



Community College of Aurora
OFFICE OF STUDENT LIFE

CLUB & ORGANIZATION MANUAL

UPDATED 06.30.09
OFFICE OF STUDENT LIFE
303-360-4726

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Introduction

Office of Student Life Philosophy

Student Organizations are designed to contribute to the educational environment at the Community College of Aurora. Student Life provides a place where students can learn, grow, and develop leadership and teamwork in a supportive yet challenging atmosphere.

Mission Statement

The Office of Student Life is committed to enhancing the college experience by involving students in programs that contribute to their development. Through cultural experiences, leadership training, and team building, the Office of Student Life helps prepare the student for a successful future.

Student Life believes that activities should encourage involvement by all students regardless of sex, race, age, religion, sexual orientation, or nationality and should allow for the development of skills and knowledge useful in the student's life.

The implementation of this mission statement includes the following goals:

1. Actively recruit students from all segments of the campus community to participate in student activities.
2. Provide students assistance in developing programs that encourage participation in student funded events.
3. Provide a variety of programs to increase awareness of the rich culture of CCA.
4. Assist students in developing leadership skills consistent with their interests and abilities.
5. Provide activities that encourage and support the academic programs of the campus.
6. Provide opportunities for students to use and improve skills developed in previous life experiences or academic classes.
7. Promote student involvement in local, regional, and national conferences to increase opportunities for leadership skill development.

The Office of Student Life believes that social, community, and educational programs can make a significant contribution to the educational development of CCA students. Student organizations help CCA create an environment that is receptive to students' needs and demonstrates that students matter to the campus and the Aurora community. We hope that this material will help you and your organization operate more efficiently. If you have any questions concerning clubs or organizations, please feel free to come by the Office of Student Life, Student Centre, Room S101A or call us at 303-360-4726.

Purpose Statements and Goals for Student Clubs and Organizations

Clubs exist to promote diverse educational experiences that are responsive to the needs and interests of CCA students who desire to enhance their occupational, intellectual, cultural, social, or personal development. Clubs should be formed in order to pursue specific goals that support, in one way or another, programs and activities at the Community College of Aurora, as well as support the Institutional Goals as outlined in the school catalog.

1. To create a sense of community in which students, faculty, administration, and staff can participate in an open educational environment.
2. To help achieve a sense of identity with the college and an awareness of the surrounding community.
3. To help provide an opportunity for students to develop leadership skills.
4. To enrich the cultural, aesthetic, and recreational environment of the campus.
5. To assist in developing an awareness of college governmental processes.
6. To provide opportunities to gain information and develop marketable skills advantageous to job placement.

The Goals of the Community College of Aurora are to:

1. Utilize assessment of academic achievement data to make improvements in teaching and learning.
2. Provide high quality instruction that responds to Aurora-area employment and transfer needs.
3. Improve the visibility and perception of the college and its programs.
4. Increase access to education at the college, placing particular emphasis on reaching underserved populations.
5. Strengthen developmental education and English as a Second Language programs and services.
6. Increase the quality and use of instructional technology.
7. Strengthen partnerships with business, P-12 and higher education, community groups, and government.
8. Recruit and retain the highest quality faculty and staff.
9. Extend and enhance professional development and advancement opportunities for faculty and staff.
10. Increase retention and completion rates for students who seek degrees and certificates.
11. Transform student services to improve student satisfaction and success.

Community College of Aurora Club and Organization List

Student Government Association

The Student Government Association, funded by student fees, represents the student body and serves as a liaison between the faculty, administration, and student body in areas of mutual interest. The Student Government Association serves as the chief representative body of CCA students, promotes student leadership and college spirit, assists in overseeing student clubs/organizations, provides a forum for discussion between students and administration, and gives students a representative voice in college affairs.

The purpose of this Student Government Association is to:

1. Provide a means of organized student expression in CCA affairs, activities, and policies,
2. Promote the rights of the students,
3. Keep the student body informed of relevant issues,
4. Maintain a positive relationship between the student body and faculty, staff, administration, and the local community,
5. Provide a venue to run educational experiences outside the traditional classroom setting,
6. Support student clubs and organizations, and
7. Serve as the chief representative body of students at CCA.

