

2013-2014
Student Handbook



**13300 West Sixth Avenue
Lakewood, Colorado 80228
303.914.6600 www.rrcc.edu**

You can also find us at:
facebook.com/redrockscclakewood
twitter.com/rrccedu
linkedin.com/company/red-rocks-community-college
youtube.com/user/redrockscclakewood/featured

This handbook was produced by the Office of Student Life
at Red Rocks Community College and funded with student fees.

All information listed in this handbook is subject to change.

All services and activities listed are available at the Lakewood campus
only, unless otherwise indicated.

**All suggestions for changes should be brought to the attention of the Office of Student Life.
Contact Terry Hutchinson: 303.914.6371 or Terry.Hutchinson@rrcc.edu**

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Admissions & Records

Assigned Student ID Number (S#)

RRCC assigns you an alternate ID that will protect the confidentiality of your social security number, thereby protecting your identity and privacy. Social security numbers are not used as the "identifier" for students.

Your assigned ID number is 8 digits beginning with an "S" and is computer generated. Example: S12345678

You will be sent your "S" number after you have applied. If you are a continuing student, you can obtain your "S" number by contacting the Admissions office.

Assessment

If you are a new student, the state of Colorado mandates you take an assessment test for basic skills in reading, sentence skills, and mathematics. Accuplacer, the assessment test, helps you and your advisor make appropriate course choices. Students who have graduated from or attended a Colorado public or private high school (or its equivalent) during the past two years or students who will be working toward a degree within the Colorado Community College System must complete the Accuplacer. If you have taken the ACT or SAT, please check our web site to see if your scores exempt you from this requirement. Your Reading and English scores are valid for 5 years; however, Math scores are only valid for 2 years.

Auditing Courses

Auditing courses is a practical way to refresh skills, gain background information, or pursue an interest without the pressure of grades. You gain knowledge and participate in a class, but you are not required to complete assignments and you will not receive any grade or credit.

Unfortunately, the College Opportunity Fund does not apply to audited classes. Students who audit are responsible for the entire cost of tuition for that class. The deadline date for changing your credit/audit status is the same as the class drop date.

Mandatory Red Rocks 101 Online Orientation

Red Rocks 101 is an online orientation designed to help students start college on the right track. You'll be introduced to all that Red Rocks Community College has to offer, including 300+ degree and certificate programs, a variety of student services, and plenty of opportunities to get involved on campus!

You can find the orientation at: <http://www.rrcc.edu/orientation/>

College Opportunity Fund (COF)

Sign up for the College Opportunity Fund (COF) at www.rrcc.edu/cof

The College Opportunity Fund (COF) is a state-funded program that provides a per-credit subsidy for residents attending state-supported and participating private colleges and universities. This money, referred to as the COF stipend, is applied to an in-state student's tuition, provided the student applies for and authorizes its use. You need only **apply** once for the COF stipend. You must authorize its use every semester, or you can authorize it **Lifetime**. The college you are attending will receive the money, and it will appear as a tuition credit on your bill. COF rates are set annually by the Colorado General Assembly.

If you do not apply for COF funding, you are responsible for both the student share and the state share of all tuition and fees. Please review your bill each term to ensure the COF stipend has been correctly applied to your account.



Drops and Withdrawals

It is important to know the drop and withdrawal dates for all your classes. If the class is a traditional 15-week course (8-9 weeks in summer), the dates are listed on the class schedule's calendar page.

If it is NOT a traditional class, both dates will be different; you can find out what your drop and withdrawal dates are by looking in the class schedule's course listing.

What is the difference between "drop" and "withdraw"? If you drop a class before the drop date you are not responsible for payment, and you will not lose College Opportunity Fund (COF) credits. You can withdraw between the drop and withdrawal dates without affecting your grade point average. However, if you withdraw from a class you will be responsible for full payment and you will lose COF credits.

NOTICE: To drop a class, you must do so by the drop date for that class. Classes dropped after the drop date result in a "W" grade and are considered a withdrawal. You will also be responsible for full payment of the class

Do not assume you have been dropped from a class for missing payment deadlines. **You** are responsible for dropping a class before the drop/refund date or you will be responsible for full payment. If you do not attend any class sessions between the start of the course and the census (drop) date of the course, you may be identified as a "no-show" student by the faculty member and potentially dropped from the course. Being dropped as a no-show student can have significant negative consequences if you are receiving financial aid and/or veterans benefits. If you are dropped for non-attendance, you will not be permitted back into the course without permission from the instructor.

Using the Portal to Log in to Your Account

Go to the RRCC website www.rrcc.edu and click on "**The Rock.**" This will take you to the login page. You will need your S-number for your username. If you are new to the portal, use your 6 digit birthday (mmddyy) for your password. It will then prompt you to change your password. **The Rock** is a portal with an easy, single log in to take care of all your RRCC business and keep you up with what is going on!

Here are some things you can do:

- Register for classes
- Check your financial aid
- See your daily schedule
- Direct access to Desire2Learn (D2L)
- Check your RRCC email
- Contact instructors
- Get RRCC announcements
- Pay your tuition bill
- View important deadlines and events
- View unofficial transcripts and academic status
- And more...

Veterans

Red Rocks Community College welcomes veterans and has an Office of Veteran's Affairs to serve you. Only classes required for your declared degree/certificate program can be reported to the Veteran Administration. Other regulations do apply. For more information including a helpful VA Student checklist, please see Donna Merriman in the Learning Commons - room 1253.

303.914.6353 or www.rrcc.edu/va

Hours: Monday-Thursday 8:00 a.m. - 6:00 p.m.

Contact Us:

Admissions

303.914.6360
admissions@rrcc.edu

Advising

303.914.6255
advising@rrcc.edu

Assessment

303.914.6720
assessment.center@rrcc.edu

College Opportunity Fund

303.914.6254
COF@rrcc.edu

Student Records

303.914.6355
student.records@rrcc.edu

Transcript Evaluation

303.914.6355
Melodie.Moll@rrcc.edu

Financial Information & Assistance

Financial Aid

Just about everyone who applies for financial aid is eligible for some form of assistance—and that’s the key: you have to apply to find out what’s available for you. You must complete the “Free Application for Federal Student Aid” (FAFSA) for all types of financial aid, including grants, loans, work-study jobs, and some scholarships.

The FAFSA is available online at www.fafsa.ed.gov

You can apply after a semester has started, but there are some strict deadlines during each semester that you must adhere to in order to be eligible for aid. Also, be aware of the Financial Aid office’s priority dates (see box below); students who submit their applications before these dates get first consideration, as most forms of aid are awarded on a first-come, first-served basis.

Financial Aid Priority Dates

If you need financial aid for fall semester, the application priority date is April 1. For spring, it’s September 1 and for summer, February 1. For maximum results, plan to apply about five months before you need the aid.

Foundation Scholarships

The Red Rocks Foundation provides over \$300,000 in scholarships each year to students based on both merit and need. Scholarship amounts vary, but range from \$300 - \$5,000. Applications can be found on the Foundation section of the Red Rocks website, in the Foundation office (Room 1133), the Financial Aid office, and at the Arvada campus front desk. Applications are due each spring and will be considered for the following fall/spring semester awards – Check for specific deadline with the foundation office. 303.914.6308

Installment Payment Plan

With Red Rocks’ Installment Tuition Payment Plan you can pay in payments for your tuition, plus an administration fee. Refer to the class schedule for more information, or ask the staff in the Cashier’s Office for details: 303.914.6222

Tuition Refund

If you plan to drop a class and receive a refund, be aware of the drop date of your class. If your course is cancelled by the college, you will receive a 100% refund of tuition and fees. If you drop the class by the drop date, the installment payment plan fee and materials fees are non-refundable. You will not receive any refund at all if you withdraw after the drop date. If you paid by credit card, the refund will go back to that credit card. Checks, cash, and financial aid refunds will be refunded through Higher One. Be sure to check the Bookstore’s refund policy on books for dropped classes.

Make sure that the college has your correct address; your refund card will be mailed to the address on file in Student Records.

Contact Us:

Cashiers Office
Room 1221
303.914.6222

Financial Aid
303.914.6256
finaid@rrcc.edu

RRCC Foundation
Room 1133
303.914.6308
scholarships@rrcc.edu

Student Health Clinic

Providing Medical and Behavioral Care

RRCC has an on-campus health clinic to help take care of your physical and mental health needs. The clinic is located in the Great Hall and can be reached at (303) 914-6655. Our health providers Johnna Jaynes, MMS, PA-C; Ginger Stewart, MMS, PA-C; and Medical Assistant Nicole Brown are helpful and friendly and here to assist you in taking steps to keeping you healthy.

Services Include

- ONE annual physical, or ONE well-woman exam per year per student
 - Multiple sick visits or consultations for other illnesses
 - Evaluation and Treatment of Common Illnesses:
 - Upper and Lower Respiratory Illnesses (Ex: cough, bronchitis, pneumonia)
 - Eye/Ear/Nose/Throat illnesses (Ex: sore throat, allergies, ear infections, eye infections, sinus complaints)
 - Gastrointestinal (Ex: stomach pain, vomiting, diarrhea)
 - Musculoskeletal (Ex: ankle sprains, strains)
 - Dermatologic (Ex: rashes, acne, minor wounds, burns)
 - Genitourinary (Ex: STIs (sexually transmitted infections), urinary tract infections, other infections of the genitalia)
 - Women's Health (Ex: family planning and counseling, pregnancy testing, well-woman exam with pap-smear)
 - Minor Procedures (Ex: laceration repair (stitches), toe nail removal, evaluation of abscesses, wart removal) for a \$10 fee, which covers materials
 - Preventative Healthcare:
 - diet and exercise counseling
 - smoking/tobacco cessation
 - Vaccinations and Seasonal Flu Shots are offered at cost
- Laboratory testing may be available as well (if indicated) for a discounted price through our lab company, which is around 40% for self-pay as long as the bill is paid within 25 days.

Mental Health Counselor

Red Rocks offers through the health clinic brief counseling to help with stress, depression, and other life challenges and provides this at both the Lakewood and Arvada campuses by a licensed therapist from Jefferson Center. Students may qualify for up to six sessions at no charge, or may be referred to community resources. See www.rrcc.edu/counseling for hours and additional information. Call 303-914-6316 for an initial consultation.

Behavioral Health Services:

Deborah Esquibel Hunt, PhD, LCSW
Jefferson Center for Mental Health
Behavioral Health Services at Red Rocks Community College
(303) 914-6316
deborah.hunt@rrcc.edu

Veterans Services

Veterans may request a visit with a the Total Force unit which specializes in the needs of those who have served in the military. Call 303-425-0300 for the Total Force program or see <http://www.jeffersonmentalhealth.org/programs/Veterans/vetmain.cfm>.

Rebecca Nordin, LCSW through JCMH, Veterans Service Manager/Outreach Specialist Rebecca will be available on Tuesdays (10-2pm) for referrals and case management.

Instructional Offering

Evaluation and Grading

Instructors evaluate your achievement in relation to your attainment of the objectives of a course. At the beginning of the course, the instructor will explain these objectives, as well as how he/she assigns grades. If you are receiving financial aid, VA benefits, or financial support from other sources, consult your respective funding source for information concerning academic progress and benefits.

Course Delivery Options

In addition to our regular 15 week class sessions we have a variety of other scheduling options.

RRCC Online

Take classes from home! Students login to Desire2Learn from **The Rock** (RRCC portal) and participate in class through discussions, assignments, homework, tests, and online interactions with an instructor and fellow students.

CCOnline

CCC (Community Colleges of Colorado) Online combines online courses from the 13 Colorado community colleges on a single website. You can complete classes toward an Associate of Arts, Associate of Science, or complete an entire degree online. You will find a complete list of courses and all information you need for registration, ordering textbooks, and making payments at www.cconline.org

Hybrid

Often called the "best of both worlds," hybrid courses are a mix of methodologies. Students spend part of their time in the classroom and part of their time online.

Weekend College

If you find it inconvenient to attend college Monday through Friday, you can still earn credits toward a degree or certificate, pick up job skills, or take a class just for fun by attending Weekend College. New classes start throughout the semester.

Accelerated

When your schedule does not permit a 15-week class, try one of our accelerated classes. From one week to ten weeks in length; you'll find a variety of classes to meet your scheduling needs.

Self-Paced Courses/Flex Classes

Self-paced/flex courses are completed in a self-directed manner. Assignments usually have established deadlines, and the courses are designed to be completed in one semester. Students work on their own with the help of an instructor. All classes are accredited and transferable.

Independent Study

In an Independent Study course, you can study a special topic outside the scheduled course offerings. Course credit and content are determined by you and your instructor.

Learning Communities

The Learning Community program at Red Rocks Community College links the content of two related courses - a required general education course with a related course in your program - so learning becomes more relevant and easier for you. Learning Communities provide a great support network for instructors and classmates.

Honors List

The Honors List recognizes those who have achieved an outstanding level of academic success at RRCC. The Honors List designation is recorded on your official academic transcript, and you receive recognition during the college's annual graduation ceremony. The Commencement Program Honors List designation is based on the cumulative GPA at the close of the preceding semester. The diploma and transcript Honors List designation is based on the cumulative GPA achieved after successful completion of all degree/certificate requirements.

