

Anne Arundel Community College **WEEKENDYOU**  
*Operations Manual*  
2009 - 2010



**WEEKENDYOU**<sup>TM</sup>  
This is AACC's <sup>new</sup> Weekend College.

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## WEEKENDYOU

This operations manual is provided to faculty and staff for information about the programs and array of services available during the timeframe designated as Weekend College—Friday evenings, Saturday and Sunday. It is intended to supplement the information in the AACC Faculty Handbook. The Handbook is the official reference for administrative policies and procedures for credit and noncredit faculty.

**WEEKENDYOU** is AACC's new weekend college program. Program enhancements have been made in the form of:

- Expanding student services and other services that support learning
- Extending the hours of operation
- Dedicating staff to provide administrative support to faculty and students
- Increasing the number of courses to assure the completion of five degrees, seven certificates and noncredit continuing education professional certifications through weekend and online study.
- Offering special themed programs on designated weekends.

### Just the Facts:

**WEEKENDYOU** assistance is available on Friday evenings 4:30 - 8 p.m. on the first two Fridays of the term, and every Saturday 8 a.m. - 4 p.m. and Sunday 10 a.m.-4 p.m. on which classes are held. The location for this assistance is the CALT Building on Friday and Saturday, and the Careers Building at the Information Kiosk adjacent to Room 109 on Sunday. In fall 2009, the nights of Friday night service are August 28 and Sept. 11. (Labor Day weekend is Sept. 4-7.)

**Web Address:**  
[www.aacc.edu/weekend](http://www.aacc.edu/weekend)

**E-mail address:**  
[weekend@aacc.edu](mailto:weekend@aacc.edu)

**Phone:**  
410-777-2555

**Location:**  
CALT Atrium/  
Careers Info Center

### **Director of Off-campus and the WEEKENDYOU Program:**

Fran Turcott  
Cade 332 C  
410-777-2340  
FAX 410-777-4340  
[fmturcott@aacc.edu](mailto:fmturcott@aacc.edu)

## WEEKENDYOU Operations Manual

### Services and Hours of Operation (FALL 2009)

#### Arnold Campus

<b>WEEKENDYOU Office</b> Generalist SSVC student support and administrative services ext 2555	<b>Friday: CALT Atrium</b> 4:30 – 8 p.m. (8/28 & 9/11 only)	<b>Saturday: CALT Atrium</b> 8 a.m. - 4 p.m.	<b>Sunday: Careers 190</b> 10 a.m. – 4 p.m.
<b>Student Services SSVC</b> Admissions rm 100, ext 2831 Advising rm 200, ext 6307 Cashier rm 120, ext 2236 Financial Aid rm 160, ext 2203 Registration rm 140, ext 2243 Visitor's Services rm 155, ext 1146 or "0"	<b>Friday</b> 8:30 a.m. – 4:30 p.m.	<b>Saturday</b> 8 a.m. – 1 p.m.	<b>Sunday</b> -----
<b>Information Center</b> Careers 190, ext 1999	<b>Friday</b> 8 a.m.- 4:30 p.m.	<b>Saturday</b> 8 a.m. – 1 p.m.	<b>Sunday</b> -----
<b>AACC Bookstore</b> ext 2220	<b>Friday</b> 8:30 a.m. - 8 p.m. (8/28 & 9/11) 8 a.m. - 4:30 p.m. (9/18 – 12/11)	<b>Saturday</b> 8 a.m. - 4 p.m.	<b>Sunday</b> 10 a.m. - 2 p.m.
<b>Dining Services, Spinnaker Cafe</b> <b>CALT Atrium</b> , ext 2167	<b>Friday</b> 8 a.m. – 2 p.m.	<b>Saturday</b> 8 a.m. – 1 p.m.	<b>Sunday</b> CALT Kiosk closed; light fare available at Bookstore
<b>Library (LIBR)</b> ext 2211 Circulation ext 2456 Reference	<b>Friday</b> 8 a.m. - 6 p.m.	<b>Saturday</b> 9 a.m. - 5 p.m.	<b>Sunday</b> noon - 5 p.m.
<b>Technical Call Center</b> <b>410-777-HELP</b> Careers 108	<b>Friday</b> 7:30 a.m. – 4:30 p.m. 7:30 a.m. – 8 p.m. (8/28 & 9/11)	<b>Saturday</b> 8 a.m. - 5 p.m.	<b>Sunday</b> 10 a.m. - 4 p.m.
<b>Technology Learning Center</b> LIBR 112, 122 ext 2751	<b>Friday</b> 8 a.m. – 6 p.m.	<b>Saturday</b> 9 a.m. - 5 p.m.	<b>Sunday</b> noon – 5 p.m.
<b>Computer Commons</b> Careers 264 ext 5264	<b>Friday</b> 10 a.m. – 3 p.m.	<b>Saturday</b> -----	<b>Sunday</b> 10 a.m. – 4 p.m.
<b>Testing Office/Academic Support Center</b> SUN 240, ext 2375	<b>Friday</b> 8:30 a.m. - 4:30 p.m.	<b>Saturday</b> 8 a.m. - 4 p.m.	<b>Sunday</b> -----
<b>Tutoring Office</b> LIBR 105, ext 2642	<b>Friday</b> 8 a.m. - 4 p.m.	<b>Saturday</b> -----	<b>Sunday</b> -----
<b>Tutoring</b> Math Lab LIBR 107, ext 6869	<b>Friday</b> 9 a.m. – 3 p.m.	<b>Saturday</b> 9 a.m. – 3 p.m.	<b>Sunday</b> -----
<b>Child Care</b> CDC, ext 2450	<b>Friday</b> 5-9 p.m.	<b>Saturday</b> 8 a.m.-- 5 p.m.	<b>Sunday</b> 10 a.m.-- 4 p.m.
<b>Copy Center</b> Central Services Bldg, ext 2404	<b>Friday</b> 7 a.m. – 8:30 p.m.	<b>Saturday</b> 8 a.m.-- 1 p.m.	<b>Sunday</b> -----
<b>Continuing Education and Workforce Dev.</b> Registration CALT 115, ext 2325	<b>Friday</b> 8 a.m. - 5 p.m.	<b>Saturday</b> 8 a.m. -- noon	<b>Sunday</b> -----
<b>Entrepreneurial Studies Institute (ESI) Hatchery</b> CRSC 326, ext 2066	<b>Friday</b> 8 a.m. – 4 p.m.	<b>Saturday</b> 9 a.m.-- 3 p.m.	<b>Sunday</b> -----

## Programs that can be completed through WEEKENDYOU

The following programs can be provided through a combination of weekend, online and hybrid classes.

### Five degree programs:

Transfer Associate of Arts program with concentrations in business, computer science, health/wellness, psychology, sociology, and women studies

Business Administration Transfer Associate of Science

Business Management Associate of Applied Science

Computer Information Systems, Personal Computer Systems Technology Option: Associate of Applied Science

Computer Information Systems, Programming/Analysis Option: Associate of Applied Science

### Multiple certificate programs:

Transfer Studies Certificate

Business Management Certificate

Computer Specialist Certificate

Database Administration Certificate

Personal Trainer Certificate

HCAAT (Baking and Pastry Arts Operations and Baking and Pastry Cooking Skills) Certificates

### Noncredit professional certifications for non-degree seeking students:

Dental Assisting

Fitness certifications

Food Sanitation

Help Desk

Medical Insurance Specialist

Welding

Work is in progress to offer more weekend classes in a condensed format, thus allowing a student to complete 12 hours each term and four hours in the summer and thus complete his/her associate degree in two years. Classes are available in traditional classroom, online and hybrid formats.

## Faculty and Student Support Services

The services and descriptions that follow are valid for the **WEEKENDYOU** program at the Arnold campus. Information may vary for AMIL and GBTC and is included following this section in this manual. Contact Jane Paulson, 410-777-1909 at AMIL or Carolyn Patton, 410-777-2953 at GBTC for additional information about services available at those locations.

### ATM Locations

There are three ATMs located on the Arnold campus, in the lobby of the CALT Building, in the dining room of the Student Union and on the first floor lobby Careers next to the Great Day Café.

### Audio/visual needs:

Many of the classrooms and all of the computer labs are considered smart classrooms and have fixed instructional computers (laptops or PCs), projection units, VCR/DVD's, overhead projectors and pull-

down screens. A DVD is available on *Using a Smart Classroom* by calling the director of the weekend college at 410-777-2340. Microsoft Office 2007 is installed on all computers and they are all connected to the Internet. Vista is the operating system in the CALT building and all other locations on the Arnold campus are utilizing the XP operating system. For a complete overview of the technology available at AACC visit [www.aacc.edu/technology](http://www.aacc.edu/technology). If faculty are not sure that their assigned room has the equipment that they need they should call the Helpdesk at 410-777-**HELP** (4357) to find out and make a reservation if needed. Reservations for equipment can be made online via MYAACC under the Faculty/Staff tab. A link to the room and equipment list is also there. Reservations can also be sent via e-mail to [helpdesk@aacc.edu](mailto:helpdesk@aacc.edu). Reservations must be made 48 hours in advance. Please keep the ticket number for follow-up if needed at a later date.

