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## WELCOME TO FRONT RANGE COMMUNITY COLLEGE!

This handbook was created by the Student Life Offices of the Boulder County, Brighton Center, 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. Be sure to check the website for the most up to date information at <https://www.frontrange.edu>.

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

This year's handbook and planner cover was designed by Malia Ure, a student from the Westminster Campus. She plans to graduate in spring, 2018.

## **OUR COMMITMENT TO DIVERSITY**

At Front Range Community College (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

### **Westminster Campus**

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

### **Larimer Campus**

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

### **Brighton Center**

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

# **CAMPUS TELEPHONE DIRECTORY**

*A comprehensive office directory is available online at  
<https://www.frontrange.edu/about-frcc/contact-us>*

## **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) 303-678-3736

(L) 970-204-8169

### **Campus Security**

(W) 303-404-5411

(B) 303-678-3911

(L) 970-204-8124

(BR) 303-404-5099

### **Campus Information**

(W) 303-404-5000

(B) 303-678-3722

(L) 970-226-2500

(BR) 303-404-5099

### **Cashier**

(W) 303-404-5487

(B) 303-678-3681

(L) 970-204-8149

(BR) 303-404-5487

### **Computer Lab**

(W) 303-404-5225

(B) 303-678-3710

(L) 970-204-8126

### **Disability Services**

(W) 303-404-5676

(B) 303-678-3922

(L) 970-204-8609

(BR) 303-404-5676

### **Faculty Support**

(W)

303-404-5521/5522

(B) 303-678-3851

(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) 970-204-8111

(BR) 303-404-5315

### **Library**

(W) 303-404-5504

(B) 303-678-3720

(L) 970-204-6740

(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

### **Testing Center**

(W) 303-404-5301

(B) 303-678-3647

(L) 970-204-8188

(BR) 303-404-5099

### **Veteran Services**

(W) 303-404-5217

(B) 303-678-3654

(L) 970-204-8263

(BR) 303-404-5217

### **Academic/Student Success Center**

(W) 303-404-5372

(B) 303-678-3900

(L) 970-204-8112

## THE FRCC COMMUNITY

# VISION 2020

## Successful Students, Successful Communities

### mission

At Front Range Community College, we enrich lives through learning.

### vision

Our vision is that all students at Front Range Community College will accomplish their educational and career goals. We will be recognized for our singular focus on student success, our exceptional teaching, our strong commitment to diverse learners and communities, and our effective business and community partnerships.

### goals

#### Create a Superior Student Experience

- Design coherent and intentional pathways to completion that provide flexibility in scheduling and delivery options.
- Implement and measure instructional best practices that enhance student learning and foster an inclusive learning environment.
- Ensure that all students experience a strong start by implementing a smooth and integrated process from on-boarding through the end of the first semester.
- Establish robust, inclusive support systems and reduce barriers to completion to ensure students are steadily progressing towards their educational goals and successfully transitioning to the workforce or further education.

#### Embrace Organizational Excellence

- Foster a climate of inclusivity so that all students and employees, both full-time and part-time, are welcomed, supported, and valued for their contributions.
- Promote an environment that supports and recognizes employee engagement, innovation, and collaboration, for both full-time and part-time employees.
- Achieve greater agility and efficiency by streamlining processes and establishing clear organizational roles, responsibilities, and accountabilities.
- Secure supplemental revenue streams that support key strategic initiatives.
- Ensure that all employees and students can work and learn in safe, accessible, and appealing facilities.

#### Provide Dynamic Programming through Community Partnerships

- Strengthen relationships with local school districts and four-year colleges and universities to create seamless pathways for students.
- Engage community partners in developing effective and efficient credit and non-credit programs that support students' attainment of relevant skills.
- Broaden our outreach and community connections to create greater awareness of the college's mission, values, programs, and contributions to the community.

## STUDENT LEARNING OUTCOMES

To compete in today's rapidly changing world, college graduates must also be hard working, self-directed critical thinkers who are proficient with technology, adept at problem solving, skilled at using credible information, comfortable working in groups, and able to communicate clearly and professionally. We've made it our priority to ensure that our students graduate with the **key skills they'll need to thrive** in a four-year college, a career, and life. We call these five educational goals Student Learning Outcomes (SLOs), and they include:



### Critical Thinking

Students interpret, analyze, evaluate, and infer from their own thinking and that of others in order to form well-reasoned and informed conclusions.



### Effective Communication

Students construct clear written and spoken messages demonstrating understanding of audience and context, including response to verbal and nonverbal feedback.



### Information and Technology Literacy

Students reflectively locate, organize, analyze, evaluate, and apply information across multiple forms of media to a defined question or problem.



### Quantitative Reasoning

Students calculate, represent, interpret, analyze, apply, evaluate, and communicate numerical information.



### Professionalism

Students demonstrate appropriate work-ethic traits through personal conduct and effective teamwork.

You may see these graphics in your classes or the outcomes on class syllabi. This just means that your assignments and activities in the course will be fine-tuned to help you not only build subject matter expertise, but simultaneously and intentionally develop these five life skills. If you have questions about the learning outcomes, please email [SLCQuestions@frontrange.edu](mailto:SLCQuestions@frontrange.edu).

## FRCC PRIDE – FROM STUDENT TO STUDENT

Students at FRCC love the college, and they care about their fellow classmates. **Students from the 2016-17 student body took a moment to share some of the best-kept secrets about FRCC and tips for being successful.**

### In the Classroom

- Don't skip class. Waste money some other way if you must! Most classes have a limit to how many classes you can miss before it starts affecting your grade.
- Take advantage of the resource centers. You can find tutors and get help with areas such as math and writing.
- Don't buy your textbooks until the first day of class. Professors occasionally change the textbook last minute. Buy them at a discount or used if possible.
- Do yourself the service of checking what will be required of each class you plan to take and preemptively study it briefly.
- Turn in assignments on time, and when your class has a workshop day, have a draft

ready for someone to look at.

- Do not be afraid to connect with and ask your teachers and faculty for help. They are tools for your success.

### **Outside of the Classroom**

- Don't view community college as JUST a stepping stone. There will be experiences here that you will never have again in your life. Embrace your time at Front Range and savor every moment, for it goes by very quickly.
- A school is a community. Don't fight the flow. Immerse yourself in it, and become one with the river of education.
- There are a lot of resources, but people are sometimes too afraid to ask. Never be afraid to ask questions. For questions, comments, concerns, talk to the people in Student Life. They can help.
- DegreeCheck is the most useful tool. It helps you with so many things. You can be your own advisor, because it simplifies everything.
- Become involved, as it will open doors to amazing opportunities to you. Find a club, organization, or honor society that sparks an interest and join it.
- Student Affairs is full of helpful resources for students. This is where you can find help with financial aid, counselors, the testing center, and much more.
- Talk to different people on campus, as they might have different advice for you, and most staff members are willing to help students.
- Consider working on-campus as a work study student to earn money. (*Contact Financial Aid for more information on the work study program. Work study provides the opportunity to earn a portion of your financial aid by working part-time.*)
- Find your tribe. If it is teachers, students, staff, or advisors. Create a go-to team with sources on campus who will support you. You will inevitably meet someone who you can trust, respect, admire, and/or be inspired by.
- If you can't figure it out online, go into the office and speak to someone.
- Apply for scholarships as soon as you can. (*For a list of scholarship opportunities visit <https://www.frontrange.edu/paying-for-college/scholarships/scholarship-listing>*)
- For those in need, there is a food bank on campus, which generously provides to students who are struggling to afford food during the semester.