Any student, staff, or faculty member may attend meetings and take part in discussion, but only Senators and club representatives may vote. If you are interested in providing program ideas, making the college aware of issues which impact students, and/or participating in the Student Government Association, stop by the Office of Student Life and Student Government in the Student Centre S101, call 303-360-4726, or email SGA.CCA@CCAurora.edu.

Currently Recognized CCA Student Clubs & Organizations

Campus Crusade for Christ

Members of Campus Crusade, through worship, studying the Bible, and prayer, hope to get to know one another more deeply and further their relationship with the Lord. The club does this through regular meetings and events. Singing, praying, studying, learning, eating, and having fun happens at every meeting.

International Student Association

ISA encourages positive interaction among international students and the campus community. ISA assists international students adjust to life in Colorado and creates channels of communication to promote cultural awareness and communication of ideas.

Men's Basketball Team

The men's basketball team competes regularly against other community colleges and city leagues. The team is competitive and welcomes new players or a cheering section.

Men's Soccer Club

Soccer club practices once a week at a local soccer field. They compete against Colorado Mountain College, Arapahoe Community College, and other city teams. The club is open to any student interested in playing soccer.

Multi-Cultural Student Alliance

The Multi-Cultural Student Alliance is a student organization focused on education and networking within the student body. In our club we share and give everyone a chance to use and show their unique talents, which gives the club a sense of uniqueness. Everyone has a voice.

Phi Theta Kappa

Phi Theta Kappa is the international honor society of two-year colleges. The Alpha Pi Pi Chapter resides at CCA and has goals of encouraging members to participate in community service and develop leadership potential. Alpha Pi Pi also provides a means for scholars with high academic achievements to share their knowledge in the college. Students who have achieved a cumulative grade point average of 3.5 and above and have completed at least 12 credit hours at CCA are invited to join. Phi Theta Kappa sends invitations for membership at the beginning of every semester.

Psychology Club

The Psychology Club is open to all students, even those who have never taken a psychology course. The club meets regularly, utilizing speakers and a newly formed book club to expand knowledge about the field of psychology.

Scientific Notations

The CCA Science Club provides a valuable resource to students majoring in science or science-related fields. Participation in club gatherings provides opportunities for intellectual and social growth, as well as recreational activities. Meetings throughout the academic year will focus on a presentation by a guest speaker and/or a field trip. Membership is open to anyone interested in learning more about science.

Spanish Club

This club provides an open forum for students to learn and experience Hispanic culture and language. The club provides a support system, an information network, and a quality campus experience for all students attending CCA. The group meets regularly to motivate, instill pride and self-confidence, learn and practice conversational Spanish, promote traditions, and promote awareness of the Hispanic culture.

Types of Clubs & Organizations Eligible for Recognition & Funding

1. **Academic and Pre-Professional:** The primary purpose of the organization is centered within an academic department or program at CCA and may have a national affiliation (e.g., honorary organization).
2. **Educational:** The primary purpose of the organization is to educate CCA students and the CCA community about specific topics, issues, and concerns.
3. **Cultural:** The primary purpose of the organization is to educate CCA students and the CCA community about customary beliefs, social norms, and traits of a racial, ethnic, or social group.
4. **Service:** The primary purpose of the organization is to provide a learning opportunity for students in the area of community service and volunteering for the College communities.
5. **Club Sports/Recreation:** The primary purpose of membership is to participate in, or educate members about, a sport or physical activity.
6. **International:** The primary purpose of the organization is to educate CCA students and the CCA community about the beliefs, social norms, and traits of a country.

7. **Political:** Any organization whose primary purpose and activities are to support or oppose any political party, a ballot measure or a drive to put an issue on the ballot; or support a candidate or group of candidates formally running in any election for national, state, local or campus office. Its purpose and activities also may support or oppose a political cause or viewpoints. It may have a national affiliation with a parent organization whose primary purpose is political.
8. **Religious:** The organization whose primary purpose and activities are worship, devotion, prayer, meditation, or study of religious concepts, or requires membership affiliation or shared beliefs with a group generally recognized as a religion, or to further or oppose a religious ideology. It may have a national affiliation with an organization whose primary purpose is religious.

