



**2014-2015**  
**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).

This year's Handbook and Planner cover was designed by Boulder County Campus student, Alexandra Guffey.

**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 RACES, COLORS, NATIONAL ORIGINS, ANCESTRIES, MILITARY STATUS, AGES, DISABILITIES, MARITAL STATUS, SEX, SOCIOECONOMIC STATUS, EDUCATIONAL BACKGROUNDS, SEXUAL ORIENTATIONS, GENDER IDENTITIES, AND RELIGIONS 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**

*A comprehensive office directory is available online at [www.frontrange.edu/contact](http://www.frontrange.edu/contact)*

### **Admissions & Records**

(W) 303-404-5414  
(B) 303-678-3635  
(L) 970-204-8107  
(BR) 303-404-5099

### **Advising/Counseling**

(W) 303-404-5000  
(B) 303-678-3628  
(L) 970-204-8305  
(BR) 303-404-5092

### **Bookstore**

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

### **Conference Services**

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

### **Campus Security**

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

### **Cashier**

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

### **Computer Comm/Lab**

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

### **Disability Services**

(W) 303-404-5676  
(B) 303-678-3922  
(L) 970-204-8112  
(BR) 303-404-5676

### **Faculty Support**

(W) 303-404-5521/5522  
(B) 303-678-3855  
(BR) 303-404-5099

### **Financial Aid**

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

### **Fitness Center**

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

### **FRCC Foundation**

(W) 303-404-5463

### **Human Resources**

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

### **Library**

(W) 303-404-5143  
(B) 303-678-3720  
(L) 970-204-8206  
(BR) 303-404-5143

### **Online Learning**

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

### **Student Government**

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

### **Student Life**

(W) 303-404-5314  
(B) 303-678-3742  
(L) 970-204-8350  
(BR) 303-404-5099

### **Student Newspaper**

(W) 303-404-5534

### **Student Success Center**

(B) 303-678-3900

### **Testing Center**

(W) 303-404-5217  
(B) 303-678-3647  
(L) 970-204-8188  
(BR) 303-404-5099

### **Veteran Services**

(W) 303-404-5249  
(B) 303-678-3654  
(L) 970-204-8263  
(BR) 303-404-5249

### **Writing/Academic Skill Center**

(W) 303-404-5335

## **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. 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  
303-678-3738

Student Activities Coordinator  
Westminster Campus  
303-404-5081

Student Activities Coordinator  
Larimer Campus  
970-204-8357

Student Activities Coordinator  
Brighton Center  
303-404-5099

### **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 and on the FRCC website) 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 Student Life Office. Meetings are open to all students and we welcome your attendance.

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

#### **FRCC WOLF CARD**

Wolf Cards (Student ID) are available to all students through Student Life with proof of course registration, \$5 cash, check, or credit, and a valid state-issued photo ID. 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

#### **HOUSING INFORMATION**

FRCC is a non-residential campus. Contact Student Life for more information on local housing options or visit a "For Rent" board on-campus.

#### **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 connecting 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.

#### **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:

- Develop an educational plan to increase transferability
- Select courses that will transfer
- Acquire transfer information through transfer fairs and workshops (varies by campus)
- Obtain information on transfer scholarships

Representatives from Colorado colleges and universities are available on campus each semester on selected dates and through transfer fairs coordinated by the Advising office. See an academic advisor for more information.

### Contact Academic Advising at your campus

Boulder County Campus	303-678-3628	Westminster Campus	303-404-5000
Larimer Campus	970-204-8305	Brighton Center	303-404-5092

### eWOLF

eWOLF is a portal with an 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 (All official campus communication will be sent to this new email address, so it is critically important that you activate your email account. Log in at [www.frontrange.edu/ewolf](http://www.frontrange.edu/ewolf).)
- Contact instructors
- Get campus-based FRCC announcements
- Access DegreeCheck to monitor your progress toward your degree or certificate
- And more!

You can log in to eWOLF with your S# once you apply to FRCC!

### 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 applying to the college, determine residency, questions about the College Opportunity Fund, and help you get started in classes. Admissions and Records also assists you with registering/adding/dropping/withdrawing classes, requesting copies of transcripts, requesting transcript evaluation, verifying your enrollment, and applying for graduation. Some of these functions can also be done through your student account online. Sometimes a form is required. Forms may be found through the Student Resources in eWOLF, through-out the FRCC website, or at the Admissions & Records Office. Office hours are listed at [www.frontrange.edu/transcripts](http://www.frontrange.edu/transcripts). For more information, contact the Office of Admissions & Records:

Boulder County 303-678-3635  
Larimer 970-204-8107

Westminster 303-404-5414  
Brighton 303-404-5099

### APPLYING FOR GRADUATION

If you are planning to earn a degree or certificate you **must** apply for graduation. 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) for deadlines and other information.

### FINANCIAL AID

FRCC provides financial assistance in the form of grants, work study, scholarship, and loan programs. These funding sources include federal, state, institutional and private sources to assist in funding student's educational goals. Information for financial assistance 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 CLEP, DSST, 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/disability](http://www.frontrange.edu/disability) for information about the office on your campus.

#### **TUTORING AND LEARNING SERVICES**

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.

#### **COMPUTER AND EMAIL USE**

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 USE**

The Colorado Community College System (System) assigned student email account shall be the primary official means of communication with students. The System expects that students sign in and check their college issued e-mail account on a frequent and consistent basis as students are responsible for all information sent to them via their system-assigned email account. This account is free of charge and currently is active for life. The use of student email is a privilege, not a right; and the System maintains the right to limit access. Email is subject to disclosure to third parties through subpoena or other processes.

It is acceptable to use the System's student email for purposes relating directly to education. Email should be considered the same as printed communication and should meet the same standards of taste, professionalism, accuracy and legality that are expected in printed communication.

#### **EMAIL HARASSMENT**

If a student is being harassed via email, the student should immediately notify the Dean of Student Services. It is also the responsibility of all students to report any potential misuse of the college email communications services.

