

2023



Student Handbook



COMMUNITY
COLLEGE
of AURORA

Contents:

4 CENTRETECH CAMPUS MAP

5 LOWRY CAMPUS MAP

6 WELCOME FROM CCA PRESIDENT

7 ABOUT COMMUNITY COLLEGE OF AURORA

12 CCA LAND & LABOR ACKNOWLEDGEMENT

13 INCLUSIVE EXCELLENCE

14 IMPORTANT DATES & REGISTRATION

16 TUITION INFORMATION

18 PAYING FOR COLLEGE

20 ACADEMIC CALENDAR

21 STUDENT SNACK STATION INFORMATION

22 ACADEMIC AND STUDENT SUPPORT

29 CONCURRENT ENROLLMENT PROGRAM

30 STUDENT-LED ORGANIZATIONS

33 STUDENT CONDUCT & POLICY

39 STUDENT COMPLAINT PROCESS

40 STUDENT BILL OF RIGHTS

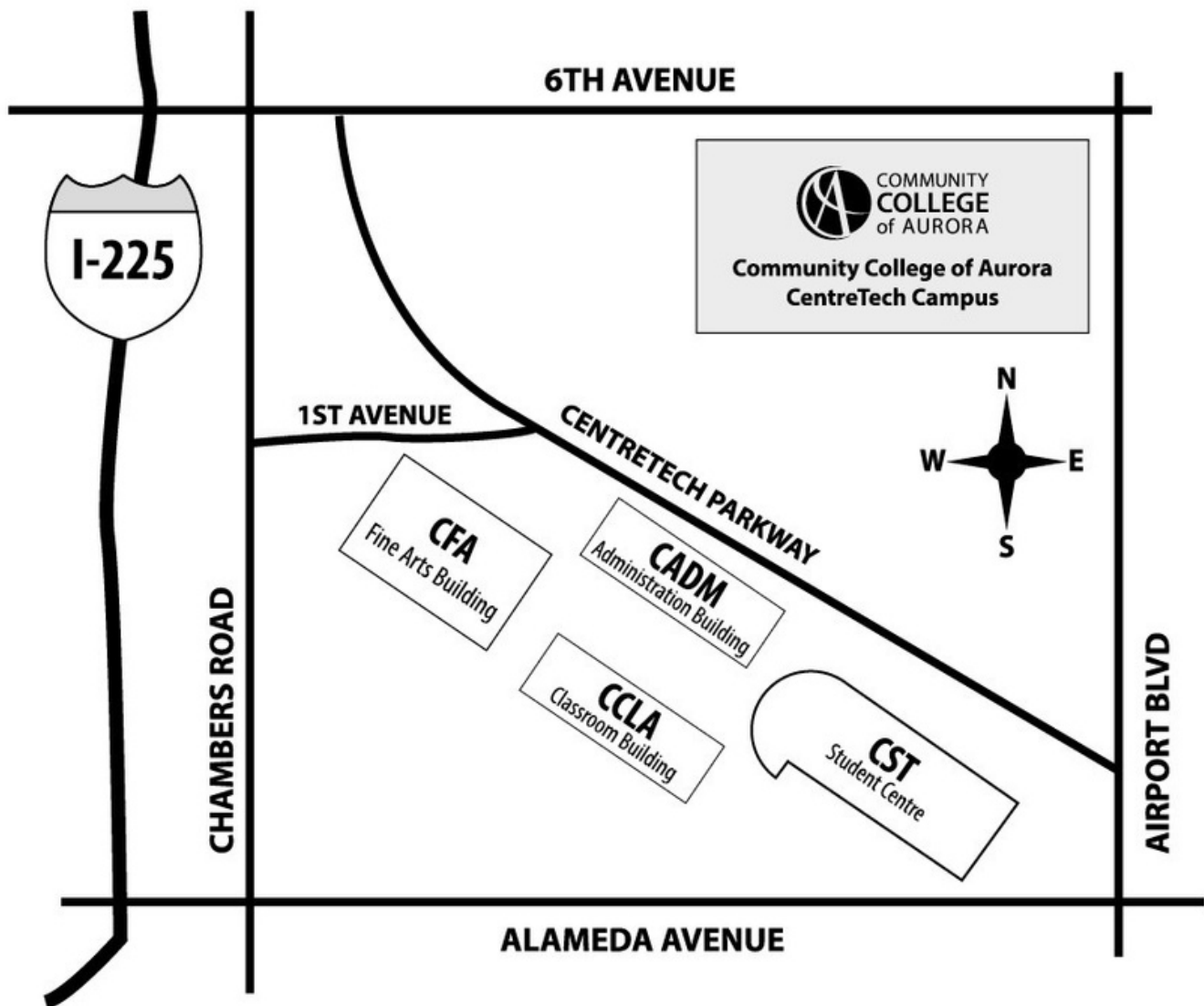
41 OTHER STUDENT POLICIES

42 DIRECTORY



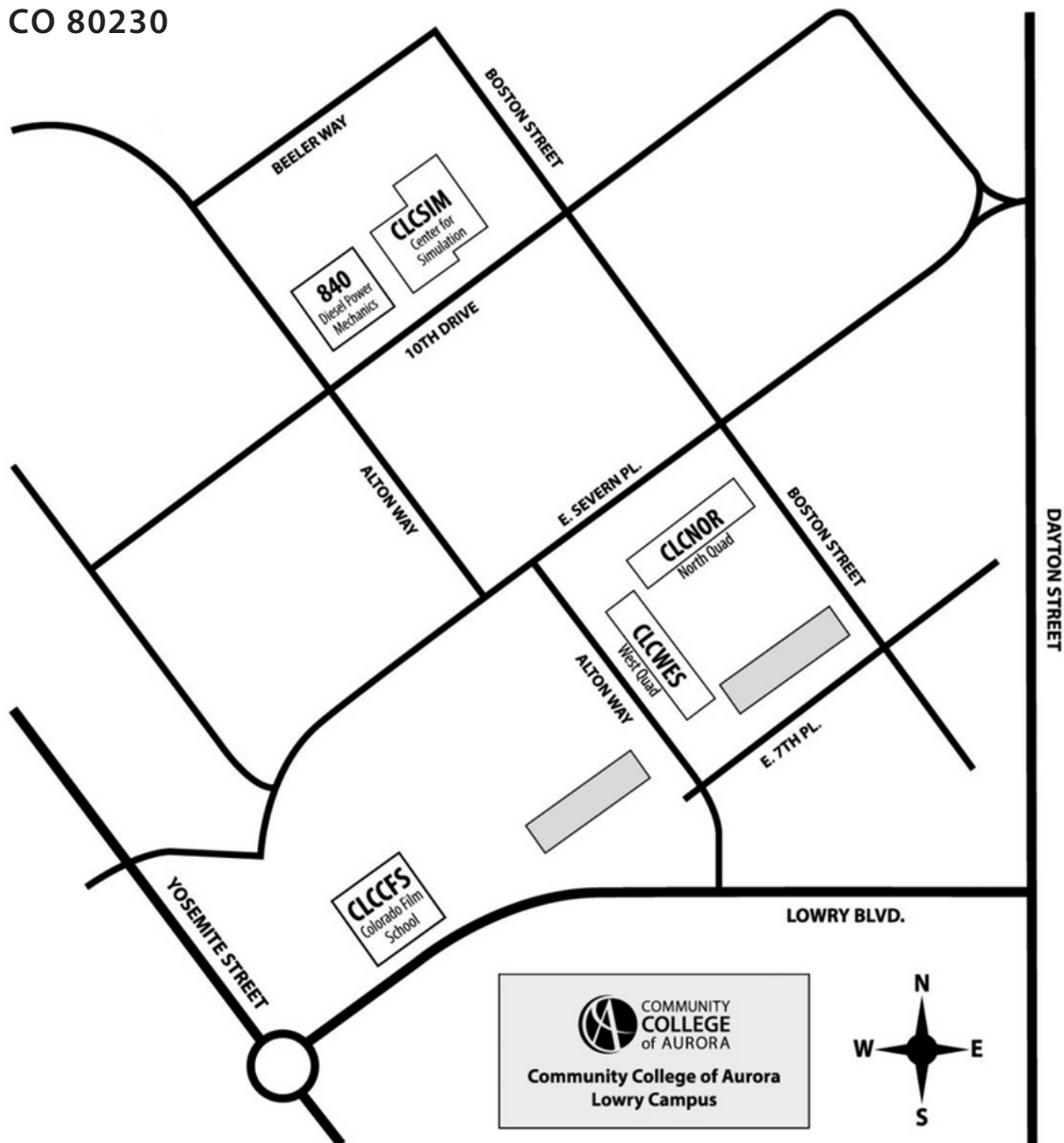
CentreTech Campus

16000 E. CENTRETECH PKWY
AURORA, CO 80011



Lowry Campus

710 ALTON WAY
DENVER, CO 80230



Welcome & Bienvenidos

TO COMMUNITY COLLEGE OF AURORA (CCA)