Regulations (Rules, Policies, and Procedures)

Any behavior or activity that interferes with or disrupts the normal activities of the College or the rights of others is subject to regulation.

1. Restrictions to membership in an organization shall never be based on race, color, creed, age, socio-economic status, gender, or sexual orientation.
2. Membership is limited to students currently enrolled at CCA.
3. There shall be no rituals or procedures which exclude a person from club membership if the person desires to be in the club, provided he/she meets the criteria for membership specified in the constitution.
4. All officially recognized clubs must post notices and/or agendas of meetings.
5. Clubs may not use funds for alcohol.
6. Clubs may not hold a financial account or keep petty cash in any other location other than through the Community College of Aurora.
7. All clubs must have at least 6 active members each semester. Club members must be enrolled in at least one class. **Club officers must be enrolled in at least 3 credit hours.**
8. Clubs must create and keep on file at Student Life a constitution which shall govern the operation of the organization.
9. It is illegal to sell merchandise on state property other than for the purpose of fundraising. Therefore, those clubs that reserve space in the Student Centre lobby for retailers must do so for the express purpose of fundraising for the club (see Vendor and Fundraising Policies).
10. Bulletin boards, mailboxes, and lockers that have not been utilized for one semester will be reassigned.
11. Clubs must abide by all CCA, Colorado Community College System, and State rules, policies and procedures. If you have any questions about policies on the CentreTech Campus, please contact the Office of Student Life at 303-360-4726.

Code of Ethics

As a member of a Student Club or Organization, I will be guided by the following principles:

1. **Fair Treatment:** I will treat everyone fairly. I will not discriminate against anyone on grounds such as age, disability, gender, sexual orientation, religion, race, or national origin.
2. **Privacy:** I will access private information on computer systems only when it is necessary in the course of my duties. I will maintain the confidentiality of any information to which I may have access.
3. **Communication:** I will keep staff informed of matters that may affect the operation of the organization and others using the system after me.

4. **Cooperation:** I will cooperate with and support my fellow students, acknowledging the priority of computer use being club related, academic, then personal.
5. **Respect:** I will respect all files which are not for my use by not tampering or altering their content.

Suspension and Grievance Policies

Club Suspension

The Office of Student Life reserves the right to suspend any student, club, or organization whose conduct is not in accordance with the rules set forth in this handbook, the standards of conduct as specified by the College, or the policies of Colorado Community Colleges System. A suspended club or student no longer has access to funds, space reservations, equipment rental, or any other such privileges. Clubs, organizations, and students have the right to appeal suspensions through the appeals process.

Suspension Process

Any club or student member found in violation of governing regulations will be given a written warning notice stating that a specified deadline by which the issue must be resolved to the satisfaction of the Office of Student Life. Any club or student failing to meet this deadline will then be considered suspended by the Office of Student Life until further notice.

Grievance Procedure

A suspended club has thirty days to appeal to the Office of Student Life. An appeals board will hear the appeal and make a final decision. A club whose suspension is upheld will not be allowed to reapply for recognition for a minimum of one semester following the suspension. Suspended clubs must then reapply for recognition. If a club fails to reapply for recognition for two academic years, all monies in the club account will be transferred to the Student Life Account and the club account will be closed. This grievance procedure is only in effect for clubs that have been suspended due to conduct that violates policies set forth in this handbook, college regulations, or system policies. **Clubs that fail to receive recognition due to missing mandatory meetings or failing to submit paperwork on time need to read the appeals process.**

Appeals Process

Clubs whose members fail to attend the mandatory club meetings, submit their paperwork by the deadline, or commit any other violations will **NOT** receive official recognition. Any club who wishes to appeal this decision must meet with and submit a written appeal to the Office of Student Life. The Office of Student Life will hear the club petition, and then set up a meeting with a Club Representative and the Chair of the Student Government Association. The Office of Student Life will also submit a letter of evidence to the appeals committee regarding the club's status and history. The appeal must be made within ten (10) working days from the date of notification of violations. The appeals committee shall consist of the Chair of the Student Government Association, an Office of Student Life staff member, a student at large, and another club advisor. This committee must hear the appeal within ten (10) working days from the receipt of appeal made to the Director of Student Life. **ALL DECISIONS MADE BY THE APPEALS COMMITTEE ARE FINAL.**

