make campus crime statistics available. This report is available from the department and off-campus site coordinators and online at www.aacc.edu/publicsafety by clicking the "Annual Security Report" link.

Emergencies

Contacting Students

If there is an emergency that requires notification of a student, call DPS at 410-777-1818. Staffers will locate the student if they agree the situation requires immediate action.

Emergency Phone System

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

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

Medical Emergencies

To report a medical emergency on campus, use the emergency phone system. Give detailed information regarding the nature and location of the incident. DPS will dispatch appropriate medical assistance. To report a medical emergency off campus, call 911.

Evening Escort Service

To have a DPS officer or parking lot patrol worker escort you to your vehicle or classes after dark, call 410-777-1934 at AACC at Arundel Mills, 410-777-1818 at the Arnold campus and 410-777-2573 at Glen Burnie Town Center sites or use the emergency phone system.

Lost and Found

Send lost and found items on the Arnold campus to DPS in the Central Services Building and those found at AACC at Arundel Mills and the Glen Burnie Town Center facilities to DPS officers. Items at other off-campus class sites should go to the site coordinator.

To see if an item you've lost was turned in, call DPS. **INFORMATION:** 410-777-2440.

Parking

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

County and state police have jurisdiction on campus and may act if they see violations of county and state laws. You cannot appeal citations for such violations through the college.

For details on paying or appealing campus traffic citations, towing and parking areas, consult the college catalog or go online to www.aacc.edu/publicsafety

STUDENT LIFE

Athletics and Recreational Facilities

AACC supports an extensive program of intercollegiate athletics for men and women. It competes as a member of the National Junior College Athletic Association (NJCAA) Region XX and Maryland Junior College Athletic Conference (JUCO). Varsity sports include baseball, basketball, cross country, golf, lacrosse, soccer, softball and volleyball.

To participate on a team or learn more about team schedules, visit the Athletics office, David S. Jenkins Gymnasium Room 203, call 410-777-2300 or go online to www.aacc.edu/athletics.

In compliance with federal law, the college reports its overall enrollment by race and gender and the number of students receiving sports-related financial aid by race and gender. Student Right-to-Know annual reports containing this information are at www.aacc.edu/aboutaacc/policies or avail-

able from the Athletics office, Admissions and Enrollment Development office or Financial Aid office.

GYMNASIUM AND EXERCISE CENTERS: The David S. Jenkins Gymnasium houses two exercise centers, classroom space, health, physical education and athletic offices.

Wear appropriate athletic attire when using the gym and exercise centers. Open hours for both exercise centers are posted at the beginning of each term. To use the centers, you must show proof that you are a currently registered credit student and present ID.

The centers house the latest in fitness and cardiovascular equipment. Through the class “Assessment and Theory of Fitness and Health” (HEA 100), you can learn to use all center equipment and measure levels of physical fitness.

POOL: The Daniel C. Olson Memorial Pool is open during the academic year. Times are subject to change. Bring your swimsuit, towel and proof that you are a currently registered student.

INFORMATION: 410-777-2316

TENNIS COURTS: Tennis courts, with lighting for evening play, are available when tennis classes are not in session.

Discounted Tickets

Buy discounted tickets to Six Flags America, the Maryland Renaissance Festival and Medieval Times in the cashier’s office in Student Services Center Room 120 and at AACC at Arundel Mills. The Student Life office has discounted movie tickets to Bow-Tie Cinemas and ski tickets to Liberty Mountain Resort and Conference Center, Ski Roundtop and Whitetail Resort.

The Student Association has free passes to the National Aquarium and the Maryland Science Center in Baltimore and the National Museum of Women in the Arts in Washington, D.C. Reserve the passes in advance at the Student Life office, Student Union Room 202, 410-777-2218.

Leadership and Committee Opportunities

Student leadership positions are available through the college governance structure.

Established Academic Forum committees that have a student member include the Committee on Admissions, Athletic Oversight, Student Review, Educational Policies and Curriculum, and Teaching and Learning. Collegewide committees include Cultural Events, Food Services, the Strategic Planning Council and Traffic Appeals.

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

Student Activity Fee

All credit students pay a student activity fee of \$1 per credit hour. The Student Association executive board allocates and manages the fees that support social, cultural, recreational and academic activities that enrich the student experience. Funds are distributed to student clubs and organizations for campus activities.

Student Association (SA)

Every student registered for a credit course is a Student Association member. Students registered for noncredit classes are associate members.

An executive committee elected by the student body provides management and leadership for the association. Credit students who have a 2.0 grade point average and plan to attend classes for the entire academic year are eligible to run for office. All students are welcome at the weekly association meetings at 3 p.m. Mondays (no meetings in summer). Student Association leadership roles include:

PRESIDENT: Elected by the student body, chairs the SA executive board and advisory council meetings and delivers monthly reports to the Board of Trustees. Represents student concerns to the college administration. Attends monthly meetings with the college president.

EXECUTIVE VICE PRESIDENT: Serves in place of president in his/her absence. Helps plan annual leadership retreat. Chairs annual honors and awards ceremony.

TREASURER: Delivers monthly budget reports to SA advisory council. Chairs finance

committee that approves allocation of student activity fees.

SECRETARY: Takes minutes at meetings and distributes them for approval. Keeps records of attendance and prepares agendas.

CAMPUS ACTIVITIES BOARD CHAIR: Supervises student volunteers who plan, produce and promote social activities for the campus.

VICE PRESIDENT OF ORGANIZATIONAL AFFAIRS: Chairs committee that reviews student club constitutions. Makes recommendations to executive board and advisory council.

VICE PRESIDENT OF COMMUNICATIONS: Chairs the communications board that oversees the Campus Current newspaper and the Aranth literary magazine. Helps promote the SA and its activities.

ADULT STUDENT LIAISON: Serves as an advocate for nontraditional students.