We are honored you have chosen CCA as your institution of higher education, and know that we are committed to supporting your academic and career pathways. This Student Handbook was designed to aid in your understanding of our institution and serve as a reference guide for the various resources available to you as our student. The Student Handbook includes important semester dates and reminders, academic advising information, career services contacts, mental health and counseling resources, student life updates, academic tutoring information, and much more. In addition, we have provided a guide on college policies such as the Student Code of Conduct that promote your overall wellness, persistence, and completion efforts.

We know that being a college student is a big choice for both you and your family, and it is our mission to make sure you receive the high-quality instruction and support services you deserve. CCA faculty and staff are here to help you navigate your college experience and are invested in your success because “You Matter, You Are Valued, and You Belong!”

Best of luck this academic year!



Mordecai I. Brownlee, Ed.D.

President, Community College of Aurora

He, Him, His

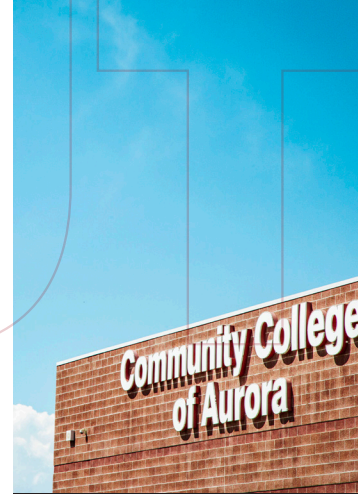
ABOUT

About Community College of Aurora

Community College of Aurora (CCA) is a Colorado community college with campuses in Aurora and Denver. In addition to the classes offered at these two campuses, we offer online courses and degrees. Maybe you need a degree or certificate to help you land your dream job – or you're looking for an affordable way to transfer to a four-year college or university in Colorado; CCA can help you achieve your educational goals.

We are small enough to get to know you, and big enough to offer a variety of courses of study that will meet your educational needs. Our exceptional faculty and staff, convenient class times and locations, friendly support services, and diverse student body will help shape your future in a fastchanging world. And we offer tuition and fees that are about half of what students pay at a public or private university!

Community College of Aurora takes education to a whole new level, combining solid theory with practical training. With this approach, we equip students with relevant learning that can lead to a solid and secure future. Come to CCA and discover an exciting place to learn and grow!



VISION

We aspire to be the college where every student succeeds.

MISSION

Community College of Aurora serves our diverse community by providing high-quality instruction and support services to prepare students for transfer and employment.

VALUES

Respect
Collaboration
Quality
Access
Diversity
Inclusion



CCA'S INSTITUTIONAL OUTCOMES: 4 C'S



All students at CCA are expected to develop competence in our institutional outcomes, the 4 Cs, in addition to competence in occupational and discipline knowledge. The 4 Cs are: Career & Transfer Readiness, Communication, Critical Thinking, and Cultural Competence. These skills are the foundation of students' education at Community College of Aurora. Students develop competence in one or more of these skills in all of their experiences at CCA, both inside and outside of the classroom.

Career & Transfer Readiness

Career and transfer readiness is the ability to adapt, commit to lifelong learning, and demonstrate knowledge and skills applicable in a global economy for successful transition into the workplace or continued coursework.

Communication

Communication is the ability to effectively express, impart, or exchange feelings, thoughts, opinions, and information both orally and in writing.

Critical Thinking

Critical thinking is the ability to analyze and evaluate information, evidence, arguments, and theories from multiple perspectives for use in the development of an opinion or conclusion.

Cultural Competence

Cultural competence is the ability to demonstrate awareness and integration of an intentional valuing of cultural differences and experiences in our decisions and interactions with all.

OUR FUTURE. TOGETHER.

NUESTRO FUTURO. JUNTOS.

HISPANIC-SERVING INSTITUTION

The Community College of Aurora was federally designated a Hispanic-Serving Institution (HSI) in 2016. To receive this designation, institutions must have an undergraduate Hispanic fulltime equivalent student enrollment of 25 percent or more. At CCA, more than 30 percent of the student population identifies as Latinx, and about 1 in 16 students who graduate are Latinx students.





As an HSI designated institution, CCA can apply for federal grant funding to assist in strengthening and expanding our programs, facilities, and services for Latinx students and other minoritized populations.

While the term Hispanic is used in the designation, Latinx is the more commonly used term at CCA. Hispanic is a government-designated term used in the U.S. to refer to people of origin or ancestry from Spanish-speaking countries. Latinx is the term that affirms people who do not identify in the gender-binary of the Spanish language.

As a Hispanic-Serving Institution, CCA can apply for federal grant dollars in assisting with our mission. Currently, CCA is a recipient of the Developing Hispanic-Serving Institutions Title V Grant. The purpose of this grant is to serve the campus community through instructional support, direct student support and programming, and perpetuating a data-informed culture to propel the social and economic mobility of our students.

MINORITY-SERVING INSTITUTION

CCA is also a designated Minority-Serving Institution (MSI) or an institution that enrolls a high percentage of BIPOC students (Black, Indigenous, and People of Color). Approximately 64 percent of CCA's students identify as BIPOC.



CCA Land & Labor

ACKNOWLEDGEMENT

We humbly acknowledge that the Community College of Aurora sits upon land within the territories of the Ute, Cheyenne, Arapaho, and Sioux peoples, descendants of the Folsom and Clovis first peoples. Also, we acknowledge that 48 contemporary tribal nations are historically tied to the lands that make up the state of Colorado. We take this opportunity to offer respectful recognition to these Native and Indigenous communities who have stewarded this land throughout the generations. We pay our respects to these communities, past, present, and future, the land, and the elders. This land is not ours, and yet, here we are. In addition to acknowledging the land we sit on and its impact, we want to also acknowledge the historical labor that has built our society and infrastructure. Much of what we know of this country today, including culture, economic growth, and development through history and across time, has been made possible by the labor of enslaved African people and their ascendants who suffered the horror of the transatlantic trafficking, chattel slavery, and Jim Crow. We are indebted to their labor and their sacrifice, and we must acknowledge the tremors of that violence throughout the generations and the resulting impact that is still be felt and witnessed today.

With this land and labor acknowledgement, we can begin to reconcile and address our history and communal legacy as the Community College of Aurora where we aspire to be the college where every student succeeds.

Diversity, Equity, & Inclusion

The mission of the Diversity, Equity, and Inclusion Division at the Community College of Aurora is to advance initiatives and opportunities that expand access, celebrate diversity, foster inclusion and remove barriers in our pursuit of equity.

Our vision is to provide intentional support and resources to our diverse community that advance institutional growth and student success.

We value advocacy, care, community, cultural intelligence, diversity, equity, and inclusion.

YOU MATTER.
YOU ARE VALUED.
YOU BELONG.