Club Requirements & Reports

1. Each semester, clubs and organizations are responsible for reporting to the Office of Student Life changes in membership, activities that took place the previous semester, and plans for activities for the following semester.
2. Prior to each meeting, clubs must email a copy of the agenda to the Student Activities Coordinator. Following each meeting, clubs must email/submit a copy of the meeting minutes and the sign-in sheet to the Student Activities Coordinator. The Office of Student Life keeps these items in your club binder so that we can have an accurate account of what is happening with your club. For more information about agendas, meeting minutes, and event sign-in sheets, please see the examples provided.
3. Clubs are required to attend/participate in certain events throughout the year. Those events include all SGA meetings, Club Rush Week, any Club Orientation meetings, and Advisor and Officer trainings.
4. Each club must plan and implement one event each semester.
5. At the end of each semester, each club must:
 - a. Complete a Semester Update Form,
 - b. Verify that all agendas, meeting minutes, and sign-in sheets from the previous semester are up-to-date in the club binder, and
 - c. Verify that an up-to-date copy of the club Constitution and/or Bylaws is in the club binder if any changes were made.
6. Failure to comply with these requirements may result in delayed or no distribution of SGA funds to the club or organization account.

Club Officer Requirements

1. Club officers must be current students at the Community College of Aurora, enrolled in at least 3 credit hours.
2. **Club officers must maintain a semester and cumulative grade point average of 2.0 or above.** If a student falls below a GPA of 2.0, he or she will enter a probationary period until the end of the current semester. If the student's GPA has not returned to a 2.0 or above, he or she will be asked to vacate the position.
3. Club officers must be in good standing with the college.

Club and Organization Officer Responsibilities

Officer Responsibilities

If you are a club officer, or are considering a position as a club officer, you are a dedicated student who understands the importance of combining academics with co-curricular activities to have a well-rounded experience. Below are some general guidelines of the responsibilities typically associated with the various officer roles. Please remember these are guidelines only. The duties of club officers will vary depending on the needs of the various clubs or as stipulated in each club Constitution and Bylaws.

President shall be responsible for all actions of the club and shall:

1. Act as chairperson at club meetings,
2. Act as a representative of the club,
3. Work in conjunction with other officers to be sure that all necessary forms are completed and submitted to SGA in order to form and maintain an official club,

4. Work in conjunction with the Treasurer to prepare the club budget,
5. Have authority to authorize expenditures from the club budget,
6. See that the constitution and bylaws of the club are up to date and followed,
7. See that the club as a whole accomplishes its goals and fulfills its responsibilities and purposes,
8. Call special meetings when necessary,
9. Serve as acting Vice President, Treasurer, Secretary, SGA Representative, or other officer positions when the positions are vacant or the students are unable to fulfill their duties, and
10. Assume any additional responsibilities that the constitution, bylaws, or club may stipulate.

Vice President shall be responsible for all issues and affairs related to the internal workings of the club and shall:

1. Act as chairman in the absence of or at the request of the President,
2. Be prepared to assume the duties of the President at any time,
3. Maintain channels for students to express opinions, and
4. Assume any additional responsibilities that the constitution, bylaws, or club may stipulate.

Treasurer shall be responsible for overseeing all funding related to the club and shall:

1. See that all expenditures of club funds are in accordance with College, State, and SGA policies, and do not conflict with any budgets approved by SGA,
2. Maintain an up-to-date and accurate account of the club budget at all times,
3. See that all financial transactions of the club are executed in a timely fashion,
4. Use his/her signature to represent the club on all financial documents affecting Student Government Association funds,
5. Report regularly to the Student Activities Coordinator and SGA transactions involving the funds that have taken place since the previous report, and
6. Assume any additional responsibilities that the constitution, bylaws, or club may stipulate.

Secretary shall be responsible for maintaining all club records and shall:

1. Record the minutes of all meetings of the club,
2. See that all minutes, agendas, and related materials are available to all club members and CCA students early enough to review materials for the meeting to which the materials pertain,
3. Set the calendar of regular club meetings for each academic semester and make that calendar available to all officers, advisors, students, faculty, staff, and SGA representatives at least one week before the first meeting of each academic semester,
4. Make copies of the current Constitution and Bylaws available to club members and CCA students if requested,
5. Maintain a file of actions and resolutions approved by the club and SGA,
6. Maintain attendance records,
7. Maintain roster of members, and
8. Assume any additional responsibilities that the constitution, bylaws, or club may stipulate.