STUDENT REPRESENTATIVE: Represents student concerns to the SA. Is a voting member of the executive board. May serve on other college committees.

INFORMATION: Student Life office, Student Union Room 202, 410-777-2218 or Student Association, Student Union Room 206, 410-777-2309, www.aacc.edu/studentlife/sa

Student Organizations

Campus Activities Board (CAB)

CAB is responsible for planning, promoting and producing a variety of social, cultural and educational activities for the campus community. Past activities include magic shows, drive-in movies, a Rocky Horror Picture Show event, speakers, concerts, cultural events and video game tournaments.

INFORMATION: Student Life office, Student Union Room 202, 410-777-2218, www.aacc.edu/studentlife/cab

Cocurricular Organizations

All student clubs and organizations must gain college administration recognition through the Student Life office. Recognized organizations are established for purposes that are legal, consistent with the college mission and support college regulations, guidelines and policies. Recognition does not imply college endorsement of the organiza-

tion or sponsorship of, or responsibility for any of the group’s activities.

HOW TO START A NEW CLUB: Complete a “Petition to Form a New Club” available in the Student Life office. Include on the form the name and purpose of the club, at least 10 signatures of current credit students and a faculty member willing to serve as club adviser. You must submit a club constitution to the Student Association for approval with the petition.

Registered Clubs and Organizations

ACADEMIC

- American Sign Language
- Architecture – American Institute of Architectural Students
- Art Association
- Arundel Fund Investment
- Astronomy
- Biology and Environmental Science
- Campus Activities Board
- Center for the Study of Local Issues
- Ceramics – Keramos Society
- Chemistry – American Chemical Society
- Criminal Justice Association
- Emergency Medical Service Providers
- Entrepreneurs – Collegiate Entrepreneurs Organization
- Futures Interest Group
- Graphic Design
- History
- Hospitality, Culinary Arts and Tourism (HCAT) Chefs Club
- Human Services
- Information Security
- Interactive Technology Association
- Interior Design – American Society for Interior Designers
- Japanese Language
- Mathematics
- Medical Lab Technician
- Paralegal
- Pharmacy Technology
- Philosophy
- Photography
- Physical Therapist Assistant
- Physician Assistant
- Psychology
- Radiologic Technology
- Robotics

- Student Association
- Student Education Association
- Student Nursing Association

STUDENT PUBLICATIONS

- Amaranth literary magazine
- Campus Current newspaper

HONOR SOCIETIES

- Epsilon Chi – Developmental
- Phi Theta Kappa Honor Society
- Psychology – Psi Beta chapter

PERFORMING GROUPS

- AACC Concert Band
- AACC Concert Choir
- AACC Dance Company
- AACC Jazz Ensemble
- Opera AACC
- AACC Symphony Orchestra
- AACC Poetry and Lyric Performance
- The Theatre at AACC

RECREATIONAL

- Adventure Society
- Arundel Gaming Association
- Martial Arts
- Swim

SPECIAL INTEREST

- Agapé Campus Christian Fellowship
- Anime – Japanese Animation
- Apostolic Campus Ministries
- BACCHUS – Boosting Alcohol Consciousness Concerning the Health of University Students
- Baptist Campus Ministries
- Black Student Union
- Boxing
- Campus Crusade for Christ
- Caribbean Student Association
- Democrats Club
- Hispanos Unidos de AACC
- Humane Helpers
- Improvisational Music Committee (IMC)
- International Student Association
- Just for Laughs (comedy)
- Lambda – gay/lesbian organization
- Latter Day Saints Student Association
- Muslim Student Association
- South Asian Student Association
- Students Organized for Disability Awareness – SODA
- Students Talking Awareness About Tobacco – STAAT

- Swing Dance
- Veterans Student Association
- Women in Leadership
- Young Republicans

ACADEMIC SUPPORT SERVICES

Career Services

The Career and Transfer Resource Center serves as the clearinghouse for students' career, employment and transfer needs.

Career Development

Services include:

- Help making appropriate vocational and career decisions based on realistic self-knowledge of interests, abilities, values and realities of the work world.
- Career assessment, workshops, individual counseling/advising sessions.
- Information on occupations, job trends, career planning and decision-making, resume writing, interviewing skills, job searching and transfer colleges and universities.
- DISCOVER, an online career-planning system that helps identify occupations using scores from its own and other career assessments. DISCOVER includes information on occupations, salaries, employment trends, financial aid sources, colleges, interviewing skills and resume preparation.
- Opportunities for job shadowing and information interviews through the CONNECTIONS! program.
- Vault's Online Career Library, the world's leading source of career information for researching employers, industries and career subjects.

INFORMATION: 410-777-2201, ctrc@aacc.edu, www.aacc.edu/careers

Employment Services

Free employment-related resources for students seeking part- and full-time employment while in college or after graduation.

Services include:

- Help with job search strategies, labor market trends, job interviewing and resume development.
- Access to a virtual resume builder

Web site powered by Optimal Resume at <http://aacc.optimalresume.com> to easily create resumes, which can be forwarded to employers directly from the site.

- Job fairs, on-campus employer job interviews, and classroom presentations by employers.
- AACC Job Connection, an online job board: www.collegecentral.com/aacc Employers can post job openings and students and alumni can search and apply for jobs, post resumes and connect directly with employers.

INFORMATION: 410-777-2201, ctrc@aacc.edu, www.aacc.edu/careers

TRANSFER SERVICES

Comprehensive four-year college planning services include:

- A library of information about U.S. educational institutions.
- Catalogs of Maryland four-year colleges and universities.
- Applications for University System of Maryland (USM) colleges and universities and some independent universities.
- Catalogs for select out-of-state colleges and universities.

- College major and college information data books.
- Handouts describing the USM general education distribution and approved general education courses.
- Transfer college fairs each fall and spring and on-campus visits by four-year college admissions staff.
- Comprehensive transfer workshops.
- Help transferring to public out-of-state colleges, in-state and out-of-state private institutions.
- Scholarship and financial aid information.
- Data books for selected interest groups.