Important Dates & Registration

FALL 2022 DEADLINES

PAYMENT DEADLINE: AUGUST 3, 2022

(After August 3, 2022 payments must be made within 48 hours. See Paying for College section for more information.)

| | Classes Begin | Classes End | Last Day to Add | Last Day to Drop* | Last Day to Withdraw*** |
|-----------------------------|---------------|-------------|-----------------|-------------------|-------------------------|
| Full Semester | August 22 | December 10 | August 24 | September 6 | November 17 |
| CCA Online | August 29 | December 10 | August 31 | September 13 | November 21 |
| CCC Online | August 29 | December 10 | August 31 | September 13 | November 21 |
| CCA Second Session | September 26 | December 10 | September 28 | October 6 | November 28 |
| CCC Online Session 2 | October 3 | December 10 | October 4 | October 13 | November 28 |

For short session and late session course offerings, please see the online Schedule of Classes for the semester. For the majority of short session courses, you may register for those classes through the first day of the course. For short session and late start drop, withdraw, and payment dates, please visit your Detailed Student Schedule on the Student tab of your MyCCA account or visit the Admissions, Registration, and Records office.

**The Last Day to Drop is the deadline to drop a class and have it removed from your record and to receive a refund of tuition and fees for the course.*

***The Last Day to Withdraw is the deadline to withdraw from a class (no refund) and have a W grade recorded for the course.*

UPCOMING DATES

www.ccaurora.edu/calendar

FINANCIAL AID

financialaid@ccaaurora.edu

303-360-4709

Apply for financial aid early. If you have a completed file in the CCA Financial Aid Office by the priority deadline, you will be given priority in determining eligibility for financial aid.

Priority Deadlines:

- Fall Semester: May 1
- Spring Semester: November 1
- Summer Semester: April 1

Bookstore Charges:

- August 9, 2022 - September 5, 2022 (Bookstore phone number: 303-360-4774)

NAVIGATE

Plan. Schedule. Register. Done! CCA Navigate is a new tool that allows you to plan the courses you want to take through out your entire program at CCA. In the weeks just before registration opens, you can schedule the campus, time, and day of your classes in an easy to read calendar. Once you have your classes scheduled, wait for registration to open for the term. On the first day of registration, click the "Register" button and you're done!

SCHOLARSHIPS

www.ccaurora.edu/scholarships

Share your story for CCA Foundation Scholarships!

- Summer and Fall Scholarship Applications: April 1 - May 31
- Spring Scholarship Application: October 1 - November 30

GRADUATION APPLICATION DEADLINES

The graduation application is available from the Student Tab on MyCCA from the Steps to Graduate button.

Applications received after the final deadline will be processed for the next semester.

- Fall Semester: November 1
- Spring Semester: March 1
- Summer Semester: July 1

SEMESTER BREAKS AND EXTENDED HOURS

www.ccaurora.edu/calendar

Extended Hours:

- Extended Hours: August 6 and 13, 2022, 9 a.m. – 1 p.m.
- Labor Day: September 5 (College closed)
- Faculty In-Service: November 22 (College open, no classes)
- Thanksgiving: November 23 - 26 (No classes, college closed on Thanksgiving Day)

NEW STUDENT ORIENTATION

www.ccaurora.edu/orientation

Orientation marks your entrance to the CCA community and will introduce you tour campus and the services we provide. Online Student Orientation is required for new first-time students. All students are encouraged to attend Online Orientation.

To experience CCA's Online Orientation:

- Log in to MyCCA
- Click on the Student Tab (Star icon)
- Click on Go to CCA's Online Student Orientation

Tuition Information

FALL 2022 TUITION: RESIDENT

| CREDIT HOURS | TUITION | FEES | TOTAL | LESS OF STIPEND | AMOUNT DUE AFTER STIPEND |
|--------------|------------|----------|------------|-----------------|--------------------------|
| 1 | \$260.40 | \$73.24 | \$333.64 | -\$104.00 | \$229.64 |
| 2 | \$520.80 | \$79.14 | \$599.94 | -\$208.00 | \$391.94 |
| 3 | \$781.21 | \$85.04 | \$866.25 | -\$312.00 | \$554.24 |
| 4 | \$1,041.60 | \$90.95 | \$1,132.55 | -\$416.00 | \$716.55 |
| 5 | \$1,302.00 | \$96.85 | \$1,398.85 | -\$520.00 | \$878.85 |
| 6 | \$1,562.40 | \$102.75 | \$1,665.15 | -\$624.00 | \$1,041.15 |
| 7 | \$1,822.80 | \$108.66 | \$1,931.46 | -\$728.00 | \$1,203.46 |
| 8 | \$2,083.20 | \$114.56 | \$2,197.76 | -\$832.00 | \$1,365.76 |
| 9 | \$2,343.60 | \$120.46 | \$2,464.06 | -\$936.00 | \$1,528.06 |
| 10 | \$2,604.00 | \$126.36 | \$2,730.36 | -\$1,040.00 | \$1,690.36 |
| 11 | \$2,864.40 | \$132.27 | \$2,996.67 | -\$1,144.00 | \$1,852.67 |
| 12 | \$3,124.80 | \$138.17 | \$3,262.97 | -\$1,248.00 | \$2,014.97 |
| 13 | \$3,385.20 | \$140.77 | \$3,525.97 | -\$1,352.00 | \$2,173.97 |
| 14 | \$3,645.60 | \$143.38 | \$3,788.98 | -\$1,456.00 | \$2,332.98 |
| 15 | \$3,906.00 | \$145.98 | \$4,051.98 | -\$1,560.00 | \$2,491.98 |
| 16 | \$4,166.40 | \$148.59 | \$4,314.99 | -\$1,664.00 | \$2,650.99 |
| 17 | \$4,426.80 | \$151.19 | \$4,577.99 | -\$1,768.00 | \$2,809.99 |
| 18 | \$4,687.20 | \$153.80 | \$4,841.00 | -\$1,872.00 | \$2,969.00 |

NON-RESIDENT

| CREDIT HOURS | TUITION | FEES | TOTAL |
|--------------|-------------|----------|-------------|
| 1 | \$641.80 | \$73.24 | \$715.04 |
| 2 | \$1,283.60 | \$79.14 | \$1,362.74 |
| 3 | \$1,925.40 | \$85.04 | \$2,010.44 |
| 4 | \$2,567.20 | \$90.95 | \$2,658.15 |
| 5 | \$3,209.00 | \$96.85 | \$3,305.85 |
| 6 | \$3,850.80 | \$102.75 | \$3,953.55 |
| 7 | \$4,492.60 | \$108.66 | \$4,601.26 |
| 8 | \$5,134.40 | \$114.56 | \$5,248.96 |
| 9 | \$5,776.20 | \$120.46 | \$5,896.66 |
| 10 | \$6,418.00 | \$126.36 | \$6,544.36 |
| 11 | \$7,059.80 | \$132.27 | \$7,192.07 |
| 12 | \$7,701.60 | \$138.17 | \$7,839.77 |
| 13 | \$8,343.40 | \$140.77 | \$8,484.17 |
| 14 | \$8,985.20 | \$143.38 | \$9,128.58 |
| 15 | \$9,627.00 | \$145.98 | \$9,772.98 |
| 16 | \$10,268.80 | \$148.59 | \$10,417.39 |
| 17 | \$10,910.60 | \$151.19 | \$11,061.79 |
| 18 | \$11,552.40 | \$153.80 | \$11,706.20 |

ONLINE CLASSES: TUITION RATES

CCA & CCC Online Classes

- Resident Rate: \$376.20 per credit hour
- Less: \$104.00 COF stipend per credit hour
- Amount Due After Stipend: \$263.20 per credit hour
- Non-Resident Rate: \$401.25 per credit hour

WESTERN UNDERGRADUATE EXCHANGE (WUE): TUITION RATES

- Traditional Classroom Courses: \$234.60 per credit hour
- Online Courses: \$401.25 per credit hour

The following is included within the fee amount: Student Activity Fee, Bond Fee, Government Fee, Parking Fee, and Registration Fee.