For full policy please visit: <https://www.cccs.edu/wp-content/uploads/2013/09/SP4-32.pdf>

#### **PROHIBITED USE**

Prohibited activities on CCCS computers and telecommunications systems include but are not limited to:

1. Fraudulent, harassing, threatening or libelous messages and inclusion of personal or sensitive information about individuals without their consent

2. Obscene, profane, abusive, defamatory, derogatory, threatening, or sexually explicit language or graphic representation
3. Statements or graphic representations that may be construed as discriminatory or offensive by reference to race, national origin, gender, religion, age, disability, sexual orientation, or other legally protected criteria
4. Commercial activities and other activities conducted for personal gain
5. Religious causes
6. Solicitations not approved by the System
7. Political fundraising or lobbying
8. Violating any federal, state, or local law/regulation, or System policy/procedure.
9. Deliberately wasting computing resources.
10. Posting or viewing on College computers, materials that violate existing laws or the College's codes of conduct (FRCC strictly prohibits viewing, solicitation, or printing of pornographic literature on College equipment).
11. Sending, receiving, displaying, printing, otherwise disseminating, or storing material that is fraudulent, harassing, illegal, abusive, indecent, embarrassing, profane, sexually explicit, obscene, intimidating, or defamatory; Exceptions may be made for legitimate instructional purposes
12. Transmitting to others, in any location, images, sounds or messages that might reasonably be considered harassing
13. Screen displays of images, sounds or messages that could create an atmosphere of discomfort or harassment for others, especially those considered obscene or sexually explicit
14. Attempting to forge electronic mail messages or using someone else's electronic mail
15. Accessing personal interest sites, viewing chat rooms (except chat rooms integrated within the course management system), or using recreational games for other than occasional use
16. Using CCCS computers for commercial gain or private profit
17. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, music, videotapes, books, or other copyrighted sources, and copyrighted software
18. Exporting software or technical information in violation of U.S. export laws
19. Posting or e-mailing scams such as "make money fast" schemes or pyramid/chain letters
20. Threatening bodily harm or property damage to individuals or groups
21. Making fraudulent offers of products, items, or services originating from a user's account
22. Attempting to access the accounts of others, or attempting to penetrate security measures of other entities' systems ("hacking"), whether or not the intrusion results in corruption or loss of data
23. Accessing another person's computer, computer account, files, or data without permission
24. Using any means to decode or otherwise obtain restricted passwords or access control information
25. Attempting to circumvent or subvert system or network security measures. Examples include creating or running programs that are designed to identify security loopholes, to decrypt intentionally secured data, or to gain access to any system; Initiating or facilitating in any way mass unsolicited and unofficial electronic mailing (e.g., "spamming", "phishing", "flooding", or "bombing")
26. Engaging in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files or making unauthorized modifications to data
27. Engaging in any other activity that does not comply with the general principles presented above.

Activities will not be considered misuse when authorized by appropriate College officials for security or performance testing.

H.R 4137, the Higher Education Opportunity Act (HEOA), is a reauthorization of the Higher Education Act. It includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing. Institutions make an annual disclosure that informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and describes the steps that institutions will take to detect and punish illegal distribution of copyrighted materials.

#### **FRCC ANNUAL DISCLOSURE**

Consistent with our educational principles, we view education as the most important element in combating illegal sharing of copyrighted materials at FRCC. We use a wide variety of methods to inform our community about the law and FRCC's response to copyright infringement claims:

- In order to use college computing resources, all members of the FRCC Community must comply with the CCCS Policy SP3-125.
- FRCC's Compliance with HEOA Peer-to-Peer File Sharing Guidelines is published annually in the College catalog.
- Each year, FRCC sends out an e-mail to all students, faculty and staff regarding illegal distribution of copyrighted materials and the importance of adhering to appropriate copyright laws.

#### **PASSWORD SECURITY**

The network and various application systems require all users to change their passwords every sixty days. Passwords must be at least 8 characters. Every password must contain at least 3 of the following 4 conditions: Upper-case characters, lowercase characters, numeric character, or special character (such as a numeric or punctuation character). Easily guessed passwords, such as the name of the user's spouse or child, their job title, their address, etc., should not be used. Passwords should not be shared with others, written down, or displayed.

#### **COMPUTER USAGE VIOLATION**

System administrators may access user files as required to protect the integrity of computer systems. For example, following organizational guidelines, system administrators may access or examine files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged. All existing laws (federal and state) and College regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that apply generally to personal conduct.

Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable campus policies, or procedures. Complaints alleging misuse of Front Range Community College resources will be directed to those responsible for taking appropriate disciplinary action.

Copyright violations on FRCC networks can result in loss of internet access and disciplinary action.

Link to a website of legal alternatives for downloading copyrighted materials:  
<http://www.educause.edu/legalcontent>

For detailed information on CCCS email and computer policies, please see the following websites:

<https://www.cccs.edu/wp-content/uploads/2012/08/BP3-125.pdf>

#### **MONEY MATTERS**

##### **CASHIERS OFFICE**

All student financial transactions are made through the Cashiers Office.

##### **DEFERRED PAYMENT PLAN (NELNET, FORMALLY KNOWN AS FACTS)**

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**

A Higher One refund preference can be chosen by visiting [www.CCSCRefundCard.com](http://www.CCSCRefundCard.com) once you have received your Debit MasterCard® from Front Range Community College. The refund preferences a student can choose from include:

- Higher One OneAccount (1 business day)
- ACH transfer - Direct deposit to an outside personal bank account (will receive 2-3 business days)
- Paper Check – Is mailed to the address on file at Higher One (will receive 5-6 business days)
- Paper Check - Is mailed to the address on file at Higher One (if no refund preference is chosen this occurs in 21 days after Higher One receives the refund)

If you have questions on activating your refund preference with Higher One once visiting the website please contact the Cashier's office.

## **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.

## **ITEMIZATION OF STUDENT FEES ON BILLING STATEMENTS**

- FRCC shall separately disclose the fees charged to students in its student billing statements. This requirement applies to fees, the purpose of which is to cover any administrative costs, permanent student purpose fee, and non-permanent student purpose fees. Such itemization shall not be required for any academic course fee that is specifically listed in the course catalog. Itemization shall not be required for detailed allocation of general student fees; however, such itemization may include an itemization of other general student fees. The portion of fees from any general student fee for the repayment of bonds or other debt shall also be disclosed on the billing statement.
- Each billing statement will conspicuously identify any optional student fees or charges that are automatically assessed unless the student chooses not to pay the fee through a negative check off. Currently at FRCC, there are no optional fees.