INFORMATION: 410-777-2201, ctrc@aacc.edu, www.aacc.edu/transfer

Counseling, Advising and Retention Services (CARS)

Located on the second floor of the Student Services Center, CARS academic advisers strive to help students clarify and evaluate their life goals, academic plans and course choices. Notes taken to ensure continuity across advising sessions are securely kept with authorized access required.

INFORMATION: www.aacc.edu/advising



Counseling

CARS offers short-term counseling to help students address personal problems that may interfere with their academic success. Master's-degree-level, trained counselors and social workers provide services and make referrals to external resources and practitioners as necessary. CARS also offers crisis intervention in accordance with the college's Emergency Response Plan.

INFORMATION: www.aacc.edu/advising/CounselorCrisisInte.cfm. **COUNSELOR APPOINTMENTS:** 410-777-7111

Ombudsman Services

The ombudsman serves as a student advocate, helping students express concerns, complaints and grievances. Services include:

- Providing advice and guidance to resolve student concerns, complaints and grievances within the powers of the office.
- Referring students to other appropriate campus offices, if necessary.
- Communicating information and acting as a clearinghouse regarding policy and procedures.

INFORMATION: 410-777-2307 option 1, www.aacc.edu/advising



Learning Support Special Services

Disability Support Services (DSS)

DSS provides equal access to educational opportunities for qualified students with disabilities. Students interested in receiving accommodations must self-identify by giving the DSS office current disability documentation or verification. Adaptive aids and resources available to qualified students include, but are not limited to:

- Handicap parking areas equipped with curb cuts and ramps located close to classroom buildings. Obtain handicap license tags through the Maryland Motor Vehicle Administration (MVA).
- Testing modification services.
- Admissions application and course registration assistance.
- Note takers, readers and scribes.
- Sign language interpreters.
- Testing modification services.
- Kurzweil book scanners/readers.
- Books in alternative format.
- Computers equipped with Dragon Dictate.
- Zoom Text, Jaws and Kurzweil software.
- Magnification/amplification systems.
- Swimming pool lift to enter and exit.
- Maryland Relay 800-735-2258 or TTY.

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

INFORMATION: Mimi Stoops or Kelly Sweeny, 410-777-2307, option 1, www.aacc.edu/advising/dsswelcome

Resources to Support Learning

Academic Support Center

TESTING

Come to the Testing office for AACC placement tests, make-up tests, telecourse and online course tests, CLEP (College-Level Examination Program) tests and professional certification exams offered through Thomson Prometric, Pearson VUE and Certiport.

Some tests are by appointment only and offered only at the Arnold campus site. The office also provides proctoring services for Other School Tests for individuals or groups and accommodations for students with documented disabilities. Office hours at all sites are available at www.aacc.edu/testing.

LOCATIONS: AACC at Arundel Mills Room 112; Student Union Room 240, Arnold campus; Arundel Center North Room 208, Glen Burnie Town Center.

INFORMATION:

AACC at Arundel Mills 410-777-1915
Arnold campus 410-777-2375
Glen Burnie Town Center 410-777-2906
www.aacc.edu/testing

TUTORING

Students seeking a tutor or those desiring to become a tutor should visit Truxal Library Room 105. Although the service is free to students, tutors are paid, in part, by student activity fees to provide additional out-of-classroom learning.

Peer tutoring and online tutoring are available for core academic courses for students currently enrolled in credit or credit-equivalent classes. Summer hours are limited.

Apply for peer tutoring at www.aacc.edu/tutoring/PeerTutoring. Online tutoring (SMARTHINKING) is available via MyAACC for all students and also via ANGEL for distance learners:

www.aacc.edu/tutoring/smarthinking.

INFORMATION: 410-777-2642, tutoring@aacc.edu, www.aacc.edu/tutoring

TUTORING LABS

- The Accounting tutoring lab is in Truxal Library Room 105B. The schedule varies each term.
- Drop-in Math labs in Truxal Library Room 107 and AACC at Arundel Mills Room 2 are staffed by peer tutors and AACC math faculty available to help with basic, intermediate and advanced levels of mathematics. **INFORMATION:** www.aacc.edu/tutoring/mathlab
- Reading labs in Truxal Library Room 122B and AACC at Arundel Mills Room 204 offer professional tutoring and materials for self-instruction in reading speed and comprehension, vocabulary, study skills, test taking and spelling. It also offers diagnostic services to assess strengths and weaknesses in learning. **INFORMATION:** 410-777-2077, www.aacc.edu/reading/lab
- The Science Tutoring Center in Dragan Building Room 5 offers assistance and access to lab materials, including microscopes and slides, anatomical models and bones. **INFORMATION:** 410-777-2260, <http://ola3.aacc.edu/science>
- Biology and science computer open labs to review lab materials are in the Dragan Building and Florestano Building. Biology faculty are available to tutor and answer questions. **INFORMATION:** 410-777-2260, ola3.aacc.edu/science/student_help.htm
- Online science tutoring is available for some biology and chemistry courses. Visit the Online Science Tutoring Center: <http://ola.aacc.edu/ostc>
- The Writing Lab in Truxal Library Room 116B offers tutoring and self-instruction materials in grammar, sentence structure, paragraph writing, themes, reports, term paper research and business letters. **INFORMATION:** 410-777-1241, www.aacc.edu/English/writingcenter



Andrew G. Truxal Library

The library has a collection of more than 140,000 books and 200 periodicals plus maintains an audiovisual collection of more than 10,000 items. The library subscribes to more than 40 electronic databases and provides access to the Internet for educational purposes.

Research assistance is available for faculty, staff and students. Some textbooks required for classes are available at the circulation desk for use in the library only.

HOURS: Fall/spring 8 a.m.-10 p.m. Monday-Thursday, 8 a.m.-6 p.m. Friday, 9 a.m.-5 p.m. Saturday, noon-5 p.m. Sunday. Hours vary in the summer and between terms.