To receive this academic honor, you must be graduating and have:

- Earned, for all credits, a cumulative GPA of 3.85 (or higher) in your graduating term
- Taken at least 15 credits of course work through RRCC
- Completed the requirements for an Associate of Arts, Associate of Science, Associate of General Studies, or Associate of Applied Science degree or
- Completed a certificate program containing at least 30 credit hours.

For more information call: 303.914.6496



Learning Support

If You are in Trouble Academically...

1. Figure out what is wrong.

Are you getting low grades on tests? Getting behind? Do not understand the material? Feel lost? Is there not enough time to study? Do you feel you are being treated unfairly? Is the instructor not following the syllabus?

2. Meet with your instructor to discuss the problem.

Be calm and state the specific problem you have. Ask what you can do to resolve the situation. Be open minded and willing to follow the instructor's advice. You will find that Red Rocks instructors want you to succeed and are willing to help you do so.

3. Use the services available in the Learning Commons.

Learning Commons tutors can assist with the learning process when a little extra help is needed. Tutors in the College Prep Zone can help you with your ENG, MAT, and REA 045, 060, 075, and 090 classes.

4. Meet with an academic advisor to discuss your options.

International students, students on financial aid, and veterans-benefits students need to be aware of consequences if you fail or drop a course.

5. Stop by Connect to Success Services.

Located in the Learning Commons. See below for assistance details.

Connect to Success Services

Connect to Success assists you in navigating your college experience by providing academic, career, and personal success strategies, as well as information about other campus support services and community resources.

Free Tutoring

Walk-in tutoring is available to RRCC students in the Learning Commons at the Lakewood and Arvada campuses. One-to-one tutoring is available to vocational and transfer students whose grades fall below average in selected areas.

College Prep Zone

Specialized tutoring is available at the Lakewood campus that focuses on these classes: ENG, MAT, and REA 045, 060, 075, and 090. Contact, Lakewood Learning Commons: 303.914.6736 Randy.Landiseigsti@rrcc.edu

Advising

Experienced advisors are available in the Advising Center to provide guidance and information to prospective, new, and current students.

The following services are available in academic advising:

Academic Advising — Assist you in identifying what courses are needed to fill academic requirements.

Career Exploration — Investigate career options and resources with a career counselor.

Guidance — Help undeclared majors choose next course of action.

Information — Provide information for course sequencing and prerequisites.

Assessment — Help you choose appropriate courses and programs based on assessment results.

Referrals — Refer students to faculty for further program information and assistance in choosing a major.

Semester/Degree Planning — Assist with planning a semester schedule before registration.

Transfer Assistance — Program plan for students intending to transfer to a four-year school.

Graduation Evaluation — Evaluate courses to make sure you meet graduation requirements for your degree.

Writing Center/Online Writing Center

The Writing Center and Online Writing Center can help you develop your ability as a writer, either for an English class or for any other subject requiring you to write. You can visit us online at www.rrcc.edu/writing

Library Services

Red Rocks' Library offers numerous resources to students. You will find print, audiovisual, and internet resources that support your learning needs. The library houses several quiet-study rooms and ample space for study, an extensive collection of electronic journals and magazines in online databases, computers you can use for Internet research (including laptops you can check out), and wireless internet. Campus-wide printing is limited to 20 pages per student per day. Check out the new Digital Lounge that has game consoles, and a computer lab with AutoCad, Photoshop, Final Cut Pro, and other advanced software suites.

Office of Disability Services

The Office of Disability Services provides advocacy, accommodations, and support for individuals with physical, cognitive, psychological or other types of disabilities. Resources include an Assistive Technology Lab. If you have a disability and require an accommodation to participate in any class, program, or service at Red Rocks, contact the Office of Disability Services (ODS). ODS is located in suite 1182 and our front desk number is 303-914-6733.

Online Class Assistance

This office helps students with **Desire2Learn** (a course management system) problems, technology issues, and online course questions. There is also 24/hour online assistance: <http://help.cccs.edu> or call: 1.888.800.9198

Foreign Language Lab

Free tutoring is offered in Spanish, English, and other languages (check listings on door). Language study CDs are also available for use in the lab.

International Student Services

ISS offers English language classes for non-native English speaking students who have not placed into ENG 121, English language tutoring for students having difficulty with their studies as a result of English language skills, and admissions and advising (academic and cultural) services for international students.

GED Pretest

A free practice test for the General Education Development (GED) test is available on a walk-in basis at the Arvada campus. The GED pre-test allows students to determine whether or not they are ready to take the official test.

Communication Lab

The Comm Lab is designed to tutor students across the curriculum in all stages of oral presentations. Students can receive help with developing speaking outlines, creating visual aids, and increasing confidence in delivery. Additionally, Students have the opportunity to record their presentations in our rehearsal studio and receive tutor feedback. Students can also learn techniques for controlling public speaking anxiety. Come visit us upstairs in the Learning Commons in room 2281 and 2282. Please see our RRCC webpage for current hours. www.rrcc.edu/communication/lab.html

Study Groups

If you are planning to start a study group, visit Student Life. A room will be reserved for your group to meet on campus. Study snacks and a free tutor* are also supplied.

* Tutor based on availability

Contact Us in the Learning Commons:

Connect to Success Services

Rooms 1262, 1264 and the NW corner of the Learning Commons

303.914.6523
Diane.Burke@rrcc.edu

303.914.6317
Dana.Kobold@rrcc.edu

303.914.6739
Kathleen.Martinez@rrcc.edu

303.914.6571
Maryann.Touitou@rrcc.edu

English Language/ International Services

303.914.6416
Linda.Yazdani@rrcc.edu

Foreign Language Lab

Room 1272
303.914.6716

Learning Commons

Lakewood
303.914.6703 & 303.914.6705

Arvada
303.914.6030
Gina.Jimenez@rrcc.edu

Library Services

2nd floor
303.914.6740
library@rrcc.edu

Office of Disability Services

303.914.6733
Audra.Nicks@rrcc.edu

Tutoring

Lakewood
303.914.6701
Ruth.Wengrovius@rrcc.edu
Arvada
303.914.6030
Gina.Jimenez@rrcc.edu

Writing Center

2nd floor
303.914.6321
www.rrcc.edu/writing

24/Hr Online Class Assistance

<http://help.cccs.edu>
1.888.800.9198

Campus Services

Copy Machines

Located at the Student Life Desk, Learning Commons, and at the Main Entrance. \$.10/copy.

Fax Machine

A fax machine is available for outgoing faxes only, and is located at the Student Life Desk. \$.50/page for local, \$1.00/page for long distance, and \$2.00/page for international faxes.

Veteran Center

RRCC is proud to offer a Veteran Center dedicated to those who have served their country. Services include a computer, printer, cable TV, local calls, and networking with fellow veterans. Located upstairs in the Library.

Hours: Monday - Thursday 8:00 a.m. - 6:00 p.m. and Friday 9:00 a.m. - 5:00 p.m.

GLBT Resource Center

The GLBT (Gay/Lesbian/Bisexual/Transgender) Resource Center is located in the west wing of Red Rocks' Lakewood campus, in Room 1253. It is staffed by volunteers Monday through Friday; check the office door for hours covered. Resources in the Center include books, DVDs and handouts on such topics as coming out, GLBT health and family issues, transgender psychology and community, and gay and lesbian culture and history.

For more information, call: 303.914.6901, or email rrccgsa@gmail.com

Lockers

Located throughout campus, rentals for students are available through the Student Life Desk.

Rental fees per semester: large and helmet size-\$8.00 and small-\$7.00.

Student ID Card

Issued at the Student Life Desk. Bring current class schedule and government-issued photo ID.

First ID is free, \$10.00 replacement charge if lost or stolen.

Office of Disability Services

The Office of Disability Services provides advocacy, assessment, direction, and learning skills for individuals with physical, cognitive, psychological, or other types of disabilities. Resources include disability services, an Assistive Technology lab, and interpreting services for ASL students.

If you have a disability and require an accommodation to participate in any class, program, or service at Red Rocks, contact the Office of Disability Services.

Contact Us:

Bookstore

303.914.6232

sm259@bncollege.com

www.rrcc.bncollege.com

Cafeteria

303.914.6374

Kelly.McDermott@rrcc.edu

Children's Center

303.914.6328

Cindy.Krut@rrcc.edu

Child Care Innovations

Room 2662

303.914.6527

Micheala.Sanders@rrcc.edu

Coffee Shop

303.914.6262

Kelly.McDermott@rrcc.edu

GLBT Resource Center

Room 1253

303.914.6901

RRCCGSA@gmail.com

Office of Disability Services

Learning Commons

303.914.6733

Audra.Nicks@rrcc.edu

School-Age Child Care

303.914.6203

Student Life

Student Center

303.914.6370

student.life@rrcc.edu

Food & Drink

Food Bank

All Red Rocks students are eligible to receive free items from the campus Food Bank, once per week (check day/time at the Student Life Desk). Current student ID required to use the Food Bank.

Red Rocks Café

The campus cafeteria offers a variety of breakfast, lunch, snack, and dinner items. Hours vary.

Bookstore

The bookstore carries a huge selection of snacks and drinks and is a good place to visit when the other campus food outlets are closed.

Vending Machines

Several snack and beverage vending machines are located in the Café and other areas of the campus.

Coffee Shop

The Coffee Shop, located in the Student Center, near the bookstore, is the place to go for espresso drinks, quick meals, and snacks. Hours vary.

Child Care Services and Resources

Child Care Center

Welcome to the Children's Center at Red Rocks Community College, a model training center and observation site for Early Childhood Education students. Our center, conveniently located at the East Entrance of the Lakewood campus, provides **full-day**, quality care for children 18 months to kindergarten entry. Our clients are Red Rocks staff, students, and members of the community.

We, in conjunction with the Early Childhood Education Department, model and implement five primary areas of high quality care and education:

- Positive social and emotional interactions between adults and children and children with each other
- Primary care giving and continuity of care
- Establish and maintain caring relationships between staff and families
- An eclectic curriculum approach that is based in the Reggio Emilia Approach, High Scope and other child-centered, emergent philosophies
- A focus on literacy, emerging math, and integrated science

For more information check our website at www.rcc.edu/childcare

Child Care Innovations

Red Rocks' Child Care Innovations program seeks to help families access quality early childhood services. This includes training and support to early childhood professionals and the operation of a free child care referral service. Families can receive consumer education information, counseling on the selection of child-care programs, and listings of licensed child care facilities located in their communities.

Child Care Innovations is a contracted partner with Qualistar Early Learning, a statewide network of child care resource and referral agencies.

The Child Care Innovations office is located upstairs at the Red Rocks Lakewood campus, Room 2662. Families can access services by walking in or calling the community referral line at: 1.877.338.CARE

For information about other services, call: 303.914.6527

School-Age Child Care

Red Rocks School-Age Child Care (RRCC SACC) strives to support working families by giving them quality programs before and after school. RRCC SACC focuses on the whole child and creates a bridge between the school day and after school by continuing their learning in an informal setting. The child care takes place in local elementary schools. Emphasis is placed on providing experiences to develop curiosity, creativity, and fitness. Time is spent guiding children to acquire problem-solving and communication skills. This all occurs in a fun, safe, and nurturing environment.

RRCC SACC offers this service at the following Elementary Schools: Adams, Bear Creek, Blue Heron, Green Gables, Kendallvue, Kendrick Lakes, Hackberry Hill, Lumberg, Maple Grove, Mitchell, Semper, South Lakewood, Stevens, and Thomson. For information call: 303.914.6203

Red Rocks Bookstore

More Than Textbooks...

In addition to textbooks and school supplies, the bookstore carries general reading and reference books, calculators, backpacks, Red Rocks clothing and gifts, snacks, art supplies, greeting cards, and more. They also offer limited check cashing, UPS shipping, cash for used books, and special book orders.

Textbooks - Now your choice - New, Used, Rental, or Digital.

Textbook Refunds

If you end up not using a textbook you have purchased from the bookstore, you can get a full refund if you meet the following two conditions, you have the receipt and the book is in its original condition (no writing or highlighting, shrink-wrap intact, and CDs or accessories unopened).

- **If you bought the book for a traditional 15-week class in fall or spring** you may return your book by the end of the first week of class (or within 30 days with proof of schedule change).
- **Books for short or late starting courses** may be returned by the drop date as listed in the schedule.

Textbook Buyback

There is no guarantee that your textbook will be bought back. The bookstore may buy back textbooks that are needed for future semesters for up to 50% of the purchase price.

If your book is not needed at Red Rocks but has national resale value, the bookstore may purchase it from you for its wholesale price. Buyback is ongoing, but the best time to sell books is the last two weeks of the semester.

Order Textbooks Online

Order your textbooks online for shipment, or you can pick them up at the Lakewood or Arvada Campus.

Go to www.rrcc.bncollege.com

Bookstore Hours

Monday - Thursday, 8:00 a.m. - 7:00 p.m.

Friday, 8:00 a.m. - 4:00 p.m.

Saturday, 9:00 a.m. - 1:00 p.m.

Extended hours during first week of classes; reduced hours during college breaks and holidays.

Like us on Facebook: www.facebook.com/redrocksbookstore

Contact Us:

Bookstore

303.914.6232

sm259@bncollege.com

www.rrcc.bncollege.com

Learning Commons

East wing, near Main Entrance

303.914.6703 & 303.914.6705

Student Life

Student Center

303.914.6370

student.life@rrcc.edu

General Information

Student Health Clinic

Current students have access to the Student Health Clinic, located on the Lakewood campus. See brochure or p. 7 in the handbook for services provided.