TUITION INFORMATION

- You may pay your tuition online at www.ccaurora.edu through your MyCCA account.
- Residency status for in-state tuition is based on the information you provide on your application. To be eligible for in-state tuition, applicants (or the parents of applicants under 23) must be able to show domicile in Colorado for at least 12 months prior to starting classes. Details are available on our website or through the Admissions, Registration and Records office at CentreTech or Lowry.
- Your residency status must be finalized BEFORE the first day of classes. Failure to provide appropriate documentation before classes begin will result in non-resident tuition classification.
- Active Duty Military personnel and their dependents are eligible for in-state tuition by providing certification from the military base Education Office each semester. More information is available from the Admissions, Registration and Records office at 303-360-4797.
- Tuition and fees are posted on the website and in the Admissions, Registration and Records and Cashier Offices. You should take note that some fees are NONREFUNDABLE. Tuition and fee payments are due even if you do not receive a bill in the mail.
- Upon registration of classes, student must understand that you are responsible for tuition and other associated fees on your student account and you must follow add/drop and withdrawal procedures of CCA.

ASSET / DACA TUITION STATUS

Community College of Aurora welcomes both ASSET students and those that qualify for DACA. Learn more about ASSET & DACA on CCA's ASSET/DACA webpage.



AUDIT COURSES

The COF stipend does not cover audit courses. If you decide to change your course to an audit, you will be required to pay the COF share of the tuition. You must request an audit by the refund date.

COLLEGE OF OPPORTUNITY FUND (COF)

www.ccaurora.edu/COF | 303-360-4797

Colorado Residents get a tuition discount through the College Opportunity Fund. If you are a Colorado resident for tuition purposes and did not sign-up for COF through your admissions application, you can sign-up online. If you have any questions about your residency determination or COF, please contact the Admissions, Registration and Records at 303-360-4797. If you do not sign up for COF, you will pay a higher in-state tuition rate. Don't forget to authorize the COF each semester that you sign up for your classes.

WAITLISTS

Waitlists allow students an opportunity to get into a class that is full, but could have space become available before the course begins. The waitlist will record the time and date that the student placed their name on the waitlist and students will be notified via student email of open spaces in that order. While on a wait list, it is important that you check your email daily. If offered a place in a waitlisted course, you will have only 48 hours to claim a spot in the class.

Paying for College

Payment arrangements must be in place prior to January 12, 2022 or you may be dropped from your courses. After January 12, 2022, payment is due within 48 hours after course registration. The second drop for non-payment will occur on February 16, 2022. Deadlines are subject to change. Please make sure that your financial aid is awarded to avoid being dropped. While financial aid is in process, set up a payment plan to ensure your seat in class.

PAYMENT OPTIONS

cashiers@ccaaurora.edu | 303-360-4827

1. Online Payment Option

Pay in full by logging into www.ccaurora.edu/MyCCA and click the "Student Finance" tab. Under payment options, select "Pay with Credit Card."

2. Pay in Person: CentreTech or Lowry Campus

Payments can be made in the form of cash, checks, or credit cards (Visa, MasterCard, and Discover only). No partial payment is accepted at the Cashier's window.

- CentreTech Campus, Administration Building, 2nd Floor, Cashier's Office
- Lowry Campus, West Quad Building, Lowry Student Services

3. Start a Payment Plan

NBS payment plan options are available to all students through MyCCA. Payments can be made by checking/savings account, Visa/MasterCard, or Discover. Please contact the Cashier's Office with any questions at 303-360-4827. NBS payment plan will incur a \$25 nonrefundable processing fee.

| DATES TO ENROLL ONLINE | REQUIRED DOWN PAYMENT | NUMBER OF PAYMENTS | MONTHS OF PAYMENTS |
|------------------------|-----------------------|--------------------|--------------------|
| July 6 - July 20 | None | 4 | Aug 20 - Nov 20 |
| July 21 - Aug 17 | None | 3 | Sept 20 - Nov 20 |
| Aug 18 - Sept 17 | None | 2 | Oct 20 - Nov 20 |
| Sept 18 - Oct 8 | 25% | 2 | Oct 20 - Nov 20 |
| Sept 18 - Oct 8 | 50% | 1 | Nov 20 only |

REFUND INFORMATION

For information and policies about refunds, please visit www.ccaurora.edu/refunds.

FEES

For a full chart of fee information visit www.ccaurora.edu/fees.



FINANCIAL OBLIGATION

By the act of registration, you automatically incur a financial obligation to the College and will be required to complete a Student Account Payment Agreement form upon registration. This means that when registering for one or more classes (unless classes are officially dropped within the time specified for a refund) you are obligated to pay the full amount of tuition and fees. View and print your bill through MyCCA after registering. You still have a financial obligation to the college even if you do not receive a bill in the mail.

Failure to pay tuition and fees may result in cancellation of your registration, but you are still financially responsible for classes that are not dropped or purged for nonpayment. Do not rely on the drop for non-payment process to remove you from classes you do not wish to attend. Log into MyCCA to verify your course schedule and drop all courses you do not wish to be enrolled by the published drop dates. In accordance with the State Fiscal Procedures, unpaid accounts will be forwarded to a collections agency. Such assignments to a collections agency may impact your credit rating and may result in the addition of collection fees, attorney fees, interest, or other costs. The college will not register you, provide semester grades or a final transcript to any student who has any financial obligations to the College or any other Colorado Community College.

EBILLS

You will be receiving statements and invoices through your student account each month. Student billing statements will be available online 24/7 through your MyCCA account:

- Sign into MyCCA
- Click on your Student Finance Tab
- View Billing Statement
- Click eBill

1098T - TAX INFORMATION

This important information is available to you to review under your student portal. Please log into your student account to review specific Tax Year's information. The Tax Information has also been provided to Internal Revenue Services. Please call CCA Cashier's Office at 303-360-4827 with any questions.

Academic Calendar



FALL 2022

REGISTRATION BEGINS: March 14, 2022

CLASSES START: August 22, 2022

CLASSES END: December 11, 2022

HOLIDAYS / BREAKS:

Labor Day: September 5, 2022

Faculty In-Service Day: November 22, 2022 (No Class)

Thanksgiving: November 23 - November 26, 2022

SPRING 2023

REGISTRATION BEGINS: October 3, 2022

CLASSES START: January 17, 2023

CLASSES END: May 8, 2023

HOLIDAYS / BREAKS:

Spring Break: March 20-25, 2023

GRADUATION: May 6, 2023

CCA Snack Stations

In partnership with Student Government Association and the Office of Student life, CCA snack stations are a free service at both campuses for all CCA foxes. Need a snack before or after class? Stop by either of our snack station locations for a free snack! We try our best to offer a variety of quick, healthy, filling snacks.

CENTRETECH CAMPUS: STUDENT CENTRE S101
LOWRY CAMPUS: WEST QUAD 119

For questions or concerns, please contact the Office of Student Life at 303-360-4720 or student.life@ccaaurora.edu.



Academic & Student Support

ACADEMIC LEARNING CENTER

CentreTech Campus, Classroom 109 & Lowry Campus, West Quad 110

We provide transformational learning assistance to help you become an independent, self-directed learner and achieve your academic goals. All services are FREE to current CCA Students.

Services:

- **Tutoring:** Experienced CCA tutors offer online and on-campus tutoring in the following: Writing, Math, Science, and English as a Second Language (ESL). For additional assistance, TutorMe is available with 24-hour instant online access 7 days a week in over 300 subjects.
- **Academic Success Workshops:** These workshops are designed to help improve students' academic preparedness, understand technology, promote skill development, and more.
- **Computer Labs and Study Space:** Computer access and study space is available for student use at both CentreTech and Lowry. Students can receive assistance with D2L, Microsoft Word, and other basic computer questions.

To learn more, please visit ccaurora.edu/alc or call 303-340-4729.

CAMPUS SECURITY AND SAFETY

CentreTech Campus, Administration Building RM A101 & Lowry Campus, Building 999

Community College of Aurora strives to provide a safe and healthy environment that enhances the learning process. Each student and employee should be able to attend classes, work on campus, and/or participate in activities with the feeling that they are in an environment that is safe and secure. For more information please visit the [Campus Security website](#).

CAREER SERVICES

CentreTech Campus, Administration Building RM A201

Career Services assists students in determining what career path is right and prepares them for the job hunt before, during and after graduation from CCA. For more detailed information please [Career Services website](#).