### **Finding Balance**

- Don't overwhelm yourself trying to become a successful student. Life requires balance. Save time in the day to eat well, get enough rest, exercise, and spend time with good people.
- Smile more. It releases endorphins and helps from time to time.
- Find your balance. Mix your classes. Take a hard course with a couple of easier classes for you. Don't save all your hard classes to the end, and on the other hand, don't save 'cake' classes to the end. Find the balance, and challenge yourself every semester.

## **DIVERSITY AND INCLUSION**

Diversity and inclusion play a vital role in the student experience at FRCC. Recognizing that our students come from different backgrounds and have unique stories to tell, we seek to create greater diversity in order to reflect our community and the world. We strive to enrich the lives of every FRCC student through shared experiences and educational opportunities via the following programs and departments:

- Vision 2020, the College’s strategic plan, has set the goal that FRCC will “foster a climate of inclusivity so that all students and employees, both full-time and part-time, are welcomed, supported, and valued for their contributions.”
- Student-centered programming focusing on topics including service to others, cultural experiences, history, and current events.
- Student organizations that reflect and celebrate cultural heritage, advocacy, gender and sexuality, religion, and more.
- All-gender bathrooms and locker rooms.
- Immigration resources and support for DACA and ASSET students.
- International student support.
- Veterans Services for veteran students, eligible dependents, active duty service members, members of the Selected Reserve, and REAP recipients.
- TRIO Support Services for students who are first-generation, low income, or have a documented disability.
- Disability Support Services for students with documented disabilities.
- Scholarships based upon cultural heritage and more.
- Coursework across academic departments on topics including sex, gender, culture, religion, and intercultural communication.

Recognizing the diverse experiences and backgrounds of our students, we have put together a listing of common definitions to help lay the foundation for understanding and acceptance. Following the definitions is a brief list of resources designed to help further your knowledge.

### **Bias**

Assumptions and stereotypes that influence attitudes of prejudice for or against a person, group, or thing that typically results in unfair treatment. It can be explicit (intentional) or implicit (unconscious). Bias can cause inequality, regardless of a person’s intentions.

### **Cisgender**

A person whose biological sex matches the gender with which they identify.

### **Cultural Competence**

A continual building of knowledge, awareness, and skills regarding one’s own and other cultures.

### **Culture**

The identity, background, practices, experiences, and worldview of individuals.

### **Discrimination**

The unfair treatment and denial of justice of people by individuals or institutions, such as employment, education, housing, banking, and political rights.

### **Disparity**

Unequal treatment between a racial or ethnic minority and a non-minority.

### **Diversity**

Differences between people in areas including race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability, religious or ethical values, national origin, and political beliefs.

### **Ethnicity**

A group with a shared ancestry, cultural, social, and/or national experience. Although individuals belong to the groups automatically, they may choose not to identify with a particular ethnic group. They also may have more than one ethnic identity.

## **Feminism**

A belief that the sexes should be equal socially, politically, and economically. Common misconceptions are that feminism involves a hatred of males and losing femininity.

## **Gender Expression**

Gender expression is the way in which individuals choose to express their gender identity, whether through behavior, clothing, haircut, voice, or other visible means.

Gender expression may not be the same as an individual's assigned sex and should not be taken as an indication of sexual orientation.

## **Gender Identity**

An individual's perception of being male, female, both, or neither. Gender identity may not be the same as the sex assigned to an individual at birth.

## **Gender Nonconforming**

Individuals who do not follow others' ideas or stereotypes regarding how they should look or act based upon the sex they were assigned at birth.

## **Gender Norms**

Cultural assignments of traits, behaviors, and attitudes for men and women. Examples include the idea that men are strong and assertive, while women are caring and emotional.

## **Inclusion**

The creation of environments and support systems in which all people are accepted and valued, regardless of culture, race, sex, gender, ethnicity, belief system, ability, and other differences that may be seen as barriers by society.

## **Intersectionality**

A concept that describes how social identities intersect with systems of oppression, domination, and discrimination. The individual components – such as race, gender, social class, ethnicity, nationality, sexual orientation, religion, age, disabilities, and illness - create a combination that is different but allows for a full understanding of an individual's identity.

## **LGBTQ+**

A spectrum of sexual orientations and gender identities. It was first classified as LGB, but expanded as awareness was brought to other identities. The spectrum includes lesbian, gay, bisexual, transgender, agender or gender neutral, aromantic, asexual, bigender, demiromantic, demisexual, genderqueer, intersex, pansexual, questioning, and skoliosexual.

## **Microaggressions**

Statements, actions, or environments that communicate slights and insults, which may be intentional or unintentional. Examples include statements such as "You're a credit to your race," and actions such as locking your car doors when you see an individual who is different or displaying a Confederate flag.

## **Personal Gender Pronouns**

Because gender is not always apparent, personal gender pronouns create a respectful, inclusive environment. Individuals may use he, she, they, ze, or their name as pronouns. Some individuals may share preferred pronouns at introductions, but if not, it is okay to ask which pronouns are preferred.

## **Prejudice**

Making a judgement regarding a person or group of people without knowledge or experience. Frequently, the judgements are based upon stereotypes.



## **Privilege**

Advantages a group has over others. The advantages may not be purposeful or obvious, and they can be racial, sexual, or gender-based.

## **Race**

Biological features of individuals, such as skin, eye, and hair color. Race cannot be changed or disguised.

## **Racial Justice**

Fair treatment of all people of color, which results in equal opportunities and outcomes for all.

## **Racial Slur**

A derogatory or disrespectful name used to refer to a racial group. While the intention may not be to harm, it reinforces systems of power – such as racism or sexism – that oppress those with less power.

## **Racism**

The belief that one particular race is superior or inferior to another.

## **Sexual Orientation**

Attraction – romantically or sexually – to a specific gender. It is separate from gender identity but part of a person's overall identity.

## **Social Justice**

A movement designed to create equal opportunity between individuals and social institutions in areas including taxation, public health and services, education, and fair distribution of wealth.

## **Social Oppression**

When all members of a dominant category of people benefit from the abuse and exploitation of a subordinate category of people. The oppression occurs regardless of individual beliefs or behaviors.

## **Stereotypes**

A preconceived belief about a group of individuals. Stereotypes can be positive, but most stereotypes, whether positive or negative, are based in racism, sexism, or homophobia.

## **Transgender**

Individuals whose gender identity differs from their biological sex at birth. Transgender people may be heterosexual or fall along the LGB spectrum.