INFORMATION

- General information: [410-777-2211](tel:410-777-2211) or library@aacc.edu
- Textbooks or circulation-related issues: [410-777-2238](tel:410-777-2238) or circdesk@aacc.edu
- Reference services: [410-777-2456](tel:410-777-2456) or refdesk@aacc.edu
- www.aacc.edu/library for information and links to the library catalog, databases and other resources.

Computer Labs

The Computer Commons and the Technology Learning Center (TLC) are the only computer labs on the Arnold campus open to all Anne Arundel County residents. The labs support Windows XP/Office 2007 (Computer Commons) and Vista/Office 2007 (TLC - both) operating systems.

COMPUTER COMMONS

Located in Careers Center Building Room 264, the Computer Commons has more than two dozen computers available for use five days a week.

TECHNOLOGY LEARNING CENTERS

AACC has technology learning centers at AACC at Arundel Mills, the Arnold campus and Glen Burnie Town Center Arundel Center North. Each center has multiple computers, printers and digital resources for academic projects plus technical assistants to support students during specific hours.

The center on the first floor of Truxal Library is open seven days a week and students have first priority. The computers carry the same course-specific software applications available at Arnold campus department computer labs.

INFORMATION: AACC at Arundel Mills Room 206, [410-777-1035](tel:410-777-1035); Truxal Library Room 112, Arnold campus, [410-777-2751](tel:410-777-2751), tlcta@aacc.edu or kmgalvin@aacc.edu; Arundel Center North Room 314, Glen Burnie Town Center, [410-777-2747/2986](tel:410-777-2747/2986); www.aacc.edu/tlclab

Event Services

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

Facility Use Request Form. You must comply with published facilities guidelines on the back of the form.

INFORMATION: [410-777-2614](tel:410-777-2614), events@aacc.edu, www.aacc.edu/events

Financial Aid/Scholarships

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

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

INFORMATION: [410-777-2203](tel:410-777-2203), finaid@aacc.edu, www.aacc.edu/aid

Internship Office

The Internship Office facilitates your search for paid, nonpaid, credit and non-credit internship opportunities.

An internship connects classroom theory with real world professional experience through work-based learning. With the help of a faculty adviser who assesses the student's learning objectives and a community partner who provides mentoring and assignments, students gain valuable insights and confidence through hands-on experience.

Internships typically have prerequisites. Start the search as soon as possible because internships are mutually self-selecting for the student as well as the internship site. Many competitive, prestigious and paid internships have firm deadlines.

Get started by submitting the Internship Application available from the Internship Office, Careers Center Room 308 or www.aacc.edu/internships. **INFORMATION:** [410-777-2475](tel:410-777-2475), internships@aacc.edu, www.aacc.edu/internships

Minority Student Services

Minority students can team up with minority AACC employees and students to develop skills necessary for academic

success. Advising, admissions and student services representatives help guide minority students through tutoring, leadership opportunities, academic skill development, mentoring, scholarships and membership in clubs and organizations.

AACC is expanding its services to meet the needs of the emerging Hispanic population.

INFORMATION: Jim Jackson, coordinator of minority recruitment, [410-777-2529](tel:410-777-2529), jjackson@aacc.edu; Student Achievement and Success Program, [410-777-2530](tel:410-777-2530), sasp@aacc.edu, www.aacc.edu/SASP

MyAACC

Current students can search, register and pay for credit and noncredit classes online at myaacc.aacc.edu and also:

- Access club meetings calendar,
- Get added to the class waiting list,
- Use the course-planning wizard to identify academic requirements for programs of study,
- Drop classes,
- Apply for scholarships,
- Purchase books and other merchandise,
- Attend classes online,
- Get grades,
- Request transcripts,
- Create an online calendar,
- Check your AACC e-mail and important AACC announcements,
- Create and join groups and chat with group members, and
- Communicate with faculty members via e-mail.

INFORMATION: myaacc.aacc.edu

Records and Registration

Records and Registration services on the Arnold campus are in the Student Services Center. You can register, add, drop or withdraw from classes, get transcripts, transfer credit from other institutions, receive certification for insurance purposes and apply for graduation. Eligible students can register for classes online at myaacc.aacc.edu.

Registration services also are available at AACC at Arundel Mills, at the Fort Meade Army Education Center Building 8601 on

Zimborski Avenue and the Glen Burnie Town Center Arundel Center North second floor.

INFORMATION: 410-777-2243, records@aacc.edu, www.aacc.edu/recreg

Service Learning

The Center for Learning Through Service promotes civic engagement and provides opportunities for students, faculty and staff to engage in volunteer service activities to meet community needs.

Many credit courses offer service-learning options to enhance student learning through a hands-on service experience. The center works with more than 100 nonprofit agencies. **INFORMATION:** 410-777-2366, www.aacc.edu/servicelearning

Student Achievement and Success Program (SASP)

SASP provides students with one-on-one relationships with advisers, mentors, peers and community supporters. Located in Truxal Library Room 105, SASP targets students who are the first in their family to attend college, who need to build a foundation for success in college-level courses, ethnic minorities or those who need to learn to use college and community resources to meet their academic goals.

Services include up to \$1,000 scholarships to eligible students, regular academic monitoring, walk-in tutoring, workshops, four-year college visits, cultural activities and referrals to other college support services to enhance academic success.

Two free summer programs serving as feeders to SASP are the Summer Bridge program for African-American students and Adelante! for Hispanic students. The programs ease incoming students' transition to college and include instruction, mentoring, educational and cultural trips.

INFORMATION: 410-777-2530, sasp@aacc.edu, www.aacc.edu/sasp



Wireless Zones

Wireless network access is available at designated campus locations. Any device accessing the wireless network must conform to 802.11a or 802.11b specifications developed by the Institute of Electrical and Electronic Engineers (IEEE).