COLORADO OPPORTUNITY SCHOLARSHIP (COSI) INITIATIVES

CentreTech Campus, Student Centre S101

CCA has three COSI Scholarship Programs (COSI Community Partnership, COSI Back to Work, COSI Finish What You Started) to support your success. This opportunity includes:

- A scholarship per term for CCA courses to minimize your out-of-pocket costs
- A COSI team dedicated to helping you navigate college and your career, including admissions, financial aid, career assessments, resume writing, and interview skills
- Access to Single Stop, a resource website providing information for local services such as childcare, health, housing, computer and internet services, and other personal needs

If you are interested in COSI programs, please contact Scholarships.CCA@ccaaurora.edu.

CCA FOUNDATION SCHOLARSHIPS

The Community College of Aurora Foundation offers scholarships for a variety of students. Whether you have a 2.0 GPA or a 4.0, there are scholarships for you! Whether you are receiving money from the federal government through a Pell Grant, or you do not qualify for one, there are scholarships available. For more detailed information, please contact Jose Puente Puente or visit the [Community College of Aurora Foundation website](#).

COLLEGE READINESS PROGRAM

CentreTech Campus, Fine Arts Building 103

The College Readiness Program aims to provide wrap-around support services to new students at CCA through the following:

- Summer Bridge Program prior to starting their first semester at CCA (this includes a \$100 completion stipend and scholarship for Fall semester)
- Targeted outreach by the College Readiness Program Manager throughout the academic year
- Financial Education programming
- Partnerships with campus partners to ensure that you have the best support for your academic journey.

If you would like more information about the College Readiness Program, please contact CCATitleV@ccaaurora.edu.

FINANCIAL AID

CentreTech Campus, Administration Building RM A103

To qualify for most types of aid at CCA, students must complete a Free Application for Federal Student Aid (FAFSA) or Colorado Application for Financial State Aid (CAFSA) application. CCA's Federal School Code is 016058. Apply as soon as possible after October 1st of the academic year that you plan to attend. You must reapply for financial aid each year.

CCA has three financial aid priority deadlines including May 1st for the fall semester, November 1st for the spring semester, and April 1st for the summer semester. However, you may apply for financial aid at any time throughout the academic year. To contact the Financial Aid Office, call 303-360-4709 or email FinancialAid@CCAurora.edu. For more detailed information please visit the [Financial Aid website](#).

FINANCIAL LITERACY CURRICULUM

Centre ech Campus, Administration Building RM A103

Why does CCA care about Financial Literacy? Because your Financial Health is just as important as your Education. It will guide you throughout life. It equips us with the financial knowledge and skills needed to manage money effectively.

The Financial Literacy Curriculum includes Monthly Virtual or In-Person Events that focus on...

- Budgeting
- Spending & Saving
- Debt Basics
- Identity Theft
- Life Events
- Financial Institutions partnered with the Credit Union of Colorado
- Credit Basics
- How to use Studentaid.gov
- Exit Counseling

For additional lessons, use CashCourse which is a free online resource that offers quizzes, worksheets and resources to answer your money questions and give you the foundation you need to control your financial future. No Cost, No Catch, No Hidden Agenda. Sign up here: [CashCourse](#).

For more detailed information and access to the presentations please visit the [CCA Financial Literacy website](#).

To contact the Financial Aid Office, call 303-360-4709 or email FinancialAid@CCAurora.edu.

LIBRARY

Centre ech Campus, Student Center RM S202

The library provides the following services:

- librarians to assist with research
- study rooms
- computer labs to complete homework
- testing center where students can make up exams.

For more detailed information please visit the [Library website](#).

LGBTQIA+ TASK FORCE

We are a committee of CCA staff, faculty, instructors, and students who increase LGBTQIA+ visibility on campus, educate and foster understanding, provide support and resources, and advocate for the LGBTQIA+ community through educational programming, communal events, and intentional trainings for all.

Please connect with us at LGBTQTaskForce.CCA@CCAurora.edu.

MENTAL HEALTH & COUNSELING SERVICES

Short term therapeutic services by licensed professionals are free to all students enrolled in the Community College of Aurora. The following services are also available:

- Mental Health & Wellness related programming and outreach to build awareness and reduce barriers to seeking help
- Consultation and training for CCA staff and instructors on mental health issues
- Referrals to off-campus providers and specialists
- Case Management to develop strategies that support mental health, self-care
- Support and Action planning for students navigating mental health concerns while studying at CCA
- Support connecting to Colorado Crisis Services

To schedule an appointment, please complete the [Online Referral Form](#).

For more detailed information please visit the [Mental Health and Counseling Services website](#).

MILITARY AND VETERAN BENEFITS

CentreTech Campus, Administration Building, Admissions, Registration & Records 118F

CCA has a dynamic veteran and military community, and the Veteran Certifying Official is committed to assisting these students in transitioning to the college environment to achieve their educational goals. CCA honors military education benefits including Active Duty GI Bill, Veteran Readiness and Employment (VR&E), Post 9/11 GI Bill, Survivors' and Dependents' Educational Assistance, and Reserve GI Bill.

For more detailed information please visit the [Military & Veteran Services website](#).

OFFICE OF DISABILITY AND EQUITY

CentreTech Campus, Student Centre RM S202

The Office of Disability and Equity (ODE) provides accommodations and support services to students with disabilities. These services include assistive technology, text to speech literacy software, supporting self-advocacy, and approval of accommodations such as extra time on tests. If you have, or think you may have, a disability and are in need of support, contact ODE by email at ODE@CCAurora.edu.

OFFICE OF STUDENT LIFE

CentreTech Campus, Student Centre RM S102

The Office of Student Life is committed to providing inclusive, co-curricular opportunities that promote a sense of belonging to enhance the student experience.

- Student Led Organizations
- Student Newsletter
- Student Government Association
- Phi Theta Kappa Honor Society
- Campus Wide Events and Programming

Student Life Services:

Laptop Loan Program:

The Student Life laptop loan program offers free CCA laptops to any CCA student enrolled in CCA courses or the English as a Second Language (ESL) program. The laptop loan is for one semester and can be renewed each semester as long as the student is enrolled in courses. If you are interested in borrowing a laptop for the semester, please contact the Office of Student Life.

Student Life Snack Station:

Running to class and need a quick bite to eat? Stop by the Student Life Office for a free snack to help you get through the day. We have a variety of snacks that are sure to fit any of your cravings or needs. This is a free service for all CCA Students. Snack Stations are located at both the Lowry and Centre Tech Campus.

- Lowry: West Quad RM 110
- Centre Tech: Student Centre S101

Food Pantries:

The Office of Student Life supports two initiatives on campus to help battle food insecurity:

- Lowry Mobile Food Bank: Each 4th Tuesday of the month from 9am-10:30am at the Lowry Campus parking lot, the Office of Student Life Staff and volunteers hand out food boxes to serve an entire family. The items included in the box are: Meats, vegetables, pasta, dairy, fruit, and more. It is not required to pre-register before attending, but can help speed up the process. This is a free service to all CCA foxes and community members. To register please visit this link: <https://newclient.link2feed.com/>
- CCA Food Pantry: Early each month the Office of Student Life and Student Government Association (SGA) hosts two food pantries the first week of every month. We work to provide shelf stable items, bread, vegetables, breakfast items, and produce. This free service is for all CCA Foxes and does not require pre-registration. Keep an eye out for flyers around campus, on our Student Life Facebook, and in your emails for the next date for the CCA Food pantry.

To get in contact with the Office of Student Life please email student.life@ccaaurora.edu or call 303-360-4729

PATHWAY ADVISING

Centre Tech Campus, Administrative Building Rm A106

Lowry Campus, West Quad Building Rm 119

Pathway Advising is a collaborative and intentional process between students and trained advisors. Our mission is to partner with students to guide and empower them in developing, implementing, and completing academic plans that further their career and life goals. Pathway Advising provides the following Services:

- Understand assessment testing results
- Choose or change a degree or certificate program
- Understand degree requirements
- Find course descriptions and prerequisite courses in the catalog
- Learn how to use the class search to build your schedule
- Determine if an online course is the “right choice”
- Assist in planning educational goals
- Assist with degree completion
- Help with a successful transfer to four-year colleges and universities

Overall, we help students each step of the way – from getting started through graduation, to transfer and anywhere inbetween.