- For more information regarding these terms or other aspects of diversity and inclusion, please visit the following:
  - o American Association of People with Disabilities <http://www.aapd.com/>
  - o American Association of University Women <http://www.aaup.org/>
  - o Association on Higher Ed and Diversity <https://www.ahead.org/>
  - o Council for Opportunity in Education <http://www.coenet.org/>
  - o Gay, Lesbian, and Straight Education Network <https://www.glsen.org/>
  - o Gender Spectrum <http://www.genderspectrum.org>
  - o Inclusion Network <http://www.inclusion.com/inclusionnetwork.html>
  - o INSIGHT Into Diversity <http://www.insightintodiversity.com/>
  - o MTV's Look Different <http://www.lookdifferent.org/>
  - o National Coalition Building Institute International <http://ncbi.org/>

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

As a student at Front Range Community College, you have certain rights and responsibilities. All students are responsible for knowing and adhering to these codes of conduct to help ensure the best possible learning environment for everyone. For the most current version of these documents, please visit:

**[CCCS Common Student Code of Conduct – here](#)**

**[Guide to Academic Integrity – here](#)**

**[Student Disciplinary Procedures - here](#)**

**[Student Complaint/Grievance Procedure - here](#)**

**[Computer Use Procedure and Electronic Communication Policy - here](#)**

**[Student Rights and Freedoms – here](#)**

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

Freedom of access to the college and to college facilities, services, and programs, in accordance with: The Civil Rights Act of 1964; Title IX, Section 504 of the Rehabilitation Act; Americans with Disabilities Act of 1990; Colorado statutes; and college policies and procedures.

### **Freedom in the classroom, including the right to:**

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

### **Freedom on campus, including the right to:**

- Be free from harassment or discrimination based on race, national origin, gender, religion, disability, age, or sexual orientation.
- Expect an environment free of drug and alcohol abuse.
- Discuss and express in an orderly way any view in support of any cause, while not disrupting college operations or infringing on the rights of others.
- Dress in any way that personal taste dictates and that does not interfere with the educational process or with health and safety requirements.
- Expect that possessions not be opened or searched without consent or unless probable cause exists or under urgent circumstances.
- Be informed of institutional procedures and other expectations.
- Have access to services without unreasonable delays.
- Expect professional conduct from college employees.

### **Freedom in student affairs, including the right to:**

- Have a student government.
- Organize and join campus clubs for educational, political, social, religious, or cultural purposes. The function and structure of student clubs is determined by the FRCC club guidelines.

- Use meeting rooms and other campus facilities, as well as bulletin boards, throughout the campus in compliance with college policies and procedures.
- Expect compliance with college contractual agreements.
- Assemble, select speakers and guests, discuss issues of choice, and have the same rights as other citizens to hear differing points of view and to draw conclusions.
- Distribute written materials on campus in a manner consistent with other rights and freedoms, after obtaining the prior approval required of any individual or organization (please contact Student Services).

#### **Freedom in academic affairs, including the right to:**

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

#### **Freedom to grieve, including the right to:**

- Use grievance procedures and to seek redress when they believe that either their rights or their freedoms have been violated. See the college catalog or your campus Dean of Student Affairs for grievance procedures.

### **NOTICE OF NON-DISCRIMINATION STATEMENT**

Front Range Community College prohibits all forms of discrimination and harassment, including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 or 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, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Front Range Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs. The entire FRCC Notice of Non-Discrimination can be found in the FRCC College Catalog [here](#).

### **SEXUAL HARASSMENT/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. For more information visit the FRCC College Catalog Sexual Harassment page [here](#).

Sexual harassment will not be tolerated at FRCC because it creates an unacceptable educational environment. 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 [here](#).

## TALK ABOUT SEXUAL CONSENT

A great way to combat sexual violence, such as sexual harassment or assault, is understanding and talking about consent and consensual sex. If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner and to get consent to proceed. Talking with your partner about consent looks like:

- Clearly communicating your intentions to your sexual partner and giving them a chance to clearly relate their intentions to you.
- Communicating and understanding your partner's personal boundaries and limits on sexual activities.
- Saying and acknowledging when your partner says "NO".
- NOT MAKING 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.
- Recognizing mixed messages from your partner as 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.
- Not taking advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realizing 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.
- Understanding that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.

Not interpreting silence and passivity as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

## LEGAL NOTICES AND DISCLOSURES

A complete listing of all FRCC legal notices is provided within the College Catalog at <https://www.frontrange.edu/Legal-Info/>.

The FRCC Drug Free Schools and Communities Act Biennial Drug Review can be found [here](#). A printed copy of this report is available upon request through the Office of Campus Security and Preparedness or the Office of the Dean of Student Services.

In compliance with the Crime Awareness and Campus Security Act of 1990, also known as the Jeanne Clery Act, campus crime statistics and information on campus security policies are available to current and potential students through the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics. The complete Annual Security Report can be found on the FRCC website [here](#).

***Consumer Information*** - In accordance with the 2008 Higher Education Opportunity Act (HEOA), Front Range Community College makes certain disclosures available to students. These disclosures can be found by visiting <https://www.frontrange.edu/disclaimers-and-legal-notice/higher-education-opportunity-act-disclosures>.

## **STAYING SAFE WHILE ON CAMPUS**

There are a variety of resources put in place to keep you safe while you are on campus. For a complete look at campus safety information, visit <https://www.frontrange.edu/being-a-student/campus-safety/>. Or check out the highlights [here](#).

### **CAMPUS SECURITY AND PREPAREDNESS**

Campus Security and Preparedness strives to provide a safe and secure learning and working environment on Front Range Community College's campuses. Their officers patrol campus buildings, parking lots, and grounds while enforcing system policies and college rules, regulations, and procedures. Officers respond to all emergency and non-emergency calls on campus and call for local law enforcement as needed. By being a campus partner, you can assist in making our campus community a safer place to be. Campus Security can help you with:

- **Reporting car accidents, theft, vandalism, injury, etc.**
- **Safety presentations** - Available throughout the year are ongoing awareness and prevention campaigns from campus and community partners. These include topics such as how to respond in emergencies, hostile intruder training, sexual assault awareness, and more. Watch your campus Stall Street Journal for more information.
- **Emergency Preparedness** - In order to practice proper evacuation procedures, fire, tornado, and lockout/lockdown drills may be held throughout the semester.
- **Jumping a battery** - If you need a battery boost for your vehicle, go to your Campus Security office, or contact your campus security office by phone.
- **First aid for minor injuries** - Assistance with minor injuries can be obtained from the Campus Security Office. If the injury is not minor, call 911.
- **Lost and Found** - To look for a lost item or to turn in a lost or found item, please stop by the Campus Security office on your campus. To claim an item, you will need to describe the item specifically before it will be released. Also, you will need to provide some form of identification and sign for the item. Lost and found items are held for thirty (30) days.
- **Personal safety escort** - Safety escorts are provided by Campus Security for FRCC students, faculty, staff, and visitors. Contact your campus security office.
- **Overnight parking requests** – Visit [here](#) to download the overnight parking request and submit the completed form to your campus security office if you need to park on campus overnight.
- **Car accidents** - If an accident occurs in the parking lot, notify Campus Security as soon as possible. They will determine if the local police department need to be notified.
- **Transparency in department operations** - In the spirit of the Clery Act of 1990, this is a transparent look at FRCC's safety and security policies, as well as the crime statistics for the three preceding years. Visit [here](#) to see the full report.

### **COLLEGE CLOSURES AND DELAYS**

Everyone hopes for a snow day, but do you know how to find out if the college is actually closed? Plan ahead and check out the following resources:

- **The fastest way to hear about closures is text or email.** Sign up for immediate email and text notifications. Simply login to [eWOLF](#) and look for emergency notification information.