Wireless network users should understand policies and laws relating to the use of this service, have an up-to-date virus scanner and encryption software to secure private conversations and protect sensitive data and apply operating system and application patches.

Wireless networks are insecure; scrutinize all activities performed using the network. Eavesdropping on any network communication is illegal and a violation of AACC's Technology Usage Policy and Student Conduct Code.

Users are responsible for maintaining their own equipment, keeping it secure and ensuring their machines are clean of worms, viruses and other code that may attempt to harm others. If AACC Information Services determines that your machine is attempting to harm others or using excessive amounts of bandwidth, we will temporarily revoke your access until the problems are repaired.

For security and network maintenance purposes, Information Services may monitor systems and network traffic at any time. AACC reserves the right to audit networks and systems to ensure policy compliance. AACC is not responsible for:

- Any illegal use of our wireless network; users are solely responsible for their actions,
- Assisting customers with connection problems outside of the provided connection instructions,
- Damage to any device using our wireless network, and
- Equipment not working with our wireless network.

ACADEMIC REGULATIONS

The college catalog, also available online at www.aacc.edu/catalog, has a complete list of official academic procedures students must follow.

Academic Appeals

The Committee on Academic Standards acts on student petitions for exceptions to academic regulations. Contact Counseling, Advising and Retention Services for a petition and explanation of the process. Students must appeal committee decisions in writing to the Records and Registration office within 30 days of the decision. Address the appeal to the office of the vice president for learning.

Adding/Dropping and Withdrawing from Classes

Credit students may change their schedule of classes by dropping and/or adding classes through the first few days of each term. Check the academic calendar for exact dates. Eligible students may add and drop classes through the STARS touch-tone phone system at 410-777-2241, via the Web at myaacc.aacc.edu or in person at the Records and Registration office.

Noncredit students will not receive a refund after the first class meeting. Students can drop a course via phone, by mail, in person or myaacc.aacc.edu before the first class will automatically receive a refund.

After the final drop date and through the 12th week of a regular, 15-week term (or the equivalent amount of time in a shorter term, see academic calendar), you may withdraw from a course by filing a Credit Registration * Add * Drop form at the Records and Registration office. You also may withdraw from courses by phone at 410-777-2241 or online at myaacc.aacc.edu. After the 12th week and by the last day of class, you may withdraw from a course by consulting an academic adviser, obtaining the adviser's signature on a withdrawal form and filing the form at the Records and Registration office.

If you have not officially withdrawn from a course, you will receive an F or FX grade for that class. Students who withdraw from a

course are responsible for full payment of all tuition and fees.

Campus Decorum

Employees and students are responsible for creating and maintaining an environment that is conducive to learning and to the development of students as learners and citizens. Regulations safeguard the freedom of each student to learn without undue interference by others. If a severe discipline problem arises, a faculty member may temporarily suspend a student from class and then must follow the procedures outlined in the College Manual. The dean of student services helps address issues of student behavior.

Class Attendance

Regular class attendance is expected. At the beginning of each term, instructors will explain their attendance policies. Regular attendance promotes student success. Absenteeism will adversely affect grades in classes where attendance is a stated requirement. Where regular attendance is not a stated requirement, grades still may be adversely affected by failure to complete assignments and course work.

Classroom Snacking

The college prohibits the consumption of food, drinking of beverages and smoking in the classroom or teaching area.

Classroom Visitors

Class attendance is limited to currently registered students. Visitors, including children, family members or substitutes, may attend only with the permission of the instructor.

Course Syllabus

You will receive a course syllabus from your instructor. After the second week of classes, you may obtain a copy of the syllabus from the department chair.

Exams (Final and Make-up)

Final exams are required and given during the scheduled time each term. A schedule of the hours and locations of final exams is available from the Records and Registration office, Student Services Center Room 140.

Instructors maintain their own make-up exam policies. If you miss an exam, contact your instructor immediately.

Faculty Office Hours

Each full-time faculty member maintains office hours. These hours usually are listed in the course syllabus or stated by the instructor at the beginning of the term and posted on each instructor's office door. Or, you can get a faculty member's office hours from the appropriate department office.

Graduation Rates and Student Right-to-Know Information

A report detailing the racial and gender makeup of the full-time, degree-seeking student body and numbers of students receiving sports-related financial aid is available from the Admissions and Enrollment Development office and Records and Registration office. A three-year graduation or transfer rate of students entering the college and student right-to-know information is also available.

Reinstatement Procedure (Academic and Nonacademic Dismissal)

The college will dismiss students who have attempted 12 or more credit hours and whose adjusted cumulative grade point average falls in the dismissal zone specified in the academic standing table in the college catalog. Students may be dismissed for nonacademic reasons (i.e., unpaid bills or when their behavior imperils others, as determined by proper authorities).

INFORMATION: 410-777-2307

Residency Requirements

Your tuition is based on your place of residence. If you move, you must notify the registrar in writing of your new address.

POLICIES

The AACC Board of Trustees recognizes the importance of having policies that help to define priorities for the college. Many college policies have evolved over time and serve the best interests/preserve the fiduciary responsibility of the board and document compliance with various regulations. The president,

working with the board, is in the process of reviewing, refining and updating the college's institutional policies to ensure that they meet the needs of the board and the college.

An oversight committee was established last year to guide the work of reviewing college policies. Working through this oversight committee, the Board of Trustees will continue to review these policies, make recommendations and officially implement them. New policies may also be introduced during this process, as appropriate.

Sixty days after the board adopts the new policies, they become official. These policies will be posted on the college Web site. If you have any questions regarding the policies, please contact Public Relations and Marketing at 410-777-2341.

Revised 2009

Consensual Relationships

Anne Arundel Community College is committed to providing and maintaining a working and learning environment free from conflicts of interest, exploitation, and/or favoritism. Consensual relationships where any evaluative and/or supervisory role exists create a conflict of interest and, therefore, a potential for exploitation and/or favoritism. A consensual relationship is any relationship willingly undertaken by both parties that is romantic and/or sexual in nature.