## **FEE DISPUTES**

Students intending to dispute student fee proposals or any issues relating to student fees may file a formal, written complaint as outlined in FRCC 2013-2014 Course Catalog, Student Complaints. (<http://web1.frontrange.edu/catalog/4297.htm>, <http://web1.frontrange.edu/catalog/4298.htm>, <http://web1.frontrange.edu/catalog/4299.htm>)

A formal, written complaint is one regarding some alleged type of adverse action against a student from a decision made by the institution or alleged violation of student rights. Fee assessments/increases approved at a student election are not subject to the dispute process.

## **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.**

To receive COF, students must authorize COF each semester on the Add/Drop page through eWOLF.

#### **NOTES FROM FRCC CAMPUS SECURITY AND PREPAREDNESS**

The Campus Security and Preparedness Office believes that an informed public is a safety-conscious public. Our goal in Campus Security 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 Campus Security 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 Campus Security 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/About-US/Campus-Safety/Campus-Security.aspx](http://www.frontrange.edu/About-US/Campus-Safety/Campus-Security.aspx)

#### **IN CASE OF EMERGENCY**

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

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Boulder County Campus           <ul style="list-style-type: none"> <li>○ On campus: x3911</li> <li>○ Off campus: 303-678-3911</li> </ul> </li> <li>• Larimer Campus           <ul style="list-style-type: none"> <li>○ On campus: x8124</li> </ul> </li> <li>• Off campus: 970-204-8124</li> </ul> | <ul style="list-style-type: none"> <li>Westminster Campus           <ul style="list-style-type: none"> <li>○ On campus: x5411</li> <li>○ Off campus: 303-404-5411</li> </ul> </li> <li>• Brighton Center           <ul style="list-style-type: none"> <li>○ On Campus : x5099 or x5091               <ul style="list-style-type: none"> <li>▪ 8:00am – 5:30 pm M-Th</li> <li>▪ 8:00 am- 4:00 pm Friday</li> </ul> </li> <li>○ After 5:00 pm M-Th 720-883-4309</li> </ul> </li> </ul> |
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#### **LOST AND FOUND**

The Campus Security and Preparedness Office maintains lost and found items.

#### **CAR TROUBLE**

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

### **SAFETY ESCORT SERVICE**

Safety escorts are provided by Campus Security 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 websites:

[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, proceed to the nearest evacuation assembly area, 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.

### **“I’M CONCERNED ABOUT SOMEONE...”**

Front Range Community College staff care about students’ whole well-being. We recognize that college is stressful; you might be overwhelmed, and may face pressure to experiment with drugs and alcohol. Each campus has a team of caring individuals who help connect students to support on- and off- campus for all kinds of concerns. If you are concerned about friends’ or your own choices or behavior, we want to help. *We’re more interested in your well-being than in ‘catching’ students or getting them in trouble.* If you’re concerned about a friend or yourself – tell us. Here are a few available resources in each community:

#### Boulder County Campus

Longmont Mental Health Center

303-682-1612

Longmont Alcohol Counseling &  
Substance Abuse

303-678-6166

#### Westminster Campus

Community Reach

303-853-3500

Arapahoe House

303-657-3700

#### Larimer Campus

Mountain Crest Behavioral Health Center

970-207-4800

Island Grove/Hope Center

970-493-1157

#### Brighton Campus

Pennock Center for Counseling

303-655-9065

Time-limited counseling services and/or referrals to community-based counseling services are available at each campus. For more information, please visit [www.frontrange.edu/counseling](http://www.frontrange.edu/counseling).

Of course, drugs and alcohol often come with legal, personal, and academic consequences. Students who make healthy choices are more likely to do better in school, have great friendships, graduate, and get a great job. Front Range Community College expects students to

adhere to a high standard (as outlined in the Student Code of Conduct), and may hold students accountable for choices they make. Possible sanctions are outlined in the Disciplinary Procedures. Follow the law. Don't drive, bike, or come to campus under the influence of drugs or alcohol. Help your friends. Don't worry alone. If you have more questions, visit [www.frontrange.edu/conduct](http://www.frontrange.edu/conduct).

### **Alcohol and Drug Related Programs on Campus**

Each semester, the Student Life offices of Front Range Community College offer information to students, faculty, and staff on the effects of drug and alcohol use. Programs include access to education, training, and treatment resources in the community.

#### **Health Risks of Alcohol and Drug Use**

##### **Alcohol**

Alcohol goes directly into the bloodstream, physically affecting the whole body. Some illnesses and health problems caused by alcohol include:

- Hangovers. Headaches, nausea, vomiting, aches and pains all result from drinking too much. Drinking to the point of drunkenness makes you sick.
- Weight gain. Alcohol is not water. A beer has about 150 "empty" calories that provide few if any nutrients.
- High blood pressure. Along with being overweight, high blood pressure is associated with many serious health problems.
- Depressed immune system. Impaired immunity makes you more likely to contract viral illnesses such as flu and infections.
- Cancer. 2-4% of all cancer cases are related to alcohol. Upper digestive tract cancers are the most common, hitting the esophagus, mouth, larynx, and pharynx. Women who drink prior to menopause are more likely to develop breast cancer. Your risk of skin cancer doubles if you drink slightly more than "moderate levels". Some studies implicate alcohol in colon, stomach, pancreas and lung cancer.
- Liver disease. Heavy drinking can cause fatty liver, hepatitis, cirrhosis and cancer of the liver. The liver breaks down alcohol at the rate of only one drink per hour.
- Alcohol poisoning. Drinking large amounts can result in alcohol poisoning, which causes unconsciousness and even death. Breathing slows, and the skin becomes cold and may look blue. Don't let a person in this condition "sleep it off". Call 911.
- Heart or respiratory failure. Excessive drinking can have serious results. Heart or respiratory failure often means death.

Other long-term effects of heavy alcohol use include loss of appetite, vitamin deficiencies, stomach ailments, sexual impotence, central nervous system damage, and memory loss.

##### **Drugs**

Like many prescription drugs, "recreation" drugs come with potentially harmful side effects that can have serious and long-term effects on your health. High doses of many of the drugs, or impure or more dangerous substitutes for these drugs, can cause immediate life-threatening health problems such as heart attack, respiratory failure, and coma. Combining drugs with each other or with alcohol is especially dangerous.