Bus and Light Rail Service

Red Rocks' Lakewood campus is served by the #17 RTD bus. Arvada Campus uses the #100 (only weekdays). The RTD Light Rail also stops at the RRCC Lakewood campus on the 6th Ave frontage road. RTD bus and Light Rail schedules are available near the east and west entrances. More info at www.rtd-denver.com or by calling: 303.299.6000

Health Insurance

Red Rocks does not endorse a specific health or dental insurance plan; this responsibility has been left to individual students. We recommend you contact your family physician/dentist for referrals to companies that may provide student insurance plans. Information about companies offering student health insurance is also available at the Student Life Desk. Red Rocks Community College does not require any immunizations as a condition of admission to the college.

Insurance for International Students

All international students are required to obtain health and repatriation insurance through the International Student Service Office.

Campus Closure

You can learn when bad weather or emergency conditions require that either of the Red Rocks campuses are closed via the news media, campus telephone closure line (303.914.6555), or the college website: www.rccc.edu/closing

Computers for All Students

Computers with Microsoft Office and Internet access, as well as computer assistance, are available in the Learning Commons, the Student Project Center (rm. #1551), or the Library, which also has laptops available for check-out. Campus-wide printing is limited to 20 pages per student per day.

Office of Disability Services

The Office of Disability Services provides advocacy, accommodations, and support for individuals with physical, cognitive, psychological or other types of disabilities. Resources include an Assistive Technology Lab. If you have a disability and require an accommodation to participate in any class, program, or service at Red Rocks, contact the Office of Disability Services (ODS). ODS is located in suite 1182 and our front desk number is 303-914-6733.

Bulletin Boards

Bulletin board space is available at no cost as a service to students and the community. Bring posters/fliers to the Student Project Center office, Room 1551, to be posted.

Learning Commons

A welcoming place where students can study on their own, meet with a tutor, a study group, or their instructor. It is equipped with Internet-accessible computers and computer applications to help you complete coursework or participate in online classes. Walk-in tutoring in a variety of subjects is free to Red Rocks students in the Learning Commons. Campus-wide printing is limited to 20 pages per student per day.

Recreation

Credit P.E. and recreation classes include fitness conditioning, scuba diving, volleyball, racketball, weight training, skiing, mountaineering, rock climbing, wilderness survival, boating skills, and more. Check the class schedule for days and times. Watch the John Letter and bulletin boards for details on Student Life sponsored pick-up games and intramural sports.

Lost & Found

Located in the Campus Police office. Unclaimed articles are disposed of at the end of each semester. Found items should be turned in to the Campus Police as soon as possible.

Fitness Center

The Fitness Education Center at Red Rocks is located in the Great Hall/Student Center and is free to students with a current student ID. The Center offers students the opportunity to improve cardiovascular fitness, flexibility and muscle strength, and endurance. Equipment includes free weights, weight machines, computerized bicycles, treadmills, stepmills, and a body track. There is a mandatory orientation in order to use the Fitness Center, and students must follow the Center's dress code and conduct policy.

The Rock and Student Email

Red Rocks uses a web portal called "**The Rock.**" You can access **The Rock** from the Red Rocks home page www.rccc.edu

The Rock is your inside look at everything going on at Red Rocks. You can check your grades, register for classes, and even track your financial aid information. Make sure that you check in daily for important updates and announcements.

RRCC issues email accounts to all students. It is the responsibility of all students to activate their student email account, and to monitor that account for communications from the college. Due to The Family Educational Rights and Privacy Act (FERPA) regulations, all college correspondence will be conducted through your college assigned email account. It is possible to forward this email account to another personal account if you choose.

Housing

Housing opportunities are posted on the bulletin board in the East Hallway and on our website. Please submit ads to terry.hutchinson@rccc.edu or call: 303.914.6371 for more information. www.rccc.edu/housing

Student Employment

Working on Campus

If you are looking for a job, your first stop should be Red Rocks' Human Resources (HR) office. Nearly every office on campus hires student employees. Some positions, called "student hourly," are paid by the department. Other positions, "work-study," are paid by the government as a type of financial aid. (If you are interested in a work-study position, you must apply for financial aid through the Financial Aid office.) If you would like to work on campus, stop by the Human Resources office, Room #1025 or call: 303.914.6299 for more information.

The friendly HR staff provides a variety of services and resources for student employment opportunities including:

- **Work study jobs (on and off campus)**
- **Student Hourly positions (on campus)**
- **America Reads and America Counts**

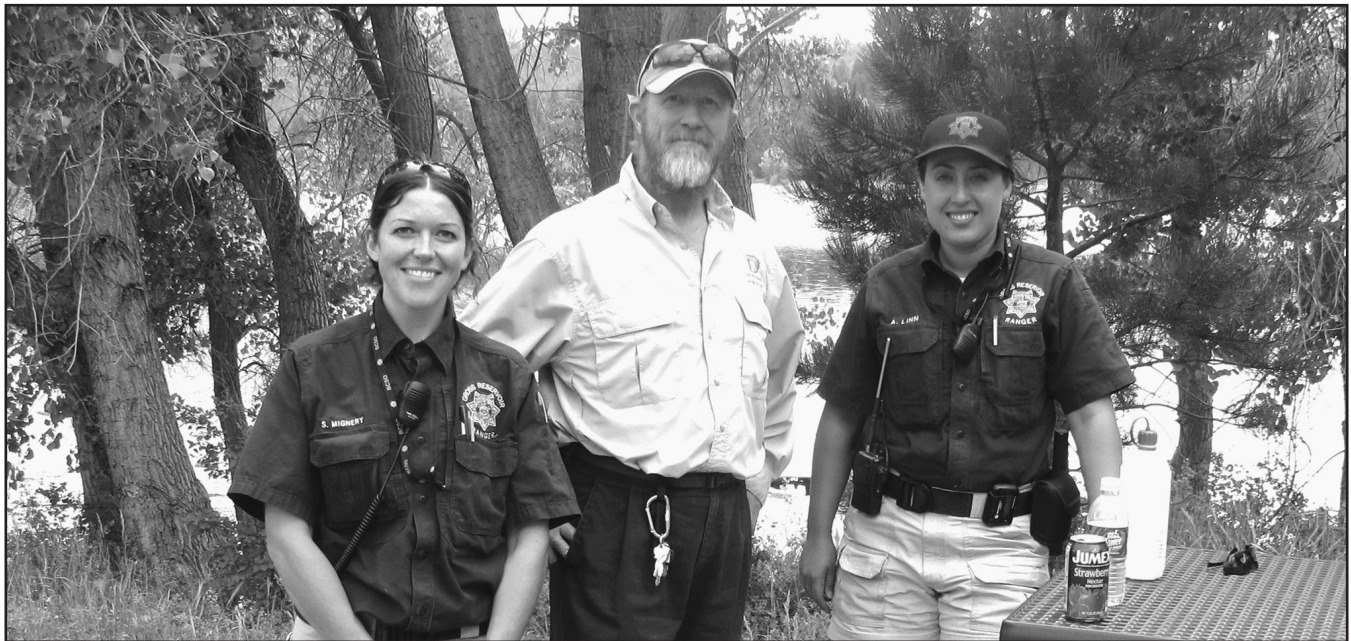
Working off Campus

Welcome to Career Connect:: RRCC's new online career network!

Students and alumni can:

- Search for and apply to jobs and internships 24/7 from organizations that are interested in RRCC students and alumni
- Apply online with your customized cover letter and resume
- Connect with employers in your major or career field
- Keep track of and safely store your resumes, cover letters, letters of recommendation, and other portfolio items
- Use the Resource Library to access additional career information, job postings, job search tips and strategies
- View the calendar for RRCC career and transfer fairs, employer visits, and career-related events

Get started by going to: www.rrcc.edu/careerconnect



Contact Us:

College in Colorado
collegeincolorado.org

Human Resources
Room 1025
303.914.6299
Jacqui.Oakley@rrcc.edu

Job Listings
www.rrcc.edu/careerconnect

Career Services

Career Assessment and Counseling

Red Rocks offers individual appointments for the Myers-Briggs and Strong Interest Inventory and Strengths Quest. Assessments are \$20 each for students and alumni, or \$30 each for community members. General career counseling/coaching is also available for choosing majors, exploring careers, resume and cover letter writing, and assistance with informational interviews. Contact Mary Adrian: (mary.adrian@rrcc.edu), 303.914.6608 to arrange a session.

College in Colorado - www.collegeincolorado.org

This free comprehensive career and educational resource is available to all students and includes career interest, values and skills assessments, college educational program databases (both in state and out of state), a resume builder, links to occupational videos, and other resources.

To explore careers visit the website www.collegeincolorado.org and choose Career Planning and Explore careers. You can also create a portfolio to save all your assessment results along with specific career and educational choices you make.

Career Development Course

PSY 110, Career Development, covers all essential areas of the career development process, including formal and informal career assessments (personality, interests, strengths, values, and beliefs), personal career exploration, and occupational resources. We will explore the changing global workplace, goal setting, decision making, networking, informational interviews (you will conduct two), resume writing, and interviewing skills. Upon completion you will have a clearer understanding of yourself and your role in the world of work. You will create a vision board and a career action plan.

Visit our online career center for career, employment, and educational resources.

Red Rocks Career Center: www.rrcc.edu/careercenter



Contact Us:

College in Colorado
collegeincolorado.org

Career Services
303.914.6016
Dan.Macy@rrcc.edu

Internships
Room 1260 in the Learning
Commons
303.914.6361
Suzanne.Sullivan@rrcc.edu

Online Resume Resources
www.rrcc.edu/careerconnect/resume
www.collegesincolorado.org

Student Life & Student Groups

Student Activities

The Office of Student Life offers several activities every week from regular happenings like bingo to huge events like New Student Welcome Night. Check the John Letter, Campus Life tab in The Rock student portal, Student Life web site (www.rccc.edu/studentlife), bulletin boards, and TV displays that can be found all around the campus for details.

Student Center

- Study and relaxation area
- Event and conference facilities
- Ping pong, bubble hockey, pinball, pool table, and video games
- Bulletin boards
- Student Life Desk: photocopier, fax, stamps, locker rental, board games, theatre vouchers, activity signups, and discount tickets for movies.
- The Den: located in the Student Center, is a place where students can relax between classes. It is open Monday through Thursday, 11:00 a.m. - 7:00 p.m. and Saturday 10:00 a.m. - 2:00 p.m., and offers free popcorn and drink during that time as well as fun activities.

Student Project Center

The Student Project Center, located in room 1551, is a non-instructional open lab funded with student fees.

The following are available for currently enrolled students:

- High-speed internet access
- PCs and Macs equipped with MS Office
- Campus-wide printing is limited to 20 pages per student per day.

Project Center Hours

Monday-Thursday, 8:00 a.m. - 9:00 p.m.

Friday, 8:00 a.m. - 6:00 p.m.

Saturday & Sunday, 10:00 a.m. - 4:00 p.m.

*Semester break hours: M-F, 8:00 a.m. - 5:00 p.m.

Study Groups

If you are planning to start a study group, visit Student Life. A room will be reserved for your group to meet on campus. Study snacks and a free tutor* are also supplied.

* Tutor based on availability

Campus Clubs

There are many student clubs on campus. Up-to-date club lists are available at the Student Life Desk and online at the Student Life website www.rccc.edu/studentlife

If you are interested in starting a club at Red Rocks, contact Sara Oviatt by calling: 303.914.6547 or email Sara.Oviatt@rccc.edu

Phi Theta Kappa

Phi Theta Kappa (PTK) is the largest and most prestigious honor society serving two-year colleges around the world.

Phi Theta Kappa offers students numerous opportunities for scholarships, intellectual enrichment, and personal development. For more information www.rccc.edu/ptk

Criteria for Admission

Membership in Red Rocks' PTK chapter, Alpha Kappa Sigma, is by invitation and based on academic achievement.

To be eligible, you must:

- Be enrolled at Red Rocks Community College
- Have completed at least 12 credit hours of college level course work leading to an associate degree program
- Have a grade point average of 3.5 or higher

Red Rocks Student Government

Red Rocks Student Government (RRSG) is comprised of students who represent the student body in a variety of capacities, including serving on college committees and advisory groups.

Student Government members must be enrolled in at least 6 credit hours, maintain a grade point average of 2.5 or higher, and be committed to attending weekly meetings and other RRSG-related activities.

Student Government activities and projects include:

- Allocating student fees to campus groups for student-related projects
- Researching and funding campus improvements
- Instructor of the Year election
- Representing Red Rocks on the State Student Advisory Council
- Participating in events like New Student Welcome Night
- Chartering student clubs and funding some of their activities
- Participating in leadership training programs

All students are welcome to attend RRSG meetings as guests to contribute ideas, comments, and concerns.

For more information about joining the Student Government, contact Mark Squire in the Office of Student Life: Mark.Squire@rrcc.edu, Room 1562, 303.914.6248

How your student Fees are Spent (as of July 2013):

Student Activity Fee

**\$5.45/credit hour
(to a maximum of \$65.40)**

- Cultural events
- Wellness events
- Social events
- Lectures & films
- Free munchies in the Den
- Faculty collaborations
- Student clubs & organizations
- Red Rocks Student Government
- Phi Theta Kappa
- Student Welcome Events
- Student Life professional staff
- Student employees
- Student food bank
- Fitness Center
- Student IDs
- Study Groups

- Locker rentals
- Game room, pool table, video games, ping pong
- Open computer lab
- Student publications
- Publicity of student life events, programs, and services
- Bulletin boards
- Tennis, basketball, and volleyball courts
- Free student admission to Red Rocks Theatre productions
- Discount ticket sales

Parking Fee

**\$1.26/credit hour
(to a maximum of \$15.12)**

Construction and maintenance of campus parking lots and roads.