Academic Advising services are available by appointment or in person drop-ins. Appointments are available in-person, by phone, or virtual (Zoom video):

- Monday, Tuesday, Thursday 8:00am – 5:30pm and Friday 10:00am – 4:30pm Centre Tech
- Monday, Wednesday, Thursday 8:00am – 5:30pm and Friday 10:00am – 4:30pm Lowry
- Drop-ins are available:
 - Wednesday 8:00am – 5:30pm Centre Tech
 - Tuesday 8:00am – 5:30pm Lowry

You can schedule an appointment with your academic pathway advisor through your [Navigate Student Portal](#).

You can obtain more detailed information on the [Academic Pathway Advising webpage](#).

STUDENT ADVOCACY SERVICES

Centre Tech Campus, Student Centre S101

The Office of Student Advocacy recognizes that student wellbeing and success depend upon access to resources that meet their needs. We provide holistic and equity-minded services that connect students to resources, build self-awareness and self-advocacy skills, and assist with navigating basic needs and personal challenges during their educational journey. To contact the Office of Student Advocacy Services, please email studentadvocacy@ccaaurora.edu.

The following services are offered in the Office of Student Advocacy:

- Case Management: Creating culturally competent and accessible partnerships with students to secure their basic human needs, including reliable and consistent access to affordable food, housing, transportation, technology, familial care, health care and mental health services.
- Care Team: Providing risk assessment, outreach, support and follow up to students in crisis.
- Self-advocacy skill building training to equip students to navigate life challenges and competing demands.
- Stress Management programing that emphasizes prevention, awareness and self-care
- SingleStop: Screener and State and federal benefit enrollment support
- Personalized connections to community resources
- Support navigating personal challenges that impact academic progress.

STUDENT PARENT SUPPORT SERVICES

Centre Tech Campus, Student Centre S101

Student Parent Support Services Centre Tech Campus, StudentCentre S101F The Student Parent Navigator is dedicated to providing support and community development for both student parents and children at the Community College of Aurora, and throughout the greater Colorado Community College System. Our office utilizes an intentional 2Gen approach where we provide resources to student-parents that are inclusive and in celebration of their unique identities and backgrounds. Through case management, program facilitation, and advocacy we aim to retain student-parents from post-admission to graduation. To contact the Parent Student Navigator, please email megan.dempsey@ccaaurora.edu.

TRIO STUDENT SUPPORT SERVICES

Centre Tech Campus, Student Centre S203

TRIO Student Support Services (SSS) offers an array of services designed to make your college career a success. From an assigned Academic Coach who is dedicated to your success to supplemental tutoring and success workshops, participation in TRIO will help you to make the most of your college education. Research tells us that students who participate in TRIO SSS programs are more likely to find success in college. Space is limited to 160 participants in the Traditional program and 140 participants in the English as a Second Language program, which supports students whose first language is not English. TRIO Student Support Services is funded by the U.S. Department of Education. To learn more and apply, visit our [TRIO Student Support Website](#).

Eligibility:

- U.S. Citizen or US Permanent Resident
- First Generation: Neither parent has earned a bachelor's degree OR
- Income Qualified OR
- Documented Disability

UNDOCU-SERVING TASK FORCE

The Community College of Aurora (CCA) is an open-door institution, which allows any student to attend, regardless of citizenship. We are made up of a rich and diverse student body, including immigrants, international students, DREAMERS, those who are undocumented, those with DACA status, and those with U.S. citizenship.

The Undocu-Serving Task Force coordinates campus efforts and provides resources, programming, and training to build a more inclusive and supportive CCA community for our students who are undocumented. Many of these resources (financial, community, and CCA) are listed on our webpages, which we continue to update. You can contact us at UndocuServing@CCAurora.edu or visit <https://www.ccaurora.edu/students/undocumented>.



**TO RECEIVE MORE
INFORMATION ABOUT
CCA STUDENT SUPPORT SERVICES,
PLEASE SCAN THE QR CODE BELOW.**



Concurrent Enrollment Program

Did you know you can get a jump start on your college plans by earning college credit while still in high school? Concurrent Enrollment offers students the opportunity to take college-level courses at either their high school or on the CCA campus! Not only can you get a head start on your college courses and possibly reduce the time you spend in college, but your school district pays for your college tuition!

WHAT IS CONCURRENT ENROLLMENT?

The Concurrent Enrollment Program is an exciting partnership between the Community College of Aurora and high school districts that allow eligible 9th, 10th, 11th, and 12th grade students the opportunity to enroll in college credit courses while in high school. The Concurrent Enrollment Program consists of two separate components:

- Concurrent Enrollment courses on the CCA Campus
- Concurrent Enrollment courses in the high school

Need help with registration? Scan the QR Code to meet with a CE Student Success Coordinator!



Student Led Organizations

STUDENT GOVERNMENT ASSOCIATION (SGA) 2022-2023

Student Government Association commits ourselves to represent the students of the Community College of Aurora and to serve as advocates for the enrichment of student life. The student body of Community College of Aurora is increasingly diverse and we commit ourselves to serve all members of the student body to the best of our abilities. We are committed to actively learning student needs and addressing them in the most ethical, effective, caring, and efficient manner. We commit ourselves to a policy that all students shall have equal access to our programs and can participate in student government without discrimination on the basis of color, national origin, religion, veteran status, sexual orientation, sex, handicap or age.

GET CONNECTED WITH SGA:

- Share an initiative or concerns with SGA, attend a meeting or email sga.cca@ccaaurora.edu
- Start a Student Led Organization and apply for funding for your org needs, apply here: https://ccaaurorasurveys.sjc1.qualtrics.com/jfe/form/SV_3U9Z61DZlqKQ1hQ



MEET THE 2022-2023 STUDENT GOVERNMENT ASSOCIATION OFFICERS:



Anthony Luevanos,
President



Misty Terrero-Gonzalez
Vice-President



Zach Geller
Senator for
Student Led
Organizations



Nadia Kress
Senator for
STEM



Serena Martinez
Senator for
Inclusive
Excellence



Ifeoma Ugeh
SSAC
Representative



Temitope Towolawi
Senator for
Health

Community College of Aurora Students, I am excited to serve as your 2022-2023 Student Government Association (SGA) President. SGA is here to serve and assist you all in any way possible. We work closely with college leadership, faculty and staff to fulfill your needs and bring perspective from CCA students. We hope to do our best to represent the student body and our goal is to support a successful academic year!

Anthony Luevanos
President

PHI THETA KAPPA HONOR SOCIETY



The purpose of [Phi Theta Kappa](#) shall be to recognize and encourage scholarship among institution students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

ELIGIBILITY:

- Must have completed 12 credits or more at CCA
- Must have a GPA of 3.5 or more

BENEFITS:

- Leadership development opportunities as a PTK officer
 - Facilitate monthly meetings with membership
 - Support completion of Honors and Action and College Project
 - Support recruitment of new PTK members
 - Attend 2023 PTK Catalyst Conference
- Scholarships
 - PTK offers thousands of scholarships just for PTK students. Applications are open in the Fall and Spring semester for applicants.
- Professional Development
 - Complete PTK EDGE courses specified for certain disciplines and career paths

Want to learn more about PTK? Connect with us at ptk@ccaaurora.edu.

INTERESTED IN STARTING YOUR OWN STUDENT LED ORGANIZATION?

REQUIREMENTS:

- Have at least 3 members
- Have an advisor affiliated with the college
- Apply

Now accepting applications, and there is funding available. Connect with the Office of Student Life to get started at student.life@ccaaurora.edu or 303-360-4729.

The Student Code of Conduct

A College community is defined by its values for learning, teaching, and service that reflect academic excellence, holistic student development, and societal impact. To guide student success, the Colorado Community College System (CCCS) has created the Code of Student Behavioral Expectations and Responsibilities (Code), which includes standards of behavior that support an engaged learning environment for all students. The Code embraces the institutional values of integrity, excellence, learning, diversity, intellectual freedom, and equal opportunity, and is rooted in conflict resolution practice to support students in resolving their own conflicts.

