

# Student Services and Activities

Students must continue to meet eligibility criteria and must reapply for financial aid in a timely manner each academic year. If a student withdraws, drops or changes from credit to audit status, the student may be required to repay a portion of the financial aid received. Students should check with the CCA Financial Aid office before changing enrollment status.

Students receiving need-determined financial aid must maintain satisfactory, measurable progress each semester.

### **Standards of Satisfactory Progress Requirements and Procedures (Financial Aid Satisfactory Academic Progress Policy)**

Each institution that receives Title IV funds is required by the U.S. Department of Education, Section 132 of the Higher Education Amendment of 1976, to define and enforce standards for satisfactory academic progress. Satisfactory academic progress measures a student's performance in the following three areas: completion rate, grade point average (GPA), and maximum time frame. The Financial Aid office is responsible for establishing and monitoring a standard of "satisfactory academic progress" for continuation of financial aid eligibility. The full policy is available online at [www.CCAurora.edu/finaid](http://www.CCAurora.edu/finaid).

### **Senior Citizens and State Employee Tuition Grants**

Senior citizens and/or state employees should contact the Financial Aid office to determine eligibility. To qualify for the Senior Citizen grant, a student must be 60 years of age or older by the end of the semester for which they are applying. All classified State of Colorado employees qualify for the State Employee Tuition grant. The student is eligible to receive a 50 percent discount on resident tuition with a maximum of 12 credit hours per semester; however, all fees and any charges related to the course(s) are the sole responsibility of the student.

### **Information Regarding Financial Aid**

Further information about financial aid scholarships and loan applications, rules and regulations governing programs,

application procedures, payment procedures, and costs of attending the college is presented in the Financial Aid Handbook. This document is available from the Financial Aid office, CentreTech Campus, Administration Building, Room A207 and online at <http://www.CCAurora.edu/students/financialaid>.

## **Student Life**

Student fees help to fund free activities and events and to provide opportunities for student leadership. Sponsored organizations include: Sports clubs, academic clubs, cultural clubs, and special interest clubs. More information about activities, events, clubs and organizations is located in the Student Life office, CentreTech Campus, Student Centre Building, Room S101, 303-360-4726 or online at <http://www.CCAurora.edu/students/student-life/clubs.shtml>.

### **Orientation**

Orientation is a free, non-credit course, AAA 075, Special Topics-Student Orientation. The course introduces students to the Community College of Aurora and the services the college provides to assist students with their educational goals. Information and online registration for new student orientation is available at <http://www.CCAurora.edu/students/student-life/orientation.shtml>. For additional information, contact the Student Life office, CentreTech Campus, Student Centre Building, Room S101, 303-360-4726.

### **Student Government Association**

The Student Government Association (SGA), funded by student fees, provides a means of organized expression in college affairs, activities, and policies. SGA coordinates and regulates student activities and funds in the interest of their peers. It presents a forum for discussion among students, administration, faculty, and staff and works with new and existing organizations to arrange and publicize campus events. For more information on SGA events, discussions, and planning, contact the Student Life office, CentreTech Campus, Student Centre Building, Room S101-B, 303-360-4726.

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### **Student Health Insurance**

Information about health insurance for students is available at the Enrollment Services office, CentreTech Campus, Administration Building, Room A102 and at the Student Services office, Lowry Campus, Building 903, Room 106.

### **Student ID Cards**

Student ID cards are valid for fall, spring, and summer of the academic year and are issued in the Enrollment Services office, CentreTech Campus, Administration Building, Room A102 and in the Student Services office, Lowry Campus, Building 903, Room 106, during normal business hours. Obtaining a student ID card is optional but is required at the Lowry Computer Lab and the Learning Resource Center. There is no charge for the student ID card.

### **Advising**

Students can meet with an advisor on a walk-in basis during business hours. Additional information is available at the Enrollment Services office, CentreTech Campus, Administration Building, Room A102, 303-360-4797, at the Student Services office, Lowry Campus, Building 903, Room 106, 303-340-7093, or online at <http://www.CCAurora.edu/students/enrollment/advising/>.