Student Health Clinic

**\$20.00/fall & spring semester
\$10.00/summer semester**

- Access to Student Health Clinic Services P. 7 (or see brochure for services provided)

Student Center Bond

**\$2.50/credit hour
(to a maximum of \$30.00)**

- Study & relaxation areas
- Events & conference facilities
- Game room
- Student Life Desk
- Student Project Center
- Student organizations offices
- Staff offices

Contact Us in the Student Center:

Bulletin Boards/Housing

Room 1551
303.914.6371
Terry.Hutchinson@rrcc.edu

Phi Theta Kappa

303.914.6372
Carolyn.Mattern@rrcc.edu

Campus Clubs

303.914.6247
Sara.Oviatt@rrcc.edu

Study Groups

303.914.6900
student.life@rrcc.edu

Student Activities

303.914.6248
Mark.Squire@rrcc.edu

Student Life

303.914.6900
student.life@rrcc.edu

Student Project Center

Room 1551
303.914.6548
Terry.Hutchinson@rrcc.edu

Red Rocks Student Government

303.914.6248
Mark.Squire@rrcc.edu

Arvada Campus



Did You Know?

- You can visit with an Academic Advisor or Financial Aid Advisor
- You can Apply & Register for classes
- Take the Accuplacer
- Take the Pre-GED test for FREE
- Academic Testing
- You can take Guaranteed Transfer Courses
- We offer Career Counseling and Assessments
- Accessible by RTD 100 bus line
- 32 computers available in our Learning Commons
- Free tutoring for RRCC students
- Student Life services
- Get your student ID
- Student Food Bank
- Coffee/Snack Counter
- Monthly student events
- Foosball Check-out
- Free Popcorn
- Frisbee golf course

**5420 Miller St.
Arvada, CO 80002
www.rrcc.edu/arvada**

Arvada Campus Hours

Monday - Thursday, 8:00 a.m. - 9:00 p.m.

Friday, 8:00 a.m. - 6:00 p.m.*

Saturday, 8:00 a.m. - 5:00 p.m. *

*Unless Weekend College is in session

Much, much, more... Call: 303.914.6010 for more information

Mary's Mural



**Mural Art by
Mary Schaefer Brink
Located on Lakewood
Campus by the
West Entrance.
GO SEE IT!**

Campus Safety

Campus Police

The Campus Police Department is located just inside the Main (south) Entrance of Red Rocks' Lakewood campus. The department is responsible for:

- Emergency services
- Criminal investigations
- Traffic enforcement/investigations
- Parking management
- Lost and found
- Vehicle battery jump-starts
- Student job training
- Field officers training program
- HazMat coordination
- Personal safety escorts
- Fingerprinting - cost: \$15
- Compliance with the Campus Security Act of 1990

In Case of Emergency

Dial 911 on campus phones, or pick up an emergency phone located in hallways throughout campus

First Aid

First aid is available in the Campus Police Office, located inside the main entrance behind the Information Desk. If you or someone you are with needs first aid, notify an instructor or staff person and he/she will call the Campus Police.

Injuries on Campus

If you are injured while on campus, report the incident to the Campus Police. If the injury requires medical attention, any expense claims are subject to General Liability coverage and require processing as such. All expenses will be the injured person's responsibility until such time that the college deems them to be reimbursable. You are encouraged to use your individual health coverage and facilities.

If you are working on campus as a student hourly/work-study employee and you are injured, report the injury to the Human Resource Office immediately. If the injury requires medical attention, the police will provide you with an authorization to attend our medical facilities. If the injury causes you to lose time from work, contact the Human Resources office on campus: 303.914.6570.

Accessibility

Red Rocks welcomes and encourages people with disabilities to become students at the college. Both campuses have ample close-in parking available for vehicles with Disabled plates or tags. Buildings, classrooms, restrooms, etc., are wheelchair accessible.

American Sign Language interpreters are available by calling 303.914.6732 or by emailing Stacy.Roe@rrcc.edu

Smoking

Consistent with State of Colorado statute, smoking is NOT PERMITTED in any Red Rocks building or facility or within 25 feet of any entrance. Signs designating certain outside areas as "smoke free" are posted and enforced accordingly. Want to Quit? RRCC's Peer Tobacco Quit Coach Program is here to help you quit, even if you're just thinking about it. Visit www.rrcc.edu/quit_tobacco/ or call 303.239.7022.

Campus Crime Information

Red Rocks collects and publishes information related to campus security and safety in accordance with guidelines established in the Campus Security Act of 1990. Each year, this report is prepared and submitted to the Department of Education by the Red Rocks Campus Police Department. Students, faculty, staff, and other interested parties who would like to receive a copy of this report can obtain one at the Campus Police office or online at www.rrcc.edu/police. Questions regarding the report should be directed to the Red Rocks Chief of Police.

Sex Offender Information

Information concerning persons who are required by Colorado law to register as sex offenders can be obtained from your local law enforcement agency (e.g. Jefferson County Sheriff's Office, Lakewood Police, Arvada Police).

Firearms

Firearms of any kind are prohibited on campus, with the exception of those carried by Certified Peace Officers, guards while working, persons who have been issued a valid permit to carry a concealed handgun in accordance with Colorado's Concealed Carry Act, or with prior approval from the Chief of the Red Rocks Community College Police Department.

Drug and Alcohol Abuse Prevention

Health Risks

Many health risks are associated with drug and alcohol abuse. Risks include, but are not limited to: malnutrition, brain damage, heart disease, pancreatitis, cirrhosis of the liver, mental illness, death, low birth-weight babies, and babies with drug addictions. Personal relationships, family dynamics, and the ability to work and study are also at risk.

Further information is available in the Health Clinic and the Human Resource Office via brochures, videos, and educational programs presented throughout the year.

Help is available:

- Alcoholics Anonymous: 303.322.4440
- Narcotics Anonymous: 303.832.3784
- Suicide Depression Crisis Line: 303.860.1200

Community Assistance Resources

Mile High United Way 211 Service

- Free phone call (just dial 2-1-1)
- Trained, bilingual referral specialists
- 24 hours a day / 7 days a week
- Your connection to Non-Emergency Health and Human Services

The Action Center

Client services available include food pantry, clothing bank, tenant/landlord counseling, crisis counseling, transportation assistance, shelter, and limited financial assistance. More information available at www.jeffcoac.org



Take care on campus!

Crime does happen at Red Rocks, as everywhere. Take these simple precautions to protect yourself and your property:

- If you are leaving campus late at night, use the "buddy system" so you are in contact with at least one other person. Do not take short-cuts at night; stay on well-traveled paths.
- If you want a safety escort at any time, contact the police at 303.914.6394, an officer will be glad to assist you.
- Keep purses, lap-tops, books, backpacks, coats, and other personal property with you. Do not leave them unattended, even for a short time.
- Lock your car and store valuables in the trunk. Never leave keys in the ignition or valuables on the seats.
- Before entering your parked car, give it a once-over for signs of break-in or someone hiding inside.

Behavioral intervention team

Red Rocks has a system in place for referring individuals who are exhibiting behaviors that pose a threat to safety or that cause a significant disruption to the RRCC community. Visit our Behavioral Intervention webpage for more detailed information and an Incident Report Form: <http://www.rrcc.edu/bit/>

Signs to look for include:

- Self-injurious behavior
- Suicide ideation or attempt
- Possession of a weapon
- Danger or threat to others (violence, threats or implied threats of violence and intimidation)
- Inability of an individual to take care of themselves (serious mental health concerns or substance abuse).
- Erratic behavior that is disruptive to the normal proceedings of the College community.

If you believe your referral requires more immediate attention, please call Lisa Fowler, Vice President of Student Success, at 303.914.6388. **NOTE: In cases where a student's behavior poses an imminent threat to you or another, contact 911 or RRCC Campus Police at 303.914.6394.**

Contact Us:

Campus Police

Room 1451
303.914.6394
dispatch@rrcc.edu

Disability Services

Learning Commons
303.914.6733
Audra.Nicks@rrcc.edu

Human Resources

Room 1025
303.914.6570

Interpreting for the Hearing Impaired

303.914.6732
Stacy.Roe@rrcc.edu

Important Information for Students

Academic Affairs

Academic Integrity

The College is an academic community. Its fundamental purpose is the pursuit of knowledge. Like all other communities, the College can function properly only if its members adhere to clearly established goals and values. Essential to the fundamental purpose of the College is the commitment to the principles of truth and academic honesty. Accordingly, The Student Code of Conduct is designed to ensure that the principle of academic honesty is upheld. Everyone associated with the College's academic community has a responsibility for establishing, maintaining, and fostering academic integrity. Anyone who becomes aware of an incident of academic dishonesty should report the occurrence to a faculty member, department chair, or administrator.

Those committing academic dishonesty will be subject to disciplinary actions which may include failing the assignment and/or the course, and/or being suspended or expelled from the college. Disciplinary procedures are outlined in Student Code of Conduct. Guidelines for the definition of cheating (Article I.I.) and plagiarism (Article I.J.) can also be found in the Student Code of Conduct.

The following are some principles associated with academic integrity:

- Cite (give credit for) words and/or ideas that are not your own
- Use information, computer programs, others' work, study aids, and/or other materials only when permitted by your instructor
- Remove materials from the library, labs, and other college facilities only when an official representative of the college grants permission
- Use copyrighted materials only with permission
- Refuse to help anyone commit an act of academic dishonesty
- Use only the resources specifically allowed when completing a test or other assignment

Academic Progress Procedure (APP) Overview

Recognizing the value of measuring academic progress for all students, the Colorado Community College System (CCCS) has established the following practice for measuring and notifying students of their academic progress (APP) standing. The APP practice is intended to be informational and not punitive. CCCS colleges are encouraged to devise and implement appropriate Academic Alert strategies early in the term, to assist students who are experiencing academic difficulties.

Application

During a student's first twelve credits, the college will monitor satisfactory progress through an Academic Alert process. The Academic Progress Procedure applies to all students who have completed thirteen (13) or more credits in residence while attending a Colorado Community College System college. The APP practice shall be applied consistently and uniformly by all CCCS institutions. All colleges will determine the APP status of enrolled students no later than five days following the posting of term grades for each semester. Students with deficient progress statuses will be notified of their status. Suspended students will not be allowed to begin enrollment in the subsequent semester. Students' Academic Progress status will be noted on their transcripts. The APP status of a student is specific to the home institution and does not transfer or impact a student's enrollment at other CCCS colleges.

Practice Standards

Good standing

Cumulative Grade Point Average (CGPA) > 2.00 for all classes completed in residence.

Academic Alert

Student has completed less than 13 credits with a Cumulative Grade Point Average (CGPA) < 2.00 for all classes completed in residence.

Probation (initial)

Cumulative Grade Point Average (CGPA) < 2.00 for all classes completed in residence.

Probation (continuing)

Cumulative Grade Point Average (CGPA) < 2.00 for all classes completed in residence and last Term Grade Point Average (TGPA) \geq 2.00.

Suspension (initial)

Cumulative Grade Point Average (CGPA) < 2.00 for all classes completed in residence and last Term Grade Point Average (TGPA) < 2.00. Student may not register for the next term (fall, spring, or summer) following the suspension term. Student may register for the subsequent term after meeting with an academic advisor of the college.

Students with unusual circumstances of a compelling nature may appeal their suspension. Approval of the student's appeal may allow, but does not guarantee, that the student will be allowed to register without a break in enrollment. Students returning from a suspension will be on Probation (continuing).

Suspension (second)

Cumulative Grade Point Average (CGPA) < 2.00 for all classes completed in residence and last Term Grade Point Average (TGPA) < 2.00. Student may not register for the next two terms (fall, spring, or summer) following the suspension term. Student may register for the term following the two term break in enrollment after meeting with an academic advisor of the college. Students with unusual circumstances of a compelling nature may appeal their suspension. Approval of the student's appeal may allow, but does not guarantee, that the student will be allowed to register without a break in enrollment. Students returning from a suspension will be on Probation (continuing).

Suspension (third)

Cumulative Grade Point Average (CGPA) < 2.00 for all classes completed in residence and last Term Grade Point Average (TGPA) < 2.00. Student is suspended from the college and may not register for two (2) calendar years.

Students with unusual circumstances of a compelling nature may appeal their suspension. Approval of the student's appeal may allow, but does not guarantee, that the student will be allowed to register without a break in enrollment. Students returning from a suspension will be on Probation (continuing).

Note

Academic standing at Red Rocks Community College does not affect academic standing at another institution.

Academic Information

Academic Renewal

All course work taken at RRCC is reflected on your permanent transcript; however, you can petition to remove up to 15 credit hours of earned grades earned from your cumulative grade point average (GPA). Before submitting the required written request, you must have been out of school for two years after your last term at RRCC. Also, you must have completed a minimum of six credit hours of new course work at RRCC with a grade of "C" or higher. You may petition only once to remove grades and credits from your cumulative GPA. Only courses taken before you stopped attending will be eligible for this process.