Audio-visual materials, including DVD's, VHS tapes, CD's and audiotapes are available from Truxal Library. Please call or email the Library Circulation Desk at 410-777-2211 or [circdesk@aacc.edu](mailto:circdesk@aacc.edu) to determine availability of a program or reserve one for use in your class.

### **Childcare through the AACC Child Development Center:**

Weekend care is \$6 per hour per child (each additional child is \$3 per hour) and is available starting August 28, 2009. The hours are:

Friday:           5 – 9 p.m.  
Saturday:        8 a.m. - 5 p.m.  
Sunday :         10 a.m. - 5 p.m.

**Pre-registration is required prior to the start of classes.** Childcare is available for children 3-years old (potty-trained) through 10-years old only. Registration information is available in the Child Development Center, Math Building (1st floor), by calling the center at 410-777-2450 or by visiting [www.aacc.edu/cdc](http://www.aacc.edu/cdc).

### **Computers available for student use:**

The Technology Learning Center (**TLC**), located on the first floor of the Truxal Library, is a state-of-the-art, networked computer lab staffed by technical assistants days and evenings to assist students with software questions and MyAACC. All computers use Microsoft Office 2007 and have many of the software programs taught by AACC. It is open to all Anne Arundel county residents but currently enrolled students have first priority. The Computer Commons area in Careers is also open on weekends. An open computer lab is available in CALT 138 on Saturdays from 8 a.m. to 4 p.m. For the hours of the TLC and the Computer Commons area please see the chart on page 6.

### **Copying/printing services:**

Student handouts for classes should be duplicated at the College Copy Center located in the Central Services Building (CSB) room 161. Copy Services Request forms can be found on the college Intranet <http://intranet/copycenter/> or by going to MyAACC and selecting the tab for *Faculty/ Staff Services* page and then *Submit Electronic Files to Document Services*. Jobs can be submitted online using the form and attaching an electronic file. Please be aware that the college policy on copying requires the processing of all but the smallest copying jobs through the campus print shop to save maintenance costs on office copiers. Weekend hours for walk-in service at the CSB building are Friday, 7 a.m. – 8:30 p.m. and Saturday, 8 a.m. - 1 p.m.

Some copiers available in department offices may need passwords in order to access them or key cards to access the room in which they are located. Due to maintenance costs, these units are intended for **small jobs only** with a limit of 10 copies. Copier codes and key cards, if required, are available from a department's instructional coordinator. Be sure to obtain these prior to the start of the term.

**Cade Building:** Departments of Performing Arts (dance, music, theater arts) and Visual Arts (art, communication arts technology, film, humanities) have a photocopier in Cade 113. The office is open on Saturdays from 9 a.m. to noon but is not staffed. Faculty will need a copier code to access the copier.

**Careers Building:** Departments of business administration/management and economics have mailboxes and a photocopier available in Careers 349. Departments of American Sign Language, American studies, future, geography, history, honors, philosophy, political science, psychology and sociology have mailboxes and a photocopier in Careers 131. Faculty can access these offices using a combination keypad. Department chairs provide the combination.

**CALT Building:** Departments of Architecture and Interior Design, Computer Technology, and Engineering Technologies have mailboxes and a photocopier for full-time faculty in CALT 238 and mailboxes and photocopier for part-time faculty in CALT 242. A key card is needed to access the offices and is provided by department chairs.

**Dragun Building:** Departments of astronomy, biology, chemistry, physics and physical science, and veterinary sciences have staff on duty on Saturdays from 9 a.m. - noon. There is a photocopier available in Dragun 236. When support staff are not available, full-time and part-time departmental staff (excluding adjuncts) have keys to access this room.

**Florestano Building:** Institute of Criminal Justice, Legal Studies and Public Service has mailboxes and a photocopier available in Florestano 210. Keys are provided to full-time faculty only.

**Humanities Building:** Departments of communications, English, and world languages have a copier for faculty use in HUM 103. The code for the copier is posted in the office. The office is staffed the first two weekends of **WEEKENDYOU** and thereafter the office is kept unlocked throughout the weekend.

**Math Building:** The math department distributes keys to all faculty, including adjuncts, teaching classes on the weekend so they have access to the copier in MATH 231. No code is needed for the copier.

**Truxal Library:** Reading department and TLC staff on the lower level of the library have access to the photocopier adjacent to LIB 115 while the building is open. A copier code is needed to use that copier. Adjuncts are provided this information at their department orientation session.

### **Copiers for Student Use**

Black-and-white coin-operated copy machines for student use are available in Truxal Library, the Center for Applied Learning and Technology, the Cade Center, Careers Building, the Florestano Building, the Humanities Building outside room 112, the Student Services Center, the Student Union, AACC at the Glen Burnie Town Center and AACC at Arundel Mills. A color copier is available at the Copy Center in the Central Services Building. The Copy Center hours are Monday- Friday 7 a.m. – 8:30 p.m. and Saturday 8 a.m. – 1 p.m.

### **Disability Support Services**

Disability Support Services (DSS) provides equal access to educational opportunities for qualified students with disabilities. The primary goal of DSS is to promote full participation of all students in college life. All self-identified students must provide current documentation in order to receive classroom accommodations. Adaptive aids and resources are available to assist qualified students and can be found on [www.aacc.edu/advising/DSSwelcome](http://www.aacc.edu/advising/DSSwelcome). DSS advisors are available to meet with students to discuss the

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procedures necessary to obtain appropriate documentation and to identify accommodations for which a student is eligible. To schedule an appointment or to ask questions, call 410-777-2307, option 1.

### **Emergencies and absences:**

Public Safety is available to assist with first aid, escorts to cars, jumpstarts, lockouts, and emergencies. If you need to contact public safety for any reason the number is: 410-777-1818. **In the event of fire or health emergency, call Public Safety to contact 911** so they can coordinate logistics.

The parking lot has emergency phones easily located by blue lights. In case of police, fire or medical emergency, dial ext **1818** or activate one of the Code Blue phones located in the parking lots.

In the event of a personal emergency or illness and a faculty member is unable to meet his/her class on the weekend he/she should contact the students using the e-mail distribution list as quickly as possible giving students any pertinent information regarding any adjustments in their schedule (i.e. due dates for assignments etc.). The **WEEKENDYOU** program administrator or site coordinator should be informed (ext 2555) of the situation so the weekend staff can post a notice in the room to inform the students of the situation. This should also be done if the instructor anticipates a late arrival time. Instructors are expected to conduct all classes as specified in their contracts and must notify their department chair as soon as possible if they miss a class.

Anne Arundel Community College is concerned about the health and safety of our students, faculty, and staff and is committed to providing an environment where individuals are free to work, learn and teach, unencumbered and uninhibited by threats of intimidation and harm. Incident reports should be completed when someone observes incidents of aberrant, dangerous, or threatening behavior. Incident reports are available to the college community on the self-services tab of MyAACC via a link at both the top and bottom right-hand side. You must log in to MyAACC to access the incident reports.

### **FAX locations and numbers:**

The comprehensive list of locations and numbers for fax machines is available in the college directory. There are several fax machines in the Student Services Building and the CALT Building that can be accessed by faculty during the hours in which the office is open (see chart on page 6 for hours):

Counseling, Advising and Retention Services, SSVC 214, 410-777-2494  
Instructional Support Center, Room 114, 410-777-4325

### **Fitness Center:**

The AACC Fitness Center located in Gym 213 has open hours on Saturday from 9 a.m. - 12:30 p.m. Faculty, staff and credit students are eligible to use the Fitness Center. Appropriate identification, athletic clothing and shoes are required. One must sign a waiver form to use the facility.

### **Food Service:**

Light fare, snacks, coffee and cold beverages are available at the Spinnaker Café, located in the CALT Atrium (see chart on page 6 for days and hours). Vending machines are available in all college buildings on weekends. Vending refunds are available at the AACC Bookstore.

### **Generalist Services:**

The **WEEKENDYOU** Student Support Center--located in the atrium of the CALT Building on the first two Fridays and every Saturday in the fall term, and in the Careers Building on Sundays--is staffed by full-

time highly qualified student services personnel. They can provide students with assistance concerning admissions, records and registration, financial aid, academic planning, and cashiering services (non-cash). The generalists also serve as a central point of contact to assist faculty with routine administrative concerns and refer complex problems to the WEC administrator. Some office supplies and a photocopier (for small emergency jobs) are available for faculty use only.

