



**2011-2012  
STUDENT HANDBOOK & PLANNER**

**THIS PLANNER BELONGS TO:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_



## **Welcome To Front Range Community College!**

This handbook was created by the **Student Life Offices of the Boulder County, Larimer and Westminster Campuses** to help students identify and locate services and programs available on campus. The student handbook is only one of the many FRCC services made possible by your student fees. We encourage and appreciate any input you may have on how we can enhance our delivery systems and operations. Be sure to stay in touch with our growing college by accessing the FRCC web site at [www.frontrange.edu](http://www.frontrange.edu).

**Although we strive for accuracy, this handbook should not be considered a contract between Front Range Community College and any student or prospective student. Information in this handbook is subject to change without notice.**

**MISSION STATEMENT:** At FRCC, we enrich lives through learning.

### **OUR COMMITMENT TO DIVERSITY:**

At FRCC, we recognize that human diversity is a measure of quality within academic institutions. We consciously foster a multicultural environment, one that promotes pluralism and values human differences. Students of different ages, races, ethnic backgrounds, educational backgrounds, sexual orientations, and educational goals are welcome at FRCC. We understand that a diverse college population provides an opportunity for students to learn from a wide variety of people. This diversity adds a rich and valuable dimension to any educational experience.

### **CAMPUS LOCATIONS:**

#### **BOULDER COUNTY CAMPUS**

2190 Miller Drive  
Longmont, CO 80501  
Phone: 303-678-3722  
Fax: 303-678-3699

#### **LARIMER CAMPUS**

4616 South Shields  
Fort Collins, CO 80526  
Phone: 970-226-2500  
Fax: 970-204-8484

#### **WESTMINSTER CAMPUS**

3645 W. 112<sup>th</sup> Ave.  
Westminster, CO 80031  
Phone: 303-404-5000  
TTY: 303-404-5247  
Fax: 303-466-1623

#### **BRIGHTON CENTER**

1850 E. Egbert St.  
Brighton, CO 80601  
Phone: 303-404-5099

## **Campus Telephone Directory:**

### Admissions & Records

(W) 303-404-5414  
(B) 303-678-3715  
(L) 970-204-8107  
(BR) 303-404-5099

### Faculty Support

(W) 303-404-5521/5522  
(B) 303-678-3852

### Student Life

(W) 303-404-5314  
(B) 303-678-3742  
(L) 970-204-8350

### Advising/Counseling

(W) 303-404-5438  
(B) 303-678-3722  
(L) 970-204-8305  
(BR) 303-404-5092

### Financial Aid

(W) 303-404-5250  
(B) 303-678-3696  
(L) 970-204-8376  
(BR) 303-404-5250

### Student Newspaper

(W) 303-404-5534

### Bookstore

(W) 303-404-5410/5416  
(B) 303-678-3670  
(L) 970-204-8144  
(BR) 303-404-5410

### Fitness Center

(W) 303-404-5159  
(L) 970-204-8349

### Student Government

(W) 303-404-5530  
(B) 303-678-3740  
(L) 970-204-8355

### Conference Services

(W) 303-404-5539  
(B) 303-678-3738  
(L) 970-204-8169

### FRCC Foundation

(W) 303-404-5463

### Testing Center

(W) 303-404-5301  
(B) 303-678-3647  
(L) 970-204-8188  
(BR) 303-404-5099

### Cashier

(W) 303-404-5487  
(B) 303-404-5487  
(L) 970-204-8149  
(BR) 303-404-5487

### Human Resources

(W) 303-404-5298  
(B) 303-678-3708  
(L) 970-204-8244

### Veteran Services

(W) 303-404-5249  
(B) 303-678-3922  
(L) 970-204-8263

### Children's Place

(W) 303-404-5529

### Writing/Academic Skill Center

(W) 303-404-5335

### Computer Comm/Lab

(W) 303-404-5225  
(B) 303-678-3780  
(L) 970-204-8126

### Library

(W) 303-404-5143  
(B) 303-678-3721  
(L) 970-204-8206

### Disability Services

(W) 303-404-5302  
(B) 970-204-8657  
(L) 970-204-8609

### Distance/Online Learning

(W) 303-404-5513  
(B) 303-678-3770  
(L) 970-204-8250  
(BR) 303-404-5513

### Public Safety

(W) 303-404-5411  
(B) 303-678-3911  
(L) 970-204-8124  
(BR) 303-404-5099

## **Making the Most of Your Time at FRCC:**

1. Ask yourself: Why am I attending college? Think about what you want to create in your life. If you are unsure, gain some clarity by meeting with one of our career counselors. Make a plan. Figure out what you need to do to get what you want in life.
2. Get to know yourself as a student! Ask: What are my strengths? What are my challenges? Plan ways to use your strengths to develop skills in areas that need your attention.
3. Know this fact: Most students need to spend an average of two hours outside of the classroom for every one hour inside in order to be successful. Allow yourself plenty of study

time. If you need help – get it! Ask yourself these important questions: How do I learn best? How am I balancing everything in my life?

4. Maintain your physical, mental, and emotional health. Figure out what you need to do to relieve everyday stress. **And... do it!**
5. Attend all of your classes. Commit to your own learning process.
6. Make agreements with family and friends about your study needs. Teach them how to respect your need to concentrate on what is important to your goals.
7. Study actively and use all of your senses. Recite aloud, stand up, pace around, gesture, visualize, and write it down. The more involved you become in your learning, the more success you will have in your classes. Get to know your classmates. Form study groups!
8. Prepare short study tasks to use your time more effectively. Review your notes while waiting for the bus. Practice your speech in the car. Review the last chapter while waiting for a friend to pick you up for a movie.
9. Use an academic planner. Write all of your assignments in it. Do not rely on your memory...you will forget! Write it down and cross it off (when complete). Appreciate the fact that you got it done. Be committed to your life as a student.
10. Get involved! Do more than attend class. Access our college web site, <http://www.frontrange.edu/studentlife>. Attend a Student Government meeting. Make your voice heard. Start a student club, or join an existing one. Join the Student Activities Committee. Take a Physical Education course. Stop by the Student Life Office, our doors are always open.
11. Find a class schedule for every term on your eWolf account, or check online at [www.frontrange.edu](http://www.frontrange.edu).

#### **YOUR GUIDE TO STUDENT LIFE:**

FRCC is committed to your total learning experience, both inside and outside of the classroom. Know that your educational experience is much more than attending classes, preparing reports, and taking exams. As a learner-centered institution of higher education, we recognize and value student concerns. We strive to provide services that support your success and promote activities that recognize your contributions to the college community. The Student Life office provides advising and leadership training to student organizations, assists in developing co-curricular programs, and provides input in the formation of college policy related to each campus.

#### **STUDENT ACTIVITIES:**

The purpose of student activities is to serve the FRCC campus community by providing a well-balanced, co-curricular experience through various cultural, social, recreational and educational programming. Student Life provides a variety of services and programs that assist in creating a quality campus environment with added emphasis on student advocacy and diversity issues. It also encourages student involvement in the planning of such activities as part of the valuable leadership experience. In addition, students are encouraged to participate in student activities on campus and offer suggestions for events and activities. For more information or to share ideas, please contact the student activities Coordinator on your campus.

Student Activities Coordinator  
Boulder County Campus  
303-678-3736

Student Activities Coordinator  
Larimer Campus

970-204-8357

Student Activities Coordinator  
Westminster Campus  
303-404-5081

Student Activities Coordinator  
Brighton Center  
303-5092

#### **STUDENT CLUBS & ORGANIZATIONS:**

Involvement in student organizations supports your total learning experience. Any student enrolled at FRCC is free to join any officially recognized student club or organization (\*Some clubs require a minimum GPA). Campus clubs promote common interests and leadership development. With this in mind, clubs and organizations can be formed around academic majors, career choices, or other common interests.

If you wish to start a new student organization, there is an official recognition process you will need to follow. Consult the FRCC Student Club Handbook (available in Student Life) for current information regarding student organizations.

#### **STUDENT GOVERNMENT ASSOCIATION (SGA)**

Each semester members of the SGA work to improve the quality of student life on each campus and represent the student body in matters pertaining to student welfare. The SGA is your official voice both on campus and at the state level. This is another chance to get involved! You can have a great deal of influence over your life as a student if you engage in this campus dialogue with other college leaders. Elections for Student Government positions occur during the spring and fall semesters. To get involved with SGA, contact The Office of Student Life. Meetings are open to all students and we welcome your attendance.