- Visit <https://www.frontrange.edu>. Delay/closure information will be posted there.
- Check our posts on [Facebook](#) and [Twitter](#).
- Consult Denver television and radio stations or their websites. Keep in mind that FRCC may be one of hundreds of schools and businesses to notify these media. FRCC cannot guarantee the timeliness of their reports.

**EMERGENCY RESPONSE PROTOCOL**

In the event of an emergency just remember this:

# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

## LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

**STUDENTS**

- Move away from sight
- Maintain silence
- Prepare to Evade or Defend

**STAFF**

- Lock interior doors
- Turn out the lights
- Move away from sight
- Do not open the door
- Maintain silence
- Prepare to evade or defend



## LOCKOUT! SECURE THE PERIMETER.

**STUDENTS**

- Return inside
- Business as usual

**STAFF**

- Bring everyone indoors
- Lock perimeter doors
- Increase situational awareness
- Business as usual
- Take attendance



## EVACUATE! (To the announced location.)

**STUDENTS**

- Bring your phone
- Leave your stuff behind
- Follow instructions

**STAFF**

- Lead evacuation to location
- Take attendance
- Notify if missing, extra or injured students



## SHELTER! (For a hazard using a shelter strategy.)

**STUDENTS**

- | Hazard     | Safety Strategy          |
|------------|--------------------------|
| Tornado    | Evacuate to shelter area |
| Hazmat     | Seal the room            |
| Earthquake | Drop, cover and hold     |
| Flood      | Get to high ground       |

**STAFF**

- Lead safety strategy
- Take attendance



## WHAT TO DO WHEN YOU ARE CONCERNED OR SOMETHING HAS HAPPENED?

FRCC staff care about students' whole well-being. We recognize that college is stressful, and we have created a way for you to share that you are concerned about someone or that some sort of incident happened. Go [here](#) if you need to report a situation regarding being overwhelmed, discrimination, student behavior, concerns about student well-being, sexual misconduct, student grievance & complaints, facilities concerns, and general concerns. Select the online form that fits your situation, fill it out, and submit it, and the best person to address your concern will be notified of the situation.

## WHERE CAN YOU GET HELP IN YOUR LOCAL COMMUNITY?

If you are concerned about a friend or yourself – tell us. Crisis and stress management services and/or referrals to community resources are available at each campus. For a current list of resources in your local community, visit <https://www.frontrange.edu/being-a-student/campus-safety/community-resources>. There are organizations ready to help you with suicide and depression, drug and alcohol concerns including marijuana, homelessness, and tobacco use.

## ALCOHOL AND DRUG-RELATED PROGRAMS ON CAMPUS

Each semester, the Student Life Offices 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 Use

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, pancreatic, 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.

## Health Risks of Drug Use

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. Overdosing 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.*

The FRCC Drug Free Schools and Communities Act Biennial Review and Drug and Alcohol Prevention Report can be found [here](#). A printed copy of this report is available upon request through the Office of Campus Security and Preparedness or the Office of the Dean of Student Affairs.

## DRUG AND ALCOHOL DISCIPLINARY PROCEDURES AND SANCTIONS

Drug and alcohol use often comes 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 and holds students accountable for choices they make. Drug and alcohol violations are prohibited under the CCCS Student Code of Conduct which is available in the college catalog [here](#). Possible sanctions are outlined in the Student Disciplinary Procedures, which can be found [here](#).

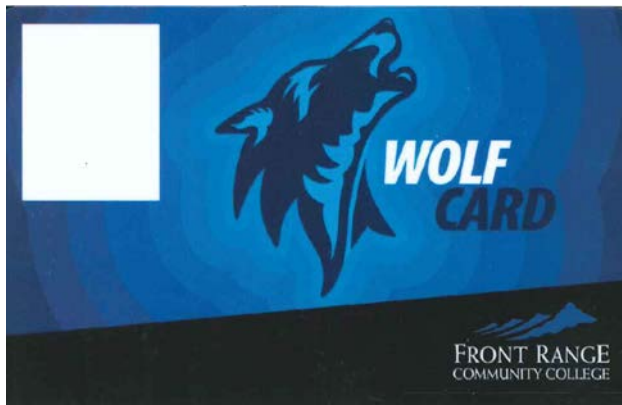
## TOBACCO USE ON CAMPUS

Westminster and Boulder County Campus are tobacco-free campuses. Any consumption of tobacco must happen off college grounds. Tobacco use is only permitted in designated smoking areas at the Larimer campus. For questions, contact Campus Security and Preparedness. Because marijuana use and possession remains illegal under federal law, it continues to be prohibited while on College-owned or controlled property, and at any function authorized or supervised by the College.



## STUDENT ID (WOLF CARD)

The FRCC Wolf Card is the officially recognized student ID for college-related business. Your Wolf Card can serve as your ID when checking in for testing, advising appointments, visiting financial aid, and more. You are required to have a Wolf Card to check out materials from the library and media centers and to access the Fitness Centers on the Larimer and Westminster campuses.



Wolf Cards are available to all students through the Student Life Office with proof of course registration, \$5 (cash, check, or credit card), and a valid state-issued photo ID. Your Wolf Card does not have an expiration date, but there is a \$10 replacement fee if yours is misplaced.

There are many restaurants, movie theaters, craft stores, and more located throughout the cities of Fort Collins, Longmont, and Westminster that offer student discounts. Simply ask at the store if they have a student discount, and be prepared to show your Wolf Card!

## Student Services Transaction Identification

For each student services transaction, students are required to verify their identification before any service is provided. Examples of identification could be your FRCC Wolf Card, a high school identification card, a driver's license, or you may be asked a series of questions that are unique to you.

## [Campus Maps](#)

### **Boulder County Campus**

[Campus Overview](#)

[Classroom Building](#)

[Advanced Technology Center](#)

[Administration Building](#)

### **Westminster Campus**

[Campus Overview](#)

### **Brighton Campus**

[Campus Overview](#)

### **Larimer Main Campus**

[Main Campus Overview](#)

[FRCC Prospect Center](#)

[FRCC Loveland](#)

## **SEX DISCRIMINATION AND HARASSMENT**

### **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. 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 [here](#).

## **TALK ABOUT SEXUAL CONSENT**

A great way to combat sexual violence, such as sexual harassment or assault, is understanding and talking about consent and consensual sex. If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner and to get consent to proceed. Talking with your partner about consent looks like:

- Clearly communicating your intentions to your sexual partner and giving them a chance to clearly relate their intentions to you.
- Communicating and understanding your partner’s personal boundaries and limits on sexual activities.
- Saying “NO”, as well as acknowledging when your partner says “NO”.
- NOT MAKING 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.
- Recognizing mixed messages from your partner as 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.
- Not taking advantage of someone’s drunkenness or drugged state, even if they did it to themselves.
- Realizing 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.
- Understanding that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Not interpreting silence and passivity as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

## **SCHOOL AND LIFE MANAGEMENT**

### **TIPS FOR A SUCCESSFUL SEMESTER**

#### ***1. Be Ready for Class (Before Classes Start!)***

- Consider contacting your instructor with any questions you have about the class (you can email your instructor within e-WOLF)
- You can purchase your textbook from the bookstore or use the campus bookstore online site to find out what text(s) your instructor has ordered for your class. “Required” books really are required – you’ll often need them for homework; “recommended” books are not required but may be really helpful – ask your instructor what you’ll be using them for.