### **Help desk (technical support):**

If faculty need to request any type of audio-visual equipment including a COW (computer on wheels) or overhead projector, or resolve a computer access problem of any sort, they should contact the Technical Call Center help desk at (410) 777- **HELP** (4357) or [helpdesk@aacc.edu](mailto:helpdesk@aacc.edu). The Technical Call Center is the point of contact for technology requests, troubleshooting, and to place audio/visual reservations for classes. Each help desk request receives a ticket number. Specific information must be furnished concerning the course number, schedule and room where assistance or support is needed. This ticket number should be kept until the problem is completely resolved or until the end of the timeframe on the A-V request. If the class is moved to another room after the initial A-V equipment request, the help desk should be contacted with the ticket number, to notify the A-V Tech Team of the change of room.

On-site technical support is available during the hours that college services are provided during **WEEKENDYOU**—see the chart on page 6 for hours.

### **Health services:**

Public safety officers are trained in basic first aid, CPR and AED and can assist with safety situations in emergencies until paramedics or emergency medical technicians arrive. When medical emergencies occur security should be contacted immediately at 410-777-1818. They will provide immediate assistance and they will contact 911. The college nurse is not available during weekend hours.

### **Inclement Weather Policy:**

When snow or hazardous road conditions make closing the college necessary, the procedures outlined in the college's Inclement Weather Policy, found in the Appendix, will be followed. Faculty, students and staff with cell phones and/or Internet email access are encouraged to sign up for instant notification of weather related schedule changes and closings as well as other emergency conditions via cell phone text messaging and email. Go to [www.aacc.edu/stayinformed](http://www.aacc.edu/stayinformed) to sign up for the service. The college will also utilize its Web site, voicemail, radio and television to get the message to the college community.

### **Instructional Record keeping:**

The AACC Faculty Handbook provides directions for such things as obtaining class rosters, how to create syllabi and report grades electronically via MyAACC. The handbook is located on the college's Teaching and Learning Advancement Internet site [www.aacc.edu/tla](http://www.aacc.edu/tla); select it from the important links on the left-hand side of the page.

### **Just Ask Stations:**

The college operates *Just Ask* stations during the first week of classes during day, evening and weekend classes to help students navigate their way through the college. *Just Ask* stations can help with locating classes or provide directions to accessing services. Stations are located on the second floor of Cade, first floor of Humanities and the Dining Hall on August 24- 28 and open from 8 a.m. - 6 p.m. On Saturday, August 29, the Just Ask stations are located on the second floor of Cade, first floor of Florestano and first floor of Humanities and open from 8 a.m.-1 p.m.

## Library

Students can use the library's web site to access online databases, catalog of books and other materials located in the library, library policies, and guides to assist them with research. Librarians can provide library instruction to classes to enable students to become better researchers. Sessions are tailored to assignments. Faculty should contact Brandy Whitlock, the instruction librarian at ext 2523 or email [libraryinstruc@aacc.edu](mailto:libraryinstruc@aacc.edu) to schedule a session. Library instruction can be provided in the library or in the room where the class meets and can be scheduled even during times that the library is normally closed.

The library's electronic resources, including databases offering journals, magazine, newspapers, streaming music and video, and electronic books, are available to students and faculty at all AACC locations. They also may be accessed from home or work by using the number on the back of an AACC ID card or an AACC library card as a password. If you do not have an AACC ID card, contact the circulation desk at ext 2211 for information on obtaining a library card.

Truxal Library provides laptop computers to learners for loan within the library. The computers are configured to connect to the campus network through wireless technology. Students must present a valid Truxal Library card and valid photo ID or an AACC ID card at the time of checkout. Laptop borrower responsibilities and procedures are available online at [www.aacc.edu/library/BorrowReturn.cfm](http://www.aacc.edu/library/BorrowReturn.cfm)

## Lost and found:

Items that have been found can be turned in to the lost and found, which is located in the Public Safety Office in the Central Services Building (CSB.)

## Mail:

The inter-campus mail service delivers mail twice each day Monday – Friday. Mail can be dropped off at the **WEEKENDYOU** desk for pick-up and delivery the following Monday. Mail can also be dropped off in any of the departmental offices that are open.

## Maintenance/housekeeping:

Every effort is made to assure that college facilities are maintained in excellent condition. If faculty encounter problems with their assigned classroom during the day, they should contact the **WEEKENDYOU** desk at 410-777-2555.

## Pay phone Locations:

Outside	Pascal Center near satellite dishes
Outside	Math/CDC and Humanities near handicapped spaces
Outside	Gym/Pool
Outside	Student Union North Entrance
Student Union	Cafeteria west entrance (2) 2 <sup>nd</sup> floor south end of building
Library	1 <sup>st</sup> floor south end of building 2 <sup>nd</sup> floor east entrance
Johnson	1 <sup>st</sup> floor near JOHN 104
Humanities	1 <sup>st</sup> floor near HUM 108
Careers	canteen area (2)
Dragun	1 <sup>st</sup> floor near DRGN 111
Schwartz	1 <sup>st</sup> floor east side
Gym	lower level south near GYM 109
Florestano	Student Lounge FLRS 119 (2)

Cade

Lounge CADE 201

### **Personal computer use and the wireless network:**

Faculty and staff may use their own personal laptops to access the Internet through the college wireless network at the following locations:

- Andrew Truxal Library, 2<sup>nd</sup> and 3<sup>rd</sup> floors
- Arundel Mills, Lecture Hall; 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floor
- Cade Center for Fine Arts, 2<sup>nd</sup> and 3<sup>rd</sup> floor lounge (above gallery)
- Careers Building, all informal learning spaces, such as lounge areas throughout the building, have wireless access.
- Center for Applied Learning and Technology, Atrium, Lecture Hall, and 2nd and 3rd floor lounges
- Dragun Building, 2<sup>nd</sup> floor hallway
- East Quad outside area framed by LIBR, DRGN, CRSC, and HUM
- Florestano Building, 1<sup>st</sup> -4<sup>th</sup> floors
- Glen Burnie Town Center, 4<sup>th</sup> floor student lounge
- Pascal Center for Performing Arts, theatre
- Student Services Center, 1<sup>st</sup> floor atrium and room 200 lounge
- Student Union, Dining Hall and 2<sup>nd</sup> floor lounge
- West Quad outside area framed by FLRS, CADE, and CALT buildings

### **Policies and Regulations:**

College policies governing areas such as academic integrity, electronic communication access and usage, drug and alcohol usage, among other general policies and the Student Code of Conduct are all located in the 2009-2010 College Catalog. The catalog can be found online at [www.aacc.edu/catalog](http://www.aacc.edu/catalog) or available in the Student Services Building.

### **Room assignments/instructional space:**

If a faculty has been assigned a classroom and it turns out to be unsatisfactory, he/she should not try to resolve the problem on his/her own. This could result in inadvertently creating a problem for another class or faculty member. In an emergency faculty can contact the **WEEKENDYOU** office at 410-777-2555; otherwise, they should work through the problem with their instructional coordinator.

If faculty need a computer lab for one or more class sessions, they should work through the department's instructional coordinator to schedule this.

### **Room scheduling/non-instructional space:**

To schedule space and related support services for meetings, events, and other *non-instructional activities*, contact Event Services at 410-777-2614 or [events@aacc.edu](mailto:events@aacc.edu). Office hours are 8:30 a.m. – 5 p.m. Monday - Friday.

### **Scantron machines:**

A number of departments, business and the social sciences predominantly, utilize Scantron machines to grade exams. These machines are available to faculty members by arrangement with office managers or program assistants during weekday hours.

### **Smoke free environment:**

The college prohibits smoking in any college building or within 25 feet of any entrance to a building. In order to keep the campus clean, please use the appropriate disposal containers placed in these smoking areas.

### **Student I.D. cards:**

Students enrolled in credit classes can obtain a student ID card through the AACC Bookstore, Student Union Building, room 160, 410-777-2220. Students need to bring a driver's license or other government issued photo ID to the Bookstore to obtain a photo student ID. The student ID card will serve as a library card and allow the purchase discount tickets to college sponsored events. Students must carry this photo ID at all times when on campus to identify themselves as students.

### **Supplies:**

If faculty need white-board markers, cleaning cloths, etc. during the weekend, they should contact the **WEEKENDYOU** Support Center at ext 2555. Faculty should secure other instructional supplies from their departments. The spray bottles for the white boards contain plain tap water.

### **Technology Learning Center (TLC):**

See "Computers available for student use."

### **Testing Office at the Arnold Campus:**

The Testing Office is located in Student Union (SUNB) 240. The hours of operation are:

Monday – Thursday: 8:30 a.m. - 8 p.m.

Friday: 8:30 a.m. - 4:30 p.m.

Saturday: 8 a.m. – 4 p.m.

Sunday: 10 a.m. – 4 p.m.

Testing services are offered for: Placement Tests (ESL, math, reading and English; the Health Professions Arithmetic Test; the Ability to Benefit Test), Distance Learning (hybrid, telecourses and online courses), and make-up tests.

Faculty who intend to use the services of the Testing Office should contact the testing assistants, at ext 2375 prior to needing the service to assure that their requests can be met on the weekend.