#### **SERVICES AVAILABLE THROUGH THE STUDENT LIFE OFFICE:**

##### **FRCC WOLF CARD**

Wolf Cards (ID Cards) are available to all students at Student Life with a current course registration receipt. You will need a Wolf Card to do the following:

- Check out materials from the Library and Media Center
- Access the Computer Commons
- Vote on Student Government issues
- Receive student discounts from local merchants
- Access the Fitness Center on the Larimer and Westminster Campus

##### **HEALTH INSURANCE BROCHURES**

Although FRCC does not sponsor any specific insurance for students, health insurance brochures are available at the Student Life Office and the Information Desk. International students can find out about specific insurance needs via the International Student Advisor in the Admissions and Records Offices.

##### **HOUSING INFORMATION**

FRCC is a non-residential campus. Contact Student Life for more information on local housing options.

##### **POSTING INFORMATION**

The Office of Student Life is responsible for the approval of solicitation and posting of flyers. Public Community Boards are open to anyone wishing to post information on campus. Posting anywhere other than on these boards is not allowed anywhere on campus. The Office of Student Life must approve all postings.

## **STUDENT SERVICES:**

### **ACADEMIC ADVISING & CAREER COUNSELING SERVICES**

Academic advising and career services staff are available to help you select a major/program of study, explore and define career goals, monitor your educational plan, and locate resources on campus and in your local community. Our advisors and counselors assist students in the areas of course selection, transfer plans, academic success strategies, and addressing personal issues affecting academic performance. Remember: Academic advising is the link between you, your educational program, and college resources. Whether you are completing a degree or certificate at FRCC or planning to transfer, **do not self-advise!** Selecting and sequencing your courses with the help of an academic advisor will help you clarify your objectives, understand college procedures, use resources wisely, and be successful. Please visit [www.frontrange.edu/advising](http://www.frontrange.edu/advising) for information about the office on your campus.

### **eWOLF**

EWolf is a portal with easy, single login to help you take care of all your FRCC business and keep up with what is going on.

- Register for classes
- See your daily course schedule
- Log into Desire2Learn
- Check your FRCC email
- Contact instructors
- Get campus-based FRCC announcements
- And more!

Login with your S# once you are registered!

### **TRANSFER SERVICES**

FRCC is committed to helping pave the way for students who wish to transfer to earn a baccalaureate degree. Academic advisors can help you:

- Plan a transfer program
- Select courses that will transfer
- Acquire transfer information through seminars and workshops
- Obtain information on transfer scholarships
- Obtain applications
- Use the fitness centers on the Larimer and Westminster campuses

Representatives from Colorado colleges and universities are available on campus each semester and regularly make appointments with students for more thorough transfer advising. See an academic advisor for more information.

### **Contact Academic Advising at your campus**

Boulder County Campus	303-678-3628
Larimer Campus	970-204-8305
Westminster Campus	303-404-5438
Brighton Center	303-404-5092

### **ADMISSIONS & RECORDS**

Many of the things you need to do as a student do **not** automatically happen unless you fill out the proper paperwork to set a process in motion. It is always best to check with the Office of Admissions & Records regarding the appropriate procedure to follow when making college transactions. Admissions & Records personnel provide general information about college, determine residency, and help you get started in classes. Admissions and Records also assists

you with registering/adding/dropping classes, requesting copies of transcripts, requesting transcript evaluation, verifying your enrollment applying for graduation,. Some of these functions can also be done through your student account online. Office hours and phone numbers are listed in the current class schedule. For more information, contact the Office of Admissions & Records.

### **FINANCIAL AID**

FRCC provides financial assistance in the form of grants, work study, loans and scholarship programs. These funding sources include federal, state, institutional and private sources to assist in funding educational goals. Information regarding Financial Aid Programs may be obtained online at [www.frontrange.edu/financialaid](http://www.frontrange.edu/financialaid) or in any of the FRCC Financial Aid Offices listed below:

Boulder County Campus:	(303) 678-3696
Larimer Campus:	(970) 204-8376
Westminster/Brighton:	(303) 404-5250

### **TESTING CENTER**

FRCC testing centers provide a professional setting for you to take exams. Assessment tests help place students in the proper English and Math courses for optimal success. In addition, the center also provides the CAAP graduation exam, CLEP, DSST, GED, and online learning course tests. For more information, call the Testing Center on your campus or please visit our web site at <http://frontrange.edu/testing>.

### **SERVICES FOR STUDENTS WITH DISABILITIES**

The Disability Services Office offers a variety of accommodations and programs to meet the needs of students with documented disabilities. Please visit [www.frontrange.edu/disabilityservices](http://www.frontrange.edu/disabilityservices) for information about the office on your campus.

### **Tutoring and learning assistance**

Tutoring is offered through individual, small group, and drop-in sessions. Each campus has a Learning Center which provides academic assistance to students. These instructional services help students learn skills and strategies that promote college success. Centers offer diagnostic instructional assistance, including tutoring in math, communication, grammar, English as a Second Language (ESL), GED pretest preparation, and computer assisted instruction.

### **COMPUTER COMMONS/LAB**

Front Range Community College offers a computer commons/lab area for use by FRCC students. It consists of machines running Microsoft Windows and Internet connectivity. The computers are loaded with most of the software that is used in the classrooms. This includes: professional graphics tools, HTML editors, programming tools, and a variety of other class-specific software. Lab Assistants are available to help with basic computer problems, and tutors can be arranged for more complex issues.

### **Student Email**

FRCC has a student email system which serves as the primary email for all students. Students can activate and access their email account through eWolf by clicking on the student email login button. All official campus communication will be sent to this new email address, so it is critically important that you activate your email account. Login at [www.frontrange.edu/ewolf](http://www.frontrange.edu/ewolf).

### **ESSENTIAL FORMS**

The following forms are available at the Admissions & Records Office and most forms are available online at [www.frontrange.edu](http://www.frontrange.edu). See semester calendars for specific deadlines.

**Add/Drop**

This form is used to add, drop, or withdraw from a course during the period designated each semester. You can add, drop, and withdraw online by logging into eWolf. Add/Drop forms must be submitted to Admissions and Records by the deadlines published in the class schedule.

**Correction to Application for Tuition Classification**

If you have been classified as a non-resident and feel that this is an error you may request a residency review from the Office of Admissions and Records. For any other questions regarding residency classification contact the Tuition Classification Officer. The final deadline (for full term classes) to submit a Correction to Application for Tuition Classification is the first day of the semester.

**Petition for In-State Residency Classification**

If you have attended as a non-resident and you want to change to a resident of Colorado, please complete this form and submit all required documentation to the Office of Admissions and Records. The final deadline listed in the Important Dates section of the Class schedule to submit a Petition for In-State Residency is 30 days after the start of the semester.

**Curriculum Change Form**

You can complete this form to either declare or change your program of study at FRCC.

**Repeated Course Request**

If you have to repeat a course you may need to complete this form so your GPA will reflect only the higher grade received in the class.

**Credit by Examination**

Credit by exam allows you to demonstrate competence equivalent to learning achieved in a course offered by the college. If you wish to receive credit by exam for a course you must first complete the credit by exam form located either online at [www.frontrange.edu](http://www.frontrange.edu) or come to the Office of Admissions and Records. Students will not pay full tuition when seeking credit by examination but will pay a \$130 fee.

**Request for Official Transcript**

This form is used to request an official transcript for courses completed at FRCC. Official transcripts can also be requested through eWolf. Transcript requests can take up to 3-5 business days for processing. There is no fee for official transcripts. For same day processing, a \$10 fee is assessed.

**Request for Demographic Change**

Any change of address, name, or social security number must be requested using this form. Address changes can be made online through your student account online. Documentation is required for name change and social security number changes. Contact the Office of Admissions and Records for required documentation.

**Authorization for Release of Information**

In order to have educational records released to another person, you must make your request using this form. A valid photo I.D. is required when presenting this form to the Office of Admissions and Records.

**Transfer Credit Evaluation Request**

If you are requesting to transfer credit from another college you must complete this form and provide official transcript(s) sent directly from the college. The results of your evaluation will appear on your FRCC transcript within 30 days once all transcripts have been received.