### **New Student Advising**

New, degree- or certificate-seeking students are required to meet with an academic advisor after assessment and prior to registration to discuss goals and program requirements. First-time college students are strongly encouraged to enroll in AAA 101, The Student Experience, a one-credit hour hybrid course (combination in-class and online). The course includes campus resources and procedures, academic and career goals, basic study skills and lifestyle issues balanced with academic commitments.

### **Continuing Student Advising**

It is important for all continuing students to maintain contact with an advisor as they progress through their educational programs. Financial aid students, F-1,

and M-1 students must meet with an advisor every semester prior to registration.

### **Financial Aid Student Advising**

All students receiving financial aid should contact an advisor prior to registering for classes to ensure satisfactory progress toward degree or certificate objectives. Financial Aid pays only for coursework that applies directly to a degree or certificate.

### **Non-Degree Seeking Students**

Students who are enrolling in coursework for a job upgrade or personal development are also encouraged to contact an advisor prior to registration.

### **On-line Advising**

Students can email the online advisor at [OnlineAdvisor@CCAurora.edu](mailto:OnlineAdvisor@CCAurora.edu) using their college assigned e-mail account. Replies are provided by the next business day or before.

### **Students Intending to Transfer**

Students who are interested in transferring to a four-year college or university should familiarize themselves with the requirements of the institution to which they will transfer. Since graduation requirements vary among institutions, it is important to obtain assistance from a CCA academic advisor when planning a transferable program of study.

Transfer information is available on the web, in the Enrollment Services office, CentreTech Campus, Administration Building, Room A102, and in the Student Services office, Lowry Campus, Building 903, Room 106, or online at [www.CCAurora.edu/students/enrollment/advising](http://www.CCAurora.edu/students/enrollment/advising).

CCA hosts a transfer fair during both the spring and fall semesters. Other colleges and universities come on campus to answer questions our students may have about their programs or admissions requirements. Students should attend one of these fairs to find out about their options at various colleges and universities.

## Academic Resources

### Learning Resource Center (LRC)

The Learning Resource Center provides students instructional support activities which enhance their educational experiences at CCA. Services include accessibility services, practice tests, career planning software, and testing. The center has a computer lab with 35 computers for word processing and accessing the Internet. These computers are available to students at no charge throughout each semester.

In the LRC's Instructional Resource Center (the IRC), students can access the Aurora Central Library, reference materials, and audiovisual materials. In the LRC's Testing Center, students can take assessment placement tests, make up tests for classes, and take tests for online courses.

Information about tutoring is also available in the LRC, located in the Student Services office, CentreTech Campus, Student Centre Building, Room S202, in the Student Services office, Lowry Campus, Building 903, Room 106, and online at [www.CCAurora.edu/students/academic/LRC.shtml](http://www.CCAurora.edu/students/academic/LRC.shtml).

### Assessment/Course Placement

The college assists students with course and educational program decisions through assessment and advising. Native English speakers are tested to determine their current academic skills in reading, mathematics, and English. Non-native English speakers are tested to determine their level of English language proficiency. Advisors develop educational plans to enhance student success using assessment results.

Assessment is part of the advising process and educational planning and is available at both the CentreTech Campus and Lowry Campus. Students should plan to spend approximately 90 minutes taking the assessment. Information concerning pre-assessment workshops, study guides, and video tutorials are available online at [www.CCAurora.edu/students/academic/testing/assessment.shtml](http://www.CCAurora.edu/students/academic/testing/assessment.shtml) or call 303-360-4736.

### Testing Center

The Testing Center proctors tests for the online courses, outside exams, classroom make-up, CLEP, DSST, pre-GED, and a variety of other tests. The General Education Development (GED) pre-test is offered to provide information indicating readiness for the official GED examination. There is a \$10.00 charge for the pre-test.

CLEP is the College-Level Examination Program that helps people demonstrate their college-level knowledge and earn college credit. DSST is the Dantes Subject Standardized Test that allows students to get credit for life experiences and learning outside the conventional classroom setting.

Students enrolled in online classes may take exams in the Learning Resource Center. Students should refer to the course information sheets for details online at <http://www.CCAurora.edu/programs/infosheets/>. The Testing Center is in the Learning Resource Center, CentreTech Campus, Student Centre Building, Room S202, 303-340-7542.