Each College's Student Affairs Division is authorized to enact the Code and utilize the Code procedures to support students while holding them accountable to the behavior that supports the College mission and vision. The outcomes of the student conduct process are designed to assist students in their development, help them think through their moral and ethical decision-making, and realign their behavior with the College's community expectations. In certain incidents, this may involve separation from the College either temporarily or permanently. Outcomes are assigned based on the severity of the violation, cumulative conduct history, and educational needs of the student.

Students at each College are provided a copy of the Code and are responsible for reading and adhering to the Code. The Code in no way creates a contractual obligation and CCCS reserves the right to revise the procedure at any time.

For more information, please refer to the Student Disciplinary Procedure: [BP 4-30](#) and [SP 4 30a](#).

CCA considers the behavior described in the following subsections as inappropriate and in opposition to the values of the CCA community. These responsibilities apply to all students including continuing education. CCA encourages and expects students, faculty, and staff to engage as active bystanders and report to CCA officials' incidents that involve the following behaviors. Any student found to have violated or to have attempted to violate the following responsibilities may be subject to the conditions, restrictions, and outcomes outlined in [SP 4-30a, Student Behavior Expectations and Responsibilities Resolution Procedure](#).

The following section is organized alphabetically by violation followed by an explanation.

ABUSE OF CONDUCT PROCESS:

Abuse or interference with College processes, including conduct and academic integrity meetings:

- Falsification, distortion, or misrepresentation of information.
- Failure to provide, destroying, or concealing information during an investigation of an alleged Code violation.
- Attempting to discourage an individual's proper participation in, or use of, the campus conduct system.
- Inappropriately influencing any member of the campus community with conduct authority prior to, during, and/or following a campus conduct proceeding.
- Influencing or attempting to influence another individual to commit an abuse of the campus conduct process.

ACADEMIC INTEGRITY:

Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to outcomes as set forth in the Student Behavioral Expectations and Responsibilities Resolution Procedure.

- **Cheating:** The act of using or attempting to use an examination or other academic work, material, information, or study aids which are not permitted by the instructor. Cheating includes, but is not limited to:
 - Using books, notes, or calculators or copying from or conversing with others during examinations (unless such external aids are permitted by the instructor).
 - Having someone else do research, write papers, or take examinations for someone else.
 - Submitting work completed in one class to fulfill an assignment in another class without prior approval from the instructor(s).
 - Stealing, distributing, selling, and buying tests or having someone take an exam on someone else's behalf.
- **Fabrication:** The invention of material or its source and its use as an authority in academic work. Fabrication includes, but is not limited to:
 - Inventing the data for a scientific experiment.
 - Inventing the title and author of a publication in order to use the invented publication as a source.
 - Knowingly attributing material to an incorrect source.
- **Plagiarism:** The act of using someone else's work without giving proper credit to the original source. The work can be written, artistic, musical, language, symbols, or media. Reusing one's own work without proper citation (or approval of instructor) is also plagiarism.

AIDING AND ABETTING:

It is a violation of this Code to actively assist another in violating the Code or covering up the violation after the fact.

ALCOHOL/DRUGS:

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

ANIMALS/PETS:

Animals are not permitted on campus except as permitted by law or as specifically approved by the College.

- Please see [SP 16-70a](#), Animals on Campus System Procedure, and [CCA SA 8.3: Service and Support Animal Procedure](#), for information related to service animals and emotional support animals.
- For additional questions about service and support animals on campus, contact the Office of Disability and Equity at ODE@CCAurora.edu.

BULLYING/NON-PHYSICAL ABUSE:

Bullying includes repeated and/or severe aggressive or negative actions or behaviors intentionally or reasonably likely to intimidate, hurt, control, or diminish another person, physically, mentally, or emotionally. Bullying may include direct or indirect communications in verbal or nonverbal form and specifically includes bullying by electronic means (e.g., cyberbullying).

- For more information and compliance, see [SP19-10](#), Bullying/Violence/Firearms on Campus.

DAMAGE AND DESTRUCTION:

Reckless and/or unauthorized damage to, or destruction of, College property or the individual property of another, regardless of intention. Damage or destruction of community, public, or private property.

DECEITFUL ACTS:

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

- **Collusion:** Action with another or others to violate the Code.
- **Falsification:** Knowingly furnishing or possessing false, falsified, or forged materials, documents, accounts, records, identification, or financial instruments, including electronic forgery and/or manipulation.

DISCRIMINATION AND HARASSMENT:

Discrimination is any distinction, preference, advantage, or detriment given to a person based on one or more actual or perceived protected classes. Harassment is a form of discrimination that includes Quid Pro Quo and Hostile Environment.

- Hostile Environment occurs when a person is subjected to verbal or physical conduct based on a protected class that is sufficiently severe, persistent or pervasive, and objectively offensive to alter the conditions of a person's employment or unreasonably interfere with a person's ability to participate in or benefit from CCCS educational programs or activities, from both a subjective and objective viewpoint.
- Quid Pro Quo is a type of sexual harassment that exists when an employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct, such as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

DISCRIMINATION AND HARASSMENT (CONT'D):

- Sexual harassment includes, but is not limited to, dating violence, domestic violence, stalking, and sexual assault.
- For more information and how to file a complaint regarding discrimination or harassment, including sexual misconduct, see [SP 19-60](#), Civil Rights and Sexual Misconduct Resolution Process.

DISRUPTIVE BEHAVIOR:

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

ENDANGERMENT OR DEFACEMENT:

Conduct that is detrimental to the College, and/or to community safety. Examples include, but are not limited to, slamming doors, throwing chairs, and/or defacing of College property or property of others.

FAILURE TO COMPLY:

- Failure to comply with or follow the lawful directives of College employees acting within the scope of their duties, including those directives issued by a College administrator to ensure the safety and well-being of others.
- Failure to comply with or follow the directives and/or sanctions imposed under CCCS policies and procedures.
- Failure to identify oneself to College officials, acting in their official capacity, when requested to do so.

Fire Safety:

Violation of federal, state, local, or campus fire policies including, but not limited to:

- Intentionally, recklessly, or negligently causing a fire that damages the College, individual property, or causes injury.
- Failure to evacuate a College owned, operated, or controlled facility during a fire alarm.
- Improper use of College fire safety equipment.
- Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on College property. Such action may result in a criminal action.

GAMBLING:

Gambling as prohibited by the laws of the State of Colorado. Gambling may include, but is not limited to, raffles, lotteries, sports pools, and online betting activities. Participation in illegal gambling activities on College-owned or College-controlled property, and/or any function authorized or supervised by the College, and/or in state owned or leased vehicles.

HARM TO INDIVIDUALS:

Intentionally or unintentionally causing physical harm, threatening to cause harm, endangering the health and/or safety of any individual, or demonstrating violent behavior.

- Violent Behavior includes any act or threat of physical, verbal or psychological aggression, or the destruction or abuse of property by any individual.
- A threat is defined as direct or indirect, verbal or non-verbal conduct (including those made in person, by mail, over the telephone, by email, or by other means) intended to result or reasonably resulting in intimidation, harassment, harm, fear or endangerment of the safety of another person or property.
- For more information and compliance, see [SP 19-10](#), [Bullying/Violence/Firearms on Campus](#).

HAZING:

Defined as an act that endangers the psychological, emotional, intellectual, and/or physical health and/or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group, team, or organization. Additionally, any act that places a student in a subservient role within an organization is considered hazing. Participation or consensual cooperation by the individual(s) being hazed does not excuse the violation. Failing to intervene to prevent, failing to discourage, and failing to report those acts may also violate this code.

INDECENT EXPOSURE:

Deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts. Retaliation: Retaliatory acts include, but are not limited to intimidation, verbal or physical threats, harassment, coercion, or other adverse action(s) against a person who reports an incident of misconduct.

RIOTING:

Causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or results in damage and/or destruction of property.

THEFT:

Obtaining, retaining or exercising control over property of another without authorization, or by threat or deception, with the purpose and/or effect of depriving the person(s) to whom the property belongs of its use or benefit.