### **Textbooks:**

The AACC Bookstore located in the Student Union, room 160, carries textbooks and related course materials needed for **WEEKENDYOU** classes. Supplies, light fare and other convenience items can be purchased there as well. Textbooks may also be purchased online at [www.aaccbooks.com](http://www.aaccbooks.com). For information, phone 410-777-2220.

### **Tutoring services:**

The Tutoring office offers a variety of peer, online and lab tutoring services for students currently enrolled in credit or credit-equivalent classes. Tutoring is free and available in most subject areas. For more information about tutoring services and resources, please visit [www.aacc.edu/tutoring](http://www.aacc.edu/tutoring). For lab schedules, click on 'Tutoring Lab Links'; to request peer tutoring services click on 'Peer Tutoring' then click on 'Request a Free Tutor NOW!' For online tutoring (Smarthinking) information, please visit [www.aacc.edu/tutoring/smarthinking.cfm](http://www.aacc.edu/tutoring/smarthinking.cfm) or contact Debbie Webb, coordinator of tutoring, at 410-777-2642 or via e-mail at [dpwebb@aacc.edu](mailto:dpwebb@aacc.edu).

### **Transportation:**

The MTA No.14 bus runs between Baltimore and Annapolis and stops frequently on the Arnold campus. Call 410-539-5000 or 1 800 543-9809 toll free or visit the MTA Web site <http://www.mtmaryland.com/>. The MTA has service on weekends.

The Annapolis Transit C-40 bus route connects the Arnold campus, Annapolis and Edgewater. The C-40 operates Monday-Saturday with limited service on Sundays. Call 410 263-7964 ext. 107 or visit the Annapolis Transit Web site <http://www.annapolis.gov>.

### **University Consortium Classes and Office**

The AACC University Consortium has an office located in Careers 160 in addition to one at Arundel Mills. University Consortium partners offer classes on the weekend at AMIL and Arnold. Presently UMUC plans to have a representative at the Arnold campus on Saturdays.

**AACC at Arundel Mills**

**Mailing Address:**

Anne Arundel Community College  
 AACC at Arundel Mills  
 7009 Arundel Mills Circle  
 Hanover, MD 21076

**Phone:**  
 410-777-2010

Jane Paulson, Coordinator of College Services  
 AMIL 105 C  
 AACC at Arundel Mills  
 410-777-1909  
 FAX 410-777-1965  
 jcpaulson@aacc.edu

**Services and Hours of Operation for AACC at Arundel Mills (AMIL)**

<b>Student Services, AMIL 105, 410-777-1980</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
Admissions Registration Advising Financial Aid Cashier's Office	8:30 a.m.- 4:30 p.m. 8:30 a.m.- 4:30 p.m. 9 a.m.- 3 p.m. 8:30 a.m.- 4:30 p.m. 8:30 a.m. - 4:30 p.m.	9 a.m.- 1 p.m. 9 a.m.- 1 p.m. 9 a.m.- 1 p.m. ----- 9 a.m. - 1 p.m.	-----
<b>Technology Learning Center, AMIL 206, ext 1935</b>	<b>Friday</b> 8 a.m.- 4:30 p.m.	<b>Saturday</b> 9 a.m.- 4 p.m.	<b>Sunday</b> -----
<b>Testing Office/ Academic Support Center, AMIL 112 , ext 1915</b>	<b>Friday</b> 10 a.m.- 2 p.m.	<b>Saturday</b> 9 a.m. – 1 p.m.	<b>Sunday</b> -----
<b>AACC Bookstore, AMIL 106, ext 1917, (Extended hours 7/27-9/04 Mon-Thurs 8:30 a.m. - 7:30 p.m. Friday 8:30 a.m. - 4 p.m.)</b>	<b>Friday</b> 8:30 a.m. – 2 p.m.	<b>Saturday</b> 9 a.m. – 1 p.m.	<b>Sunday</b> -----

**Faculty and Student Support Services**

**ATM Locations**

A First Mariner ATM is located in the Student Lounge in AMIL 106.

**Audio/visual needs:**

All but two of the classrooms at AACC at Arundel Mills are considered smart or modified smart rooms with fixed instructional computers (laptops or PCs), projection units, overhead projectors and pull down screens. Computers are loaded with Microsoft Office 2007 and XP, and are connected to the Internet. Additionally,

## WEEKENDYOU Operations Manual

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many but not all rooms have fixed VCR/DVD units. Only rooms 307 and 408 have no fixed A-V equipment. If faculty are not sure that their assigned room has the equipment that they need they should call the Helpdesk at 410-777-**HELP** (4357). Reservations can be made online at [helpdesk@aacc.edu](mailto:helpdesk@aacc.edu). Faculty should keep their ticket number for follow up if needed at a later date.

Audio-visual materials, including DVDs, VHS tapes, CDs and audiotapes are available from Truxal Library. Please call or email the Library Circulation Desk at 410-777-2211 or [circdesk@aacc.edu](mailto:circdesk@aacc.edu) to determine availability of a program or reserve one for use in your class. Materials can be sent via campus mail to AMIL for pick up in the Student Services Office, Room 105, and can be returned to the same location.

If faculty are having difficulty with the equipment in a classroom they should go to the Enrollment Services office in AMIL 105 and ask to page the Information Services staff to their classroom. If this office is closed, they should check AMIL 202 (the IS office), AMIL 206 (the TLC), or the Information Desk in the lobby for assistance.

### **Building Hours for AACC at Arundel Mills:**

The building hours are:

Monday – Thursday:	7 a.m. – 10 p.m.
Friday:	7 a.m. – 5 p.m.
Saturday:	7 a.m. – 5 p.m.
Sunday	closed

Faculty may not be in the building for any reason beyond these hours.

### **Bulletin boards (traditional and electronic):**

Bulletin boards are located in classrooms and hallways throughout the building. By AACC policy, all materials posted to bulletin boards must be stamped prior to posting. Contact the Facilities Manager in AMIL 101 to stamp the items before posting information to one or more of the physical bulletin boards.

Electronic bulletin boards are located next to the elevators on each floor, in the student lounge (AMIL 106), and in the Enrollment Services office (AMIL 105). To post something to them, provide a PowerPoint slide with the information to the Facilities Manager. Please call 410-777-1903 for more information about any of these bulletin boards.

The consortium members whose offices are located in AMIL 111 manage the University Consortium bulletin board. Consortium faculty should contact their respective site liaisons for additional information about using this bulletin board.

### **Computers available for student use at Arundel Mills:**

The Technology Learning Center (AMIL 206) is an open computer lab for all currently enrolled students. Its hours of operation on the weekend are Saturday 8 a.m. - 5 p.m.

### **Copying/printing services:**

Student handouts for AACC classes should be duplicated at the College Copy Center located on the Arnold campus. Copy Services Request forms can be found in the faculty office in AMIL 207, next to the mail and supplies cabinet, just inside the main door to the suite. Complete this form; place it with the originals in an interoffice envelope addressed to the copy center, CSB 165. **Be sure to indicate that it should be returned to the sender at AMIL 207.** The envelope should be placed in the Outgoing Mail basket in suite 207 and the faculty mail file unit should be checked for returned projects.

The copier in AMIL 207 is available for AACC faculty use only. In the event that this copier is in use or out-of-order, the copier in the Enrollment Services office in AMIL 105 can be used. Due to maintenance costs, these units are intended for **very small jobs only**. Both of these copiers require a departmental code, available from the department's instructional coordinator. The copier code should be obtained prior to the start of the term. The copiers in room 207 and 105 are not the same and require two different codes. Staff in AMIL 105 keeps the department codes for that copier.

Delivery time for Quick Copy requests (black and white), submitted to the Print Shop by faculty and staff at Arundel Mills is 2-3 working days and/or up to a week during peak times which are August-September and January-February. Larger print jobs require additional turn-around time and advance notice is helpful. Find more information at <http://intranet.aacc.cc.md.us/copycenter/>.

University Consortium faculty in need of copying services should work with the site liaison person from their college or university to arrange for copying services.

### **Copiers for Student Use:**

There is a vending copier for student use located in the Student Lounge, AMIL 106.

### **Emergencies and security personnel at Arundel Mills:**

AACC at Arundel Mills has at least one uniformed security guard and a uniformed lot patrol guard on duty during all hours that the building is open. The security guard is located at the security desk just inside the front door. The officer is available to assist with first aid, escorts, jumpstarts, lost and found, and lockouts. To reach the security officer at AMIL call ext. 1934. For emergencies such as medical or fire, call ext.1818. The security personnel on the Arnold campus will provide immediate assistance and contact 911.

The parking lot has emergency phones easily located by blue lights. The upper floors of the Arundel Mills building have emergency phones by elevators on each floor. In case of police, fire or medical emergency, dial ext **1818** or activate one of the Code Blue phones located in the elevator lobbies and in the parking lot – which automatically dials ext 1818. If you need to contact Security for any reason the number is: 410-777-1818.

