

# Starting a New Semester “To Do List”

- **Secure funding for the up coming semester.** Visit a RRCC financial advisor if necessary.
- **Make an appointment and visit an academic advisor.** This will help to insure the classes you plan to take match your over-all academic and career goals. Even if you are not a new student, it is always wise to see if you are enrolling in the appropriate classes, and if you are on track for your program.
- **Register for your classes and get a class schedule.**
- **Go Online to the Student Handbook and Survival Guide found at: <http://www.rccc.edu/handbook/index.html>**  
**You will find valuable information about the following topics:**

**Registration and Student Records** - Assessment • Advising • Student ID and PIN Numbers • College Opportunity Fund • Drops and Withdrawals

**Financial Information and Assistance** Emergency Loan Fund • Financial Aid • College Opportunity Fund • Foundation Scholarships • Installment Payment Plan • Tuition Refund

**Academic Affairs** Academic Renewal • Auditing Courses • Evaluation and Grading • Honors List • Honors Program • How to Flunk Out with Style and Grace • Online or not? • Course Delivery Options • Planning to Transfer? • Repeating Courses • Underage Enrollment • Veterans

**Learning Support** Connect to Success • Free Tutoring • Writing Center/Online Writing Center • Library Services • If You're in Trouble Academically • Computers for All Students • Study Group Central • Special Services for Students with Disabilities • Online Class Assistance • Foreign Language Lab • GED Pretest and Preparation • English Language/Intercultural Services

**Campus Services** Bulletin Boards • Bus Service • Campus Closure • Copy Machines • Fax Machine • GLBT Resource Center • Housing • Child Care Services and Resources • Food and Drink • Learning and Resource Center (LARC) • Library • Lockers Lost and Found • Mail • Red Rocks Theatre • Student ID card • Services for Disabled Students • Red Rocks Bookstore

**Employment and Career Resources** Student Employment Services • Employment Resource Room • Internships Career Resources • Working on Campus • AmeriCorps • Resume Assistance

**Student Life and Student Groups** Student Activities • Student Life Vision Statement • Student Center • Student ID Card • How Your Student Fees are Spent • GLBT Resource Center • Housing • The Den • Bulletin Boards • Student Project Center • Study Group Central • The Student Voice • Student Clubs and Organizations • Phi Theta Kappa • Diversity Council

**Health and Safety** Campus Police • First Aid • Injuries on Campus • Take Care on Campus! • In Case of Emergency • Students with Disabilities • Accessibility • Drug and Alcohol Abuse Prevention • Campus Crime Information • Sex Offender Information • Health Insurance • Fitness Center • Recreation • Smoking • Firearms

**Important Information for Students** RRCC's Non-Discrimination Policy (p. 28) • Family Education Rights and Privacy Act/FERPA (p. 28) • Academic Integrity (p. 29) • Student Code of Conduct (p.29) • Student Rights and Responsibilities (p. 31) • Academic Progress Procedure (p. 34) • Student Grievance Procedure (p. 35) • ADA/504: Grievance Procedure for Persons with Disabilities (p. 36) • Student Disciplinary Procedure (p. 37)

**Campus Directory** Department room numbers • phone and fax numbers • email addresses

### **Semester Calendar**

- **Attend an orientation to campus. If you can not attend one of these opportunities, you should take the time BEFORE the semester starts to locate the following:**

1. Your campus location(s) Lakewood and or Arvada
2. Your classrooms
3. Determine convenient parking areas or locate the bus stop
4. Advising and Financial Aid Offices
5. Student Records and the Registrar's office
6. LARC (Library and Resource Center) Tutoring services are also here
7. Computer Labs
8. Bookstore
9. General Information Desk
10. Student Activities Desk
11. Cafeteria

- **Buy your textbooks, notebooks and suggested materials for class.** (If they are sealed, wait until the first class session to break the packaging to make sure they are correct. You may be able to return them if the seal is intact.)
- **Set up a master and weekly calendar for the semester.** (Look in the Time Management Module for examples)

**(Adapted from *Essential Study Skills*, by Linda Wong, 2006)**

**For more info on success strategies, stop by the**

**CONNECT TO SUCCESS OFFICE**

**Office #1655 or [dana.kobold@rrcc.edu](mailto:dana.kobold@rrcc.edu) or 303.914.6317**