- Barbiturates and tranquilizers are commonly abused prescription drugs. They can cause hangover-like symptoms, nausea, seizures, and coma. Overdose or mixing these drugs with alcohol can be fatal.
- Cocaine can cause such long-term problems as tremors, seizures, psychosis, and heart or respiratory failure.
- LSD can cause nausea, rapid heart rate, depression, and disorientation. Long-term effects include paranoia and psychosis.
- Marijuana and hashish can cause rapid heart rate and memory impairment soon after use. Long-term effects include cognitive problems, infertility, weakened immune system, and possible lung damage.

- Narcotics such as heroin can bring on respiratory and circulatory depression, dizziness, impotence, constipation, and withdrawal sickness. Overdoses can lead to seizures and death.
- PCP, in addition to triggering unpredictable and violent behavior, can cause dizziness, numbness, high heart rate and blood pressure, convulsions, and in high amounts fatal heart and lung failure or ruptured blood vessels.
- Stimulants such as amphetamines have health effects that include high heart rate and blood pressure, headache, blurred vision, dizziness, impotence, skin disorders, tremors, seizures, and psychosis.

*Information on Health Risks of Alcohol and Drug Use adapted from the Bowles Center for Alcohol Studies: University of North Carolina Chapel Hill.*

### **Resources for Students and Employees**

Use of drugs and alcohol often come with legal, personal, and academic consequences. If a student or employee has questions about alcohol or drug use and is in need of counseling, treatment, or rehabilitation programs, visit [www.frontrange.edu/care](http://www.frontrange.edu/care) or one of these community resources:

Westminster/Denver

[www.uch.edu/conditions/addictions](http://www.uch.edu/conditions/addictions)

Boulder/Longmont

[www.bouldercounty.org/family/addiction/pages/default.aspx](http://www.bouldercounty.org/family/addiction/pages/default.aspx)

Fort Collins

<http://touchstonehealthpartners.org/>

### **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).

### **ONLINE LEARNING**

At Front Range Community College, we understand how busy your life is. That is why each semester FRCC offers hundreds of online classes you can take from the office over your lunch break, from home while the kids are sleeping, or even from a coffee shop in a faraway place – anywhere you have time and an internet connection.

#### **HOW DOES ONLINE LEARNING WORK?**

Online courses use the same Desire2Learn (D2L) platform and cover the same material as campus-based courses. You'll have class discussions, assignments, projects, and deadlines just as you would in a campus-based course. You'll also have to work just as hard, but you can complete your assignments any time of the day or night as long as you meet the deadlines. We also have people here to help. Every campus has an Online Retention Specialist you can work with in-person, over the phone, or via email. As an FRCC student you also have access to a 24x7 helpdesk that can help you with D2L technical issues, 24 hours a day, 7 days a week! Online Learning also has separate Faculty Leads and Department Chairs than on campus. 24x7 Helpdesk is: **1-888-800-9198**

## **ONLINE RETENTION SPECIALISTS**

Boulder County Campus 303-678-3775  
Larimer Campus 970-204-8438

Westminster Campus 303-404-5228

Every campus also has a computer lab open to all FRCC Students. Students can get basic technical assistance in the computer lab or you can just go there to work on your class assignments. For more information about Online Classes go to [www.frontrange.edu/online](http://www.frontrange.edu/online)

## **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**

The College prohibits and will not tolerate discrimination or harassment that violates federal, state law, or Board Policy 3-120 or Board Policy 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation. The College complies with Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act, Pregnancy Discrimination Act of 1978, Vietnam Era Veterans Readjustment Assistance Act of 1974; Executive Order 11246, and sections 24-34-301, C.R.S. et seq..

For information regarding civil rights or grievance procedures contact:

### **Carla Stein**

Dean of Student Services  
Boulder County Campus  
303-678-3621  
Carla.Stein@frontrange.edu

### **Paul Meese**

Executive Director, Human Resources  
Compliance Officer Title IX, VII, ADA  
2190 Miller Drive  
Longmont, CO 80501  
303-678-3707  
Paul.Meese@frontrange.edu

### **Jana Schwartz**

Dean of Student Services  
Larimer Campus  
970-204-8362  
Jana.Schwartz@frontrange.edu

### **Legal Counsel**

Colorado Community  
College System  
303-595-1545

### **Aaron Prestwich**

Dean of Student Services  
Westminster Campus/Brighton Center  
303-404-5332  
Renee.Tastad@frontrange.edu

### **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.

### **SEXUAL HARASSMENT**

Sexual harassment in the educational environment may occur among students, administrators, faculty, staff, visitors, or other persons on campus or at college-related activities. The range of unwelcome, unwanted, and inappropriate behaviors may include, but are not limited to:

- Sexual flirtation or prolonged staring
- Sexually suggestive looks, gestures, or sounds
- Sexually explicit statements, teasing, jokes, or anecdotes
- Pressure for dates or meetings
- Sexually demeaning comments that imply that one sex is inferior to another
- Continued contact after any request to have contact stopped
- Offensive physical contact, such as patting, pinching, cornering, standing close, or attempts to fondle
- Subtle pressure for sexual activity
- Requests for sex in exchange for grades or favors, or to avoid poor grades or discipline
- Consensual relationships between employees and students
- Other actions of a sexual nature that interfere with school performance or create an intimidating, hostile, or offensive learning environment

Sexual harassment will not be tolerated at FRCC because it creates an unacceptable educational environment. Some situations may be resolved informally. Students who feel that they have been subjected to sexual harassment by other students or employees should contact Human Resources or complete the form found at <http://www.frontrange.edu/About-Us/Legal-Info-Disclaimers/Sexual-Harassment/Policy-Overview.aspx>

### **Risk Reduction Tips**

Risk reduction tips can often take a complainant-blaming tone, even unintentionally. With no intention to complainant-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce risk in experiencing a non-consensual sexual act.

Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- Make any limits known as early as possible.
- Tell a sexual aggressor "NO" clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.
- If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:
- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.

- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

### **All Disclaimers and Legal Notices**

<http://www.frontrange.edu/Legal-Info/>

### **CCCS COMMON STUDENT CODE OF CONDUCT STATEMENTS**

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

#### **1. Academic Misconduct:**

Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to **both** academic consequences as determined by the instructor and to disciplinary action as outlined in the Front Range Community College disciplinary procedures.