## **Degree Audit Request**

Complete this form to request a review of your graduation requirements. You should complete this form at least one semester before anticipated graduation.

## **Graduation Application**

If you are planning to earn a degree or certificate you **must** apply for graduation. See the current class schedule for specific deadlines. Graduation applications received after the deadline will be processed for the next semester. The commencement ceremony is held annually in the spring. Please refer to the graduation information at [www.frontrange.edu/graduation](http://www.frontrange.edu/graduation).

## **MONEY MATTERS:**

### **CASHIERS OFFICE**

All student financial transactions are made through the Cashiers Office.

### **FACTS (AUTOMATIC DEFERRED PAYMENT PLAN)**

This option for payment is convenient, interest-free and affordable. The cost of the plan is \$35.00 which is non-refundable. Tuition payments can be made via automatic bank payment or debit/credit card. To participate in this program visit [www.frontrange.edu/cashiers](http://www.frontrange.edu/cashiers) or contact the cashier's office.

### **REFUNDS**

All refunds will be issued electronically based on the selected Higher One refund preference. Refunds will be issued within 14 days of appearing on the student's account, beginning after the first day of classes for any given term. For financial aid students, refunds begin after the last day to add/drop for the full semester.

### **STUDENT FEES**

Since the Colorado General Assembly does not fund the construction, maintenance, or improvements of student parking areas, student space and co-curricular programming, such efforts are funded through fees. The student fee helps to support student activities, special events, staff support for student life operations, recognized student clubs, student governance, student publications and the production of this handbook. Parking maintenance fees are collected for the campus that the student is attending and no student fees are collected for on-line courses.

### **COLLEGE FEES**

The college assesses various fees to support instructional programs and enhanced technology. The current class schedule describes these fees. Both students and college officials review college fees annually.

### **College Opportunity Fund (COF):**

- The College Opportunity Fund (COF) became a law in July 2004. The legislation established a new student based funding process for state funds to go to public and some private institutions of higher education.
- Public Colleges in Colorado receive state funding based on eligible COF hours to support **in-state students'** education.
- COF now makes it a requirement for Colorado public institutions of higher education to disclose on student's tuition bills the portion of the state's contribution to their education in the form of a *stipend*.

### **Who is Eligible for COF?**

- Students who are classified as in-state residents attending undergraduate public institutions.
- Students who are attending private institutions with criteria set and approved by Colorado Department of Higher Education.
- Students who have filed a COF application with the College Access Network.

**How do Students Apply for COF?**

- Students complete a *onetime* application for COF at [www.collegeincolorado.org](http://www.collegeincolorado.org).
  1. A web based application or
  2. A paper application
 Application is also available in Spanish.

**NOTES FROM FRCC PUBLIC SAFETY OFFICE**

The Public Safety Office believes that an informed public is a safety-conscious public. Our goal in Public Safety is to provide a safe and secure environment for our campus community. To this end, we strive to work in partnership with students, faculty, and staff. The Public Safety Office at FRCC strives to protect all persons and property connected with and belonging to the college from injury, fire, theft, vandalism, and other safety concerns. Working with local law enforcement personnel, the Public Safety Office also coordinates law enforcement activity on FRCC property. Access to the grounds and facilities are open to all authorized persons for campus and community activities. Persons who violate laws, FRCC policies, or regulations are subject to disciplinary or legal action. Student’s rights and freedoms are defined in the FRCC Catalog and Student Code of Conduct. For more information go to [www.frontrange.edu/publicsafety](http://www.frontrange.edu/publicsafety).

**In Case of Emergency**

In the case of a life-threatening emergency, call 911 and then call Public Safety as soon as possible.

- Boulder County Campus
  - On campus: x3911
  - Off campus: 303-678-3911
- Larimer Campus
  - On campus: x8124, or x8123
  - Off campus: 720-204-8124
- Westminster Campus
  - On campus: x5411
  - Off campus: 303-404-5411
- Brighton Center
  - On Campus : x5099 or x5091
    - 8:00am – 5:30 pm M-Th
    - 8:00 am- 4:00 pm Friday
  - After 5:00 pm M-Th 720-883-4309

**Lost and Found**

The Public Safety office maintains lost and found items.

**Car Trouble**

If you need a battery boost, help is available from Public Safety. If you have locked yourself out of your car, a local resource list is available from Public Safety.

**Safety Escort Service**

Safety escorts are provided by Public Safety for FRCC students, faculty, staff, and visitors.

## **Handicapped Parking**

Close-in handicap parking is available at different locations for all students, faculty, staff and visitors with mobility impairment. These spaces are specially signed or marked and require the vehicle to display a valid handicap placard in a visible location or a valid handicap license plate.

## **College Closure**

If the college is closed due to bad weather or other emergencies, announcements will be made on the following stations:

KWGN TV (channel 2)  
KCNC TV (channel 4)  
KMGH TV (channel 7)  
KUSA TV (channel 9)

[www.frontrange.edu](http://www.frontrange.edu)  
[www.cancellations.com](http://www.cancellations.com)

You may also sign up to receive text message alerts at [www.frontrange.edu](http://www.frontrange.edu).

## **Fire Safety & Building Evacuation**

The campus fire alarm system can be activated by the automatic sprinkler system, smoke alarms, or by pulling the handle of the emergency pull-boxes. Activation of the fire alarm system will signal the local fire department of the fire alarm. Alarms will sound for the duration of the emergency to ensure everyone has evacuated the building. Upon hearing the fire alarm evacuate the building immediately using the nearest exit or emergency exit. College personnel will assist students in evacuating the building. Once outside, remain a minimum of 100 feet from the building and avoid emergency vehicle access roads, driveways and inner courtyards. Do not re-enter the building until the all-clear signal has been given by campus officials. Vehicle access roads, fire lanes and entrances to the building must be kept clear for emergency vehicles.

## **DRUG AND ALCOHOL POLICY**

### **Standards of Conduct**

Federal and state laws control alcohol and illegal drugs. The Public Safety office must report all violations to local police departments and college administration. FRCC is part of the Colorado Community College System and is governed by the State Board for Community Colleges and Occupational Education (SBCCOE). The SBCCOE policy requires that FRCC comply with the Drug Free Schools and Communities Amendments of 1989 (PL 101-226 in Federal Law). A copy of this full policy and program is available in the Human Resources office on each campus.

### **FRCC Sanctions**

Listed below are the FRCC Student Codes of Conduct specific to the use of alcohol and drugs on campus that could warrant disciplinary action. For a complete list of the Student Codes of Conduct and FRCC specific sanctions, please refer to the **Student Code of Conduct** section listed in this handbook.

- Engaging in the unauthorized or unlawful manufacture, distribution, dispensation, possession, or use/abuse of alcohol or illicit drugs on property owned by or under the control of FRCC; or as a part of college activities whenever they may occur.
- Possessing, consuming, or distributing any alcoholic beverage in violation of college rules and regulations, or appearing on campus while under the influence or intoxicated.

- Use of any kind of tobacco product is prohibited in college owned or leased facilities.

### **Legal Sanctions**

The legal sanctions of alcohol and drug use on any FRCC campus will vary depending on age, the substance involved, and the location in which the incident occurred and will be determined by local and state laws. Please refer to the Colorado Revised Statutes for more details.

### **Health Risks**

The use of any mind or mood-altering substance, including alcohol, can lead to psychological dependence, which is defined as a need or craving for the substance and feeling of restlessness, tension or anxiety when the substance is not used. With many substances, use also can lead to physical tolerance recognized by the need for increasing amounts of the substance to achieve the same effect and physical dependence. Often, this is characterized by the onset of unpleasant or painful physiological symptoms when the substance is no longer being used. As tolerance and psychological or physical dependence develop, judgment becomes impaired and people often do not realize they are losing control over the use of the substance and that they may need help.