SGA Representative shall be responsible for fulfilling the duties of a club officer and shall:

1. Attend all required SGA meetings and events,
2. Voice the opinion of the club members during SGA meetings, discussions, and vote accordingly,
3. Inform club members of the results of any resolutions or activities from SGA meetings,
4. Regularly report to the club members issues and procedures of SGA, activities, referendum, and issues affecting the club,
5. See that the Constitution and Bylaws of the club are followed, and

6. Assume any additional responsibilities that SGA, the constitution, bylaws, or club may stipulate

Student Government Association Attendance

Each club and organization is required to send at least one club representative to each Student Government Association meeting. This can be a separate executive officer in the club or it can be a duty of another executive officer (President, Vice President, etc.). The SGA Representative must attend each SGA meeting. If he/she cannot make it, another member of the club must be sent in his/her place.

Voting Power

Each club and organization shall have one (1) vote at any official SGA meeting. While each club can send more than one person to the SGA meetings, there is only one vote per club or organization.

Unexcused Absences

When or if a club or organization has accrued three unexcused absences in a semester, any funds obtained from SGA will be frozen. An unexcused absence will be defined as an absence without notice given to the SGA President and SGA Advisor or notice given within 24-hours of the meeting. The club or organization in violation of the attendance guidelines will have two (2) weeks to appeal the decision to SGA. If an appeal is not made within two (2) weeks or if the appeal is denied, the funds will be reverted back to SGA. Extenuating circumstances will be given consideration by SGA and its Advisors.

Advisor Responsibilities

The advisor is a valuable resource for a student club. Advisors have the opportunity to assist students in having a well-rounded college experience. Club advisors provide the possibility for students to excel in an out-of-classroom setting.

Who Can Be an Advisor

1. Any member of CCA's faculty, administration, or staff.
2. Some organizations have established similar groups at other colleges and universities; if the purpose and goals of these other organizations are consistent with those of CCA, the advisor may be an alumni member or salaried director. Some fraternities, sororities, or religious organizations may fall into this category.

Advisor Responsibilities

1. Serve as a liaison between students and CCA.
2. **Serve as a resource only.** Advisors should refrain from taking direct control of the club. Students, with the assistance of the advisor, should determine policy, purpose, and projects.
3. Provide continuity in the club and help the students with carrying out programs consistent with the stated principles of the club and the educational goals and policies of CCA.
4. Be knowledgeable about CCA's and the Colorado Community College System policies and procedures.
5. Stay up to date on club budget, SGA meetings, and club happenings (including proofreading memos, letters, and club advertising).
6. Be experienced in educational matters and provide guidance and counseling to members.
7. Advisors MUST attend all club meetings and club-sponsored events.
8. Advisors under contract shall be hired and dismissed by the Director of Student Life.
9. Attend club advisor's meetings and trainings with the Student Activities Coordinator.

Club Responsibilities to Advisors

1. The advisor should be recognized as an integral non-voting member of the group.
2. Meetings and events should be scheduled at a time when advisors can attend.
3. Officers must keep advisors fully informed of the programs and activities of the organization, as well as provide progress reports.
4. The club president should meet regularly with the advisor to discuss ideas, request feedback, and seek advice.
5. All members should feel comfortable turning to the advisor for assistance whenever a problem arises.
6. Club members should recognize the time and effort put in by the advisor.

Funding

Recognized clubs and organizations DO NOT automatically receive funding. All clubs must submit a proposed Budget Plan and a Request for Funding. Funding is granted depending on availability of funds and appropriateness to the goals of the club and the institution.

Additional Funding Request - Student Government Association

Officially Recognized Clubs may request funds for special activities such as events and conferences through the Student Government Association. Special funding request forms can be obtained from the Office of Student Life.

Club and Organization Finances

The Office of Student Life keeps club accounts and reconciles those accounts with the CCA Business Office. Clubs must also keep budget records.