### Early Alert Program

In order to ensure student success, the faculty at the Community College of Aurora may participate in the Early Alert Program. The Early Alert Program is designed to identify students who are having academic difficulty. Students are referred to the Advising Office by Faculty. An Academic Advisor will then attempt to address the student's needs, thereby increasing the likelihood of their success. The primary goal of the Early Alert Program is to identify students that are having difficulty with enough time to avoid a low mid-term grade. Generally, identification by the fourth week of the semester is best. The program is not designed to penalize students, but rather to address academic problems or difficulties early on in the semester so that a student can successfully complete the course.

### Tutoring

CCA provides a variety of tutoring and other academic support programs. Assistance in accounting, math, writing skills,

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English as a Second Language (ESL), and Microsoft Windows Office applications is offered in the Tutoring Lab, CentreTech Campus, Classroom Building, Room C109. Math, accounting, and writing skills coaching is also offered in the Tutoring Lab, Lowry Campus, Building 901, Room 206. Tutoring for Microsoft Windows Office applications is available in the Computer Lab, Lowry Campus, Building 903, Room 107. More information is available at 303-340-7536 or online at [www.CCAurora.edu/students/academic/tutoringlab.shtml](http://www.CCAurora.edu/students/academic/tutoringlab.shtml).

### **Resources for Students with Disabilities**

The Community College of Aurora is committed to providing equitable opportunities for all students. The Accessibility Services office provides numerous support services to students with disabilities. All services are provided on an individual basis by identifying a student's needs and then working to meet those needs.

The college will provide reasonable accommodations for qualified persons with documented disabilities. Services are free for qualified students with appropriate documentation of physical disabilities (including a temporary disability), health conditions, learning differences, or emotional problems requiring specialized support.

To arrange for an accommodation a student needs to make an appointment with the Accessibility Services office online at [www.CCAurora.edu/students/academic/accessibility/](http://www.CCAurora.edu/students/academic/accessibility/). The Accessibility Services office is located in the Learning Resource Center, CentreTech Campus, Student Centre Building, Room S202E, 303-361-7395 V/TDD/VP. Fax: 303-340-7551. Students may contact the Accessibility Coordinator directly via email at [Reniece.Jones@CCAurora.edu](mailto:Reniece.Jones@CCAurora.edu).

### **Additional Resource**

Contact the Rocky Mountain Disability and Business Technical Assistance Center, 1-800-949-4232, or go online at [www.ada-infonet.org](http://www.ada-infonet.org).

### **College Library**

By special contractual agreement, the Aurora Public Library (APL) maintains a portion of the college library's collection. Students are served at two primary locations: the Aurora Public Central Library, located one-half mile from the college at 14949 E. Alameda Parkway, [www.auroralibrary.org](http://www.auroralibrary.org), and the Instructional Resource Center (IRC), located in the Learning Resource Center, CentreTech Campus. All CCA students can obtain an APL library card and check out materials from any APL branch.

### **College Book Store**

The bookstore is located in the Student Centre, CentreTech Campus, Room S107.

### **Community Services**

The Community College of Aurora offers the following services to the community:

#### **Aurora Language Center**

The Aurora Language Center (ALC) administers the college's community and college preparatory English as a Second Language programs.

The ALC also offers resources and support for collaboration with the community and outreach to the area's diverse population. The center provides life-skills English to more than 600 students at the Lowry Campus through the Aurora Literacy Initiative, a community collaborative. The coordinator and lead teacher for the life-skills program can be reached at 303-340-7086.

The ALC college preparatory program offers basic, intermediate, and advanced grammar, punctuation, conversation, reading, and composition courses, as well as computer basics for ESL students. These courses generally meet at the CentreTech Campus and focus on preparing students for college-level study. The courses follow the regular CCA academic calendar and award college credit. For more information, call the program chair at 303-340-7504 or the administrative assistant at 303-340-7079.

## Career Services

The college's Career Center, located in the Enrollment Services office, CentreTech Campus, helps match prospective employees with local businesses. The Center keeps a databank of more than 1,000 job listings which are available to CCA students, alumni, and the community. Businesses wishing to list jobs with the Career Center may call 303-360-4766 or fax a request to 303-360-4791.