Alcohol acts as a depressant to the central nervous system and can cause serious short- and long-term damage. Short-term effects include nausea, vomiting and ulcers. More chronic abuse can lead to brain, liver, kidney and heart damage, and even eventual death. Ingesting a large amount of alcohol at one time can lead to alcohol poisoning, coma, and death. Drugs such as LSD, amphetamines, marijuana, cocaine, and alcohol alter emotion, cognition, perception, physiology and behavior in a number of ways. Health risks include but are not limited to: depression, apathy, hallucinations, paranoia, and impaired judgment. In particular, alcohol and drug use inhibits motor control, reaction time and judgment – all which may impair driving ability. Abuse of either or both alcohol or drugs during pregnancy increases the risk of birth defects, spontaneous abortion, and still births.

### **Available Resources**

For a detailed list of all available resources, please visit the Advising, Career and Counseling Departments located on each campus. Below is a quick reference guide:

#### Boulder County Campus

Longmont Mental Health Center

303-682-1612

Longmont Alcohol Counseling & Substance Abuse

303-678-6166

#### Larimer Campus

Mountain Crest Behavioral Health Center

970-207-4800

Island Grove/Hope Center

970-493-1157

#### Westminster Campus

Community Reach

303-853-3500

Arapahoe House

303-657-3700

#### Brighton Campus

Pennock Center for Counseling

303-655-9065

## **IN THE CLASSROOM**

### **INTERACT WITH YOUR INSTRUCTORS**

All instructors are required to be available for out-of-class consultations pertaining to your course. Each instructor maintains office hours for such appointments. These hours are posted at their office locations, as well as in your course syllabus. Your course syllabus is your guide to a successful learning experience. As a student, you have the right to know exactly what is expected from you in each and every class. Your syllabus is your guide to those standards. Your syllabus will also provide you with information about contacting your instructor outside of class. Refer to your syllabus throughout the semester. Keep up with the class work – if you begin to fall behind, ask why. Are you spending enough time on your course work? If so, talk with your instructor **BEFORE** you fail the course! To locate his/her office, check with your instructor. Remember... talk regularly with your instructors regarding your course participation and progress. Take control of your own learning process! There is a department and faculty directory online at [www.frontrange.edu](http://www.frontrange.edu).

### **GRADES**

Grades are issued at the end of each regular semester. You may access your grades and print them conveniently through eWolf. Front Range Community College does not automatically send grade reports to you.

### **SYLLABUS**

The course syllabus for each class you take is your guide to a successful learning experience. As a student, you have the right to be informed of the academic standards expected of you in each class you take. Your syllabus is your guide for those standards. Your syllabus will also provide you with information about contacting your instructor. Be sure to keep your syllabus as one of your most important references all semester!

### **NON-DISCRIMINATION AT FRCC:**

FRCC is an equal opportunity educational institution and does not discriminate on the basis of race, color, nationality or ethnic origin, religion, disability, gender, sex, age, or sexual orientation.

Reasonable accommodations will be provided upon request for persons with disabilities. If you are a person requiring certain accommodations to participate in college programs, services, or activities, please contact the Office of Disability Services or the Learning Opportunity Center on your campus.

For information regarding civil rights or grievance procedures contact:

#### **Kris Binard**

Dean of Student Services  
Larimer Campus  
970-204-8362  
[kris.binard@frontrange.edu](mailto:kris.binard@frontrange.edu)

#### **Renee Tastad**

Dean of Student Services  
Westminster Campus/Brighton Center  
303-404-5332  
[Renee.tastad@frontrange.edu](mailto:Renee.tastad@frontrange.edu)

#### **Stacey Hogan**

Dean of Student Services  
Boulder County Campus

303-678-3621

[stacey.hogan@frontrange.edu](mailto:stacey.hogan@frontrange.edu)

**Myra Pasco**

Human Resources Director

3645 W 112<sup>th</sup> Avenue

Westminster, CO 80031

303-404-5473

[Myra.pasco@frontrange.edu](mailto:Myra.pasco@frontrange.edu)

**Legal Counsel**

Colorado Community

College System

303-595-1545

**Office of Civil Rights**

U.S. Dept. of Education

303-844-5695

**TITLE IX:**

Title IX of the Education Amendments Act of 1972 prohibits sex discrimination in educational programs. FRCC, by virtue of its commitment to the ideals of dignity, equality, and mutual respect for all people, condemns any form of sexual harassment. It is the intent of FRCC to comply with both the letter and the spirit of Title IX to make certain discrimination does not occur or adversely affect the educational environment. FRCC has a legitimate and compelling interest in prohibiting sexual harassment. Further, we have an obligation to discipline those who do engage in sexually harassing behavior.

**STUDENT CODE OF CONDUCT**

**I. RIGHTS, FREEDOMS AND RESPONSIBILITIES**

In addition to rights extended to members of the Front Range Community College student body, individuals also have rights and freedoms under federal, state and local law. Some of those college-related rights and freedoms include:

**FREEDOM OF ACCESS** to the college and to college facilities, services and programs, in accordance with:

- The Civil Rights Act of 1964
- Title IX, Section 504 of the Rehabilitation Act
- Colorado statutes
- College policies and procedures
- Americans with Disabilities Act of 1990

**FREEDOM IN THE CLASSROOM**, which includes the right to:

- Inquire about, discuss any views, provided such activity does not infringe on the rights of others.
- Expect professional conduct from faculty.
- Be informed of the academic standards expected in each course.
- Be evaluated solely on the basis of academic performance.
- Privacy in regard to personal and scholastic information (in accordance with the Privacy Act and college policy).
- Have access to faculty members during their posted office hours.
- Receive reasonable academic assistance from the institution.

**FREEDOM ON CAMPUS**, which includes the right to:

- Be free from harassment or discrimination based on race, national origin, gender, religion, disability, age or sexual orientation.
- Expect an environment free of drug and alcohol abuse.

- Discuss and express in an orderly way any view in support of any cause, without disrupting the campus operation or infringing on the rights of others.
- Dress in any way that personal taste dictates and that does not interfere with the educational process or with health and safety requirements.
- Expect that possessions not be opened or searched without consent or unless probable cause exists or under exigent circumstances.
- Be informed of institutional procedures and other expectations.
- Have access to services without unreasonable delays.
- Expect professional conduct from college employees.

**FREEDOM IN STUDENT AFFAIRS**, which allows students the right to:

- Have a student government.
- Organize and join campus clubs for educational, political, social, religious or cultural purposes. The function and structure of student clubs is determined by the FRCC club guidelines.
- Use meeting rooms and other campus facilities, as well as bulletin boards throughout the campus in compliance with college policies and procedures.
- Expect compliance with college contractual agreements.
- Assemble, select speakers and guests, discuss issues of choice, and have the same rights as other citizens to hear differing points of view and to draw conclusions.
- Distribute written materials on campus in a manner consistent with other rights and freedoms, after obtaining the prior approval required of any individual or organization (please contact Student Life).

**FREEDOM IN ACADEMIC AFFAIRS**, which allows students the right to:

- Serve as members of committees that study such issues as: course scheduling, the instructional calendar, library policy and development, grading systems, course and curriculum development, search committees, and standards and procedures for student discipline.
- Appeal academic decisions regarding completion of program, graduation requirements, academic dismissal from a program, or final grades.

**FREEDOM TO GRIEVE**, which allows students the right to:

- Use grievance procedures and to seek redress when they believe that either their rights or their freedoms have been violated.

*Note: students may not formally grieve a course grade, but may pursue grading clarification with the faculty member and Dean of Instruction.*

## **II. VIOLATIONS OF RIGHTS**

### **AND FREEDOMS**

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

1. Plagiarizing, cheating, or helping someone else violate reasonable standards of academic behavior. Students who engage in any type of academic dishonesty are subject to academic consequences as determined by the instructor and disciplinary action as outlined in the Front Range Community College Disciplinary procedures.
2. Forging, altering, or misusing college documents.
3. Physical abuse of any person on college property or at events sponsored or supervised by the college, or conduct that threatens one's own or another person's health or safety including the use of skates, bikes skateboards or roller blades, except in area specifically designated for that use.
4. Theft or damage to property that belongs to the college, a member of the college community or a visitor.
5. Unauthorized entry to or use of college facilities.
6. Violating college policies that govern campus processes or use of college facilities including grounds and parking lots.
7. Violating college traffic rules or regulations (for a complete set of parking rules, please contact the public safety office).
8. Engaging in the unauthorized or unlawful manufacture, distribution, dispensation, possession, or use/abuse of alcohol or illicit drugs on property owned by or under the control of FRCC; or as a part of college activities whenever they may occur.