#### **2. Disruptive Behavior:**

Engaging in any disruptive behavior that negatively affects or impedes teaching or learning (regardless of mode of delivery or class setting); or disrupts the general operation of the college.

#### **3. Deceitful Acts:**

Engaging in deceitful acts, including, but not limited to: forgery, falsification, alteration, misrepresentation, non-disclosure, or misuse of documents, records, identification and/or educational materials.

#### **4. Conduct that is Detrimental to College or to Safety:**

Conduct that is deemed detrimental, harmful and/or damaging to the college and/or that jeopardizes the safety of others as determined by the Dean of Student Services. Examples include, but are not limited to, slamming doors, throwing chairs, and/or defacing of college property, or property of others.

#### **5. Physical/Non-physical Abuse:**

- Physical abuse or conduct that threatens or endangers another person's health or safety.
- Non-physical abuse, threats, intimidation, coercion, influence, or any unwelcome conduct in any form that is sufficiently severe, pervasive or persistent that it alters the conditions of the learning environment or employment.
- Knowingly falsifying, publishing or distributing, in any form, material that tends to impeach the honesty, integrity, virtue or reputation of another person.

#### **6. Harassment and/or Discrimination:**

Discrimination or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation.

#### **7. Sexual Misconduct**

Sexual Misconduct offenses include, but are not limited to Sexual Harassment, Non-Consensual Sexual Contact (or attempts to commit same), Non-Consensual Sexual

Intercourse (or attempts to commit same), and/or Sexual Exploitation. (See SP 4-120a for more information: <https://www.cccs.edu/wp-content/uploads/2013/09/SP-4-120a.pdf>)

**8. Weapons:**

Possession or distribution of any unauthorized firearms, ammunition, explosives, fireworks and/or other dangerous weapons (or chemicals/flammable liquids) or use/threat of use of any instrument (including, but not limited to paint ball guns, pellet guns, air soft guns, bow and arrows, knives) as a weapon to intimidate, harass, or cause harm to others.

**9. Narcotics/Alcohol:**

Use, being under the influence, manufacturing, possession, cultivating, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/drug paraphernalia while on college owned or college controlled property, and/or at any function authorized or supervised by the college and/or in state owned or leased vehicles.

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

**10. Dress Code:**

Dress or personal hygiene that fails to meet the established safety or health standards of specific classes or activities offered by the college.

**11. Leaving Children Unattended:**

Leaving children unattended or unsupervised in campus buildings or on campus grounds unless enrolled or participating in authorized campus activities.

**12. Violation of Laws, Directives, and Signage:**

- Violating any municipal, county, state or federal law that adversely impacts the conditions of the educational or employment environment.
- Violations of college traffic and parking rules, regulations, or signage.
- Damage to or falsely using fire alarms and/or fire extinguishers.
- Creating an intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular. This includes, but is not limited to leading or inciting to disrupt college activities. Failure to comply with the lawful directives of College employees acting within the scope of their duties, including those directives issued by a College administrator to ensure the safety and well-being of others.
- Violations of college policies, protocols, procedures or signage.

**13. Illegal Gambling:**

Participation in illegal gambling activities on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.

**14. Unauthorized Entry and/or Unauthorized Possession:**

Entry into, or use of any building, room, or other college-owned or college-controlled property, grounds, or activities without authorized approval. This also includes, but is not limited to the unauthorized possession, duplication or use of college keys, lock combinations, access codes, and access cards and/or credentials and/or propping open or tampering with doors/windows.

**15. Unacceptable Use of College Equipment, Network or System:**

Unacceptable uses of any college-owned or operated equipment, network or system including, but not limited to: knowingly spreading computer viruses; reposting personal communications without author's consent; copying protected materials; using the network for financial or personal gain, commercial activity, or illegal activity; accessing the network using another individual's account; unauthorized downloading/uploading software and/or digital video or music; downloading/uploading, viewing or displaying pornographic content, or any other attempt to compromise network integrity.

**16. Unauthorized Pets/Animals:**

Possession of any unauthorized pet or animal, excluding trained service animals while on college-owned or college-controlled property.

**17. Tampering with Student Organization, Election, or Vote:**

Tampering with the process of any college recognized student organization, election or vote.

**18. Group or Organization Conduct:**

Students who are members of a college recognized student organization or group and commit a violation of SCOC may be accountable both as an individual **and** as a member of the student organization.

**19. Abuse of the Student Disciplinary and/or Grievance Procedure:**

Abuse of the Student Disciplinary and/or Grievance Procedure includes, but is not limited to the following:

- Disruption or interference with the orderly conduct of the student disciplinary / grievance procedure.
- Falsification, distortion, or misrepresentation, or knowingly pursuing malicious, frivolous, or fraudulent charges.
- Attempting to discourage an individual's proper participation in, or use of, the student disciplinary / grievance procedure.
- Attempting to influence the impartiality of a participant and/or the student disciplinary / grievance procedure.
- Harassment (verbal or physical) and/or intimidation of a participant in the student disciplinary / grievance procedure.
- Failure to comply with directives and/or sanctions imposed under student disciplinary / grievance procedure.
- Influencing or attempting to influence another person to commit an abuse of the student disciplinary / grievance procedure.
- Engaging in retaliatory acts in any form against any person or person(s) involved in the student disciplinary / grievance procedure

**20. Unauthorized Entry into College Events:**

Entering or attempting to enter any college-sponsored activity without proper credentials for admission.

Please note: In most circumstances, college will treat attempts to commit code of conduct violations as if those attempts had been completed. Violations of the above may result in, but are not limited to, fines, restitution, community service, and/or disciplinary procedures.

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

**BOULDER COUNTY**

Carla Stein  
303.678.3621  
[Carla.Stein@frontrange.edu](mailto:Carla.Stein@frontrange.edu)

**WESTMINSTER/BRIGHTON CENTER**

Aaron Prestwich  
303.404.5332  
[Aaron.Prestwich@frontrange.edu](mailto:Aaron.Prestwich@frontrange.edu)

**LARIMER**

Jana Schwartz  
970.204.8362  
[Jana.Schwartz@frontrange.edu](mailto:Jana.Schwartz@frontrange.edu)

**STUDENT DISCIPLINARY & JUDICIAL PROCEDURES**

**Basis**

Students are expected to adhere to the Student Code of Conduct and policies and procedures of the College. If a student is charged with violating his/her College's Code, these are the procedures to be used in resolving the charge.