Repeating Courses

You may retake any course taken at RRCC to improve your grade. After completing the repeated course at RRCC an automatic program will code your class as a "repeat course." The highest grade will be used in calculating your GPA.

For both the Academic Renewal and Repeated Courses

Your previous course credits and grades will still appear on your transcript, but they will not be used to calculate either your GPA or total credit hours toward a degree or certificate. The grades and credits cannot be reinstated. If applicable, credit hours earned for repeated courses and academic renewal will remain deducted from your COF stipend eligible hours. The removed credits will still count towards your "Attempted Hours" for financial aid.

Please check with financial aid before repeating a course. New federal laws prohibits Financial Aid from paying for some repeat courses.

For more information contact the Student Records office: 303.914.6352

Course Load

For most students, a typical academic course requires two to three hours of outside preparation for each hour spent in class. For example, a 15-credit load represents a commitment of 45-60 hours per week, consisting of 15 hours in class and 30-45 hours of outside preparation.

The average full-time course load is 15 credits for each fall and spring semester. During the summer semester, the average full-time course load is 12 credits. If you register for fewer than 12 credits, you are classified as part-time. You need written permission from your advisor or the registrar to enroll for more than 18 credits during any semester.

Credit(s)

A credit is a unit of study. The number of credits assigned to each course can be found in the "Course Descriptions" section of the catalog as well as in the listing of courses in the current semester's schedule. If you have questions concerning credits, the best source of information is an academic or faculty advisor.

Note: Full-time students are those who take 12 or more credits in a semester; part-time students are those who take fewer than 12 credits in a semester.

Degrees

RRCC offers a variety of two-year associate degrees:

- Associate of Arts
- Associate of Science
- Associate of General Studies - Specialist
- Associate of General Studies - Generalist
- Associate of Applied Science

Meet with a faculty or academic advisor to learn about the requirements for each degree.

Graduation Audit and Graduation Application

When you have successfully completed 42 credits, you are usually only 18 credits away from graduating with one of the associate degrees that RRCC offers. At this point it is important for you to initiate a graduation audit and to meet with a faculty or academic advisor so that he/she can assist you as you plan to complete the required courses for the degree you are seeking.

1. You may request a degree audit by email for all Associate of Arts, Associate of Science, and Associate of General Studies degree plans. Send an email from your Red Rocks student account to advising@rrcc.edu, along with your student number and specific degree. You can expect to have your audit returned within one week of receipt.
2. Near the beginning of the semester in which you want to graduate, submit a graduation application form by the date listed in the current semester's schedule. The application form is available online at rrcc.edu/admis/gradap.html
Meet with an academic or faculty advisor so that he/she can assist you with the graduation application process.

Notification of Rights Under FERPA for Post Secondary Institutions

Family Education Rights and Privacy

Red Rocks Community College Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. FERPA rights are afforded to the students at the time of admission. These rights include:

- 1) The right to inspect and review your education records within 45 days of the day Red Rocks Community College (RRCC) receives a request for access. You should submit to the Coordinator of Student Records, a written request that identifies the record(s) you wish to inspect. The Coordinator will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by this office, you will be advised of the correct official to whom the request should be addressed.
- 2) The right to request the amendment of your education records that you believe are inaccurate, misleading, or otherwise in violation of your privacy rights. If you wish to ask RRCC to amend a record, you should write the Coordinator of Student Records who will notify the college official responsible for the record; clearly identify the part of the record to be changed and why it is inaccurate or misleading. If the College decides not to amend the record as requested, the College will notify you in writing of the decision and your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3) The right to provide written consent before RRCC discloses personally identifiable information from your education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement, unit personnel, and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); another system college; a person serving on the College Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks, the National Student Clearinghouse, state or federal authorities, and accrediting agencies. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College discloses education records, without a student's consent, to officials of another school, in which a student seeks or intends to enroll or after enrollment.

The college may share educational records to parents in the following circumstances: for a student who is dependent under I.R.S. tax code, a student under 21 years old who has violated a law or the schools rules or policies governing alcohol or substance abuse, and when the information is needed to protect the health or safety of the student or other individuals in an emergency.

The Colorado Community College System considers the following to be directory information: your name, Birth year, Major field of study, participation in officially recognized activities and sports, dates of your attendance, degrees/certificates and awards earned, most recent educational institution attended, your College issued student e-mail account, and enrollment status (full time, part time, etc.). RRCC staff may disclose this information, without prior consent, to anyone inquiring in person, by phone, or in writing.

Additionally, address, phone number, and e-mail addresses of students may be released to military recruiters upon request in accordance with the Solomon Amendment. All other information contained in your records is considered private and not open to the public without your written consent. If you do not want your directory/public information released to a third party you may sign a "Directory Restriction" form. This form will remain in effect until you cancel the request for nondisclosure. For more information contact Student Records at 303.914.6356

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

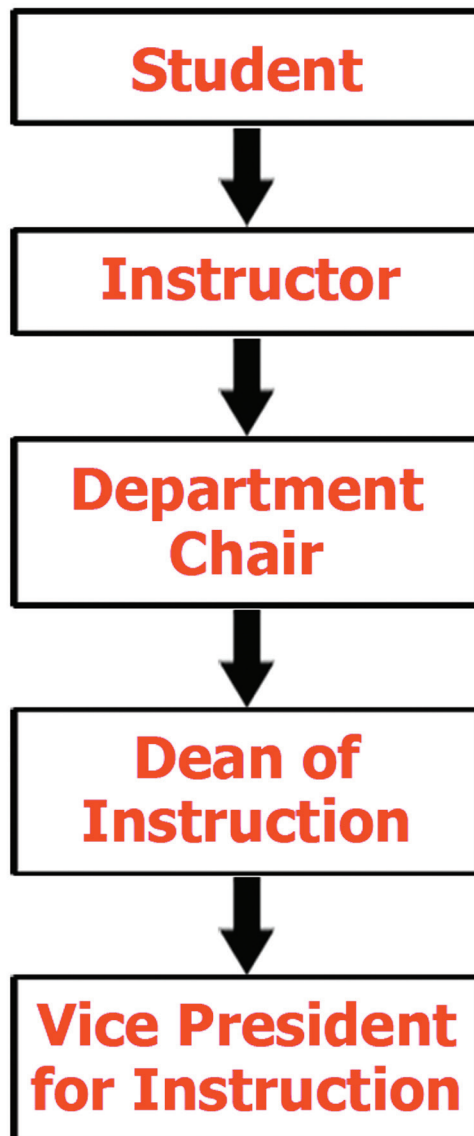
As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and **personally identifiable information (PII)** contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Academic Affairs Dispute/Grievance

Students who have a dispute or issue related to their instructor, curriculum, or other issue related to the classroom should try to resolve the dispute with the faculty member or instructor.

If the issue is not resolved, the student should follow this grievance process.

Academic Affairs Dispute Resolution/Appeal Process



Appeal of Final Grades

A student may **only** appeal a final grade if they have reason to believe that a faculty member made an error in the computation of his/her final grade, or they have reason to believe that the faculty member did not apply his/her stated grading policy to the student in computing the final grade.

A student who wishes to appeal a grade has fourteen (14) calendar days after the start of the next semester (or June 15 in the case of the spring semester) to initiate an appeal.

1. The first step the student must take is to notify the department chair that an appeal is in process. In this notification, the student must identify the course, the section number, and the instructor. At the same time, the student must contact the faculty member involved and attempt to resolve the disputed grade. Most appeals should be resolved between the student and faculty member. This step must be completed within fourteen (14) calendar days from the date the department chair was notified.
2. If the student and the faculty member cannot successfully resolve the disputed grade, or if the student is unable to contact the faculty member, the student may ask the department chair to resolve the disputed grade. The department chair will have fourteen (14) calendar days to resolve the grade dispute to the satisfaction of both the student and the faculty member.
3. If the department chair cannot successfully resolve the grade dispute, the student may request a meeting with the academic dean in charge of the faculty member's area. The dean will meet with the student and then will also meet with the faculty member to discuss the disputed grade. At this time, all three parties may also schedule a joint meeting. A department chair may be asked to attend the meeting in place of the faculty member if the faculty member is not available. Meetings may be virtual, by telephone, or in person. These meetings must take place within twenty-one (21) calendar days.
4. If the dispute is not settled to the satisfaction of both the student and the faculty member at this point, the student may appeal to the Academic Standards Committee. This appeal must be filed in writing with the Chair of the Academic Standards Committee within seven (7) calendar days of the failure of the process outlined in step 3. The student must detail the steps taken to resolve the dispute to this point, explain the reasons for the dispute, and provide any evidence at this time.
5. The Academic Standards Committee will first determine if the situation outlined by the student falls under the scope of the Grade Appeal Policy. If the Academic Standards Committee rules that the situation does not fall under the scope of a grade appeal, the grade decision made at the previous level will stand.
6. If the Academic Standards Committee believes that the situation does fall under the scope of the Grade Appeals Policy, then the Academic Standards Committee will meet within fourteen (14) calendar days to hear the facts of the dispute. Either party to the dispute may request an appearance before the committee, or the committee may request either party to appear before them. These appearances may be in person or virtual. All appearances and meetings must take place within twenty-one (21) calendar days of the decision by the Academic Standards Committee to hear the appeal. The Chair of the Academic Standards Committee will notify the student and the faculty member of its decision within that time period. All decisions of the Academic Standards Committee are final.
7. Only the faculty member, department chair (if acting on behalf of a faculty member who is no longer available) or the academic standards committee can mandate a grade change.

APPEAL TO THE VICE PRESIDENT OF INSTRUCTION:

If the student feels that the process was not properly followed, the student may ask for the Vice President of Instruction to review the process to determine if the process was or was not followed. If the Vice President of Instruction finds that it was not, the student may have another opportunity to appeal beginning at the point that the process failed.

DEADLINES:

All deadlines may be extended with agreement of all parties to the dispute or, in the event of extenuating circumstances, as agreed to by the Vice President of Instruction.

ONLINE GRADE APPEAL:

Students must appeal online grades with their faculty member or with the administrator of the Colorado Community College Online.

Student Rights and Responsibilities

All students at Red Rocks Community College have rights as students that are outlined below.

Freedom of Access to Higher Education

Red Rocks welcomes high school graduates or non-graduates 17 years or older who might benefit from our instructional programs and courses. High school students under the age of 17 may also have the opportunity to enroll through high school concurrent enrollment programs.

Students under the age of 17 may apply for a "Waiver of Admissions Requirements" by contacting the office of the Vice President for Student Services. To be considered for underage admissions, students must complete a waiver application, take the Placement Test in the Assessment Center, and may be required to submit a monitored writing sample.

Students under the age of 15 will only be considered if they have received a high school diploma.

A. Admission: Red Rocks has the right to review the applications of all persons wishing to enroll at the College. Those who do not appear to have the qualifications to profit from instruction may be denied admission to Red Rocks. When an applicant's qualifications for admission are questionable, the Director of Enrollment Services will determine whether the applicant is to be admitted. The Director's decision may be appealed to The President of the College.

B. Continued Enrollment: Once admitted, if a student's actions on campus give reasonable cause to believe that he/she is unqualified to participate in the College's programs and activities, that student may be denied further enrollment at the institution. Such decision will be made after examination of issues associated with the student's behavior pattern. This may include consultation with professional staff members at the College as well as a medical or psychiatric evaluation at the student's expense by an outside consultant if necessary.

Classroom Rights

The instructor in the classroom and in conference must encourage free discussion, inquiry and expression. Student performance must be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

- A. Protection of Freedom of Expression: Students are free to take reasoned exception to the interpretation of data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course in which they are enrolled.
- B. Protection Against Improper Evaluation: Students have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for achieving standards of academic performance established for each course in which they are enrolled.
- C. Protection Against Improper Disclosure: Information about students' views, beliefs and political associations are considered confidential, and under no circumstances will become a part of their records or transcripts. Judgment of ability and character may be provided upon appropriate circumstances with the consent of the student, in cases where is student is a minor, or if legal mandates dictate.
- D. Protection Against Sexual Harassment: Students have protection against sexual harassment by Red Rocks employees as well as other students as outlined in the College Affirmative Action and Equal Opportunities policies.
cccs.edu/SBCCOE/Policies/SP/PDF/SP4-120a.pdf
- E. Protection Against Instructor Unavailability: Students have the right to expect faculty and advisors to post and maintain office hours.

Student Affairs

In student affairs certain standards must be maintained if the freedom of the student is to be preserved.

- A. Freedom of Association: Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the College community. They are free to organize and join associations to promote their common interest, as long as they do not disrupt the College or violate its rules and regulations.
 - 1. The membership, policies and actions of a student organization will be determined only by those persons who are enrolled as fee-paying students at Red Rocks.
 - 2. Affiliation with extramural organizations is permitted provided the organization adheres to College policies, procedures and regulations. Such organizations must be open to all students without respect to age, religion, national origin or physical limitations (except for religious qualifications that may be required by the organizations whose aims are primarily sectarian).
 - 3. Campus advisors approved by the Student Life Director are required for each organization. If the student organization cannot secure an advisor, the resources of the Student Life staff may be utilized until an advisor is secured as required by the student organizational council regulations.