9. Possessing, consuming, or distributing any alcoholic beverage or controlled substance in violation of college rules and regulation, or appearing on campus while under the influence or intoxicated.
10. Use of any kind of tobacco product is prohibited in college owned or leased facilities.
11. Disorderly, lewd, indecent, or obscene conduct on college property or at college sponsored events.
12. Engaging in any disruptive behavior which negatively affects or impedes the teachers' ability to teach, the students' ability to learn (regardless of the mode of educational delivery or class setting) or disrupts the general operation of the college.
13. Using degrading or abusive language to any person or harassing any person with gesture or language, including cursing.
14. Possessing on college property firearms, explosives, or other dangerous weapons; weapons include, but are not limited to firearms, slingshots, martial arts devices, brass knuckles, hunting knives, switchblade knives, or any instrument designed to look like a weapon and used to cause fear in or to assault another person.
15. Leaving children unattended in campus buildings or on campus grounds; children are permitted in class only with the instructor's permission.
16. Influencing or attempting to influence/intimidate any employee or student of the college by offering bribes or favors, including sexual favors or threats or menacing behavior.
17. Knowingly falsifying and, with malicious intent, publishing or distributing, in any form, material that tends to impeach the honesty, integrity, virtue or reputation of another person.
18. Violating any municipal, county, state, or federal law, statute, or ordinance when such violations interfere with the college maintaining good order or with the college's educational goals.
19. Engaging in behavior which may constitute sexual harassment including but not limited to, continued contact after any request to have contact stopped, sexually suggestive looks, comments, deliberate touching, attempt to kiss or fondle, pressure for sex, dates, or meetings, requests for sex in exchange for grades or favors, other actions of sexual nature which interfere with school performance or create an intimidating, hostile or offensive learning environment.
20. Unauthorized or fraudulent use of college facilities, telephone system, mail system or use of either for an illegal act or any act prohibited by the code of conduct.
21. Unacceptable uses of any college-owned computing equipment and/or network. This includes, but is not limited to, knowingly spreading computer viruses; sending harassing, intimidating, and/or threatening messages; reposting personal communications without the author's consent; copying protected material in violation of copyright law; using the network for financial gain, commercial activity, or illegal activity; accessing the network using another individual's account; downloading, loading, or executing software without appropriate authorization; any other attempt to compromise network integrity.
22. Interfering with the judicial/grievance procedures or outcomes, including but not limited to, falsification, distortion or misrepresentation of information before a hearing officer or judicial board, or college personnel before, during or after a proceeding; failure to comply with the sanction(s) imposed by a hearing officer.
23. Knowingly pursuing malicious, frivolous or fraudulent charges against a student or staff member without cause.
24. A student group or organization and its officers may be held collectively or individually responsible, when a violation of this code by those associated with the group or organization has the consent or encouragement, whether tactic or overt, of the group or organizations leaders, officers, or spokespersons. The Dean of Student Services may direct the officers, leaders or any identifiable spokesperson for a student group or organization to take appropriate action designated to prevent or end a violation of this code by the group or organization. Failure to make reasonable efforts to comply with the directives of college representatives will be considered a separate violation of this code by the officers, leaders or spokespersons for the group or organization and by the group or organization itself.

## **FRCC • CODE OF CONDUCT**

**To report a Student Code of Conduct violation contact the Dean of Student Services on your campus.**

### **BOULDER COUNTY**

Stacey Hogan  
303.678.3621

### **LARIMER**

Kris Binard  
970.204.8362

### **WESTMINSTER/BRIGHTON CENTER**

Renee Tastad  
303.404.5332

## **STUDENT DISCIPLINARY & JUDICIAL PROCEDURES**

### **Basis**

Students are expected to adhere to the Student Code of Conduct and policies and procedures of the College and if a student is charged with violating his/her College's code, he/she is entitled to have these procedures followed in the consideration of the charge.

### **Definitions**

**Day:** Refers to the calendar day unless otherwise noted.

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

**Impartial Decision Maker:** The individual/ committee designated by the College President to hear student disciplinary appeals.

**Chief Student Services Officer:** The individual designated by the College President to administer student affairs and be responsible for administering the College's Student Conduct Code and this procedure.

**Notice:** Notices, which 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 filed with the College's admissions and records office. If notice is mailed, students shall be given three (3) additional days to respond.

**Sanctions:** One or more of the following may be given when there is a finding that a student has violated the College's Code of Conduct:

**Warning:** A notice served upon the student advising him/her that he/she is violating or has violated College regulations.

**Probation:** After a finding of violation of the Code of Conduct, restriction of student's privileges for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any College regulations during the probationary period.

**Other disciplinary sanctions:** Fines, restitution, denial of privileges, assignments 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 to attend classes.

**College Suspension or Expulsion:** An involuntary separation of the student from the College for misconduct apart from academic performance for a specified period of time not to exceed one/two academic terms. Suspension differs from expulsion in that after the stated time period the student is eligible for re-admission. Expulsion is a separation for more than two academic terms; student is not eligible for re-admission unless at the end of the separation he/she can prove that the behavior that resulted in the expulsion has been resolved. Students may be suspended from a class, residence hall, and use of a College facility or an activity in the sole determination by an authorized College employee that the conduct is in violation of the Code subject only to an appeal to the Chief Student Services Officer to ensure that the action was

taken pursuant to college policies. The responsible faculty member may suspend students from one class period. Longer suspensions can be done only in accordance with college procedures. **Summary Suspension:** An immediate action taken by the Chief Student Services Officer to ensure the safety and well-being of property; to ensure the student's own physical or emotional safety and well-being; or if the student poses a definite threat of disruption or interference with the normal operations of the College. In such event, the hearing before the Impartial Decision Maker (if requested by the student) shall occur as soon as possible following the suspension.

#### **Procedures & Decision:**

Chief Student Services Officer or his/her designee shall receive all allegations of student misconduct, investigate the complaints and make a decision. He/she may decide that the charges can be disposed of administratively by mutual consent or the parties involved on a basis acceptable to him/her.

If an administrative resolution is not achieved, the Chief Student Services Officer or designee shall issue a decision which determines whether the alleged conduct occurred; whether the conduct violated the Code of Conduct or College policies and 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 by filing a written appeal with the Chief Student Services Officer within seven (7) days of service of the Decision. In case of suspension or expulsion, the sanction shall be imposed no earlier than six (6) days after service of the Notice unless it is a summary suspension or the student agrees to the sanction. If an appeal is requested, suspension and/or expulsion shall not be imposed until the appeal procedures below have been completed.

#### **Appeal:**

In the event of an appeal, the Chief Student Services Officer shall give written Notice to the student and the Impartial Decision Maker which describes the conduct to be inquired into; the Code of Conduct and/or Colleges policies or procedures which are allegedly violated; the date, time and place of the alleged violation; the sanction that is threatened and the date, time and place of the hearing before the Impartial Decision Maker. The Notice shall be given at least seven (7) days prior to the hearing, unless the parties agree to a shorter time.

#### **Conduct of Hearings:**

The Impartial Decision Maker shall determine his/her own procedures, keeping in mind the following guidelines:

- Student shall have the right to be heard by the Impartial Decision Maker. In the event that the student is under the age of eighteen or incapacitated, he/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 during these proceedings except in the case where civil and 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 as provided above.
- Student shall have the right to identify documents, witnesses and other material he/she would like the Impartial Decision Maker to review before making a final decision.
- Hearing shall be conducted in private unless all parties agree otherwise. The Impartial Decision Maker should maintain a record of the hearing.

#### **Determination by Impartial Decision Maker:**

The Decision Maker shall make its findings and determinations in closed meeting out of the presence of the Chief Student Services Officer and the student charged. Separate findings are to be made as to the conduct of the student, and on the sanction(s), if any, to be imposed. No discipline shall be imposed on the student unless the Impartial Decision Maker is persuaded by preponderance of evidence that the student committed the alleged conduct and that it constitutes a violation of the Code of Conduct and/or College regulations; that the student should be sanctioned (including modifying the sanction imposed below) and that the discipline is reasonable given the violation.

The student and the Chief Student Services Officer shall be given written notice of the decision. The decision shall be issued within five (5) calendar days of the close of the hearing and it shall become final unless a Petition for Review is filed.