**Definitions**

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

- ◆ **Chief Student Services Officer (CSSO):** 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. The CSSO may delegate student discipline to another individual (designee).
- ◆ **Title IX Coordinator(s) and Title VI and VII Coordinator(s) (EO Coordinator)** is the employee(s) designated by the college president to oversee all civil rights complaints.
- ◆ **Notice:** Notices which are required to be given by this procedure shall be considered served upon the student when given by personal delivery, mailing by certified mail, or emailing the student to their official college email address requesting a delivery receipt notification. If notice is mailed, student shall be given three (3) additional days to respond.
- ◆ **Day:** Refers to calendar day unless otherwise noted below.
- ◆ **Sanctions:** One or more of the following may be imposed when there is a finding that a student has violated the College's Code of Conduct.
  1. **Warning:** A Notice served upon the student advising him/her that he/she is violating or has violated College regulations.
  2. **Probation:** After a finding of violation of the Code of Conduct, restriction of student's privileges for a designated period of time including the probability of more severe disciplinary sanctions if the student is found to be violating any College regulations during the probationary period.
  3. **Other disciplinary sanction:** fines, restitution, denial of privileges, assignment to perform services for the benefit of the college or community; or other sanction that doesn't result in the student being denied the right of attending classes.
  4. **College suspension or expulsion:** An involuntary separation of the student from the College for misconduct not based on academic performance for a specified period of time.
    - **Suspension** is a separation that shall not exceed three academic terms per suspension for any singular offense or situation. While a student is suspended, he or she is not eligible for admission or re-admission at any of the community colleges within CCCS. Once the suspension is lifted the student is eligible for admission or re-admission.

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

Students may be suspended from one class period by the responsible faculty member or adjunct instructor. Longer suspensions can only be implemented by the CSSO or designee in accordance with this procedure.

- **Expulsion** is an indefinite separation from the college. The student is not eligible for admission or re-admission at any of the community colleges within CCCS.

In exceptional cases where a student wants to be considered for admission or re-admission after an expulsion has been implemented, the student bears the burden to prove the behavior that resulted in the expulsion has been resolved. It is within the college's discretion to admit or deny the student.

5. **Interim Suspension:** An immediate action taken by the CSSO to ensure the safety and well-being of members of the college community; preservation of college property; or if the student poses a definite threat of disruption or interference to others or the normal operations of the college. In the event of an interim suspension, the hearing before the CSSO or designee shall occur as soon as possible following the interim suspension. If the college issues a permanent sanction, the student shall be afforded appeal rights as discussed below. If the college does not implement a permanent sanction, the interim suspension will be removed from the student's record.

### Procedures

- **Decision:** The CSSO or designee shall receive all allegations of student misconduct, investigate the complaints, which includes meeting with the student to give him/her the

opportunity to respond to the allegations of misconduct. If the allegations of misconduct are discrimination and/or harassment based on federal or state civil rights laws, the college will investigate those incidents through the Civil Rights Grievance and Investigation Process, System President's Procedure (SP) 4-31a. Once the investigation is complete, either through this process or the Civil Rights Grievance and Investigation process, the CSSO or designee shall render a sanction decision. The CSSO or designee may decide that the charges can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to them. If an administrative resolution is not achieved, the CSSO or designee shall issue a decision which determines whether the alleged conduct occurred; whether the conduct violated the Code of Conduct or College procedures; and impose a sanction(s) if appropriate. The student shall receive written notice of the decision and be advised of his/her right to appeal the Decision, subject to the grounds below, by filing a written appeal with the CSSO or designee within seven (7) days of service of the Decision.

- **Appeal:** In the event of an appeal, the CSSO or designee shall give written notice to the other party (e.g., if the accused student appeals, the appeal is shared with the complainant who may also wish to file a response), and then the CSSO or designee will draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to the appeals officer or committee for initial review to determine if the appeal meets the limited grounds and is timely. The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final. If the appeal has standing, the documentation is forwarded for consideration. Because the original finding and sanction are presumed to have been decided reasonably and appropriately, the party appealing the decision must specifically cite the error(s) in the original determination on which the appeal is based. The ONLY grounds for appeal are as follows:
  1. A material procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures); which must be explained in the written appeal; or
  2. To consider new evidence, unavailable during the investigation or hearing that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included in the written appeal, as well as the reasons the new evidence was not available during the original proceeding.

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

If the appeals officer or committee determines that new evidence should be considered, it will return the complaint to the CSSO or designee to reconsider in light of the new evidence, only. If the subject matter pertains to discrimination and/or harassment pursuant to SP 4-31a, the appeals officer or committee will return the complaint to the Title IX/EO Coordinator to reconsider in light of the new evidence, only. The reconsideration of the CSSO, designee, or Title IX/EO Coordinator is not appealable.

The procedures governing the hearing of appeals include the following:

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- If the appeals officer or committee determines there is new evidence or error in the original proceeding, every opportunity to return the appeal to the CSSO or designee for reconsideration (remand) should be pursued.
- Appeals are not intended to be full rehearings of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal;

- An appeal is not an opportunity for an appeals officer or committee to substitute their judgment for that of the CSSO or designee merely because they disagree with its finding and/or sanctions.
- Appeals decisions are to be deferential to the original decision, making changes to the findings only where there is clear error and a compelling justification to do so.
- Sanctions imposed are implemented immediately unless the CSSO or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- The appeals officer or committee will render a written decision on the appeal to all parties within four (4) days from receiving the appeal request. The committee's decision to deny appeal requests is final.