- Make sure your student finances are in order, and don't miss payment deadlines – you may get dropped from your classes and lose your spot!
- Plan to come to class early on the first day –you don't want to have a stressful rush to class on the very first day!

**Checklist:**

- Purchase or order required class materials
- Make your payments
- Plan to come to class early on the first day

**2. *The First Day of Class***

- Yes, you should go to the first day of class! College classes move fast, so they don't waste time on the first day. The first day is your "orientation" to the class, and many instructors lecture, conduct labs or assign projects on the very first day!
- Make sure you bring a notebook and folder or a binder with paper and a pen or pencil – you will be getting a syllabus with information about the course, and you should take notes on the information your instructor tells you about the class.
- When you receive a syllabus for the class, put it in a safe place! That syllabus is your guide to the semester and often includes important dates like exam dates and assignment due dates.
- The first day of class is partly about deciding if you're in the right classes for you. Pay attention to the format of the class, the expected workload, and the feeling you get for the teaching style and atmosphere. Be realistic, if you think that the class is not a good fit for you (or maybe just not a good fit this semester), consider meeting with an academic advisor to discuss dropping it or adding a different class, but do this as soon as possible so that you don't fall behind! If you are receiving financial aid, before dropping a class, you will need to meet with a financial aid advisor.

***To bring to class:***

- Notebook
- Folder or a binder with paper
- Pen or pencil
- Planner (to put all the important dates into once you get your syllabus)

**3. *Homework and Reading Assignments***

- By the end of your first week, you'll probably already have a lot of assigned homework and reading. It's really important to do these assignments and to not fall behind – EVEN IF THEY ARE NOT GRADED!
- Take some time to make a realistic schedule that includes your work, school, and social schedules, as well as time to study and time to relax. Use your free student planner from Student Life, and copy all the due dates and exam dates from your syllabus into the planner. You'll be glad you did!
- In college, many instructors do not grade homework or check to see if you're doing the reading, it's just considered your responsibility to do that learning on your own time. The reading and homework is study time – if you do it right. Don't procrastinate, and don't rush. Make an effort to understand what you're reading or what you're working on, and it really will pay off at exam time.
- If you're having trouble managing your time or keeping up with homework and reading, you should talk to your instructor, visit the learning lab, consider getting a tutor, or talk to an academic advisor. Also know that withdrawing from the class (with a "W" on your transcript) is a possibility.

- Try not to miss class! College is challenging; you're not expected to get it all on your own. Your instructor and her or his class activities will help, but ultimately it is your responsibility to seek the resources you need in order to learn.

#### 4. *Midterm Exams or Papers*

- In many classes, the first major assignment (worth a significant part of your grade) is a midterm exam or paper.
- Be prepared: don't wait too long to start studying, researching, or writing! You might be able to get a passing grade by doing all the work the night before the deadline, but you most likely won't do well, and you will not be well-prepared for the rest of the semester.
- Take care of yourself! Be smart about your schedule, make time to rest, try to eat well, and even get some exercise. Your brain is a part of your body and won't work as well if you're not taking care of yourself physically.
- Pay attention to the results. You should try to learn from the exam or paper as much as you learned for the exam or paper. If it did not go well, try to find out why not. Consider talking to your instructor, visiting help labs, getting a tutor, or taking an academic skills (AAA) class or seminar. Even better, if the exam or paper went well, pay attention to what you did that might have contributed to your success, and keep up the good work!

#### 5. *Hanging in There*

- As the semester goes on, it's common to feel some fatigue setting in. People get tired and often lose some motivation. Hang in there! Don't let the end-of-semester slump ruin all the hard work you've put in so far.
- Remind yourself what you're working towards and why you took the class in the first place.
- Don't neglect yourself! Make time to sleep, eat well, exercise, and spend some time doing things you enjoy – but don't skimp too much on the studying.
- Make sure you understand the grading requirements of your class – sometimes the last few weeks and even the final exam won't make a huge difference to your grade, but sometimes they will! If you have a good grade in the class, it might actually be a good decision to ease up a bit to make time for other classes and to prepare for a final exam.

#### **Resources:**

- Your instructor
- Help labs
- Tutoring
- Advising

#### 6. *The Final Exam or Term Paper*

- Many classes end with a big finale – either a final exam or a major paper due. Make sure you finish strong!
- Be sure you understand how much the final exam or paper is worth to your grade. You should try to do your best, but if the impact to your grade will not be hugely significant, it is not worth pushing yourself too hard!
- If your grade is on the borderline or your final is worth a large part of your total grade, you need to work hard to do your very best. Managing your time effectively is key! Make a schedule a couple of weeks before the end of the class, and schedule out your study, research, or writing time, as well as time to take care of yourself.
- Consider forming study groups with your classmates – try to work with students with goals similar to your own.

- Don't hesitate to ask for study advice from your instructor! Instructors may be able to guide you toward what to study or give clarifications to what the instructor would like to see in the final paper.
- Remember, you are at Front Range Community College, where we want you to succeed! Take advantage of the many resources available to you to help you during the stressful finals weeks.

## TIME MANAGEMENT

FRCC is committed to helping you be a successful student and reach your educational goals. How you use your time is up to you. It is easy to underestimate the amount of time you will need to be successful. You should plan to spend 2-3 hours a week for each credit hour that you are taking. If you are enrolled as a full-time student (12-credit hours), plan to spend 24-36 hours outside of class time each week studying or doing homework.

Some tips to manage your time:

- Prioritize
- Know yourself – morning person or night person
- Sleep and stay healthy (workout and eat well)
- Pace yourself – don't wait until the last minute to see an academic advisor
- Compromise as needed
- Celebrate milestones
- Keep a schedule

## STUDY SKILLS

Learn about your own style of studying. Where do you work best? Do you need complete silence, or do you work better with ambient noise (such as a coffee shop) or in a busy area of campus?

### Utilize the Campus Libraries!

- Don't struggle to write a paper. Your campus librarians are available to help you research for your paper. Call the main library number and ask to set up an appointment with a librarian for a research consultation.

Boulder County Campus Library – 303-678-3720

Harmony Library at Larimer Campus – 970-221-6740

College Hill Library at Westminster Campus – 303-404-5143

- The libraries have a variety of different kinds of quiet study space, computers for student use, and collaboration rooms for study groups or to work on a project. Call or email your campus librarian to find out more information.
- Did you know that the campus libraries participate in interlibrary loan? If there is a book that you need but isn't carried at your campus library, they can order it for you (allow 1-2 weeks).
- The library research databases are located on eWOLF. Log into eWOLF, then select the Student Resource tab > Research Databases.

**Form a study group!** Find others in your class that you work well with, and form a study group to prepare for tests and work on homework outside of class. You will learn faster, make it more fun, learn new study skills, and get new perspectives. You are also less likely to procrastinate when you have a study group that meets regularly.

**Utilize campus resources.** All of the campuses have Academic Support Labs. These include math labs, writing centers, and computer centers. There is also an online writing center, where you can submit your writing for critiques and help. Consider seeking out a

tutor. There are tutoring services available for free for many subjects. Visit your campus Academic Support Center.