**Petition for Review:**

The Chief Student Services Officer or the student may petition the President to review the Impartial Decision Maker's decision by filing a written petition within five (5) days after notification of the decision. If a review is requested, the other party will be given three (3) days to respond to the petition and his/her response materials will be given to the President to review before a decision on the petition is made.

**President's Decision:**

The President shall review the record of the case and the Petition for Review and may affirm or reverse the decision of the Impartial Decision Maker. The record shall consist of the Impartial Decision Maker's written documents and the recording of the hearing and any written materials submitted in support of the Petition for Review. The President shall notify the Chief Student Services Officer and the student in writing of his/her decision within fourteen (14) days of service of the Petition for Review. The President's decision is final.

**Miscellaneous:**

College disciplinary proceedings may be instituted against a student charged with a violation of a law if the violation occurred at the College or College-sanctioned activities or was of such a nature as to impact upon the College which is also a violation of the College's Student Code of Conduct. Proceedings under the procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. Time limits for scheduling of hearings may be extended at the discretion of the Impartial Decision Maker. The student may waive the procedural rights afforded to students above.

**STUDENT GRIEVANCE PROCEDURES**

**Basis**

The 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 without regard to sex, race, national origin or ancestry, creed, color, disability, or age and have the issue considered in a prompt and equitable fashion.

**Definitions**

- ◆ *Grievant:* An enrolled student, a client, or volunteer who is providing a service to benefit the College under the supervision and control of a college employee. A client or volunteer may only grieve a decision which bans him or her from the campus.
- ◆ *Grievance:* A grievable offense is any alleged action, which violates or inequitably applies written college policies or procedures. The Grievant must be personally affected by such violation or inequitable action. A grievance must be brought to the formal stage within 20 calendar days of the date the student knew or reasonably should have known about the action.
- ◆ *Chief Student Services Officer:* The chief student services officer is a college employee designated by the College President to administer student grievances. Grievances alleging discrimination issues may be referred to the employee responsible for ensuring equal opportunity and access.
- ◆ *Remedy:* Remedy is the relief that the Grievant is requesting.
- ◆ *Respondent(s):* Another student, volunteer, client, faculty member, and/or administrator identified by the Grievant as causing or contributing to the grievance.
- ◆ *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 illegal discrimination; and disciplinary actions taken pursuant to BP 4-30.

**Procedures**

**1. Informal**

Grievant is encouraged to resolve the issue with the Respondent or his/her supervisor. In the case of grievances based upon one's race, color, creed, national origin or ancestry, disability, age, or gender, the Grievant may first contact the college employee responsible for affirmative action to seek formal resolution of the issues. If the complaint alleges facts which might constitute a violation of SP 3-120a concerning sexual harassment, the administrator shall investigate and process the complaint under that procedure. While the Grievant is encouraged to resolve the issues through the informal process, he/she may at any time elect to go to the formal stage by the following process.

**2. Formal**

a) Grievant timely files a written statement of the actions complained of and describes the remedy he/she is seeking with the Chief Student Services Officer. A matter could also be referred to this process by the College President or his/her designee. Once a written grievance is filed or referred, the Chief Student Services Officer or designee will determine whether or not the situation states a grievable offense. The matter will be closed if the situation is determined not grievable, and the Grievant will be notified of the reasons.

b) If the matter is determined to be grievable, the Chief Student Services Officer or designee (which may be an individual or a committee) shall hear the Grievance. A hearing will be held which will give the Grievant, Respondent, and others invited to appear the opportunity to explain what they know about the issues surrounding the grievance. Considering the oral and written statements and documents, the Chief Student Services Officer or designee shall issue a decision within ten (10) calendar days of the hearing. The decision shall be served upon the Grievant and the Respondent personally or by certified mail to the addresses on file in the Admissions Office. The decision shall reject the grievance or grant the grievance and make recommendation(s) to resolve the issue(s). The Chief Student Services Officer or designee's decision is final unless a Petition for Review is filed with the President by either party within five (5) calendar days of service of the Decision.

**3.** Upon receipt of a Petition for Review, the College President will review the record and issue a written decision within 10 calendar days of receipt of the Petition for Review. The President's decision is final.

**4.** The Chief Student Services Officer or designee may extend the scheduling timelines above for good cause.

**5.** If the grievance is against the Chief Student Services Officer, the Chief Academic Officer or other person designated by the President shall perform the duties of the Chief Student Services Officer.

**Non-discrimination and Affirmative Action**

FRCC is an equal opportunity educational institution and does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, or programs, activities, and employment in accordance with the Civil Rights Act of 1964, Title IX of the Educational Amendments, Section 504 of the Rehabilitation Act; and the Americans with Disabilities Act of 1990.

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in college programs, services, or activities, please notify the Office of Special Services at 204-8309.

For information regarding civil rights or grievance procedures contact:  
Director of Affirmative Action  
Colorado Community College and Occupational Education System  
9101 E. Lowry Blvd

Denver, CO 80230  
(303) 620-4000

Or

Office of Civil Rights  
U.S. Dept. of Education  
Region VIII  
Federal Office Building  
1244 North Speer Blvd.  
Suite 310  
Denver, CO 80204  
(303) 844-5696

## **BOULDER COUNTY CAMPUS**

### **STUDENT COMMONS**

The Boulder County Campus Student Commons is where you will find the FRCC Café, BCC Bookstore, Public Safety office, Conference Services, retail space for commercial use, game room, and Student Life.

### **WIRELESS INTERNET**

The Boulder County Campus offers wireless internet access to current FRCC/BCC students, faculty, and staff all throughout the campus. You will need to provide your own wireless device (laptop, handheld etc.), and can log on with any email account. See the IT department for more information.

### **EVENTS, CONFERENCE SERVICES & VENDING SPACE**

Our Conference Services offer a facility suitable for many types of events. Whether you're hosting a business meeting, conference, or training seminar, we can accommodate your needs. Our staff will secure the facility, arrange for room set-up, and help you with audio-visual needs for your events. Vending space is located in the student commons. We rent this space to vendors who want to display and sell their products. Although we encourage our vendors to follow good customer service practices, we hope that you will make well informed decisions before purchasing merchandise. FRCC and the Student Life Office assume no liability for products purchased or information given by the vendor.

For room rates, vending rental space, audiovisual equipment rates, and other inquiries, please contact Student Life at 303-678-3737.

### **STUDENT GOVERNMENT ASSOCIATION**

All students paying the mandatory student activity fee are members of the FRCC Student Body. The Boulder County Campus has a recognized student government association, which works to improve the quality of student life and represents the student body in matters pertaining to student welfare. SGA is your official voice not only at FRCC but also to the State Board of Occupational and Community College Education. Through these recognized associations, you have a great deal of influence over your own student life and a direct avenue of communication with other leaders of the College.

### **STUDENT CLUBS & ORGANIZATIONS**

Students enrolled at FRCC are encouraged to join or form clubs and organizations, which promote their social, recreational, educational, or cultural needs. If you wish to start a new campus organization, you will need to follow the established recognition process. The Clubs

Coordinator (303.678.3738) will assist and advise you in this process. (Note: Recognition by FRCC does not imply sponsorship by the college.)

FRCC Boulder County's size makes getting involved in activities a breeze. For example, FRCC has a Future Educators of America Club and Phi Theta Kappa is the International Honors Society for two-year colleges. A variety of other special interest groups also exist. For a complete list of clubs and organizations please visit Student Life. FRCC is committed to providing a rich experience both in and out of the classroom.

### **BOOKSTORE**

Located in the Boulder County Campus Student Commons, the Bookstore sells new and used books for all of your academic needs. The Bookstore also supplies computer software, office and school supplies, college insignia items, candy, soda, and snacks. In addition, book "buybacks" occur on all campuses at the end of each semester. For more information, contact the Bookstore at 303.678.3670.

### **COPY & FAX SERVICES**

Fax services are available for student use in the Student Life Office. There is a \$1 charge per page for all local faxes and \$2 charge per page for all long distance faxes. A coin operated copy machine is available for student use in the Commons.

### **HOUSING INFORMATION**

FRCC is a non-residential commuter campus. Information about local housing is posted on the "For Rent" boards around campus.

### **VENDING MACHINES**

Vending machines provide beverage and snack items. Vending machines, located throughout the campus, are available during the hours of operation of the campus.