Advisors may advise organizations in the exercise of responsibility, but they do not have the authority to control the policy of such organizations.
 - 4. Student organizations are required to submit a statement of purpose, criteria for membership, rules or procedures and a current list of officers as a condition of institutional recognition.
 - 5. A recognized club or organization may lose its official recognition and be suspended if actions of its officers or members, or activities of the organization as a whole, violate College policies, procedures, or regulations.
- B. Freedom of Inquiry and Expression:
 - 1. Students and student organizations are free to examine and discuss all questions of interest to them, and to express opinion publicly and privately. They shall always be free to support causes by orderly means that do not disrupt the operations of the College. In their public expressions or demonstrations, students and student organizations speak only for themselves.
 - 2. Student organizations may invite anyone they choose to speak or exhibit on campus, provided state and College policies and procedures are followed. If a political speaker is invited, candidates or representatives of other political parties must also be given the opportunity for presentation.

Institutional control of campus facilities may not be used as a device for censorship. Sponsorship of guest speakers does not necessarily imply approval of views expressed either by the sponsoring group or the institution.
 - 3. Facilities and services of the College are open to all of its enrolled students provided they are used in a manner appropriate to the College community and in compliance with College procedures. The Student Center maintains information on policies and procedures for use of facilities.
- C. Student Participation in Institutional Government: As members of the College community, students are free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body shall have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the Student Government in both its general and specific responsibilities shall be made explicit, and the actions of the Student Government shall be reviewed only through orderly and prescribed procedures.
- D. Student Publications: Student publications and the student press are an invaluable aid in establishing an atmosphere of free and responsible discussion and of intellectual exploration at the College. They are means of bringing student concerns to the attention of the faculty and institutional authorities, and of formulating student opinion on various issues at the College and in the world at large.

The institution, as the publisher of the student publication, may have to bear the legal responsibility for the content of the publication. In the delegation of editorial responsibility to students, the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of student publications, the standards to be used in their evaluation, and the limitations of external control of their operation. At the same time, the editorial freedom of student editors and managers entails responsibilities to be governed by the canons of good journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications, the following provisions are necessary:

1. The student press shall be free of censorship and advance approval of copy, and its managers and editors shall be free to develop their own editorial policies and news coverage.
 2. Editors and managers of student publications may not be arbitrarily suspended or removed because of student, faculty, administrative or public disapproval of editorial policy or content. Only for proper and stated causes shall editors and managers be subject to removal, and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers is the agency responsible for their removal.
 3. All student publications financed and published by the College must explicitly state on the editorial page of the publication that the opinions expressed are not necessarily those of the College or its student body.
- E. Distribution of Literature: It is the intent of the College to provide for the exchange of ideas in an orderly fashion and without disruption of the College. Red Rocks makes the distinction between commercial and non-commercial literature, posters, handbills and banners, and allows for the distribution and posting of literature in accordance with College procedures.

Off-Campus Freedom of Students

Red Rocks Community College students are both citizens and members of the College community. As citizens, students may enjoy the same freedom of speech, peaceful assembly and petition rights that all other citizens enjoy. As members of the College community, they are subject to the same obligations that accrue to them by virtue of this membership. Faculty members and administrative officials must ensure that institutional powers are not employed to inhibit the intellectual or personal development of students promoted by their exercise of rights of citizenship both on and off campus.

Student Code of Conduct

PREAMBLE

Students enrolling at Red Rocks Community College (Red Rocks) assume an obligation for conduct compatible with College objectives. College regulations are based on respect for the rights of others and observance of civil law and current moral standards. Red Rocks students have all the rights and responsibilities of other citizens and are subject to the same federal, state, and local laws as non-students. As members of the College community, students are also subject to the rules and regulations of the College. Students who feel their rights have been violated may file a grievance using the Student Grievance Procedure.

Red Rocks exists for the transmission of knowledge, development of occupational skills, and growth of students. Freedom of inquiry and expression are indispensable to the attainment of these goals. As members of the College community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained search for truth. The standards of academic freedom for students outlined below are essential to any learning community.

The administration of discipline must guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary with the gravity of the offense and the sanctions that may be applied. In all cases, students will be informed of the charges against them and will be given the opportunity to refute the charges. The College will not be arbitrary in its actions, and there will be a provision for appeal of the decision.

ARTICLE I: DEFINITIONS

- A. The term "student" includes all persons taking courses at Red Rocks Community College. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College, or who have been notified of their acceptance for admission are considered "students."
- B. The term "faculty member" means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
- C. The term "College official" includes any person employed by the College, performing assigned administrative or professional responsibilities.
- D. The term "member of the College community" includes any person who is a student, faculty member, College official, or any other who has legitimate business with the College. A person's status in a particular situation shall be determined by the Vice President for Student Services.
- E. The term "College premises" includes all campuses, land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
- F. The terms "Hearing Officer" or "Student Conduct Hearing Panel" means any person or persons authorized by the Vice President for Student Success to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed.
- G. The Vice President for Student Success is that person designated by The College President to be responsible for the administration of the Student Code.
- H. The term "policy" means the written regulations of the College as found in, but not limited to, the Student Code, the College web page and computer use policy, and Catalog.

I. The term "cheating" includes, but is not limited to:

- (1) use of any unauthorized assistance in taking quizzes, tests, or examinations;
- (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff;
- (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

J. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

K. The term "Complainant" means any person who alleges that a student has violated this Student Code.

L. The term "Accused Student" means any student accused of violating this Student Code.

M. Notice: Notices that are required to be given by this procedure shall be considered served upon the student when given by personal delivery or mailing by certified mail to the address the student has filled with Red Rocks' Admissions office. If notice is mailed, the student shall be given three additional days to respond. Email notices will be delivered to students through their Red Rocks email address. It is the responsibility of each student to check and maintain their Red Rocks email account regularly.

N. Day: Refers to calendar day unless otherwise noted below.

O. Jurisdiction: Refers to the College's right to apply the student code of conduct to conduct that occurs on College premises, at College sponsored activities, and to off-campus conduct that may adversely affect the College Community and/or the pursuit of its objectives.

ARTICLE II: STUDENT CODE AUTHORITY

A. The Vice President for Student Success is the person responsible for determining the jurisdiction and scope of the Student Conduct Code.

B. The Vice President for Student Success shall develop policies for the administration of the Student Conduct Code System and procedural rules.

ARTICLE III: PROSCRIBED CONDUCT

A. Jurisdiction of the College Student Code shall apply to conduct that occurs on College premises, at College sponsored activities, and to off-campus conduct that may adversely affect the College Community and/or the pursuit of its objectives. The Vice President for Student Services shall decide whether the Student Code shall be applied to conduct occurring off-campus, on a case-by-case basis, in his/her sole discretion.

B. Conduct—Rules and Regulations:

CCCS COMMON STUDENT CODE OF CONDUCT STATEMENTS

Conduct that violates student rights and freedoms and is subject to disciplinary action includes, but is not limited to:

1. Academic Misconduct: Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to disciplinary action as outlined in the RRCC disciplinary procedures.
2. Disruptive Behavior: Engaging in any disruptive behavior that negatively affects or impedes teaching or learning (regardless of mode of delivery or class setting); or disrupts the general operation of the college.
3. Deceptive Acts: Engaging in deceptive acts, including, but not limited to: forgery, falsification, alteration, misrepresentation, non-disclosure, or misuse of documents, records, identification and/or educational materials.
4. Conduct that is Detrimental to College or to Safety: Conduct that is deemed detrimental, harmful and/or damaging to the college and/or that jeopardizes the safety of others as determined by the Vice President Of Student Success. Examples include, but are not limited to, slamming doors, throwing chairs, and/or defacing of college property, or property of others.
5. Physical/Non-physical Abuse:
 - a. Physical abuse or conduct that threatens or endangers another person's health or safety.
 - b. Non-physical abuse, threats, intimidation, coercion, influence, or any unwelcome conduct in any form that is sufficiently severe, pervasive or persistent that it alters the conditions of the learning environment or employment.
 - c. Knowingly falsifying, publishing or distributing, in any form, material that tends to impeach the honesty, integrity, virtue or reputation of another person.
6. Harassment and/or Discrimination: Discrimination or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation.
7. Sexual Misconduct: Sexual Misconduct offenses include, but are not limited to Sexual Harassment, Non-Consensual Sexual Contact (or attempts to commit same), Non-Consensual Sexual Intercourse (or attempts to commit same), and/or Sexual Exploitation. **(See SP 4-120a for more information: <http://www.cccs.edu/SBCCOE/Policies/SP/PDF/SP4-120a.pdf>)**
8. Weapons: Possession or distribution of any unauthorized firearms, ammunition, explosives, fireworks and/or other dangerous weapons (or chemicals/flammable liquids) or use/threat of use of any instrument (including, but not limited to paint ball guns, pellet guns, air soft guns, bow and arrows, knives) as a weapon to intimidate, harass, or cause harm to others.
9. Narcotics/Alcohol: Use, being under the influence, manufacturing, possession, cultivating, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/drug paraphernalia while on college owned or college controlled property, and/or at any function authorized or supervised by the college and/or in state owned or leased vehicles.

Note: Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.

10. Dress Code: Dress or personal hygiene that fails to meet the established safety or health standards of specific classes or activities offered by the college.
 11. Leaving Children Unattended: Leaving children unattended or unsupervised in campus buildings or on campus grounds unless enrolled or participating in authorized campus activities.
 12. Violation of Laws, Directives, and Signage:
 - a. Violating any municipal, county, state or federal law that adversely impacts the conditions of the educational or employment environment.
 - b. Violations of college traffic and parking rules, regulations, or signage.
 - c. Damage to or falsely using fire alarms and/or fire extinguishers.
 - d. Creating an intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular. This includes, but is not limited to leading or inciting to disrupt college activities. Failure to comply with the lawful directives of College employees acting within the scope of their duties, including those directives issued by a College administrator to ensure the safety and well being of others.
 - e. Violations of college policies, protocols, procedures or signage.
 13. Illegal Gambling: Participation in illegal gambling activities on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.
 14. Unauthorized Entry and/or Unauthorized Possession: Entry into, or use of any building, room, or other college-owned or college-controlled property, grounds, or activities without authorized approval. This also includes, but is not limited to the unauthorized possession, duplication or use of college keys, lock combinations, access codes, and access cards and/or credentials and/or propping open or tampering with doors/windows.
 15. Unacceptable Use of College Equipment, Network or System: Unacceptable uses of any college-owned or operated equipment, network or system including, but not limited to: knowingly spreading computer viruses; reposting personal communications without author's consent; copying protected materials; using the network for financial or personal gain, commercial activity, or illegal activity; accessing the network using another individual's account; unauthorized downloading/uploading software and/or digital video or music; downloading/uploading, viewing or displaying pornographic content, or any other attempt to compromise network integrity.
 16. Unauthorized Pets/Animals: Possession of any unauthorized pet or animal, excluding trained service animals (For residential dorms only: and/or assistance animals) while on college-owned or college-controlled property.
 17. Tampering with Student Organization, Election, or Vote: Tampering with the process of any college recognized student organization, election or vote.
 18. Group or Organization Conduct: Students who are members of a college recognized student organization or group and commit a violation of SCOC may be accountable both as an individual and as a member of the student organization.
 19. Abuse of the Student Disciplinary and/or Grievance Procedure: Abuse of the Student Disciplinary and/or Grievance Procedure includes, but is not limited to the following:
 - a. Disruption or interference with the orderly conduct of the student disciplinary/grievance procedure.
 - b. Falsification, distortion, or misrepresentation, or knowingly pursuing malicious, frivolous, or fraudulent charges.
 - c. Attempting to discourage an individual's proper participation in, or use of, the student disciplinary/grievance procedure.
 - d. Attempting to influence the impartiality of a participant and/or the student disciplinary/grievance procedure.
 - e. Harassment (verbal or physical) and/or intimidation of a participant in the student disciplinary/grievance procedure.
 - f. Failure to comply with directives and/or sanctions imposed under student disciplinary/grievance procedure.
 - g. Influencing or attempting to influence another person to commit an abuse of the student disciplinary/grievance procedure.
 - h. Engaging in retaliatory acts in any form against any person or person(s) involved in the student disciplinary/grievance procedure
 20. Unauthorized Entry into College Events: Entering or attempting to enter any college-sponsored activity without proper credentials for admission.
- Please note: In most circumstances, college will treat attempts to commit code of conduct violations as if those attempts had been completed.
- Violations of the above may result in, but are not limited to, fines, restitution, community service, and/or disciplinary procedures.
21. Other:
 - a. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
 - b. Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.
 - c. Violation of any federal, state or local law.
 - d. Abuse of the Student Conduct Code System, including but not limited to:
 - i. Failure to obey the notice from a Student Conduct Hearing Panel or College official to appear for a meeting or hearing as part of the Student Conduct Code System.

- ii. Falsification, distortion, or misrepresentation of information before a Student Conduct Hearing Panel/Hearing Office.
 - iii. Disruption or interference with the orderly conduct of a Student Conduct Hearing.
 - iv. Initiating a student conduct code proceeding in bad faith.
 - v. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct Code System.
 - vi. Attempting to influence the impartiality of a member of a Student Conduct Hearing Panel prior to, and/or during the course of, the Student Conduct Hearing.
 - vii. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Hearing Panel prior to, during, and/or after a student conduct code proceeding.
 - viii. Failure to comply with the sanction(s) imposed under the Student Code.
 - ix. Influencing or attempting to influence another person to commit an abuse of the Student Conduct Code System.
- e. Students are required to engage in responsible social conduct that reflects credit upon the College community and to model good citizenship in any community.
- f. Condoning acts by students that violate College policy. Students witnessing any such acts are required to report them to the proper authority.