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### CONSUMERISM COMPLIANCE

The Community College of Aurora (CCA) will disclose and provide access to information to our students, prospective students, employees and prospective employees pursuant to 34 C.F.R. § 668.46. This information will be contained in the CCA schedule that is mailed every semester to all households in designated ZIP code areas. In addition, required disclosures to employees will be in the form of an enclosure in their paycheck envelopes every spring and are also available online at [www.CCAurora.edu](http://www.CCAurora.edu).

#### Disclosure

The CCA Web site has updated disclosure information on the following:

- Annual Campus Security Report and Student Right to Know
- Completion/graduation rates
- Drug and alcohol prevention
- Family Educational Rights and Privacy Act (FERPA)
- General information about the college: accreditation, financial aid, and equal opportunity
- Voter Registration

#### Student Right To Know and Campus Security Act

In accordance with 20 U.S. § 1092, information about graduation rates is available from the Director of Institutional Research, CentreTech Campus, Administration Building, Room A200-A. Information about campus security is available from the Director of Campus Security, CentreTech Campus, Administration Building, Room A101-A and online at [www.CCAurora.edu/college/consumerism/sturights.shtml](http://www.CCAurora.edu/college/consumerism/sturights.shtml). A list of

sexual offenders in the area can be obtained through the Aurora Police Department online at <http://gis.auroragov.org/so/viewer.asp>.

#### Family Educational Rights and Privacy Act (FERPA)

CCA complies fully with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232q, which is designed to protect the privacy of student educational records and to ensure the rights of students to examine their records. More information is available in the Enrollment Services office, CentreTech Campus, Administration Building, Room A102 and online at [www.CCAurora.edu/college/consumerism/ferpa.shtml](http://www.CCAurora.edu/college/consumerism/ferpa.shtml).

#### Drug and Alcohol Prevention

CCA supports the efforts of local, state and federal governments in promoting a drug-free America, pursuant to Public Law 101. Information and policies are available in the Enrollment Services office, CentreTech Campus, Student Centre Building, Room S101-A or online at [www.CCAurora.edu/college/Consumerism/da.shtml](http://www.CCAurora.edu/college/Consumerism/da.shtml).

#### Accreditation

CCA is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 1-800-621-7440. The college operates under the jurisdiction of Colorado Community College System. CCA students regularly transfer credits to state colleges and universities. Transfer information is available in the Enrollment Services office, CentreTech Campus, Administration Building, Room A102 and online at [www.CCAurora.edu/programs/guides/](http://www.CCAurora.edu/programs/guides/).

#### Financial Aid

Information is available in the Financial Aid office at the CentreTech Campus, Administration Building, Room A207, at the Lowry Campus,

Building 903, Room 106 and online at [www.CCAurora.edu/students/financialaid/](http://www.CCAurora.edu/students/financialaid/). All students and prospective students are strongly encouraged to read the information available in the financial aid handbook.

#### Equal Opportunity

CCA does not discriminate on the basis of race, color, creed, nationality, sex, age or handicap, in admission or access to employment in its programs and activities. Inquiries concerning Title VI, Title IX Section 504, 42 U.S.C. § 2000e et seq. and the Americans with Disabilities Act may be made in the Human Resources office, CentreTech Campus, Administration Building, Room 201, 303-360-4752 or the Department of Education, Office for Civil Rights, Denver Office, 1244 Speer Blvd. #310, Denver, CO 80204.

#### Voter Registration

CCA fully supports and advocates that our students and staff register to vote. Voter registration forms are available in the Enrollment Services office, CentreTech Campus, Administration Building, A102, or online at <http://www.elections.colorado.gov/DDefault.aspx?tid=547>

Upon request in the Enrollment Services office, A102, CentreTech Campus, the Community College of Aurora will provide students, prospective students, employees, and prospective employees a paper copy of this information, including a full report of the institution's graduation rate and the annual security report.

This college catalog is subject to changes during the year. Changes and addendums are available at [www.CCAurora.edu](http://www.CCAurora.edu).