AACC prohibits an individual from evaluating, supervising or making any employment decision, whatsoever, regarding an individual with whom he or she has a consensual relationship. This policy also prohibits any individual from providing academic instruction to and/or assessing an individual with whom he or she has a consensual relationship.

Consensual relationships between faculty and adult students where no evaluative and/or supervisory role exists are strongly discouraged, and any consensual relationship with a student under the age of 18 is prohibited.

The Board of Trustees hereby authorizes the president, or his/her designee, to develop and establish appropriate procedures to implement and enforce this policy.

Equal Opportunity and Nondiscrimination

Anne Arundel Community College is committed to providing and maintaining equal opportunity in its educational programs, services, employment and all other activities conducted by or with the college.

Anne Arundel Community College prohibits its discrimination or harassment based on race, color, age, religion, sex, national origin, marital status, sexual orientation, disability, genetic information and veteran status. This policy applies to all members of, and entities within, the college and all individuals, companies and organizations which conduct business with the college.

The president, or his/her designee, shall, and is hereby authorized to develop, implement, maintain and keep current an educational and informational program consistent with this policy. The Board of Trustees hereby authorizes the president, or his/her designee, to develop and establish appropriate procedures to implement and enforce this policy.

Nepotism

Anne Arundel Community College is committed to providing and maintaining a working and learning environment in which every individual is evaluated on the merits of his or her performance without favoritism.

Nepotism is favoritism or the appearance of favoritism by a person in an evaluative or supervisory position to a relative or to any person living in the immediate household of the employee. A relative is one connected to another by blood, adoption or marriage.

Anne Arundel Community College prohibits an individual from evaluating, supervising or making any employment decision, whatsoever, regarding a relative or any person living in the immediate household of the employee. This policy also prohibits any individual from providing academic instruction to or assessing the academic performance of a relative or any person living in the immediate household of the employee.

The Board of Trustees hereby authorizes the president, or his/her designee, to develop and establish appropriate procedures to implement and enforce this policy.

Sexual Harassment

Anne Arundel Community College is committed to maintaining a working and learning environment free from all forms of sexual harassment. Sexual harassment by any employee, student and/or any individual who conducts business on behalf of the college is prohibited.

Sexual harassment is unwanted sexual contact, unwelcome sexual advances, requests for sexual favors and/or other unwanted communications or physical conduct of a sexual nature. Examples of sexual harassment include, but are not limited to:

- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades or letters of recommendations;
- Unwelcome physical contact, including unnecessary touching, patting, hugging or brushing against a person's body;
- Inappropriate or unwelcome sexual remarks about a person's clothing, body or sexual relations;
- The display in the workplace or classroom of sexually suggestive objects, pictures, posters, cartoons and like items which are without defensible educational purpose;
- Inappropriate or unwelcome conversation, jokes or stories of a sexual nature; and
- Inappropriate or unwelcome remarks about one's gender or sexual orientation.

Preventing and reporting sexual harassment are the responsibilities of the entire college community. Anne Arundel Community College encourages all employees and students who believe they have been or are being subjected to sexual harassment or who are aware of an instance of sexual harassment to pursue the appropriate course of action.

The president or his/her designee shall, and is hereby authorized to, develop, implement, maintain, and keep current an educational, informational, and compliance program consistent with this policy. The Board

of Trustees hereby authorizes the president, or his/her designee, to develop and establish appropriate procedures to implement and enforce this policy.

Smoking Policy

The college prohibits smoking in any indoor campus location and within 25 feet of all entranceways to college buildings.

The Board of Trustees hereby authorizes the president, or his/her designee, to develop and establish appropriate procedures to implement and enforce this policy.

Student Conduct

Students shall at all times conduct themselves in a manner that demonstrates mutual respect and courtesy, displays appropriate standards of behavior and refrains from any actions or inactions that impinge on the rights of others or disrupt the teaching and/or learning process or the operations of the college. A student found in violation of this policy or any other college policy shall be subject to appropriate sanctions in accordance with the student conduct procedures.

The Board of Trustees hereby authorizes the president, or her/his designee, to develop and establish appropriate procedures to implement and enforce this policy.

Weapons Policy

No student, faculty, staff or visitor shall possess, keep, use, display or transport any weapon whatsoever, including but not limited to a rifle, shotgun, handgun, pellet or BB gun, stun gun, taser gun, knife, sword, billy club, makeshift or facsimile weapon, explosive, martial arts weapon, e.g. nanchuku, or any other instrument capable of inflicting physical harm, by any means, on any property or in any building owned, leased or used by the college or in any vehicle on college property.

Instruments required for use in college-sponsored activities, courses or employment, in accordance with approved procedural guidelines, are excluded from this policy. The president, or his/her designee, shall compile, maintain and keep current an inventory of such college-authorized usages.

This policy shall not apply to any federal, state or local law enforcement officer or college public safety officer authorized to wear, carry or transport a weapon on college property.

The Board of Trustees hereby authorizes the president, or his/her designee, to develop and establish appropriate procedures to implement and enforce this policy.

Workplace Violence

Anne Arundel Community College is committed to providing and maintaining a safe working, learning and social environment in which employees, students, and participants in college-sponsored programs, and/or individuals present on premises owned, leased, or used by the college can be free from violence or the threat of violence. Workplace violence, in any form, by an employee, student, participant in a college-sponsored program (wherever it is conducted) or an individual present on premises owned, leased, or used by the college is prohibited and shall not be tolerated.

All employees, students, participants in a college-sponsored program, and/or individuals present on premises owned, leased or used by the college shall, at all times, adhere to this policy and respect others.

To assist in the prevention of workplace violence, with the aim of preventing it from occurring, the president or his/her designee shall develop, implement and maintain an educational and informational program consistent with this policy.