### **GETTING AROUND ON THE BUS**

The FRCC-Boulder County Campus is easily accessible by public transportation. For current route schedules in your area contact RTD at 303-299-6000 or pick up a schedule in the student commons.

## **THE BRIGHTON CENTER**

### **STUDENT COMMONS**

The Brighton Center Student Commons is where you will find the vending machines, a courtesy telephone and a comfortable area for students to gather, study, or just relax.

### **BOOKSTORE**

Bookstore sells Brighton Center (sections 400-499) textbooks during their temporary presence prior to each semester. All other text books may be ordered online.

### **LEARNING DEVELOPMENT CENTER**

The Learning Development Center is designed to provide students with group or individual academic support outside of the classroom. The Math and Writing Labs are scheduled each semester (hours may vary).

### **WIRELESS INTERNET**

The Brighton Center offers wireless internet access throughout the center. You will need to provide your own wireless device (laptop, handheld etc.), and can log on with any email account. See the IT department for more information.

## **STUDENT SERVICES**

- Student Services Advising
- Financial Aid
- Career Services
- New Student Orientation
- Testing
- Special Services
- Student Life

Services are available by appointment. Contact the Brighton Center Front Desk staff to schedule an appointment @ 303.404.5099. More information can be found at [www.frontrange.edu/brighton](http://www.frontrange.edu/brighton).

## **PUBLIC TRANSPORTATION**

The Brighton Center is a short walk from the RTD bus stop at Bridge Street and 18th Ave. If you are coming from Westminster, take Route 120 to Sheridan (exit at 120th and Sheridan) and transfer to Route 51. The Brighton Center is just around the corner. Visit [www.rtd-denver.com](http://www.rtd-denver.com) for a full bus schedule.

## **LIBRARY SERVICES**

These services are available online through the College Hill Library at the Westminster Campus. You may access articles and data bases via the internet once you've activated your FRCC Wolfcard. Contact College Hill Reference Desk for additional information.

### **Brighton Center Front Desk service hours**

Monday and Thursday	8:30 a.m. – 6:00 p.m.
Tuesday and Wednesday	8:30 a.m. – 5:00 p.m.
Friday	8:30 a.m. – 4:00 p.m.
Closed weekends	

\*\*Hours of operations change during semester breaks, holidays, and summer hours.

### **Brighton Center contact information:**

Site Director  
303-404-5090

Program Assistant  
303-404-5091

Student Service Specialist  
303 – 404-5092

## **LARIMER CAMPUS**

Located in Fort Collins, the Larimer Campus became a part of FRCC in 1988 and currently has more than 6,000 post-secondary and 400 secondary students enrolled at this growing campus. The 42-acre site includes a Student Center, lab/classroom buildings, an administration building, and a joint-use library with the city of Fort Collins. Students will find a wide range of services available here. For information, call 970-226-2500.

## **LONGS PEAK STUDENT CENTER**

The newly renovated Longs Peak Student Center is the living room of the campus and provides a central place for students and others to spend time learning, socializing, and relaxing while feeling more closely connected to the campus. The Longs Peak Student Center contains the Office of Student Life, Student Clubs/Organizations, Fitness Center, Wellness Zone, Multi-

Purpose (lactation) Room, TV/Lounge area, Study/Art Lounge, Information Desk, Conference Services and meeting spaces, Bookstore, and Dining Services. The Longs Peak Student Center is the setting for cultural, social, wellness, and educational activities and programs offering students leadership opportunities. For more information, contact the Information Desk at 970-204-8350.

### **Longs Peak Student Center Hours of Operation**

Monday - Thursday	7:30 a.m. - 8:00 p.m.
Friday	7:30 a.m. - 6:00 p.m.
Saturday	9:00 a.m. - 1:00 p.m.
Sunday	Closed

\*\* Hours of operation change during semester breaks, holidays, and summer hours.

### **INFORMATION CENTER**

The Longs Peak Student Center Information Desk provides information and services to students, faculty, staff, and the community. Here you will find campus information, semester schedules, locker rentals, bus passes, Wolf Card (Student I.D) and much more. For information about FRCC-Larimer or the Longs Peak Student Center, call 970-204-8350.

### **LOCKERS**

Students may rent lockers each semester or daily through the Longs Peak Student Center Information Center. All lockers are located in the Longs Peak Student Center men's and women's restrooms. Take advantage of having your own personal storage space to leave some of your belongings while you're on campus. Please note that space is limited. For more information, call 970-204-8350 or visit the information center in the student center.

### **PHONE**

A courtesy phone is located at the Longs Peak Student Center Information Center for two minute local calls. The Student Center phone has TTY and VCO capabilities and is fully accessible to persons with a disability. Please request instructions for its use and additional usage rules from the Information Desk Staff.

### **WIRELESS INTERNET**

The Larimer Campus offers free wireless internet access. You will need to provide your own email address for access.

### **COPY SERVICES**

There is a coin operated copier located in the Longs Peak Student Center for student use. If you need assistance operating the machine, please see a Bookstore attendant.

### **STUDY ART AND LOUNGE**

Located in the northeast corner of the Longs Peak Student Center, this area is a quiet, relaxing place to study individually or as a group. Come sit in our comfortable chairs, plug in your laptop, and utilize wireless internet services while enjoying a vast array of FRCC/LC student and local artwork.

### **CONFERENCE SERVICES**

There are conference facilities located in the Longs Peak Student Center. The conference facilities are available for meetings, seminars, and other gatherings sponsored by student clubs/organizations, the college, and the general public. Room rates are available based on academic, non-profit, and commercial status. To confirm rates, please contact the Conference Services Coordinator at 970-204-8169.

### **FITNESS CENTER**

The fitness center is located in the southwest corner of the Longs Peak Student Center. Life Fitness Training Equipment, free weights, cardiovascular machines, and a variety of conditioning and fitness classes insure something for everyone. The Fitness Center may be used by students in one of three ways: as a member by paying a semester charge (\$25.00 a semester), as an enrolled student in Physical Education courses, or as a drop-in fitness class participant. Amounts for the different options vary and information can be found at the Information Center.

Fitness Center users must attend at Fitness Center orientation prior to using the center. The Fitness Center orientation includes paperwork, a blood pressure measurement, and an orientation to the machines. Our staff includes an exercise physiologist, CSU interns, and student staff who are committed to providing a positive atmosphere. Please stop by and visit the Fitness Center to find out more about the program.

### **STUDENT CLUBS AND ORGANIZATIONS**

Students enrolled at FRCC are free to join or form clubs and organizations which promote their common interests and development as learners. The college has a variety of active clubs on this campus. You can contact the Student Life office or the Student Coordinator – Clubs & Organizations at 970-204-8248 or via email: [Club.Coordinator@frontrange.edu](mailto:Club.Coordinator@frontrange.edu) for more information. You can also find more detailed information on specific clubs and organizations in the involvement display located outside of the Student Life office. If you wish to start a new campus club/organization, you will need to follow the established recognition process. The Student Coordinator – Clubs & Organizations will assist and advise you in this process.

### **BOOKSTORE**

Located in the Longs Peak Student Center, the Wolves' Den Bookstore sells new and used textbooks for all your academic needs. Textbooks can also be purchased or sold on-line at our web site [www.frontrange.edu/bookstore](http://www.frontrange.edu/bookstore). Other items available in the store include: reference/study aids, school supplies, paper products, logo clothing, gift items, software, computers and accessories, greeting cards, drinks, snacks, frozen foods and personal items. Textbook Buybacks are at the beginning and end of each semester. This service allows students the option to sell their unwanted textbooks. Watch for signage around campus for the date and time. Hours of operation are posted on the Bookstore's web site. You may also call 970-204-8144 for additional information.

### **DINING SERVICES**

The Peak Cafe is located in the northwest corner of the Longs Peak Student Center. Regular operating hours are Monday through Thursday 7:30 am until 5:00pm, Friday 7:30am until 2:00pm. Breakfast is served daily until 11:00am. The café offers a variety of snacks, beverages, and pastries baked fresh daily. In addition, deli sandwiches, pizza, burgers, wraps, soups, and salads are part of the daily menu. Specials are done daily and include Mexican, Italian and vegetarian dishes. We offer a full service salad bar as well as grab and go items. Peak to Peak Catering is a part of our dining services. We provide catering for meetings, workshops, and campus events. Services range from snack items, box lunches, and party trays to formal buffets. Any meeting or event on this campus requiring food or beverages must use our catering services. Contact us at 970-204-8158 or email [Pam.Daniels@frontrange.edu](mailto:Pam.Daniels@frontrange.edu) for more information.