Expectations

1. Clubs must spend their money for the benefit of all club members and students at CCA.
2. Clubs shall anticipate, provide for, and promptly meet all financial obligations in a manner that is fair and equitable to its past, present, and future members.
3. Clubs are expected to keep up-to-date and accurate financial records.
4. All funds collected such as dues or monies from fundraising should be deposited within 72 hours of receipt. Monies should be deposited at the CCA Cashier's Office. Please bring deposit slips to the Office of Student Life after funds have been deposited.
5. No club member or advisor is authorized to sign off on any contracts. The Vice President for Administrative Services is the only authorized signing authority on any contracts.
6. Expenditures must relate directly to the purpose of the club, for use by club members only, and cannot be used for an academic class or general instruction by students and/or faculty.
7. Expenditures other than daily operating costs must be voted on and approved by a majority vote of club members. This vote **MUST** be recorded in the minutes.
8. The Club Treasurer or Spending Authority should meet periodically with the Office of Student Life to compare account records and adjust any discrepancies.

Club Accounts

Officially recognized clubs and organizations will have their own CCA Account. They must follow CCA accounting procedures. Clubs and organizations may NOT maintain petty cash or outside bank accounts.

Purchasing Items

All purchases made by clubs **MUST** go through the Office of Student Life. The Student Activities Coordinator will make arrangements to purchase items needed for a club activity or event.

Clubs **MUST** contact the Office of Student Life at least three weeks in advance of the date the purchase is needed. There are a wide variety of forms and processes that must be completed in order to purchase food, entertainment, etc.

It is important to note that clubs **SHOULD NOT** purchase items on their own. Any time an out-of-pocket purchase is made, clubs run the risk of not being reimbursed for all or part of the purchase.

Food Spending

It is important to note that food is **NOT** purchased for general club meetings (weekly, bi-weekly or monthly). Purchasing food is reserved for special club events and activities. If a club is having a special event or activity and wishes to purchase food for the event, the club should contact the Student Activities Coordinator at least three weeks in advance to begin the process.

Below is a guideline for food spending:

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| 1 hour event: 50 people or less in attendance | \$100.00 |
| 2-3 hour event: 100+ people | \$200.00 |

If your club requires additional funding for food/refreshments at a designated event, a special food request will need to be submitted to SGA for consideration and then to the Director of Student Life for final approval. This form must be completed a minimum of 4 weeks prior to event.

Budget Process

Budget Recommendation Process

1. Each club and organization shall assume responsibility for drafting an annual budget that is submitted with their Re-charter form preferably during the first 3 weeks of the fall semester. We will continue to take forms throughout the year. However, those received within the first three weeks will receive a response sooner and be able to begin using allocated funds sooner.
2. If there is an SGA Senate in place, the Student Senate will review all club budget requests and vote on approval. If there is not a Senate in place, the SGA Executive Committee will review and vote on approval.
3. SGA must have a two-thirds majority to approve the budget recommendation.
4. The approved budget will be sent to the Vice President of Student Services for recommendation to the College President.
5. The College President has final approval of the SGA budget.
6. Budgets are distributed to club accounts each semester ($\frac{1}{2}$ fall semester, $\frac{1}{2}$ spring semester)

Student Government Area

The Student Government area in the Student Centre, Room S101B, was developed to provide clubs and organizations a workspace for club projects, small meetings, storage, and interaction between clubs.

The following are expectations for use of the Student Government area:

1. Students will share the space with one another.
2. Students will be respectful of those studying in the area.
3. The use area priority is club business first, academics second, socializing third.
4. The office will maintain a reasonable noise level conducive for work.
5. Students will clean up after themselves.

Directory of Services

Enrollment Services 303-360-4797, Room A102 enrollment@ccaurora.edu

Our staff will help you achieve academic success by providing current information on CCA degree requirements and courses as well as transfer opportunities and information for other colleges and universities.

Bookstore 303-360-4774, Room S107 www.efollett.com

Purchase your textbooks, class supplies, and CCA memorabilia in the bookstore.

Campus Directory 303-360-4700

The Campus Directory will give you contact information for faculty and staff at CCA.

Career Development 303-360-4766, Room A106C leigh.bessey@ccaurora.edu

We offer a variety of resources to help you assess your interests, abilities, and work values as they relate to different careers and occupations. Plus, we have information on all types of careers and host Career Showcases and Job Fairs every semester to assist students with networking within their field.