The Board of Trustees hereby authorizes the president, or his/her designee, to develop and establish appropriate procedures to implement and enforce this policy.

Additional Policies

The following policies, which are subject to revision by the Board of Trustees, are listed in full in the college catalog or online at www.aacc.edu/aboutaacc/policies.

- Responsible E-mail Account Usage Guidelines
- Student-Athlete Eligibility
- Student Complaint Procedures
- Traffic and Parking Regulations

Academic Integrity

Students are required to exhibit academic honesty in all academic exercises and assignments. An incident of academic dishonesty occurs when a student commits any of the following acts:

- Cheating: Use or attempted use of unauthorized materials, information or study aids in an academic exercise or assignment.
- Fabrication: Unauthorized falsification or invention of information or citations in an academic exercise.
- Facilitating academic dishonesty: Helping or attempting to help another student to violate any provision of this policy.
- Plagiarism: Unacknowledged adoption or reproduction of ideas, words or statements of another person, including classroom peers.

For the complete policy, see the college catalog or go online to www.aacc.edu/aboutaacc/policies.

Americans with Disabilities Act

On request, AACC will provide reasonable accommodations to all qualified individuals with disabilities.

A Disability Support Services (DSS) adviser will establish a student's eligibility to use services. The college may require a letter from a physician, psychologist or other licensed professional clinician certified in the field of disability to certify a disability.

Students should present a completed Disability Verification Form to DSS. The college will return the to the student and/or the physician or other certified professional clinician if the information is not comprehensive or if documentation is inadequate.

For the complete policy, see the college catalog or go online to www.aacc.edu/aboutaacc/policies.

Computer and Electronic Communication Access and Usage at AACC

Access to computer and electronic communication resources such as the Internet, e-mail, computer labs and networks is a privilege provided at the college's discretion

to support teaching and learning, serve the information and communication needs of the college community, deliver instructional content, disseminate information about the college and conduct official college business.

Individuals who inappropriately or illegally use computing and network services and resources may suffer all applicable college and legal penalties for such misuse. For the complete policy, see the college catalog or www.aacc.edu/aboutaacc/policies.

Copyright

Exclusive rights of a copyright owner shall not be willfully or knowingly infringed by AACC or its students, employees or agents while acting within the scope of their employment.

Rights of educators and students in the fair use of copyrighted material shall be recognized and asserted through reasonable application of copyright law and established guidelines applied in actual situations.

Responsibility for the use of copyrighted material and liability for any instances of copyright violation on consigned or unsupervised college facilities or equipment lies solely with the user of those facilities or that equipment and not with AACC or its employees or agents.

For the complete policy, see the college catalog or go online to www.aacc.edu/aboutaacc/policies.

Drug and Alcohol Use

AACC is committed to providing and maintaining an environment for employees and students that is drug-free, healthy, safe and secure. Faculty, staff and students are expected and required to report each day in an appropriate mental and physical condition, free of any illegal drugs and alcohol and capable of fulfilling their daily duties.

The college recognizes drug and alcohol dependency as an illness and a major health problem affecting society as well as a potential health, safety and security problem. AACC has established a substance abuse education program that addresses prevention, detection and treatment. Policy violators shall be subject to appropriate disciplinary action, up to and including dis-

missal, in accordance with college policies and procedures, and may also be subject to criminal prosecution.

An AACC Substance Abuse Education brochure available online at www.aacc.edu/substanceabuse outlines federal, state and local laws and contains information on community-based agencies that offer treatment assistance. For the complete policy, see the college catalog or visit www.aacc.edu/aboutaacc/policies.

Electronic Information Security

This policy is intended to protect and keep secure all information created, stored, accessed, generated and/or reported by, through or from an electronic device. The college prohibits any unauthorized use, production, dissemination, alteration or destruction of this information.

The college community shall have the right, with proper authorization, to access and use electronic devices and the information they contain or generate to fulfill appropriate college functions. For the complete policy, see the college catalog or go online to www.aacc.edu/aboutaacc/policies.

Free Speech and Peaceful Assembly

Recognizing the rights of free speech and peaceful assembly as guaranteed by the First Amendment of the U.S. Constitution and as fundamental to the democratic process, the college supports the rights of individuals to express their views and to peacefully protest and peacefully dissent against actions and opinions with which they disagree without adversely affecting the rights of others.

AACC established the following procedures to ensure that assemblies or demonstrations do not impede the safety, freedoms or rights of other members of the college community.

Organizers shall:

- Contact the director of student life to initiate the registration process and reserve space at least 48 hours prior to the event.
- Complete a Free Speech and Peaceful Assembly registration form and submit it to the dean of student services.
- Work with Student Life staff to reserve

space and equipment if available. The college will not reserve space until the dean of student services has received the registration form and confirmation designating the location for the assembly or demonstration from the Event Services office.

- Conduct all gatherings in an orderly and peaceful manner; not obstruct in any way pedestrian or vehicular traffic; not interfere with classes, scheduled meetings, events, ceremonies or with other essential processes of the college; keep participants at the locations designated by the Event Services office; and not endanger the safety and rights of persons or damage college property.

The Student Conduct Code governs all student activities. Those engaged in these activities shall not disrupt, obstruct or in any way interfere with the rights and safety of others or the pursuit of teaching, learning, campus activities or any other essential college process.

Fundraising/Solicitation

The College Manual restricts solicitation on campus by individual students or groups to college-approved fundraisers. AACC prohibits individual students and campus organizations from making appeals to the outside public for gifts or contributions except by special permission.

To get permission, complete a Fundraiser Application form available at the Student Life office in Student Union Room 202.

Management of Disruptive Student Behavior

Individuals who behave in a disruptive manner that interferes with learning and the orderly function of the college may be removed from college premises following established guidelines in this policy.