### **Special Discipline Process Provisions**

- In the event that the student is under the age of eighteen or incapacitated, he or she may have an advisor present to assist him/her in presenting his/her case.
- Students do not have the right to be represented by an attorney or law student during these proceedings except in the case where civil or criminal actions concerning the student are pending and in that case the attorney's role shall be advisory only.
- The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing except when the student is under the age of eighteen or incapacitated.
- Student shall have the right to identify documents, witnesses and other material he/she would like the CSSO or designee to review before making a final decision.
- Any hearing held shall be conducted in private unless all parties agree otherwise.
- A record of the hearing should be maintained by the CSSO or designee.
- If student has a disability and would like to request an accommodation to assist him/her through the discipline process they may do so by informing the CSSO or designee. The CSSO or designee will then work with disability support services to accommodate the request.
- Jurisdiction-College disciplinary proceedings may be instituted against a student charged with violation of a law if the violation occurred at the College or college-sanctioned activities or was of such a nature to have an impact on the college and the violation is also a violation of the college's student code of conduct.
- Proceedings under this procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- Standard of proof-the college will use the preponderance of evidence standard in the disciplinary proceedings, meaning, the college will determine whether it is more likely than not a conduct code was violated.
- All sanctions imposed by the original decision maker will be in effect during the appeal. A request may be made to the CSSO or designee for special consideration in exigent circumstances, but the presumptive stance of the institution is that the sanctions will stand. Graduation, study abroad, internships/externships/clinical placements, etc. do not in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.
- The procedural rights afforded to students above may be waived by the student.

### **Retaliatory Acts**

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

## **STUDENT GRIEVANCE PROCEDURE**

### **Basis**

This Student Grievance Procedure is intended to allow students an opportunity to present an issue which they feel warrants action, including the right to secure educational benefits and services. If the basis of the claim is discrimination and/or harassment based on federal or state civil rights laws, the student must file a grievance under the Civil Rights Grievance and Investigation Process. If the accused (respondent) is a student, please refer to SP 4-31a. If the respondent is a CCCS employee, please refer to SP 3-50a.

### Definitions

- ◆ **COMPLAINANT(S)** is a person who is subject to alleged inequity as it applies to Board Policies, System President's Procedures, or College Procedures. For purposes of this procedure, a complainant is student who was enrolled at the time of the alleged incident.
- ◆ **RESPONDENT(S)** is a person whose alleged conduct is the subject of a complaint. For purposes of this procedure was enrolled at the time of the alleged incident, authorized volunteer(s), guest(s), visitor(s), or college.
- ◆ **GRIEVANCE:** A grievable offense is any alleged action which violates or inequitably applies State Board Policies, System President's Procedures, and College Procedures. The complainant must be personally affected by such violation or inequitable action.
- ◆ **NON-GRIEVABLE MATTERS:** The following matters are not grievable under this procedure except as noted: matters over which the college is without authority to act; grades and other academic decisions unless there is an allegation that the decision was motivated by discrimination and/or harassment which should be filed under the appropriate Civil Rights Grievance and Investigation Process.
- ◆ **CHIEF STUDENT SERVICES OFFICER (CSSO):** The college employee designated by the college president to administer student grievances. The CSSO may delegate the responsibility over student grievances to another person.
- ◆ **NOTICE:** Notices which are required to be given by this procedure shall be considered served upon the student when given by personal delivery, mailing by certified mail, or email with receipt notification to the address the student has filed with the College's admissions and records office. If notice is mailed, student shall be given three (3) additional days to respond.
- ◆ **DAY:** Refers to calendar day unless otherwise noted below.
- ◆ **REMEDY:** The relief that the Grievant is requesting.

### Filing a Complaint

All complaints shall be made as promptly as possible after the occurrence. A delay in reporting may be reasonable under some circumstances; however, an unreasonable delay in reporting is an appropriate consideration in evaluating the merits of a complaint or report.

### Procedures

Students must timely submit all grievances in writing to the CSSO. The grievance should clearly and concisely describe the alleged incident(s), when and where it occurred, and the desired remedy sought. The grievance should be signed by the initiator or, in the case of an email submission, sent as an email attachment, in letter format and should contain the name and all contact information for the grievant. Any supporting documentation and evidence should be referenced within the body of the formal grievance. Additionally, the initiator of a formal grievance should submit any supporting materials in writing as quickly as is practicable.

The complainant's supporting documentation should clearly demonstrate all informal efforts, if any, to resolve the issue(s) with the person involved and the person's supervisor. This includes names, dates and times of attempted or actual contact along with a description of the discussion and the manner of communication made in the course of each effort. If contacting the person involved and/or the supervisor is impracticable, the complainant should state the reasons why.

Front Range Community College benefits from informal and formal procedures that encourage prompt resolution of complaints and concerns students may have about the implementation of policies and procedures that govern the institution.

## 1. Informal Grievance Process

Complainant is encouraged to resolve the issue with the Respondent through the informal process. The CSSO shall facilitate the informal process. If the informal grievance process is unsuccessful, or if CCCS or the complainant chooses not to pursue the informal process, the CSSO will open a formal grievance case.

## 2. Formal Grievance Process

- a) Complainant must timely file a written statement of the actions complained of and describes the remedy s/he is seeking with the CSSO. 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 CSSO 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 Complainant will be notified of the reasons.
- b) If the matter is determined to be grievable, the CSSO will request a meeting (hearing) with both the complainant and respondent. Both parties will be given the opportunity to discuss the allegations of the grievance and may offer any documentation, witnesses, or other materials in support of the complaint. During this hearing, neither party may have a representative, including attorneys or law students. These procedures are entirely administrative in nature and are not considered legal proceedings. No audio or video recording of any kind other than as required by institutional procedure is permitted. The CSSO may also contact or request a meeting with relevant college staff, students, or others as part of the investigation.
- c) At the CSSO's discretion, the CSSO may discontinue meetings with anyone that is causing a disruption to the process or is being uncooperative, and will proceed to make a determination based on the information known at that time.
- d) Based on the preponderance of evidence, the CSSO shall issue a decision, in writing, to both the complainant and respondent. The decision shall reject or grant the grievance and make recommendation(s) to resolve the issue(s). The complainant and respondent shall be advised of his/her right to appeal the decision, subject to the grounds below, by filing a written appeal with the CSSO within seven (7) days of service of the Decision.
- e) In the event of an appeal, the CSSO shall give written notice to the other party to allow him/her the opportunity to submit a response in writing. The CSSO will also draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to the appeals officer or committee for initial review to determine if the appeal meets the limited grounds and is timely. The original finding will stand if the appeal is not timely or substantively eligible, and the decision is final. If the appeal has standing, the documentation is forwarded for consideration. The party requesting appeal must show error as the original finding is presumed to have been decided reasonably and appropriately. The ONLY grounds for appeal are as follows:
  1. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures); or
  2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding. A summary of this new evidence and its potential impact must be included in the written appeal.
- f) If the appeals officer or committee determines that new evidence should be considered, it will return the complaint to the CSSO to reconsider in light of the new evidence, only.
- g) If the appeals officer or committee determines that a material procedural or substantive error occurred, it may return the complaint to the CSSO with instructions to reconvene the hearing to cure the error. In rare cases, where the procedural or substantive error cannot be cured by the CSSO in cases of bias, the appeals officer or committee may order a new hearing be held by a different individual acting in the place of the designated CSSO. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the two applicable grounds for appeals.