In the event that faculty are unable to arrive at Arundel Mills in time for class they should call ahead to ask someone to notify their class of the contingency plan. If class is scheduled to start after 8:00 p.m. weekdays or 8 a.m. on Saturdays, call Security at 410-777-1934.

### **Faculty offices – suite 207:**

Computers, telephones, limited office and classroom supplies, mail delivery, and copy delivery is available in Suite 207 for faculty teaching at Arundel Mills. These offices are not assigned, so faculty may have access to one desk one day but need to use another desk another day. Supplies such as whiteboard markers are located in the large file cabinet just to the left of the entrance to the suite. The college's evening/weekend site coordinator can be found at the information desk in the main lobby or at ext 1916, from 5 p.m. to 8 p.m., Monday through Thursday and 9 a.m. to 1 p.m. on Saturdays for assistance.

The computers located in AMIL 207 have been loaded with a dual boot system (Windows 2000 or XP) so faculty who have used Windows 2000 or XP on another college computer or their machine at home, can continue to work in the same operating system here. Instructions for accessing the platform of one's choice are located on the faculty work desk in room 207. It should be noted that the COWs and smart classrooms use Windows 2007.

### **FAX locations and numbers:**

AMIL 105A,	410-777-1965 (Fax machine—Enrollment Services)
AMIL 111,	410-777-1966 (Multi-functional device—University Consortium)
AMIL 112,	410-777-1968 (Fax machine—Testing Center)
AMIL 202,	410-777-1969 (Fax machine—IT department)
AMIL 309,	410-777-1967 (Multi-functional device—TEACH Institute)

### **Food Service:**

Light fare, specialty coffee, snacks and convenience products are available at the AACC Bookstore Kiosk, Student Lounge (AMIL 106) Monday-Friday. Vending machines are located in the Student Lounge and in the lounge areas on the third and fourth floors. For refunds, please go to the AACC Bookstore in AMIL 106 or contact Dining Services at extension 410-777-2333. In addition, the Arundel Mills Mall has a variety of dining establishments.

### **Help desk (technical support):**

To request any type of audio-visual equipment including a COW (computer on wheels) or overhead projector, or resolve a computer access problem of any sort, the Technical Support Help Desk should be contacted 410-777- **HELP** (4357) or [helpdesk@aacc.edu](mailto:helpdesk@aacc.edu). The Help Desk, Customer Support Services is the point of contact for technology requests, troubleshooting, and to place audio/visual reservations for classes.

On-site technical support is available in at Arundel Mills in AMIL 202:

Monday through Thursday:	7:30 a.m. – 8:30 p.m.
Friday:	7:30 a.m. – 4:30 p.m.
Saturday:	8 a.m. – 4 p.m.

### **Inclement Weather Policy:**

When snow or hazardous road conditions make closing the college necessary, the procedures outlined in the college's Inclement Weather Policy, found in the Appendix, will be followed. Please note that some locations of the college may close while other locations may remain open – all public media communications will make clear such distinctions.

### **Library Services for Arundel Mills:**

AACC at Arundel Mills does not have its own library; however, computer access to Truxal Library's resources on main campus is available from the Technology Learning Center (room 206) at Arundel Mills. Students can use the library's web site to gain access to the online resources and to order books and other library materials. Books are sent to the Enrollment Services Office (AMIL 105) for student pick-up and return. Two extra days have been built into the checkout time to allow for transit.

Librarians can provide library instruction to classes at AMIL to enable students to become better researchers. Sessions are tailored to assignments. Faculty should contact Brandy Whitlock, Instruction Librarian at ext. 2523 or by email at [libraryinstruc@aacc.edu](mailto:libraryinstruc@aacc.edu) to schedule a session. Library instruction can be scheduled even during times that the library is normally closed. The library's electronic resources, including databases offering journals, magazine, newspapers, streaming music and video, and electronic books, are available to students and faculty at all AACC locations. They also may be accessed from home or work by using the number on the back of an AACC ID card or and AACC library card as a password. If you do not have an AACC ID card, contact the circulation desk at ext. 2211 for information on obtaining a library card.

### **Lost and found at Arundel Mills:**

Items that have been found can be turned in to the lost and found, which is located in the security office on the first floor. Contact the security guard at the front desk or at ext. 1934 to see if lost items have been turned in. Any suspicious containers sitting about the building should be reported to the security guard.

### **Mail at Arundel Mills:**

The inter-campus mail service delivers mail to each floor twice each day Monday – Friday. Mail for faculty will be delivered to AMIL 207 and filed alphabetically in the large file cabinet just inside the door to the suite. This drawer should be checked regularly. Out-going and inter-campus mail can be placed in the mail pickup basket in AMIL 207. Inter-campus envelopes can be found in the mail/supplies filing cabinet located in the office suite.

If faculty need to send something to an Arundel Mills student, the Enrollment Services office at Arundel Mills routinely holds materials for pick up by students. If faculty need to send materials to an Arundel Mills student, they can send it to that student c/o the Enrollment Services office (AMIL 105). Students must show photo ID to receive the delivery. To insure proper delivery, address the envelope with the student's name, send it to AMIL 105, and include information about the source of the material, including contact information for the student and the sender. Unclaimed materials at the end of each semester are returned to the sender if possible, to the sender's department or discarded.

### **Maintenance/housekeeping at Arundel Mills:**

Every effort is made to assure that the Arundel Mills facility is maintained in excellent condition. If faculty encounter problems with their assigned classroom during the day, contact the Facilities Manager at 410-777-1903 (AMIL 103). If these problems occur in the evening, contact Security at the Security Desk ext. 1934 for assistance in resolving the situation.

### **Parking at Arundel Mills**

Parking is available around the perimeter of the building. *Parking permits are no longer required.*

### **Pay phone at Arundel Mills:**

A pay phone is located in the hall outside the Enrollment Services office, AMIL 105.

### **Room assignments at Arundel Mills:**

There are many cohorts that use space at Arundel Mills. If faculty have been assigned a classroom and it turns out to be unsatisfactory, they should not try to resolve the problem on their own. While they may resolve their own problem they may inadvertently create a problem for another class or faculty member. Instead, if faculty have difficulty with their classroom during the evening or weekends, contact the Enrollment Services staff (ext 1980/AMIL105) or the department's instructional coordinator to resolve the problem.

If faculty need a computer lab for one or more class sessions, they should work through their department's instructional coordinator to schedule this.

### **Room scheduling/non-instructional space at Arundel Mills:**

To schedule space and related support services for meetings, events, and other *non-instructional activities*, contact Event Services at 410-777-2614 or [events@aacc.edu](mailto:events@aacc.edu). Office hours are 8:30 a.m.– 5 p.m. Monday - Friday.

### **Scantron machine:**

A Scantron machine is available for faculty members in room 207 with a complete set of operating instructions. If you require assistance, please contact the facility manager during daytime hours and the site coordinator during evening hours.

### **Smoke free environment at Arundel Mills:**

Smoking is only permitted on the ground floor patios near the bicycle racks and outside the Student Lounge (AMIL 106). Smoking is NOT permitted at the main entrance or on the third and fourth floor balconies. In order to keep the area clean and to prevent mulch fires around the building, please use the appropriate disposal containers placed in these smoking areas.

### **Storage at Arundel Mills:**

If a faculty member is teaching a class that has significant storage needs (such as a CPR class) they should contact the instructional coordinator for the department who will work with the facilities manager at Arundel Mills to locate an appropriate storage space for the classroom equipment. Contact the facilities manager or security to gain access to the stored equipment in preparation for the class. Instructional materials or personal items should not be left in AMIL 207 after the class is over for the day. Many faculty members use this area and it should not be considered as a permanently assigned space.

### **Study space at Arundel Mills:**

Students can use the Technology Learning Center on the second floor (AMIL 206), the Student Lounge (AMIL 106) or one of the lounge areas on the third or fourth floors.

### **Supplies at Arundel Mills:**

White-board markers, cleaning cloths, etc are available from the site coordinator in AMIL 207 (ext 1950). Faculty should secure other specialized instructional supplies from their departments. The spray bottles for the white boards contain plain tap water.

### **Testing office at Arundel Mills:**

The Testing Office is located in room 112. The hours of operation are:

Monday – Thursday:	10 a.m. – 8 p.m.
Friday:	10 a.m. – 2 p.m.
Saturday:	9 a.m. – 1 p.m.

Testing services are offered for: Placement Tests (ESL, math, reading and English; the health professions arithmetic test; the ability to benefit test), distance learning (hybrid, telecourses and online courses), and make-up tests. Faculty who intend to use the services of the Testing Office should contact the testing assistants, at ext 1915 prior to needing the service to assure that their requests can be met on the weekend.