- Boulder County Campus – Student Success Center 303-678-3900
- Larimer Campus – Learning Opportunity Center 970-204-8180
- Westminster Campus – Academic Success Center 303-404-5372
- Online Learning Academic Support OL@frontrange.edu, 888-800-9198 (24/7 helpdesk)

## **IMPORTANT DATES**

The academic calendar is the best place to find the dates for first day of the semester, class drop deadlines, tuition payment due dates, and more. Go [here](#) for the most current listing of academic deadlines.

## **FINANCIAL MATTERS**

It is important for you to understand all the financial ins and outs of attending college so you can make informed decisions. For the most current information about tuition and fees, payment plans, tuition refunds, and financial aid, please visit <http://frontrange.smartcatalogiq.com/en/2017-2018/Catalog/Financial-Matters>.

## **COLLEGE OPPORTUNITY FUND (COF)**

The College Opportunity Fund (COF) was created in July 2004 as a way to provide funds to public and some private higher education institutions in the state of Colorado. When you apply and authorize the COF funds, the state of Colorado provides money toward your education! You will see it disclosed on your tuition bills as 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 the Colorado Department of Higher Education.
- Students who have filed a COF application with the National College Access Network.
- Students who qualify for a military or veteran waiver of non-resident tuition.

### **How do you apply for COF?**

Students complete a *one-time* application for COF at <http://www.collegeincolorado.org>.

1. A web-based application, or a paper application. The application is also available in Spanish.
2. After applying, students must authorize COF through eWOLF.

## **CAMPUS INVOLVEMENT**

Whether you are attending FRCC with the intention to transfer to a 4-year college, to obtain an Associate's Degree, to complete a Certificate, or to take a course or two as a lifelong learner, you are guaranteed to learn a lot in the classroom. Yet being a college student provides an excellent opportunity for you to learn a lot *outside of* the classroom, too. FRCC provides a lot of experiences for our students to learn, grow, and develop through our Student Life Office. By getting involved in one or more of these areas, research – and our own experience – has shown that you may:

- Have a higher likelihood of performing well in your classes.
- Make quality connections with your fellow students and with the campus community, which will contribute to a better chance of academic success.
- Gain competence in leadership skills and enhance your résumé, which makes you a more desirable candidate for employment.
- Have a greater level of personal health and well-being.
- Experience a more fulfilling college experience.

These benefits – and more – will be determined by your availability, level of engagement, and depth of involvement. We recognize that students have a variety of commitments in and beyond FRCC, though we hope you will be able to take advantage of all that we offer to the best of your ability. As you read about the possibilities offered at FRCC, take note of what sparks your interest, which options connect with your goals, as well as what simply sounds like something fun to do. Then, turn those ideas into actions by connecting with the Student Life Office!

## THE STUDENT LIFE OFFICE

**Our Mission:** We contribute to student success and an inclusive campus community by creating co-curricular opportunities that develop connections, character, well-being, and leadership.

Our programs, services, and facilities focus on creating opportunities for students to make connections, improve their well-being, build character, develop leadership skills, and elevate their learning experiences at FRCC. We know our students have great potential, and we strive to help ignite that potential.

The Student Life Office provides input on the formation of policies related to each campus and ensures that student voices and student representation are an integral part of decisions made by FRCC.

Student Life also serves as a helpful resource for students. Our office sells Wolf Cards (student IDs), bus passes, and lockers rentals. We also have information on voter registration, hunger and food security outlets, community resources, housing possibilities, and more. Student Life is also a great place to find the most up-to-date information on campus activities, programs, and services. The Public Community Boards around campus are managed by our office. Students, as well as members of the community, are able to post on these boards to promote local events, sell books, seek housing/rentals, and more.

### Contact Us:

#### Boulder County Campus

Student Life Office

(303) 678-3742

Classroom (“C”) Building

#### Larimer Campus

Student Life Office

(970) 204-8243

Longs Peak Student Center

#### Westminster

Student Life Office

(303) 404-5314

Room C0560

## STUDENT PROGRAMS AND ACTIVITIES

Throughout the year, the Student Life Office hosts a variety of events for the campus community to enjoy. These include a well-balanced selection of events, such as diversity discussions, performances, interactive games, film screenings, educational luncheons,



recreational competitions, off-campus entertainment, and much more. The goal of these activities is to help students make connections, improve their well-being, build character, develop leadership skills, and elevate their learning experiences.

Students are encouraged to participate in student activities, offer suggestions for events, get involved in our planning process, and volunteer for numerous experiences.

For more information about campus programs, check out the Student Life Bulletin Boards around campus or stop by the Student Life Office.

## **STUDENT ORGANIZATIONS**

Increase your opportunities at FRCC by joining one or more of the groups on campus. Student organizations are formed around academic programs, cultural backgrounds, diversity initiatives, civic interests, career choices, hobbies, and other common interests. If we don't have a group of interest to you, starting a new organization requires only five students and one advisor to get the process moving along.

Getting involved is a wonderful way to strengthen your skills, meet other students, and share your common interests with fellow members. Serving on the executive board of a student organization can further develop your leadership skills and enhance your résumé. Any student enrolled at FRCC is welcome to join our officially-recognized student organizations. Our Honor Societies have a minimum GPA requirement and a one-time, lifetime fee to join.

A list of all current student organizations can be found online at <https://www.frontrange.edu/studentlife>. For more information about our student organizations, as well as help on starting a new student organization, stop by the Student Life Office on your campus.

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

The Student Government Association was created to represent and act as the official student voice for FRCC students. They strive to define, defend, and advocate for all student rights, responsibilities, and freedoms, and to promote the general welfare of the students. Through representation on college and campus committees, SGA plays a vital role in fostering community and providing a direct link between students, faculty, and administration.

Members of SGA address issues relating to student rights, FRCC policies and procedures, and they are part of a statewide network dedicated to building better experiences for community college students. SGA members strengthen their organizational and personal skills and gain valuable experience that will apply to other roles they assume in their lives and careers.

All members of SGA are democratically elected student representatives voted in by the respective FRCC student bodies of their main campuses. Each campus branch consists of Executive Officers and Legislative Representatives that are elected in the spring to serve their term in the following academic year. The SGA meets on a weekly basis in the fall and spring semesters, and meetings are open to all students. We welcome your attendance.

For more information on SGA position requirements, election information, or other ways to get involved, stop by the Student Life Office to speak with an SGA Advisor or member of the SGA.

### **PHI THETA KAPPA (PTK) HONOR SOCIETY**

The mission of PTK is two-fold: recognize and encourage the academic achievement of two-year college students, as well as provide opportunities for individual growth and development through participation in honors, leadership, service, and fellowship programming. PTK members have access to a variety of benefits including leadership development resources, scholarship possibilities, and more.

Membership in our FRCC Chapter of PTK is open to students with a 3.5 GPA or higher who have completed at least 12 credit hours. A one-time fee of \$90 is required to join. Students who have met the minimum requirements for membership will receive an invitation to join. Invitations are sent out during the start of the fall and spring semesters.

More information on PTK can be found online at [www.ptk.org](http://www.ptk.org). To get in touch with one of our Chapter Advisors or a member of the Executive Board, stop by the Student Life Office.

### **THE NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS (NSLS) HONOR SOCIETY**

NSLS has a mission to build leaders to make a better world through helping people discover and achieve their goals. We seek to strengthen students' leadership skills through leadership training days, connecting students to their peers, and national speaker broadcasts. NSLS members have access to a variety of benefits including leadership development resources, scholarship possibilities, and more.