ARTICLE IV: STUDENT CODE OF CONDUCT PROCEDURES

Application¹

The procedure applies to students within Red Rocks Community College (RRCC).

Basis

Students are expected to adhere to the Student Code of Conduct, Colorado Community College System policies and RRCC procedures. If a student is charged with violating RRCC Code, these are the procedures to be used in resolving the charge.

Definitions

Code of Conduct: A document developed and published by each College which defines prescribed conduct of students.

Vice President of Student Success (VPSS): The individual designated by The College President to administer student affairs and be responsible for administering RRCC's Student Conduct Code and this procedure. The VPSS may delegate student discipline to another individual (designee).

The Title IX Administrator is the employee(s) designated by The College President to oversee all civil rights complaints.

Notice: Notices which are required to be given by this procedure shall be considered served upon the student when given by personal delivery, mailing by certified mail, or emailing the student to their official College email address requesting a delivery receipt notification. If notice is mailed, student shall be given three (3) additional days to respond.

Day: Refers to calendar day unless otherwise noted below.

Sanctions: One or more of the following may be imposed when there is a finding that a student has violated the RRCC Code of Conduct.

1. **Warning:** A Notice served upon the student advising him/her that he/she is violating or has violated RRCC regulations.
2. **Probation:** After a finding of violation of the Code of Conduct, restriction of student's privileges for a designated period of time including the probability of more severe disciplinary sanctions if the student is found to be violating any RRCC regulations during the probationary period.
3. **Other disciplinary sanction:** fines, restitution, denial of privileges, assignment to perform services for the benefit of the College or community; or other sanction that doesn't result in the student being denied the right of attending classes.
4. **College suspension or expulsion:** An involuntary separation of the student from RRCC for misconduct not based on academic performance for a specified period of time.
 - a. **Suspension** is a separation that shall not exceed three academic terms per suspension for any singular offense or situation. While a student is suspended, he or she is not eligible for admission or re-admission at any of the Community Colleges within CCCS. Once the suspension is lifted, the student is eligible for admission or re-admission.

Examples of suspension include, but are not limited to the following: the College, a department or program, a class, use of a College facility or an activity.

Students may be suspended from one class period by the responsible faculty member or adjunct instructor. Longer suspensions can only be implemented by the VPSS or designee in accordance with this procedure.
 - b. **Expulsion** is an indefinite separation from the College. The student is not eligible for admission or re-admission at any of the Community Colleges within CCCS.

In exceptional cases where a student wants to be considered for admission or re-admission after an expulsion has been implemented, the student bears the burden to prove the behavior that resulted in the expulsion has been resolved. It is within the College's discretion to admit or deny the student.
5. **Interim Suspension:** An immediate action taken by the VPSS to ensure the safety and well-being of members of the College community; preservation of College property; or if the student poses a definite threat of disruption or interference to others or the normal operations of the College. In the event of an interim suspension, the hearing before the VPSS or designee shall occur as soon as possible following the interim suspension. If the College issues a permanent sanction, the student shall be afforded appeal rights as discussed below. If the College does not implement a permanent sanction, the interim suspension will be removed from the student's record.

¹RRCC has elected to use the National Center for Higher Education Risk Management (NCHERM) and the Association of Title IX Administrators (ATIXA) model policy as the template used in this procedure.

Procedures

Decision:

The VPSS or designee shall receive all allegations of student misconduct, investigate the complaints, which includes meeting with the student to give him/her the opportunity to respond to the allegations of misconduct. If the allegations of misconduct are discrimination and/or harassment based on federal or state civil rights laws, the College will investigate those incidents through the RRCC Civil Rights Grievance and Investigation Process (RRPR 3-50b) rrcc.edu/hr/policies/procedures/RRPR3-50.htm and System President Procedure 4-31a. cccs.edu/SBCCOE/Policies/SP/PDF/SP4-31.pdf

Once the investigation is complete, either through this process or the Civil Rights Grievance and Investigation process, the VPSS or designee shall render a sanction decision.

The VPSS or designee may decide that the charges can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to them. If an administrative resolution is not achieved, the VPSS or designee shall issue a decision which determines whether the alleged conduct occurred; whether the conduct violated the Code of Conduct or RRCC procedures; and impose a sanction(s) if appropriate. The student shall receive written notice of the decision and be advised of his/her right to appeal the Decision, subject to the grounds below, by filing a written appeal with the VPSS or designee within seven (7) days of service of the decision.

Appeal:

In the event of an appeal, the VPSS or designee shall give written notice to the other party (e.g., if the accused student appeals, the appeal is shared with the complainant who may also wish to file a response), and then the VPSS or designee will draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to the appeals officer or committee for initial review to determine if the appeal meets the limited grounds and is timely. The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final. If the appeal has standing, the documentation is forwarded for consideration. Because the original finding and sanction are presumed to have been decided reasonably and appropriately, the party appealing the decision must specifically cite the error(s) in the original determination on which the appeal is based. The ONLY grounds for appeal are as follows:

1. A material procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures); which must be explained in the written appeal; or
2. To consider new evidence, unavailable during the investigation or hearing that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included in the written appeal, as well as the reasons the new evidence was not available during the original proceeding.

If the appeals officer or committee determines that a material procedural or substantive error occurred, it may return the complaint to the VPSS or designee with instructions to reconvene to cure the error. In rare cases, where the procedural or substantive error cannot be cured by the VPSS or designee in cases of bias, the appeals officer or committee may order a new hearing be held by a different individual acting in the place of the designated VPSS or designee. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the two applicable grounds for appeals.

If the appeals officer or committee determines that new evidence should be considered, it will return the complaint to the VPSS or designee to reconsider in light of the new evidence, only. If the subject matter pertains to discrimination and/or harassment, the appeals officer or committee will return the complaint to the Title IX/EO Coordinator to reconsider in light of the new evidence, only. The reconsideration of the VPSS, designee, or Title IX/EO Coordinator is not appealable.

The procedures governing the hearing of appeals include the following:

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- If the appeals officer or committee determines there is new evidence or error in the original proceeding, every opportunity to return the appeal to the VPSS or designee for reconsideration (remand) should be pursued;
- Appeals are not intended to be full re-hearings of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal;
- An appeal is not an opportunity for an appeals officer or committee to substitute their judgment for that of the VPSS or designee merely because they disagree with its finding and/or sanctions.
- Appeals decisions are to be deferential to the original decision, making changes to the findings only where there is clear error and a compelling justification to do so.
- Sanctions imposed are implemented immediately unless the VPSS or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- The appeals officer or committee will render a written decision on the appeal to all parties within four (4) days from receiving the appeal request. The committee's decision to deny appeal requests is final.

Special Discipline Process Provisions

- In the event that the student is under the age of eighteen or incapacitated, he or she may have an advisor present to assist him/her in presenting his/her case.
- Students do not have the right to be represented by an attorney or law student during these proceedings except in the case where civil or criminal actions concerning the student are pending, and in that case, the attorney's role shall be advisory only.
- The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing except when the student is under the age of eighteen or incapacitated.
- Student shall have the right to identify documents, witnesses and other material he/she would like the VPSS or designee to review before making a final decision.
- Any hearing held shall be conducted in private unless all parties agree otherwise.
- A record of the hearing should be maintained by the VPSS or designee.

- If a student has a disability and would like to request an accommodation to assist him/her through the discipline process they may do so by informing the VPSS or designee. The VPSS or designee will then work with disability support services to accommodate the request.
- Jurisdiction - College disciplinary proceedings may be instituted against a student charged with violation of a law if the violation occurred at RRCC or RRCC-sanctioned activities or was of such a nature to have an impact on the College and the violation is also a violation of the College's student code of conduct.
- Proceedings under this procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- Standard of proof: the College will use the preponderance of evidence standard in the disciplinary proceedings, meaning, the College will determine whether it is more likely than not a conduct code was violated.
- All sanctions imposed by the original decision maker will be in effect during the appeal. A request may be made to the VPSS or designee for special consideration in exigent circumstances, but the presumptive stance of the institution is that the sanctions will stand. Graduation, study abroad, internships/externships/clinical placements, etc. do not in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.
- The procedural rights afforded to students above may be waived by the student.

Retaliatory Acts

It is a violation of this procedure to engage in retaliatory acts against any employee or student who reports an incident(s) of code of conduct violations or any employee or student who testifies, assists or participates in the discipline proceeding, investigation or hearing relating to such allegation(s) of code of conduct violations.

Revising this Procedure

RRCC reserves the right to change any provision or requirement of this procedure at any time, and the change shall become effective immediately.

ARTICLE V: INTERPRETATION AND REVISION

- A. Any question of interpretation or application of the Student Code shall be referred to the Vice President of Student Success or his or her designee for final determination.
- B. The Student Code shall be reviewed annually under the direction of the Vice President of Student Success.
- C. The Student Code of Conduct, Disciplinary Process and related policies and procedures are subject to change at any time, and without notice. The most current version of the student handbook and Code of Conduct is available online at the Red Rocks Community College website.

ARTICLE VI: NON-DISCRIMINATION POLICY

RRCC prohibits and will not tolerate discrimination or harassment that violates federal, state law or Board Policy 4-120 see: cccs.edu/SBCCOE/Policies/SP/PDF/SP4-31.pdf

RRCC does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation. RRCC complies with Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act, Pregnancy Discrimination Act of 1978, Vietnam Era Veterans Readjustment Assistance Act of 1974; Executive Order 11246, and sections 24-34-301, C.R.S. et seq..

The College has designated the Human Resources Director as its Equal Opportunity Employment Officer and Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures.

For information regarding civil rights or grievance procedures contact:

Bill Dial
 Director of Human Resources & Title IX Administrator
 13300 West Sixth Avenue
 Campus Box 17
 Lakewood, CO 80228-1255
 303.914.6298
 bill.dial@rrcc.edu

ARTICLE VII: STUDENT SEXUAL MISCONDUCT PROCEDURE

Application

This procedure applies to all Administrators/Professional Technical employees, Faculty and Adjunct Instructors, Classified employees (RRCC employees), students, authorized volunteers, guests, and visitors at Red Rocks Community College (RRCC).

Basis

Board Policy (BP) 3-120 and BP 4-120 provides that RRCC shall not unlawfully discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation. System President's Procedures (SP) 3-120a and SP 4-120a specifically relate to gender misconduct, including sexual misconduct, toward RRCC employees, students, and authorized volunteers, guests, or visitors, RRCC will comply with Title VII of the Civil Rights Act of 1972. When a complainant and/or respondent is a student, RRCC will comply with Title IX of the Education Amendments of 1972 (Title IX).

The System President delegates to each College President the responsibility to ensure this procedure is implemented at their College.

Introduction:

The RRCC community has the right to be free from sexual violence. All members of the RRCC community are expected to conduct themselves in a manner that does not infringe upon the rights of others. RRCC believes in a zero tolerance policy for gender based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, serious sanctions will be implemented to reasonably ensure that such actions are never repeated. This procedure

has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This procedure is intended to define RRCC expectations and to establish a mechanism for determining when those expectations have been violated.

See: rrcc.edu/hr/policies/procedures/RRPR3-120a.htm and www.cccs.edu/SBCCOE/Policies/SP/PDF/SP4-120a.pdf

For filing information and procedures please see:

Bill Dial
Director of Human Resources & Title IX Administrator
13300 West Sixth Avenue
Campus Box 17
Lakewood, CO 80228-1255
303.914.6298
bill.dial@rrcc.edu

STUDENT GRIEVANCE PROCEDURE

Application:

The procedure applies to Red Rocks Community College (RRCC) students.

Basis:

This Student Grievance Procedure is intended to allow students an opportunity to present an issue which they feel warrants action, including the right to secure educational benefits and services.

If the basis of the claim is discrimination and/or harassment based on federal or state civil rights laws, the student must file a grievance under the Civil Rights Grievance and Investigation Process. If the accused (respondent) is a student, please refer to SP 4-31a. cccs.edu/SBCCOE/Policies/SP/PDF/SP4-31a.pdf If the respondent is a RRCC employee, please refer to RRPR 3-50a. rrcc.edu/hr/policies/procedures/RRPR3-50.htm

Definitions:

Complainant(s): A person who is subject to alleged inequity as it applies to Board Policies, System President's Procedures, or College Procedures. For purposes of this procedure, a complainant is student who was enrolled at the time of the alleged incident.

Respondent(s): A person whose alleged conduct is the subject of a complaint. For purposes of this procedure, a respondent can be a RRCC employee(s), authorized volunteer(s), guest(s), visitor(s), or College.

Grievance: A grievable offense is any alleged action which violates or inequitably applies State Board Policies, System President's Procedures, and College Procedures. The complainant must be personally affected by such violation or inequitable action.

Non-grievable matters: The following matters are not grievable under this procedure except as noted: matters over which the College is without authority to act; grades and other academic decisions unless there is an allegation that the decision was motivated by discrimination and/or harassment which should be filed under the appropriate Civil Rights Grievance and Investigation Process.

Vice President for Student Success (VPSS): The College employee designated by The College President to administer student grievances. The VPSS may delegate the responsibility over student grievances to another person.

Notice: Notices which are required to be given by this procedure shall be considered served upon the student when given by personal delivery, mailing by certified mail, or email with receipt notification to the address the student has filed with the College's admissions and records office. If notice is mailed, student shall be given three (3) additional days to respond.