### **Textbooks at Arundel Mills:**

The AACC Bookstore, located in the Student Lounge (AMIL 106), provides access to textbooks and related course materials needed for classes that are held in the building. Textbooks will be in stock at AMIL during special posted hours. At all other times request express delivery from the main store to AMIL; orders must be prepaid and will be delivered within 72 business hours. Most supplies and other convenience items can be purchased there as well. Regular hours are 8:30 a.m. – 6 p.m. Monday through Thursday and 8:30 a.m. – 2 p.m. Friday, 9 a.m. – 1 p.m. Saturday with special extended hours at the start of each term.

Textbooks may also be purchased online at [www.aaccbooks.com](http://www.aaccbooks.com) or at the Arnold Campus. For information call 410-777-1917.

### **Transportation at Arundel Mills:**

A new bus stop has been located in front of AACC at Arundel Mills for both the Howard and Anne Arundel County lines and MTA #17. There is also a stop near Neighborhood One, at the Medieval Times end of the Mall. Call 410-539-5000 or 1 800 543-9809 toll free or visit the MTA Web site <http://www.mtmaryland.com/>. The MTA has service on weekends.

### **Tutoring services at Arundel Mills:**

Weekend peer tutoring at the Arundel Mills campus varies each semester (contingent on tutor availability). For more information about tutoring services and resources, please visit [www.aacc.edu/tutoring](http://www.aacc.edu/tutoring). For lab schedules, click on 'Tutoring Lab Links'; to request peer tutoring services click on 'Peer Tutoring' then click on 'Request a Free Tutor NOW!' For online tutoring (Smarthinking) information, please visit [www.aacc.edu/tutoring/smarthinking.cfm](http://www.aacc.edu/tutoring/smarthinking.cfm) or contact Debbie Webb, coordinator of tutoring, at 410-777-2642 or via e-mail at [dpwebb@aacc.edu](mailto:dpwebb@aacc.edu).

### **University Consortium partners:**

The University Consortium is a select group of four-year colleges and universities that maintain instructional partnerships with AACC to provide a mix of associate, bachelor, master and professional degree and certificate programs. Degrees offered by these four-year partners have been selected to complete several AACC associate degree programs, resulting in a seamless transfer between institutions for students. The University Consortium office is located in AMIL 111 and the bulletin board in the hall outside that suite provides additional information about their programs and personnel.

**The College of Notre Dame of Maryland** offers a Bachelor of Arts degree in liberal arts/elementary education, a Master of Arts degree in leadership in teaching, a Master of Arts degree in teaching and a master's certificate of advanced study in education (C.A.S.E.) For information, call 410-532-5349 or online at [www.ndm.edu](http://www.ndm.edu).

**McDaniel College** offers its Better Education for the Students of Tomorrow (BEST) program, an Administrator 1 Certification program, and a graduate degree in Human Resource Development. BEST is a graduate program for career changers who have an undergraduate degree and wish to earn state teacher certification and a master's degree. For information call 1 877-889-4750 or 1 866-962-4723 or go online at [www.McDaniel.edu](http://www.McDaniel.edu).

**University of Maryland University College** offers bachelor degree programs in Business Administration, Management Studies, Information Systems Management and Homeland Security. Through the Arnold weekend college program they offer a bachelor's degree in Information Assurance. For information, call 1 800 888-UMUC or go online at [www.umuc.edu](http://www.umuc.edu).

**Stevenson University** offers a Bachelor of Science degree in nursing on-site at the AACC main campus in Arnold. For information about Stevenson University's program, contact Katie Schwienteck, advisor at [fac-schw@mail.vjc.edu](mailto:fac-schw@mail.vjc.edu) or call 443-352-4243.

## AACC at the Glen Burnie Town Center

### Mailing Address:

Anne Arundel Community College  
 AACC at GBTC  
 101 N. Crain Highway  
 Glen Burnie, MD 21016

### Phone:

410-777-2945

Carolyn D. Patton, Coordinator GBTC College Services  
 GBTC 217  
 410-777-2953 or 2945  
 Fax: 410-777-2949  
[cdpatton@aacc.edu](mailto:cdpatton@aacc.edu)

## Services and Hours of Operation for AACC at the Glen Burnie Town Center (GBTC)

<b>Student Services, GBTC 217, 410-777-2945</b> Admissions Registration Advising Financial Aid	<b>Friday</b>  8 a.m.- 4 p.m. 8 a.m. - 4 p.m. no advising hours 8:30 a.m. – 4:30 p.m.	<b>Saturday</b>  9 a.m.- 1 p.m. 9 a.m.- 1 p.m. no advising hours -----	<b>Sunday</b> -----
<b>Technology Learning Center, GBTC 314 ext 2986</b>	<b>Friday</b> 8 a.m.- 4:00 p.m.	<b>Saturday</b> 9 a.m.- 2 p.m.	<b>Sunday</b> -----
<b>Testing/Academic Support Center, GBTC 208, ext 2906</b>	<b>Friday</b> -----	<b>Saturday</b> 9 a.m. – 1 p.m.	<b>Sunday</b> -----

## Faculty and Student Support Services

### ATM at GBTC:

There are no ATMs inside of the building. The closest ATM is located at M&T Bank behind the building on Crain Hwy or at the Food Lion next door to the building.

### Audio/visual needs at GBTC:

Most of the classrooms at GBTC are considered smart or modified smart rooms with fixed instructional computers (laptops or PCs), projection units, overhead projectors and pull down screens. Computers are loaded with Microsoft Office 2007 and are connected to the Internet. Additionally, many but not all rooms have fixed VCR/DVD units. Room 411 is an interactive classroom used for teleconferencing. If faculty are not sure that an assigned room has the equipment that needed, they should call the Helpdesk at 410-777-HELP (4357). Reservations for rooms can be made online at [helpdesk@aacc.edu](mailto:helpdesk@aacc.edu). Please keep the ticket number for follow-up if needed at a later date.

Audio-visual materials, including DVDs, VHS tapes, CDs and audiotapes are available from Truxal Library. Please call or email the Library Circulation Desk at 410-777-2211 or [circdesk@aacc.edu](mailto:circdesk@aacc.edu) to determine availability of a program or reserve one for use in your class. Materials can be sent via campus mail to GBTC for pick up in the Student Services, Room 217, and can be returned to the same location.

### **Computers Available for Student Use at GBTC:**

The Technology Learning Center (TLC) is located in room 314. Half of the computers use Microsoft Vista and half use the XP operating system. All the software taught at GBTC is available in the lab but not on all the computers in the TLC. Information about what is available on each computer is posted in the room. Call Tanya Mariano, the team leader, 410-777- 2747 for more information.

### **Copying/printing services and copy machine at GBTC:**

Copiers are available on the 2<sup>nd</sup> floor outside the College Services area and in room 536. No keys or copier codes are needed to access rooms at GBTC. The Security officers ensure that facilities are available when classes are in session. If there is a problem, faculty should contact the front desk at the entrance to the building to locate the security officer or staff to assist them.

### **Copiers for student use at GBTC:**

A coin-operated copier is available in the student lounge, room 418. Students experiencing problems with the copier should go to the college services desk on the second floor for assistance.

### **Emergencies at GBTC:**

AACC at GBTC has a uniformed security guard on duty during the hours that the building is open. The security guard is located at the security desk inside the front door. The officer is available to assist with first aid, escorts, and lost and found. To reach the security officer at GBTC call ext. 2573. **For emergencies such as medical or fire, call ext. 1818. The security personnel on the Arnold campus will provide immediate assistance and contact 911.**

### **FAX machines locations and numbers at GBTC:**

Faculty needing to use a fax machine should contact GBTC-College Services, room 217 and request to use the fax. The fax machine is not generally available to students or the public.

### **Help desk (technical support) at GBTC:**

If faculty need to request any type of audio-visual equipment including a COW (computer on wheels) or overhead projector, or resolve a computer access problem of any sort, please contact the Technical Support Help Desk at 410-777- **HELP** (4357) or [helpdesk@aacc.edu](mailto:helpdesk@aacc.edu). The Help Desk, Customer Support Services is the point of contact for technology requests, troubleshooting, and to place audio/visual reservations for classes.

On-site technical support is available in at GBTC 101:

Monday through Thursday:	7:30 a.m. – 9 p.m.
Friday:	7:30 a.m. – 4:30 p.m.
Saturday:	9 a.m. – 2 p.m.

### **Inclement Weather Policy:**

When snow or hazardous road conditions make closing the college necessary, the procedures outlined in the college's Inclement Weather Policy, found in the Appendix, will be followed. Please note that some locations of the college may close while other locations may remain open – all public media communications will make clear such distinctions.