Membership in our FRCC Chapter of NSLS is open to students with a 2.5 GPA or higher who have completed at least 1 credit hour. A one-time, \$85 fee is required to join. Students who have met the minimum requirements for membership will receive an invitation to join. Invitations are sent out during the start of the fall and spring semesters.

More information on NSLS can be found online at [www.societyleadership.org](http://www.societyleadership.org). To get in touch with one of our Chapter Advisors or a member of the Executive Board, stop by the Student Life Office.

### **THE FITNESS CENTER (LARIMER CAMPUS AND WESTMINSTER CAMPUS)**

Fitness Centers are available for FRCC students at the Larimer and Westminster Campuses. Strength training equipment, free weights, cardiovascular machines, and other equipment are available. Each semester, a variety of drop-in fitness classes are available to the campus community. Fitness and wellness programs are also conducted on a regular basis.

Stop by the Fitness Center for more information on membership, facilities, and equipment.

## GROUP STUDY SPACE

If you ever find yourself in need of a more formal group study space, then check out the library for group study rooms. You can also stop by the Student Life Office, and they can help find a room on campus for your group to get together.

## CAMPUS RESOURCES

### 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. 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 <https://www.frontrange.edu/getting-in/advising> for information about the office on your campus.

### CONTACT ACADEMIC ADVISING AT YOUR CAMPUS:

Boulder County Campus	303-678-3628
Larimer Campus	970-204-8332
Westminster Campus	303-404-5000
Brighton Center	303-404-5099

FRCC offers free career counseling on each campus. If you are not sure of your career path, or just want to explore other alternatives to the path you have already chosen, you might find it beneficial to schedule an appointment with one of our experienced career counselors. To schedule an appointment go to <https://www.frontrange.edu/careerservices/>.

### BOOKSTORE

Located in the Student Center or Student Commons, the Campus Center 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, gift items, computers and accessories, greeting cards, drinks, snacks, frozen foods, and personal items. In addition, book “buybacks” occur on all campuses at the end of each semester. This service allows students the option to sell their unwanted textbooks. CCCONLINE textbooks are not available at the Bookstore. Students must order *and return* CCCONLINE textbooks at <http://www.cconline.org/bookstore>. Hours of operation are posted on the Bookstore’s website.

For more information contact the Campus Center Bookstore at:

Boulder County Campus 303-678-3670	Larimer Campus 970-204-8144	Westminster Campus/ Brighton Center 303-404-5410
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## COMPUTER AND EMAIL USE

Front Range Community College offers a computer commons/lab area for use by FRCC students. It consists of computers running Microsoft Windows and Internet connectivity. The computers are loaded with most of the software that is used in the classrooms. Lab Assistants are available to help with basic computer problems, and tutors can be arranged for more complex issues. Students can stop by the Computer Commons on each campus for Windows password resets with a photo ID. For assistance beyond Windows password resets, students should use the Help Desk by calling 888-800-9198 or <https://help.cccs.edu>.

## EWOLF

eWOLF is an online portal with an easy, single login to help you complete all your FRCC business and stay connected with the College throughout the semester. Within eWOLF you can:

- Register for classes
- See your daily course schedule
- Log into Desire2Learn to manage your coursework and connect with instructors
- Check your FRCC student email (**All official campus communication will be sent to this email address, so it is critically important that you activate your email account.** Log in at <https://www.frontrange.edu/eWOLF>.)
- 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!

## 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. To apply for Financial Aid, complete the Free Application for Federal Student Aid (FAFSA) as early as possible at <https://fafsa.ed.gov/>. You will need the school code for FRCC: 007933. Information for financial assistance may be obtained online at <https://www.frontrange.edu/paying-for-college/financial-aid> or at 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

If you are receiving financial aid, know the requirements to maintain eligibility by visiting [here](#).

## 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 <https://www.frontrange.edu/graduation-and-beyond/graduation> for deadlines and other information.

## HOUSING INFORMATION

FRCC is a non-residential campus. Contact the Student Life Office for more information on local housing options, or visit the “For Rent” boards on campus.

## LEARNING SUPPORT SERVICES

FRCC offers a variety of services to provide students with academic assistance. Students are encouraged to take advantage of these free resources to create a successful experience at FRCC.

The **Student Success Center on the Boulder County Campus** provides a positive atmosphere for students to be active participants in their academic success. The Center supports students by connecting them with appropriate campus resources such as tutoring, academic support labs, academic coaching, career counseling, and advising resources.

The **Learning Opportunity Center on the Larimer Campus** provides instructional assistance to support a variety of FRCC courses. Services are delivered through individualized and small group tutorials and drop-in math, accounting, writing, science, computer, and economics help center sessions. The Learning Opportunity Center is located in the Blanca Peak building room 102.

The **Academic Success Center (ASC) on the Westminster Campus** is a hub of active learning assistance located on the upper level of the College Hill Library. The ASC offers academic support in the Writing Center (L-264), the Math Center (L-280), as well as through academic peer instruction, group and walk-in tutoring, discipline specific skills labs, and free workshops on a variety of topics that provide techniques and strategies to help students succeed at FRCC.

<https://www.frontrange.edu/being-a-student/academic-assistance/westminster-academic-labs>.

**Brighton Center’s Learning Development Center** provides drop-in tutoring in English, mathematics, and other subjects. Additionally, Skills Tutor software provides assessment and customized lesson plans for skill improvement.

## ONLINE LEARNING

### How does Online Learning work?

Online courses use the same Desire2Learn (D2L) platform and covers 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. Online Learning has separate Faculty Leads and Department Chairs than on campus.

Before you take your first online class at FRCC, you are required to complete the Orientation to Online Learning. It will give you a chance to learn to navigate the online class management system, Desire2Learn (D2L), understand the requirements and expectations of online classes, and access tips and resources for having the best possible experience in online classes.

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 Retention Specialists**

Boulder County Campus	303-678-3775
Larimer Campus	970-204-8438
Westminster Campus	303-404-5228

### **The 24x7 Helpdesk can be reach at 1-888-800-9198.**

Every FRCC campus 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 <https://www.frontrange.edu/programs-and-courses-online-learning>.

### **PARKING ON CAMPUS**

All parking on campus is on a first-come, first-served 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 for more information.

### **REGISTRAR OFFICE**

**There are many things you need to do as a student, and they won't happen until you fill out the proper paperwork.** The Office of the Registrar is a great place to check regarding the appropriate procedure to follow when making college transactions. The Office of the Registrar can assist you with questions regarding the College Opportunity Fund, residency, your academic records, and rights as they relate to the Family Educational Rights and Privacy Act (FERPA). They can also assist 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 be done through your student account online. You may also find electronic forms through the Student Resources in eWOLF, the [FRCC website](#), or at the Office of the Registrar. For more information, contact the Office of the Registrar at your campus.

Boulder County	303-678-3635
Larimer	970-204-8107
Westminster	303-404-5414
Brighton	303-404-5099

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

Disability Support Services offers a variety of accommodations and services to meet the needs of students with documented disabilities. Please visit <https://www.frontrange.edu/being-a-student/disability-services> for information about the office on your campus.