Day: Refers to calendar day unless otherwise noted below.

Remedy: The relief that the Grievant is requesting.

For filing information and procedures, please see: cccs.edu/SBCCOE/Policies/SP/PDF/SP4-31.pdf

STUDENT GRIEVANCE PROCEDURE – CIVIL RIGHTS

Application:

When the accused party (respondent) to a discrimination and/or harassment complaint is a student of Red Rocks Community College (RRCC), Colorado Community College System (CCCS) President's Procedure (SP) 4-31a and the RRCC Student Code of Conduct will apply. cccs.edu/SBCCOE/Policies/SP/PDF/SP4-31a.pdf

When the respondent to a discrimination and/or harassment complaint is an Administrator/Professional Technical employee(s), Faculty and Adjunct Instructor(s), Classified employee(s) (RRCC employees), authorized volunteer(s), guest(s) or visitor(s) within CCCS, SP 3-50b cccs.edu/SBCCOE/Policies/SP/PDF/SP3-50b.pdf and RRPR 3-50b will apply. rrcc.edu/hr/policies/procedures/RRPR3-50.htm

Basis:

Board Policy (BP) 3-120 and BP 4-120 provides that employees and students shall not be subjected to unlawful discrimination and/or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation.

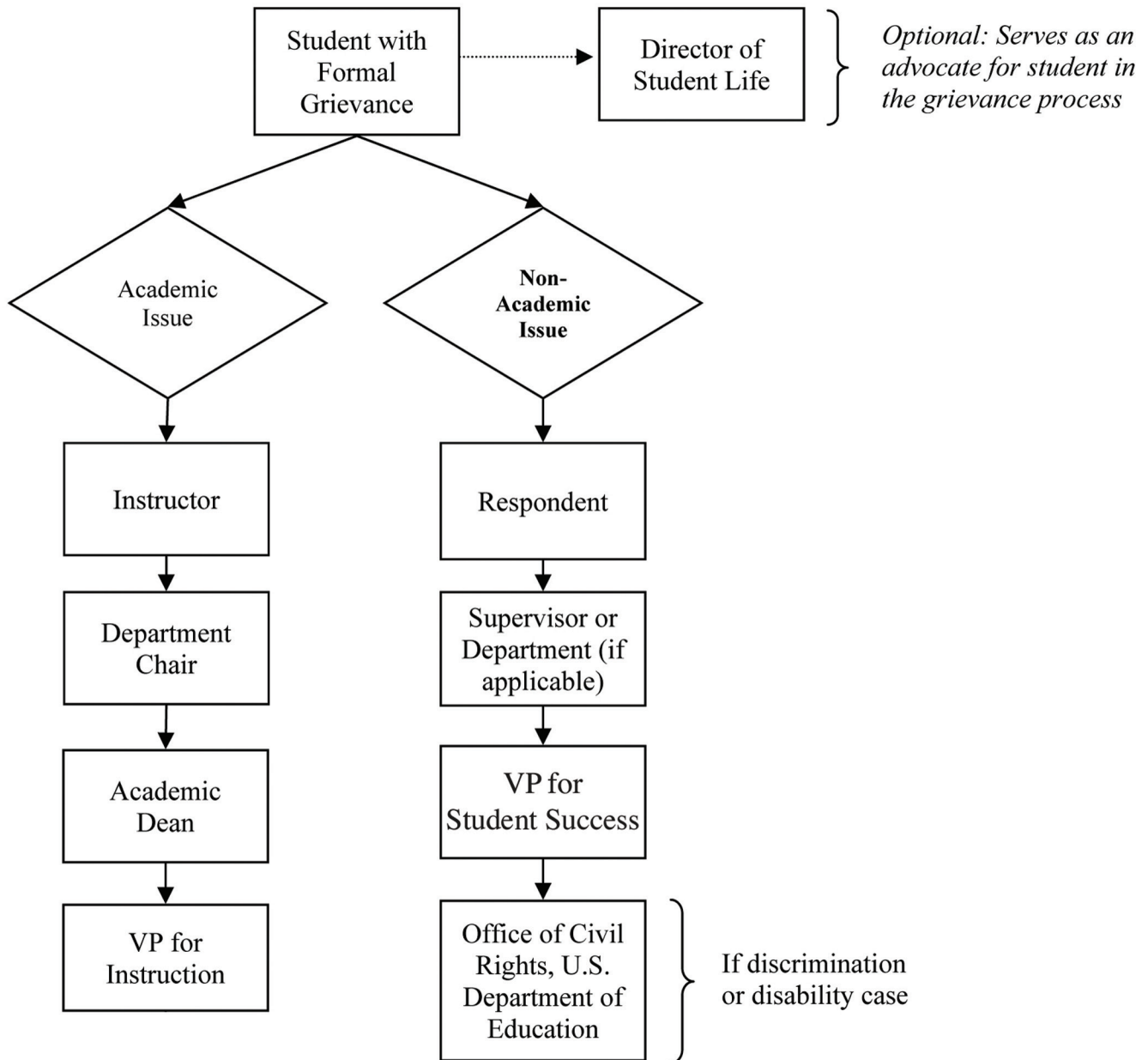
The System President delegates to each College President the responsibility to ensure this civil rights grievance and investigation procedure is implemented at their College for both employees and students. The System President will be responsible to ensure this procedure is implemented at the CCCS central office for central staff employees.

Procedure:

This RRCC procedure, process and investigation protocol should be applied to all civil rights grievances, which includes discrimination and/or harassment complaints made pursuant to BP 3-120 and BP 4-120. For filing information and procedures, please see: cccs.edu/SBCCOE/Policies/SP/PDF/SP4-31.pdf

See next page for the Student Grievance Procedure Flowchart.

Student Grievance Procedure Flowchart



Calendar of Events 2013-2014

The following is a condensed Academic Calendar. For a complete calendar, please see the current schedule of courses or visit www.rccc.edu/schedule/calendar.htm. This calendar is subject to change.

Fall 2013

Registration payment due by 5 p.m. (for registration on or before Aug. 1)*	August 1
(If you register and do not drop your class, you will be responsible for payment)	
New Student Welcome Night	August 13
International Student Orientation	August 13
15-week Weekend classes begin	August 16
15-week Session begins (other classes begin throughout the fall)	August 19
Session 1 (August 19 – October 7)	August 19
Last day to add full-term classes	August 23
No classes after 5:00 p.m.	August 30
Labor Day weekend; No Classes (both campuses closed)	August 31, September 1-2
Application deadline for fall graduation	September 4
Deadline for credit/audit changes for 15-week classes	September 4
Deadline to petition for residency reclassification	September 4
Last day to drop 15-week classes and Initiate a tuition refund	September 4
Registration payment due by 5 p.m. (for registration after August 1)*	September 4
(If you register and do not drop your class, you will be responsible for payment)	
All-College Development Day; No Classes	October 15
Session 2 (October 16–December 10)	October 16
Spring 2013 Registration begins	November 4
Last day to withdraw from 15-week classes ("W" recorded-no refund)	November 12
Fall break; No Classes	November 25–December 1
Thanksgiving Holiday (both campuses closed)	November 28, 30, December 1
1 Fall Session ends	December 10

Spring 2014

Spring Registration begins	November 4, 2013
Registration payment due by 5p.m. (for registration on or before Jan 8)*	January 8
(If you register and do not drop your class, you will be responsible for payment)	
International Student Orientation	January 14
Martin Luther King Holiday, No Classes	January 20
15-week session begin (classes begin throughout the term)	January 21
7 week session: 1 (January 21 – March 12)	January 21
15-week weekend classes begin	January 17
Last day to add a full-term class	January 24
Application deadline for spring graduation	February 5
Deadline for credit/audit changes for 15-Week Classes	February 5
Deadline to petition for residency reclassification	February 5
Last day to drop 15-week classes and initiate a tuition refund	February 5
Registration payment due by 5p.m. (for registration after Jan 3)*	February 5
(If you register and do not drop your class, you will be responsible for payment)	
7 week session: 2 (March 13 – May 13)	March 13
Spring break; no classes	March 24-30
Registration for Summer and Fall 2014 begins	April 7
All-College Development Day; No Classes	April 15
No Classes; Easter weekend (both campuses closed)	April 19-20
Last day to withdraw from 15-week classes ("W" recorded-no refund)	April 22
Spring Session Ends	May 13
Spring Graduation	May 17

Summer 2014

Registration for Summer and Fall 2013 begins	April 7
Registration payment due by 5 p.m. (for registration on or before May 8)*	May 8
(If you register and do not drop your class you will be responsible for payment)	
Interim May Day Sessions begin (one or two week sessions)	May 20
No classes after 5:00 p.m.	May 24
Memorial Day Holiday; No Classes (both campuses closed)	May 24-26
International Student Orientation	May 27
Full Term Eight and Nine-Week Sessions begin (both campuses)	June 2
Last day to add a full-term class	June 6
Application deadline for summer graduation	June 10
Deadline for petition for residency reclassification	June 10
Deadline for credit/audit changes for 8/9-week courses	June 10
Last day to drop 8/9-week classes and Initiate a tuition refund.*	June 10
Registration payment due by 5 p.m. (for registrations after May 8)*	June 10
(If you register and do not drop your class you will be responsible for payment)	
Independence Day Holiday; No Classes (both campuses closed)	July 4
Last day to withdraw from 8/9 week classes ("W" recorded-no refund)	July 16
Eight Week Session ends	July 27
Nine-Week Session ends	August 3
Summer Sessions end	August 3

*Certain classes meet outside the regular semester dates. Drop and withdrawal dates vary for each of these classes, depending on the starting date and the length of the class. See individual course listings in the schedule for drop and withdrawal dates.

Campus Directory

Main Information Number: 303.914.6600
After Hours and Emergency: 303.914.6394
Campus Closures: 303.914.6555

DEPARTMENT	ROOM#	PHONE	EMAIL
Admissions/Registration	1303	303.914.6360	Admissions@rrcc.edu
Advising	1303	303.914.6255	Advising@rrcc.edu
Arvada Campus	ARV	303.914.6010	Dan.Macy@rrcc.edu
Assessment Center	1320	303.914.6720	Susanne.Eagan@rrcc.edu
Bookstore	1596	303.914.6232	sm259@bnccollege.com
Bulletin Boards/Housing	1551	303.914.6371	Terry.Hutchinson@rrcc.edu
Cafeteria	1464	303.914.6374	Kelly.Mcdermott@rrcc.edu
Cashier's Office	1221	303.914.6222	Cashiers.Office@rrcc.edu
Child Care Innovations	2662	303.914.6307	Pat.Bolton@rrcc.org
Children's Center	1050	303.914.6328	Sue.Barnett@rrcc.edu
Clubs and Sports	1566	303.914.6547	Sara.Oviatt@rrcc.edu
Coffee Bar	G. Hall	303.914.6262	Robert.Miller@rrcc.edu
College Opportunity Fund	1200	303.914.6542	Jennifer.Panetta@rrcc.edu
Computer Services	1452	303.914.6677	RRCC.IT@rrcc.edu
Connect to Success Services	L. Com.	303.914.6317	rrcc.connecttosuccess@rrcc.edu
Disability Services	1182	303.914.6733	Audra.Nicks@rrcc.edu
International Student Services	1252	303.914.6416	Linda.Yazdani@rrcc.edu
Facility Services	2839	303.914.6393	Linda.Frechette@rrcc.edu
Financial Aid	1331	303.914.6256	Finaid@rrcc.edu
Fitness Education Center	1571	303.914.6375	Al.Wasser@rrcc.edu
Foundation, Red Rocks	1133	303.914.6308	Ron.Slinger@rrcc.edu
High School Relations	1008	303.914.6350	Nina.Ysais@rrcc.edu
Human Resources	1025	303.914.6570	Karen.York@rrcc.edu
Information	1350	303.914.6600	Yvonne.Pepping@rrcc.edu
Institutional Research	1019	303.914.6201	Andrew.Stevens@rrcc.edu
Instructional Services	1501	303.914.6402	Janet.Gonzales@rrcc.edu
Internships	1260	303.914.6361	Suzanne.Sullivan@rrcc.edu
Learning Commons	1250	303.914.6701	Ruth.Wengrovius@rrcc.edu
Library	2250	303.914.6740	Library@rrcc.edu
Lost and Found	1453	303.914.6394	June.Reid@rrcc.edu
Online Classes	1652	303.914.6754	Jon.Johnson@rrcc.edu
Phi Theta Kappa	1564	303.914.6372	Carolyn.Mattern@rrcc.edu
Physician Assistant Program	1535	303.914.6386	Ruth.Fry@rrcc.edu
Police, Campus	1455	303.914.6394	Bob.Kraus@rrcc.edu
School Age Child Care	2650	303.914.6203	Lisa.Stewart@rrcc.edu
Student Employment	1025	303.914.6299	Jacqui.Oakley@rrcc.edu
Student Government	1562	303.914.6248	Mark.Squire@rrcc.edu
Student Life	1564	303.914.6372	Student.Life@rrcc.edu
Student Project Center	1551	303.914.6548	Terry.Hutchinson@rrcc.edu
Student Records	1200	303.914.6352	Student.Records@rrcc.edu
Theatre/Dance	0503	303.914.6458	Pamela.Mencher@rrcc.edu
Tutoring	1250	303.914.6701	Ruth.Wengrovius@rrcc.edu
Weekend College	1652	303.914.6754	Jon.Johnson@rrcc.edu