The college also may take disciplinary action against disruptive individual students and groups independently of, and regardless of the outcome of, any other action initiated against the student or group by any agency or institution. Those who engage in or initiate disruptive behavior in the classroom, on

campus or within any facility or space under the jurisdiction of the college are subject to immediate removal from the college.

Off-Campus Events

When involved in college-sponsored events and activities or using college resources either on or off campus, students must comply with all college policies and procedures.

Pets on Campus

Pets on leashes, accompanied at all times by a responsible person, are permitted on campus. Only seeing-eye dogs or other trained personal assistance dogs may enter college buildings.

Posting Material on Campus

All posted material must bear a stamp from the Student Life office in Student Union Room 202 or include the official college logo. Noncollege materials may be posted in no more than five locations and must be stamped by the Student Life office with a destroy date after 45 days.

Place properly marked materials on any general college bulletin board or unpainted surface other than glass within college buildings. Do not place fliers on car windshields on campus.

Posted materials may not exceed 40 inches in combined length and height and must follow the college nondiscrimination policy and comply with college guidelines against harassment. **INFORMATION: 410-777-2218**

Sex Offenders

AACC practices an open door admissions policy. However, restrictions exist for applicants who are currently enrolled in high school, are younger than 16 or are not U.S. citizens. In addition, AACC requires individuals who are listed on the national Sex Offender Registry or the Maryland Department of Public Safety and Correctional Services Sex Offender Registry to register with the required local and state agencies and inform the college Department of Public Safety and the dean of student services office when they enroll.

For the complete policy and procedures, see the college catalog or go online to www.aacc.edu/aboutaacc/policies.

Sexual Assault

The college prohibits and will not tolerate sexual offenses by an employee, student or participant in a college-sponsored program or by an individual on college premises. Sexual offenses are nonconsensual physical conduct of a sexual nature, whether with a member of the same gender or the opposite gender.

Sexual offenses also constitute an act of sexual harassment. Anyone who has knowledge of an alleged incident of a sexual offense shall immediately inform Karen L. Cook, Esq., AACC's federal compliance manager, at [410-777-7370](tel:410-777-7370) or Maryland Relay [711](tel:711).

For the complete policy, see the college catalog or go online to www.aacc.edu/aboutaacc/policies.

Skateboarding, Rollerskating and Inline Skating

Skating is strictly prohibited in all college buildings, in any other areas posted as such by the college and is prohibited if performed in a manner that indicates a disregard for the safety of others or damages property.

Recreational use of inline skates, rollerskates and skateboards by groups and individuals for skill demonstrations, sports, competitions, stunts, tricks and uses other than transportation is prohibited from building entrances, steps, stairs, ramps, walls, sidewalks, parking lots and other general campus space.

Failure to comply with these rules will result in referral to the student disciplinary system.

Sledding on Campus

The college allows sledding on its property at the sledder's own risk. Snow removal operations may limit access to some areas and may restrict parking.

Student Complaint Procedures

Students seeking to resolve a concern or complaint about the following issues should follow the appropriate steps outlined in the college catalog:

- Grievance about academic assessment,
- Grievance about faculty members and instructional staff interactions with a student, and

- Grievance about college staff interactions with a student.

A college ombudsperson may assist both parties, help them express concerns and identify possible solutions. **INFORMATION:** 410-777-2307

Student Rights and Responsibilities

AACC exists for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals.

As members of this academic community, our students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends on appro-

priate opportunities and conditions in the classroom, on the campus and in the larger community. Students should exercise their freedom with responsibility.

For the complete policy, see the college catalog or go online to www.aacc.edu/aboutaacc/policies.

Use of Student Work

When taking AACC classes, you may produce academic work such as written assignments, reports, projects, presentations and portfolios. We treat your academic work with respect and recognize the importance of protecting access to it by anyone outside AACC. We may share your work within the AACC academic community for the purposes of assessing your learning as defined by the college; your work samples, if submitted for assessment, will not have personal identification.

COLLEGE AT A GLANCE

Founded: 1961

Campus: 230 acres in Arnold includes nine academic buildings, a library, gym, pool, Student Services Center and Student Union, astronomy lab, 400-seat performing arts center, two art galleries and an athletic field with 3,000 seats.

Off-campus sites/facilities: AACC at Arundel Mills and the Sales and Services Training Center, both at Arundel Mills in Hanover; the Hospitality, Culinary Arts and Tourism Institute and Arundel Center North, both at the Glen Burnie Town Center; Fort Meade Army Education Center; and neighborhood locations.

Faculty (As of fall 2008) Full time: **263** (36 percent with doctorates)
Part time: **718**

Staff Full time: **578**
Part time: **54**

FY 2008 Enrollment Credit headcount: **21,752**
Noncredit headcount: **37,659**
State-funded credit FTE (full-time equivalent): **8,830**
State-funded noncredit FTE: **3,962**

Fall 2008 Credit Student Profile Credit headcount: **15,149**
Median student age: **22**
Men: **38.8 percent**
Women: **61.2 percent**

Spirit of Community

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

As a member of the Anne Arundel Community College community, I have the obligation to accept responsibility for my conduct. I 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.

AACC Online:

Visit the College Web Site

www.aacc.edu

myaacc Web site

myaacc.aacc.edu

Your personal AACC Web site for all of your college needs.



Anne Arundel Community College

410-777-AACC (2222)

DISCLAIMER: The provisions of this publication are not to be regarded as an irrevocable contract between the student and the college. The established procedures for making changes protect the integrity of the institution and the interest and welfare of the students.

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 or e-mail dss@aacc.edu to request special accommodations. For information regarding Anne Arundel Community College's compliance and complaints concerning discrimination or harassment, call Karen L. Cook, Esq., AACC's federal compliance manager, at 410-777-7370 or Maryland Relay 711.

8/2008



Anne Arundel Community College

101 COLLEGE PARKWAY
ARNOLD MD 21012-1895

Students First

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PERMIT NO 1
ARNOLD MD 21012