### **Library Services for GBTC:**

AACC at GBTC does not have its own library; however, computer access to Truxal Library's resources on main campus is available from the Technology Learning Center. Students can use the library's web site to

gain access to the online resources and to order books and other library materials. Librarians can provide library instruction to classes at GBTC to enable students to become better researchers. Sessions are tailored to assignments. Faculty should contact Brandy Whitlock, Instruction Librarian at ext. 2523 or by email at [libraryinstruc@aacc.edu](mailto:libraryinstruc@aacc.edu) to schedule a session. Library instruction can be scheduled even during times that the library is normally closed. The library's electronic resources, including databases offering journals, magazine, newspapers, streaming music and video, and electronic books, are available to students and faculty at all AACC locations. They also may be accessed from home or work by using the number on the back of an AACC ID card or and AACC library card number as a password. If you do not have an AACC ID card, contact the circulation desk at ext. 2211 for information on obtaining a library card.

### **Lost and Found at GBTC:**

Faculty or students or staff are to go to the security officer located in the front lobby on the first floor or call ext. 2573.

### **Maintenance/housekeeping at GBTC:**

Routine housekeeping problems should be reported to the college services staff on the second floor or to security that will contact the building facilities manager. There is routine cleaning of the building on weekends.

### **Parking at GBTC:**

All AACC Students, faculty, staff, and visitors should park in the free parking garage across from GBTC. Parking in any other areas could subject one to being towed.

### **Pay phones at GBTC:**

There are two pay phones available. One is in the student lounge on the fourth floor and the other outside of the main entrance to the building.

### **Room assignments/instructional space at GBTC:**

If a faculty member has been assigned a classroom and it is unsatisfactory, they should not try to resolve the problem on their own. This could inadvertently create a problem for another class or faculty member. The college services staff can assist the weekend faculty member by working with Events and Conferencing Staff using Resource 25.

### **Smoke free environment at GBTC:**

The College prohibits smoking in any college building or within 25 feet of any entrance to a building. In order to keep the campus clean, the appropriate disposal containers placed in these smoking areas must be used.

### **Instructional Supplies at GBTC:**

White-board markers, cleaning cloths, etc are available from College Services staff located on the second floor. The office is open from 9 a .m. until 1 p.m. on Saturdays.

### **Testing Office at GBTC:**

The Testing Office is located in Room 208. The hours of operation are:

Monday:	9 a.m. – noon and 1 - 5 p.m.
Tuesday- Thursday:	noon- 4 p.m. and 5- 8 p.m.
Friday and Sunday:	closed
Saturday:	9 a.m. – 1 p.m.

Testing services are offered for: Placement Tests (ESL, math, reading and English; the Health Professions Arithmetic Test; the Ability to Benefit Test), Distance Learning (hybrid, telecourses and online courses), and make-up tests. Faculty who intend to use the services of the Testing Office should contact the testing assistants, at ext. 1915 prior to needing the service to assure that their requests can be met on the weekend.

### **Textbooks at GBTC:**

The AACC Bookstore is located in Room 215. Textbooks are available for credit and noncredit classes held at GBTC, Glen Burnie High School and the Hospitality, Culinary Arts and Tourism Institute. Regular store hours are 8:30 a.m.-1p.m. Mondays and Tuesdays and 4:30 –7 p.m. Wednesdays and Thursdays. Extended hours are offered at the start of each term. For information phone 410-777-2950 or visit our Website [www.aaccbooks.com](http://www.aaccbooks.com).

### **Transportation at GBTC:**

The MTA No.14 bus runs between Baltimore and Annapolis and stops frequently on the Arnold campus and serves GBTC and the Light Rail station at Cromwell Bridge Road. Call 410-539-5000 or 1 800-543-9809 toll free or visit the MTA Web site <http://www.mtmaryland.com/>. The MTA has service on weekends. The Annapolis Transit C-60 bus route connects Arundel Mills and the Glen Burnie area but does not stop on the GBTC site. The C-60 operates Monday-Saturday with limited service on Sundays. Call 410-263-7964 ext. 107 or visit the Annapolis Transit Web site at <http://www.annapolis.gov>.

### **Tutoring Services at GBTC:**

Weekend peer tutoring at the GBTC campus varies each semester (contingent on tutor availability). For more information about tutoring services and resources, please visit [www.aacc.edu/tutoring](http://www.aacc.edu/tutoring). For lab schedules, click on 'Tutoring Lab Links'; to request peer tutoring services click on 'Peer Tutoring' then click on 'Request a Free Tutor NOW!' For online tutoring (Smarthinking) information, please visit [www.aacc.edu/tutoring/smarthinking.cfm](http://www.aacc.edu/tutoring/smarthinking.cfm) or contact Debbie Webb, coordinator of tutoring, at 410-777 2642 or via e-mail at [dpwebb@aacc.edu](mailto:dpwebb@aacc.edu).

### **Vending at GBTC:**

The student lounge and vending machines are located in room 418. If one should lose their money in a machine they should go to the College Services office on the second floor to request a refund.

### **Wireless network:**

Wireless is available on the fourth floor in the Student Lounge area.

## Inclement Weather Policy

January 3, 2008

TO: Students, Faculty and Staff

FROM: Maury Chaput, Executive Director

SUBJECT: Notification Information for Inclement Weather and Emergency Closings

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

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

[www.aacc.edu/stayinformed](http://www.aacc.edu/stayinformed)

The sign-up takes less than a minute and you will automatically be activated to receive weather and emergency messages directly from the college.

We encourage all faculty, staff and students to sign up for this system.

The following information is the policy governing the college closing necessitated by inclement weather:

When snow or hazardous road conditions make the closing of the college necessary, the procedures outlined below will be followed. The word “college” includes Arundel Mills, Fort Meade Center, Glen Burnie Town Center, HCAT and any other off-campus instructional facility.

1. **The college will make a decision regarding delayed opening or closing independent of other agencies and schools.** Because the decision to close the college in the event of snow or hazardous road conditions will be an independent decision, *entirely separate and apart from any decision made by the Anne Arundel County Public Schools*, **please DO NOT ASSUME that if the public schools are closed the college will also be closed. However, when public schools are closed, all AACC classes held at public school locations are canceled.**
2. Any college decision to close may further differentiate between day and evening classes. (Evening classes are those beginning 5 p.m. or later.) Announcements made relative to the closing of the college will be made in terms of day classes, evening classes, or both day and evening classes as well as location.
3. The college will make every effort to arrive at a decision at the earliest possible time. Every effort will be made to notify all radio and television stations by 6:00 a.m. If a separate decision is required for evening classes, every effort will be made to make the decision by 3:00 p.m.

4. If the college opens late, our announcements will always identify a specific opening time, e.g., “Anne Arundel Community College opening at 10:00 AM”. **Never** will we indicate anything akin to “opening two hours late.” Unfortunately, we have no control over when media outlets choose to report our announcement or the wording they use.
5. **Our late opening time has been based on the time it takes to make the campus safe and also accommodate class schedules.** As we experience weather events this winter season, we will do our best to consider class schedules when we make our decision. We would also request that when we do open late, please do not arrive on campus prior to one half hour before the scheduled opening time.
6. Information regarding the college delayed opening or closing will also be recorded on the telephone message tape at the college. The number to call to receive this information is **410-777-2222**. In addition, there will be a college-wide voice mail message recorded; therefore, the employee phone mailbox should be checked. We will also have the announcement posted to [www.aacc.edu](http://www.aacc.edu) and MyAACC.
7. **When we are closed, please do not come on campus.** Our Facilities and Security Staffs, considered essential personnel, are hard at work trying to make the campus safe to open. Additional cars, traffic and requests to open buildings deter our ability to prepare the college campus for a safe opening.

**The Department of Public Safety will not allow faculty, staff and students on campus until the college is officially opened or the Vice President for Learning Resources Management has advised that all the roadways, parking lots and sidewalks have been cleared.**

In addition to the Associated Press, the following radio and television stations are contacted by the college to announce delayed opening or closing:

AM	FM	TV
WCAO 600 <a href="http://www.wcao.com">www.wcao.com</a>	WPOC (93.1) <a href="http://www.wpoc.com">www.wpoc.com</a>	WMAR TV – Channel 2 <a href="http://www.abc2news.com">www.abc2news.com</a>
WCBM 680 <a href="http://www.wcbm.com">www.wcbm.com</a>	WARW (94.7) <a href="http://www.classicrock947.com">www.classicrock947.com</a>	WRC TV – Channel 4 <a href="http://www.nbc4.com">www.nbc4.com</a>
WYRE 810 No website available	WIYY (97.9) <a href="http://www.98online.com">www.98online.com</a>	WJLA TV – Channel 7 <a href="http://www.wjla.com">www.wjla.com</a>
WBAL 1090 <a href="http://www.wbal.com">www.wbal.com</a>	WLIF (101.9) <a href="http://www.1019litefm.com">www.1019litefm.com</a>	WBAL TV – Channel 11 <a href="http://www.thewbalchannel.com">www.thewbalchannel.com</a>
WBIS 1190 <a href="http://www.wbis1190.com">www.wbis1190.com</a>	WWZZ (104.1) <a href="http://www.z104radio.com">www.z104radio.com</a>	WJZ TV – Channel 13 <a href="http://www.wjz.com">www.wjz.com</a>
WNAV 1430 <a href="http://www.wnav.com">www.wnav.com</a>	WSMJ (104.3) <a href="http://www.smoothjazz1043.com">www.smoothjazz1043.com</a>	WBFF TV – Channel 45 <a href="http://www.foxbaltimore.com">www.foxbaltimore.com</a>
WRQX (107.3) <a href="http://www.mix1073fm.com">www.mix1073fm.com</a>	WWMX (106.5) <a href="http://www.mix1065.fm">www.mix1065.fm</a>	WNUV – Channel 54 <a href="http://www.foxbaltimore.com">www.foxbaltimore.com</a>