Accessibility Services Office 303-361-7395, Room S202E reniece.jones@ccaurora.edu

Students with permanent or temporary physical disabilities, learning disabilities, health conditions, or emotional problems requiring specialized support are eligible for assistance with academic support, information and referral, and advocacy.

Financial Aid 303-360-4709, Room A207 finaid@ccaurora.edu

The key to getting the financial aid you need is to start planning early! We have all the essentials to help you apply for scholarships, grants, loans, and work-study programs. Also, you can browse our scholarship database for information on the many different types of scholarships available.

Free Tutoring 303-340-7536, Room C208F patti.molai@ccaurora.edu

Free tutoring is available in many subjects including math, accounting, and science. Come in for open tutoring, which is available on a drop-in basis during scheduled times, or sign up for group tutoring. Computer tutoring is available.

Library Services 303-739-6600, Room S202

We offer library services through the Aurora Public Library. On our campus, the Instructional Resource Center has access to the electronic library and houses a limited number of books, periodicals, and media.

Security 303-360-4727, Room A101

Our campus security officers are here to serve and protect CCA students. A security officer will escort you to your car in the evening if you wish and will assist students in any emergency. You can reach them at the security office in the Administration building.

Student Life 303-360-4726, Room S101 julie.johnson@ccaaurora.edu

Students can participate in a variety of educational and recreational activities such as cultural and ethnic events, clubs, and student organizations. Student Activities provides constructive experiences to promote personal growth, student leadership, and social interaction.

Student Government Association 303-340-7525, Room S101B

Students work to influence college policy, promote campus spirit, and represent the student body to the administration.

Vice President Student Services 303-360-4703, Room A106E libby.broughton@ccaaurora.edu

To attain more information on college instruction, institutional research, and student services.

Services Available to Clubs and Organizations

NO ADVERTISING (posters, flyers, etc.) may be placed on doors, windows, or painted walls.

▪ **Advertising**

There are many opportunities for publicity on campus. The Office of Student Life will work with club members to create flyers, handbills, and, at times, large posters. Clubs may have access to printing, copies, and colored paper. The Office of Student Life will also help to distribute flyers around both the CentreTech and Lowry campuses.

▪ **Mail**

Clubs may send or receive mail through CCA Mail Services. On-campus mail needs only to be addressed with a box number and dropped in the Office of Student Life outgoing mailbox in room S101, Student Centre. All clubs have a mail slot in the Student Government area located in room S101B of the Student Centre. Please check your mailbox once a week as pertinent and timely information will be mailed to you there.

The off-campus mailing address is:

Community College of Aurora
Office of Student Life
16000 E. CentreTech Parkway, Suite S101
Aurora, CO 80011

▪ **Office space**

Clubs may use the office space in the Student Centre when available.

- **Office supplies and other purchases**

CCA has a contract with Office Depot to purchase office supplies at a discounted rate. The Office of Student Life has the catalog. Please remember that the advisor and spending authority must sign off on the form before it will be processed.

- **Club lockers and storage**

Each club is assigned a locker in the Office of Student Life to store club equipment and information. Many of these lockers are shared between clubs of similar interest. Locks are available to secure these lockers and can be checked out through the Office of Student Life.

- **Telephone**

A phone is available for club use in the Office of Student Life. There is no long distance available on this phone. If you need to make a long distance call for official club business, you may contact your club advisor or the Student Activities Coordinator to access a phone.

- **Room request and set up/media requests**

Step #1 Contact the Student Activities Coordinator to go over ideas for room set-up.

Potential Rooms:

- Classroom (Standard Classroom Set-up) – 20 people
- C207A & B (Tables with chairs) – ½ - 30 people, full – 75 people
- A207A (Large Conference Table) – 12 people
- A108 (Round Conference Table) – 16 people
- Rotunda (See set-up below) – 30-300 people (Set-up dependent)

Step #2 Contact the Student Activities Coordinator regarding any needs for sound system and/or audiovisual equipment (at least **4 weeks** in advance).

Potential Sound Equipment Available:

- 1 wireless microphone 1 wired microphone 1 wireless lavalier