### **GETTING AROUND ON CAMPUS**

The Larimer Campus is easily accessible by public transportation. Currently enrolled students may purchase an annual TransFort bus pass for \$55.00. For current route schedules in your area contact the Longs Peak Student Center Information Center 970-204-8350. For more specific information, contact the TransFort Bus Company at 970-221-6620

### **LIBRARY**

Your college library, Harmony Library, is a joint-use facility owned and operated by FRCC and the City of Ft. Collins. Staff members provide you with expert assistance. You will find books, magazines, newspapers, indexes, and other resources to assist you with your academic projects. Also available are quiet study areas, group study rooms, photocopiers and public access computers.

The library's online catalog provides access to the resources of Harmony Library and the Fort Collins Public Library. The catalog is also a gateway to resources in over 40 electronic databases, including full-text articles from more than 5000 magazines and journals and specialized sources on art, music, business, literature and biography. Most of these resources can be accessed from computers outside the library. You will need your Wolf Card or a Fort Collins Public Library card to check out materials at the library, and your card may be used at other Colorado libraries. Hours for library services are posted at the Harmony Library, online at <http://www.frontrange.edu/library>, or call 970-204-8206 for more information.

## **WESTMINSTER CAMPUS**

### **THE CAMPUS CENTER, WESTMINSTER CAMPUS**

The Campus Center houses the Front Range Bistro, Bookstore, Public Safety Office, Events and Conference Services Office, retail space for commercial use, game room, and several student lounges. The Campus Center also includes office space for the Student Life office and a variety of student organizations: SGA, The Front Page, Phi Theta Kappa, Student Employees, All-Club Clubhouse, and Events & Conference Services.

### **Westminster Campus Center Hours of Operation**

Monday - Thursday      8:30 a.m. - 6:00 p.m.

Friday                      8:30 a.m. - 4:00 p.m.

Saturday/Sunday              Closed

\*\* Hours of operation change during semester breaks, holidays, and summer hours.

### **BOOKSTORE**

Located in the Westminster Campus Center, the Bookstore sells new and used books for all of your academic needs. The Bookstore also supplies computer software, office and school supplies, art supplies, college insignia items, candy, soda and snacks. In addition, book "buybacks" occur on all campuses at the end of each semester. CCONLINE textbooks are not available at the Bookstore. Students must order *and return* CCONLINE textbooks at [www.cconline.org/students/bookstore](http://www.cconline.org/students/bookstore). For more information contact the Campus Center Bookstore at 303-404-5410.

### **EVENTS AND CONFERENCE SERVICES**

Whether you are planning for multi-day conferences, a one-day meeting, reception, wedding, or banquet, the E&C office will arrange meeting rooms, help coordinate catering services, and provide the assistance you need to make your event a success. For more information or to reserve a room in the Campus Center, call 303-404-5539 or email us at [events@frontrange.edu](mailto:events@frontrange.edu).

### **FOOD & CATERING SERVICES**

The Front Range Bistro provides a variety of food choices throughout the day. From coffee in the morning to delicious lunches, The Bistro can give you the energy you need to make it through the day. Hours of operation vary throughout the year.

### **COMMUNITY SPACE**

The campus center is a no smoking facility, and all smoking must take place at least 15 feet from all entrances. Open flames and alcoholic beverages are also prohibited in the center, unless

approved through special permission by the Office of Student Life. All lounge/lobby areas are open space, and can only be reserved through the events and conferences staff in Student Life.

### **GAME ROOM**

Our game room has \$.50 pool tables, free ping pong and foosball for use with a valid ID for each, and a large screen television for you to enjoy. Watch for tournaments where you can win prizes!

### **FITNESS & WELLNESS CENTER**

Join the Fitness and Wellness Center today! FRCC students can access state-of-the-art fitness equipment for free as long as they are enrolled in at least one credit course. Sign up and come lift weights, work out on aerobic equipment or play basketball. For more information, contact the Fitness & Wellness Center Coordinator at 303-404-5293.

### **VENDING SPACE**

Located in the main Campus Center hallway, we rent this space to vendors who want to display and sell their products. Although we encourage our vendors to follow good customer service practices, we hope that you will make well informed decisions before purchasing merchandise. FRCC and the Student Life Office assume no liability for products purchased or information given by the vendor, however we will provide you a refund should the machine not dispense the goods you are trying to purchase.

### **LOCKERS**

Westminster Campus students may rent lockers by the semester. All lockers are located in convenient locations to classrooms and labs. Take advantage of having your own personal space to leave some of your belongings while you are on campus. The cost for a small locker is \$8 and \$10 for a large locker per semester. You may rent these through the Student Life Office.

### **COPY & FAX SERVICE**

Copy and fax services are available for student use in the Student Life Office for a small fee. In addition, copy machines are available in the College Hill Library and outside the Office of Student Life.

### **TICKET SALES**

Discount AMC movie tickets and monthly bus pass tickets are always on sale in the Student Life Office. On occasion we also have sports, entertainment and amusement discounts tickets available. Check with the Student Life Office for details.

### **PUBLIC TRANSPORTATION**

The Westminster Campus is serviced by RTD Local Bus Routes 31, 51, and 120. Get route and schedule information at the RTD kiosk in the Campus Center main hallway or go to [www.rtd-denver.com](http://www.rtd-denver.com). We sell monthly passes at the Westminster Campus, and RTD does **not** give a discount for college students. For more specific information, contact RTD at 303-299-6000.

### **STUDENT CLUBS & ORGANIZATIONS:**

If you wish to start a new campus club/organization, you will need to follow the established recognition process. Consult the FRCC Student Club Handbook (available in Student Life) for current information regarding student organizations or call Student Life at 303-404-5314.

### **OTHER AVAILABLE SERVICES AT THE WESTMINSTER CAMPUS:**

#### **CHILDCARE**

“The Children’s Place” is a non-profit organization providing childcare for children of FRCC Westminster students, staff, and community on a space-available basis. The center is licensed by the Colorado Department of Social Services and serves up to 116 children, ages six weeks to

six years old. During the summer, if space is available, a school age camp is offered. Children must be pre-registered for all programs. Fees vary based on schedule, FRCC status, and age of children. For more information, call 303-404-5529.

### **COLLEGE HILL LIBRARY**

The College Hill Library is a joint partnership with the City of Westminster. The College Hill Library is open to all FRCC students, as well as the community. Library staff members provide expert assistance. You will find books, magazines, newspapers, indexes, and state-of-the-art online resources available for your academic work. Interlibrary loan services are also available. For more information, call the College Hill Library at 303-404-5504.

### **PARKING ON CAMPUS**

The Westminster Campus has 10 parking lots with nearly 1900 spaces and motorcycle parking available in front of the Campus Center. All parking on campus is on a first come first serve basis and we do not require a parking pass sticker on your vehicle. Handicapped Parking is located throughout the campus and your state issued pass must be displayed. We do ticket and/or tow vehicles that are illegally parked. During the first two weeks of the semester our lots are at their fullest. Please allow extra time the first couple of weeks of class to find parking and to walk to class. If you have questions or concerns about parking on campus, you may contact the Public Safety Office at 303-404-5411 for more information.

### **FINDING YOUR CLASSROOM**

The Westminster Campus has three levels with the 'C' Level being the top floor. Room numbers correspond to the level (C, B, A) in the main corridor that runs west/east, L= the College Hill Library, and S=the Campus Center. The numbering system in the main corridor starts at 01 at the west of the building and goes to the 20 at the east end of the building. The 'A' level is only accessible by stairs or elevators located at the west side of the building.

### **WESTMINSTER CAMPUS NEW STUDENT ORIENTATION PROGRAM**

Join our faculty and staff as we kick off the new semester by attending our new student orientation program (NSO)! Here you will learn everything you wanted to know about FRCC and more! This program is designed to inform you of specific information about academic programs and students services. For more information call 303-404-5000.