**WEB NOTIFICATIONS ONLY**

WJFK 1300 AM <a href="http://www.espn1300.com">www.espn1300.com</a>	WQSR (102.7) <a href="http://www.1027jackfm.com">www.1027jackfm.com</a>	
	WHFS (105.7) <a href="http://www.whfs.com">www.whfs.com</a>	

## Student Academic Calendar 2009-2010

### Fall Term 2009:

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

### Winter Term 2010:

January 4-15	Winter 2 week session (final exam last class)
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### Spring Term 2010:

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

## WEEKENDYOU Operations Manual

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	(15 and 13 week session classes)
April 27	Last day to withdraw from a class with a “W” grade (second 8 week session classes)
May 9	15 and 13 week session classes end
May 10-16	Final exams
May 16	Weekend College classes end (final exam last class)
May 16	Second 8 week session classes end (final exam last class)
May 27	*Commencement
May 29-31	Memorial Day Break (no classes)

### Summer Term 2010:

#### Session 1:

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

#### Session 2:

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

July 6 – August 12	Second six-week
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Memorial Day Break – May 28 after 4:30 p.m. through May 31 (no classes)  
Independence Day Break – July 2<sup>nd</sup> after 4:30pm through July 5 (no classes)

\* Commencement is determined by the President and Vice Presidents

## Operating Calendar Fiscal Year 2010

### Key Operating Dates 2009-2010

July 3-5, 2009 – College Closed – Independence Day Weekend

August 17 & 18, 2009 – College Faculty and Staff Orientation

September 4, 2009 – College Closes at 4:30 p.m.\*

September 5-7, 2009 – College Closed – Labor Day Weekend

November 25, 2009 – College Closes at 4:30 p.m.\*

November 26-29, 2009 – College Closed – Thanksgiving Break

December 23, 2009 – College Closes at 4:30 p.m.\*

December 24, 2009 – January 3, 2010 College Closed – Winter Break

January 13, 2010 – College Faculty and Staff Orientation

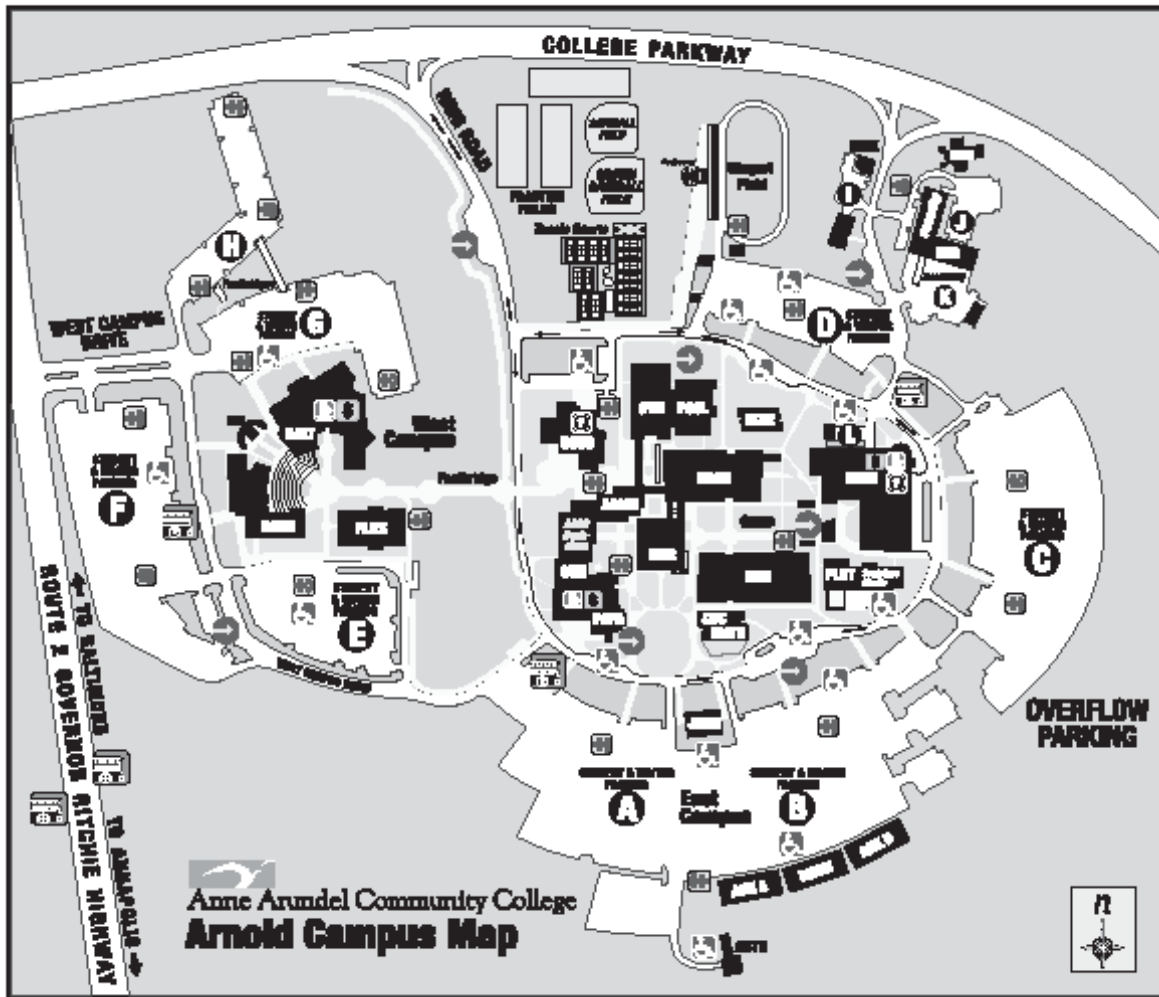
January 18, 2010 – College Closed – Dr. Martin Luther King, Jr. Day

March 22-28, 2010 – College Closed – Spring Break

May 28, 2010 – College Closes at 4:30 p.m.\*

May 29-31, 2010 – College Closed – Memorial Day Weekend

Campus Map



Anne Arundel Community College  
**Arnold Campus Map**

- |  |   |  |   |
|--|---|--|---|
| <b>ADMIN</b> Lullian Hall<br>Administration Building                           | <b>CON</b> Control Services Building<br>Planning/Security | <b>MDM</b> Math Building/COC<br>Child Development Center | <b>SEK</b> Selmer's Building                                  |
| <b>ANE A</b> Cloacetrone   | <b>DSB</b> Draper Science Building                        | <b>MLK</b> Dr. Martin Luther King Jr.<br>Memorial        | <b>SSC</b> Student Services Center<br>Adaptation/Registration |
| <b>ANE B</b> Cloacetrone   | <b>FLM</b> Fine Arts Building                             | <b>PPA</b> Pappas Center for<br>Performing Arts          | <b>SUN</b> Student Union<br>AACC Bookstore/Dining Hall        |
| <b>ASTL</b> Astorway Lab   | <b>STY</b> Jenkins Gymnasium                              | <b>PLT</b> Plant/Sculpture Studio                        |   |
| <b>CCC</b> Coda Center for Fine Arts   | <b>SRB</b> Services Building                              | <b>POOL</b> Oron Memorial Pool                           |   |
| <b>CELT</b> Center for Applied Learning<br>and Technology                      | <b>ICC</b> Incha Clark House<br>AACC Foundation/Donor     | <b>RM</b> Resource Management<br>Building                |   |
| <b>CCC</b> Careers Center Building<br>Help Desk<br><i>(opens January 2008)</i> | <b>JHB</b> Johnson Building                               |  |   |
|  | <b>LIB</b> Truitt Library                                 |  |   |

Public Safety 410-777-0100  
 Campus Information 410-777-6622

- |     |          |                     |                    |              |                    |                       |
|-----|----------|---------------------|--------------------|--------------|--------------------|-----------------------|
| ATM | Bus Stop | Handicapped Parking | Security Telephone | Food Service | Campus Information | Campus Directory Sign |
|-----|----------|---------------------|--------------------|--------------|--------------------|-----------------------|

Anne Arundel Community College is fully accessible to those with disabilities, with such accommodations as entrance door openers and elevators in all multi-level buildings and accessible restrooms.