## Special grievance process provisions

- In the event that the student is under the age of eighteen or incapacitated, s/he may have an advisor present to assist him/her in presenting his/her case.
- Students do not have the right to be represented by an attorney or law student during these proceedings except in the case where civil or criminal actions concerning the student are pending and in that case the attorney's role shall be advisory only.
- The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing except when the student is under the age of eighteen or incapacitated.
- Student shall have the right to identify documents, witnesses and other material he/she would like the CSSO to review before making a final decision.
- Any hearing held shall be conducted in private unless all parties agree otherwise.
- A record of the hearing should be maintained by the CSSO.
- If student has a disability and would like to request an accommodation to assist him/her through the grievance process they may do so by informing the CSSO. The CSSO will then work with disability support services to accommodate the request.
- If the grievance is against the CSSO, the Chief Academic Officer or other person designated by the president shall perform the duties of the CSSO.
- Jurisdiction-College grievance proceedings may be instituted over incidences that occur or are related to College or college-sanctioned activities or was of such a nature to impact upon the college.
- Proceedings under this procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- Standard of proof-the college will use the preponderance of evidence standard in the grievance proceedings, meaning, the college will determine whether it is more likely than not the complainant was subjected to inequity as it applies to Board Policies, System President's Procedures, or College procedures.
- The procedural rights afforded to students above may be waived by the student.

### **Retaliatory Acts**

It is a violation of the grievance procedure to engage in retaliatory acts against any employee or student who files a grievance or any employee or student who testifies, assists or participates in the grievance proceeding, investigation or hearing relating to such grievance.

### **Revising this Procedure**

CCCS reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately. If you believe that you have been subjected to alleged inequity as it applies to Board Policies, System President's Procedures, or College Procedures, you are required to fill out an incident report form. The College can only base its findings and take actions based on the information provided by you. Incident report forms are available in the office of the Dean of Student Services. The online civil rights grievance form is at <https://publicdocs.maxient.com/incidentreport.php?FrontRangeCC>.

## **BOULDER COUNTY CAMPUS**

### **STUDENT COMMONS**

The Boulder County Campus Student Commons is where you will find the FRCC Café, BCC Bookstore, Campus Security office, Conference Services, 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.

### **CONFERENCE SERVICES**

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. For room rates, vending rental space, audiovisual equipment rates, and other inquiries, please contact Student Life at 303-678-3742.

### **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 Colorado Community College System. 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. Contact the Student Activities Coordinator for more information at 303-678-3738.

### **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. For a complete list of clubs and organizations please visit the Student Life Office.

### **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 for all local faxes and \$2 charge for all long distance faxes. A coin operated copy machine is available for student use in the Commons Please see the bookstore for assistance with the copy machine.

### **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 visit the RTD Website 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 or purchased at the Westminster, Boulder County or Larimer campus bookstores.

### **LEARNING LAB**

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 (Westminster Campus)
- New Student Orientation
- Testing
- Special Services (With assistance from Westminster Campus)
- 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 Wolf Card. 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 Closed

Closed weekends

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

## **BRIGHTON CENTER CONTACT INFORMATION:**

Site Director  
303-404-5090

Student Service Specialist  
303 – 404-5092

Program Assistant  
303-404-5091

## **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 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 Student Life Office, Student Clubs/Organizations, Fitness Center, Wellness Zone, Multi-Purpose (lactation and

meditation) 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, 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 use free daily lockers through the Longs Peak Student Center Information Desk. All lockers are located in the Longs Peak Student Center men's and women's restrooms. For more information, call 970-204-8350 or visit the Information Desk in the Longs Peak Student Center.

### **PHONE**

A courtesy phone is located at the Longs Peak Student Center Information Desk 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 AND ART 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. To confirm rates, please contact the Conference Services Coordinator at 970-204-8169 or visit [www.frontrange.edu/StudentLife](http://www.frontrange.edu/StudentLife).

### **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.

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 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 Involvement and Leadership Coordinator at 970-204-8248 or visit [www.frontrange.edu/StudentLife](http://www.frontrange.edu/StudentLife). You can also find more detailed information on specific clubs and organizations in the display located outside of the Student Life office. If you wish to start a new campus club/organization, our Student Life Office staff will assist and advise you through the club recognition process.

### **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 970-204-8350.

### **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 website [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 website. 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 also offer 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 at 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, Campus Security 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, The National Society of Leadership & Success, and more. All student organizations have access to our Club Room in the Campus Center to use as a place to meet as well as prepare for events.

### **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. CCCONLINE textbooks are not available at the Bookstore. Students must order *and return* CCCONLINE 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 (currently closed for construction and slated to open in Fall 2014)**  
Join the Fitness and Wellness Center today! FRCC students can access 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.

#### **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 ORGANIZATIONS:**

There are a variety of student organizations on campus for students to join. If you wish to start a new student organization on campus, you will need to follow the established recognition process. Consult the FRCC Student Organization Handbook (available in Student Life) for current information regarding student organizations or call Student Life at 303-404-5314.

#### **LEADERSHIP PROGRAMS**

**Altitude is the Student Leadership Program at the Westminster Campus. Participants earn points for out-of-classroom involvement in student organizations, student activities, leadership programs, conferences and workshops, volunteer and service opportunities, and more! A variety of leadership programs are coordinated through Altitude over the year such as workshops, retreats, book clubs, and more.** For more information visit [www.frontrange.edu/altitude](http://www.frontrange.edu/altitude) or call 303-404-5314.

#### **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**

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 Campus Security 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 us at the start of your FRCC experience as we help new students begin a successful academic career! Learn about campus resources, make a connection with a peer, faculty or staff member, and find out how to be an active and contributing member of the Front Range community. For more information visit [www.frontrange.edu/orientation](http://www.frontrange.edu/orientation) or call 303-404-5000.