## **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 <https://www.frontrange.edu/campuses/testing-centers>.

## **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.

## **WIRELESS INTERNET**

All FRCC campuses offer wireless internet access to current FRCC students, faculty, and staff throughout the campuses. 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.

## **BOULDER COUNTY CAMPUS RESOURCES**

### **STUDENT COMMONS**

The Boulder County Campus Student Commons is where you will find the FRCC Café, BCC Bookstore, Campus Security office, The Student Government Association office, Conference Services, and Student Life. A cell phone charging station is available for student use.

### **COPY & FAX SERVICES**

Fax services are available for student use in the Student Life Office. A small charge may apply. A coin-operated copy machine is available for student use in the Commons. Please see the bookstore for assistance with the copy machine.

### **PUBLIC TRANSPORTATION**

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.

### **TOBACCO-FREE CAMPUS**

FRCC Boulder County Campus (BCC) recognizes that exposure to smoking and tobacco products present health and safety concerns for all students, employees, and visitors. BCC believes that a tobacco-free environment will help meet a vision of successful students and successful communities. As such, it shall be the directive of BCC that smoking and the use of

tobacco products will not be allowed in either indoor or outdoor areas of the campus. BCC recognizes that tobacco-free environments support those who want to quit tobacco products; reduce exposure to secondhand smoke; and create a safer and healthier learning and working environment. BCC also recognizes that quitting tobacco can be a significant personal challenge and that not everyone will be ready to quit. Therefore, BCC is committed to providing education, information, and resources to individuals who are interested in quitting tobacco.

### **Directive**

Smoking and the use of tobacco products shall be prohibited on the BCC and in all BCC buildings. This directive does not apply to public rights-of-way (sidewalks, streets) on the perimeter of the campus. Smoking and use of tobacco products includes the use of smokeless tobacco products, as well as smoking which is defined as inhaling, exhaling, burning or carrying any lighted cigar, cigarette, pipe, weed, plant, electronic smoking device, or other combustible substance in any manner or in any form, regardless of its composition. Food and Drug Administration (FDA) approved medications or devices for tobacco cessation are exempt from this directive. Littering on campus with smoking and tobacco products is prohibited. This directive applies to all employees, students, visitors, contractors and externally affiliated individuals or companies renting or using campus-owned and operated property and grounds.

### **Compliance**

Individuals observed smoking or using tobacco products on the campus will be informed of this directive and asked to stop. The success of this directive will also depend on the courtesy, respect, and cooperation of users and non-users of tobacco products. BCC asks that all students, staff, and visitors not only comply with the directive but also encourage others to comply in order to promote a healthy and clean environment in which to work and learn. Persons in violation of this directive may be subject to the following:

- Students may be referred to the appropriate student conduct office. Violation of this directive is a violation of the Student Code of Conduct, #12 (Violation of Law, Directives, and Signage).
- Employees may be referred to their supervisor and/or appointing authority for appropriate action.
- Visitors may be required to leave the campus if they fail to conform to the directive when advised.

## **THE BRIGHTON CENTER RESOURCES**

### **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).

## 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 at 303.404.5099. More information can be found at <https://www.frontrange.edu/campuses/campus-locations/brighton-center>.

## 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 <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 databases via the internet once you have activated your Wolf Card.

## BRIGHTON CENTER FRONT DESK SERVICE HOURS\*

Monday and Thursday 8:30 a.m. – 6 p.m.

Tuesday and Wednesday 8:30 a.m. – 5 p.m.

Friday Closed

Closed weekends

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

## BRIGHTON CENTER CONTACT INFORMATION:

Site Director	Administrative Assistant	Student Service Specialist
303-404-5090	303-404-5091	303-404-5092

## **LARIMER CAMPUS RESOURCES**

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 Organizations Suite, Fitness Center, Wellness Zone, Multi-Purpose (lactation and meditation) Room, TV/Lounge area, 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 Student Life Office at 970-204-8243.

### **LONGS PEAK STUDENT CENTER HOURS OF OPERATION\***

Monday - Thursday	7:30 a.m. - 9 p.m.
Friday	7:30 a.m. - 5 p.m.
Saturday	9:00 a.m. - 1 p.m.
Sunday	Closed

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

### **LOCKERS**

Students may rent lockers each semester or use free daily lockers through the Student Life Office. All lockers are located in the Longs Peak Student Center men's and women's restrooms. For more information, call 970-204-8243 or visit the Student Life Office in the Longs Peak Student Center.

### **PHONE**

A courtesy phone is located in the Longs Peak Student Center for two-minute local calls. The Student Center phone has TTY and VCO capabilities and is fully accessible to persons with a disability. Please request instructions for its use from the Student Life Office staff.

### **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.

### **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 and an orientation to the machines. We have student staff who are committed to providing a positive atmosphere for your exercise. Please stop by and visit the Fitness Center to find out more about the program.

## **DINING SERVICES**

The Peak Café is located in the northwest corner of the Longs Peak Student Center. Regular operating hours are Monday through Thursday 7:30 a.m. until 5 p.m., Friday 7:30 a.m. until 2 p.m. Breakfast is served daily until 11 a.m. 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.

## **PUBLIC TRANSPORTATION**

The Larimer Campus is easily accessible by public transportation. Currently enrolled students may purchase an annual TransFort bus pass for \$55. For current route schedules in your area, contact the Student Life Office at 970-204-8243. 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 Fort 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 5,000 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 <https://www.frontrange.edu/campuses/libraries>, or call 970-204-8206 for more information.

## **WESTMINSTER CAMPUS RESOURCES**

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

The Student Center houses the Student Life Office, Front Range Bistro, Bookstore, Campus Security Office, Events and Conference Services Office, Game Room, and several student lounges and study areas. The Student Center also includes the Student Organization Center (SOC) where the offices for the Student Government Association and The Front Page student newspaper are located along with two conference rooms and two student meeting rooms. All student organizations have access to the Student Organization Center as a place to meet as well as prepare for events.

## **WESTMINSTER STUDENT CENTER HOURS OF OPERATION\***

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

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

Saturday/Sunday Closed

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

## **DINING & CATERING SERVICES**

The Front Range Bistro provides a variety of food choices throughout the day. The Bistro 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. 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 Westminster Campus is a non-smoking facility. 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 Services staff in the Student Life Office.

## **GAME ROOM**

Our game room has free pool table, ping pong table, and foosball for use and enjoyment with a valid ID. Watch for tournaments where you can win prizes!

## **HIGH PLAINS FITNESS CENTER**

The High Plains Fitness Center is open to all current students with a valid Wolf Card. Sign up as a member and have access to lifting weights, working out on aerobic equipment, or playing intramurals. For more information regarding all programs and current hours of operation, please contact the Center at 303-404-5159 or visit the website at <https://www.frontrange.edu/campuses/fitness-centers>.

## **COPY & FAX SERVICE**

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 Student Center main hallway or go to <http://www.rtd-denver.com>. We sell monthly passes at the Westminster Campus, and RTD does **not** give a discount for FRCC students. For more specific information, contact RTD at 303-299-6000.

## **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.

## **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 building corridor that runs West to East. The numbering system in the main corridor starts at 01 at the West end 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. 'L' lettered classrooms are in the hallway between the main building and the College Hill Library. There is one classroom building that is not attached to the main campus building. This is the 'D' building. It is on the further east end of College property located across from entrance #5 of the main building.