TOBACCO VIOLATION:

Smoking and the use of tobacco and related products, including electronic smoking, where contrary to applicable laws or policies established by the College. This includes smoking inside buildings or in areas where smoking is posted as prohibited. Trademark Violation: Unauthorized use, including misuse, of the College or organizational names and images without the express written consent of the institution or organization.

UNACCEPTABLE USE OF COLLEGE EQUIPMENT, NETWORK OR SYSTEM:

Unacceptable uses of any College-owned or operated equipment, network or system including, but not limited to: knowingly spreading computer viruses; reposting personal communications without the author's consent; copying protected materials; using the network for financial or personal gain, commercial activity, or illegal activity; accessing the network using another individual's account; unauthorized downloading/uploading software and/or digital video or music; downloading/uploading, viewing or displaying pornographic content, or any other attempt to compromise network integrity. For more information, see [SP 4-32, Student Email Acceptable Use](#).

UNAUTHORIZED ACCESS AND ENTRY:

Unauthorized access to any College facility, including misuse of keys, cards, restricted access areas, or unauthorized possession, duplication or use of other individual's means of access to any College facility; failing to provide a timely report of a lost College identification card or key; misuse of access privileges to College premises or unauthorized entry to or use of facilities, including trespassing, propping, or unauthorized use of alarmed doors for entry into or exit from a College facility.

WEAPONS VIOLATION:

Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons, and pellet guns), or other weapons or dangerous objects, such as arrows, axes, machetes, nunchaku, throwing stars, or knives with a blade of longer than three (3) inches. This includes the unauthorized storage of any item that falls within the category of a weapon, including storage in a vehicle parked on College property, other than what is expressly permitted by law.

- Possession of an instrument designed to look like a firearm, explosive, or dangerous weapon is also prohibited by this policy.
- Intentionally or recklessly using and/or possessing a weapon or any other item in such a way that would intimidate, harass, injure, or otherwise interfere with the learning and working environment of the College shall face increased consequences.
- Students, faculty, and staff possessing valid Colorado Concealed Handgun Licenses are permitted to carry concealed on campus in accordance with state law and CCCS policy. For more details about certain restrictions, please consult with the campus/local police and/or the Housing and Residential Education Handbook, where applicable.
- For more information and compliance, see [SP 19-10, Bullying/Violence/Firearms on Campus](#).

VIOLATION OF COURSE, PROGRAM, OR ACTIVITY RULES:

Violation of established rules as contained in courses, programs activities, regulations, or guidelines and established by departments, regulatory boards, or licensing bodies, including all Housing and Residential Education policies, as applicable.

VIOLATION OF LAWS, DIRECTIVES AND SIGNAGE:

Violating any municipal, county, state or federal laws, or executive orders, or violating any public health orders in a manner that adversely impacts the health and well-being of the campus environment and those on campus.

Conduct meetings for student groups or organizations shall also follow the Student Behavioral Expectations and Responsibilities Resolution Procedure. In any such action, individual determinations as to responsibility will be made and restrictions, conditions, and outcomes may be assigned collectively and individually, and will be proportionate to the involvement of each individual and the organization. Procedures will begin with communication to the President or leadership of said organization.

Student Complaint Process

The Community College of Aurora is committed to you and your success. We understand concerns related to grades, deadlines, course materials, course assignments, and/or interpersonal relations may arise. To support you in identifying resolutions for your concerns, the college recommends the use of the Student Complaint Process. The goal of the Student Complaint Process is to provide an opportunity for students to share about their experience(s) with faculty and staff, and identify solutions that promote their individual needs and success. Below is an outline of steps to follow in the Student Complaint Process.

- **First, engage in an informal approach to identify resolutions for the problem/concern:**
 - Contact those involved in the problem/concern as soon as possible
 - Make a decision on the best way to contact that person: in person or via email
 - If you decide to do it via email, use your CCA email account or D2L email [D2L is an intranet for the courses that does not allow communications to/from email addresses outside of it]
- **Second, if you feel that a resolution was not achieved during that informal approach, the problem persists, or you just do not feel comfortable talking to your instructor, contact the department Chair or the Dean (if your instructor is the department Chair) as soon as possible. You will receive a reply and/or information within a 2-week period.**
 - Prepare the conversation. Gather whatever information you think will be useful. The Chair / Dean may ask you for it.
 - Based on the nature of the concern, the Chair / Dean may need to reach out to the other person/people involved to gather more information and make an informed decision.
 - If appropriate, the Chair / Dean will share the decision with you and the other person/people involved.
- **Finally, if the concern persists, you can file an official report. You will use the [Student Complaint Form](#). This form is posted at the bottom of the college homepage under Refer a Concern or Incident. Your complaint will be directed to the Academic Dean where the course is housed.**
 - The Dean will seek a resolution according to existing college guidelines and officially recommend a final decision.
 - If the faculty involved is the department Chair, the Associated Dean will redirect the complaint to the Dean.

Student Bill of Rights

As a CCA Student, you are afforded the following rights as stated by [The Colorado General Assembly, Student Bill of Rights \(C.R.S. 23-1-125\)](#):

- A quality general education experience that develops competencies in reading, writing, mathematics, technology and critical thinking through an integrated arts and science experience.
- Students should be able to complete their Associate of Arts or Associate of Science degree programs in no more than sixty credit hours or their baccalaureate programs in no more than one hundred twenty credit hours, unless there are additional degree requirements recognized by the commission.
- A student can sign a two-year or four-year graduation agreement that formalizes a plan for that student to obtain a degree in two or four years, unless there are additional degree requirements recognized by the commission.
- Students have a right to clear and concise information concerning which courses must be completed successfully to complete their degrees.
- Students have a right to know which courses are transferable among the state public two- and four-year institutions of higher education.
- Students, upon successful completion of core general education courses, should have those courses satisfy the core course requirements of all Colorado public institutions of higher education.
- Students have a right to know if courses from one or more public higher education institutions satisfy the student's graduation requirements.

Other Student Policies

TITLE IX: SEXUAL MISCONDUCT, DISCRIMINATION & HARASSMENT

As a CCA student, you have the right to be free from sexual violence. All members of the CCA community are expected to conduct themselves in a manner that does not infringe upon the rights of others. CCA is committed to a zero-tolerance policy for sex/gender-based misconduct.

If you have experienced Harassment/Sexual Harassment/Sexual Misconduct, Domestic Violence, Dating Violence, Stalking, Discrimination, Civil Rights or Retaliation, you should:

- Review review the Colorado Community College System Procedure, [SP19-60 Civil Rights & Sexual Misconduct Resolution Process](#).
- Discuss Your Options with a Confidential Resource.
 - Call the CCA Confidential Reporting and Support line at 303-360-4790.
 - Submit a [Mental Health/Counseling Referral](#).
- File a [Harassment/Sexual Harassment/Sexual Misconduct, Domestic Violence, Dating Violence, Stalking, Discrimination, Civil Rights or Retaliation](#) Report.
 - Your report will be submitted to CCA's Title IX Coordinator.



CCA's Title IX Coordinator

Cindy Hesse

Vice President of Human Resources & Personnel Success

Cindy.Hesse@ccaaurora.edu

303-360-4752



Policy



Resources

TOBACCO/SMOKE-FREE CAMPUS

CCA is a Tobacco & Smoke Free Campus. By being a Tobacco & Smoke Free Campus, CCA aims to create and maintain a healthy environment that promotes the well-being of all CCA community members and guests. Smoking, vaping, all uses of tobacco, and the sale of tobacco are prohibited in all buildings and grounds, owned, leased or controlled by CCA.

To access CCA's Tobacco and Smoke Free Policy, and for Resources on Quitting, please scan the QR codes on the left.

Directory

DEPARTMENT

CONTACT INFORMATION

General Contact Info

303-360-4700

CCCS 24/7 Support for Students, MyCCA, D2L, Email & More

888-800-9198
<https://istonish.service-now.com/cccs>

Admissions, Registration, Records

303-360-4797
admissions@ccaaurora.edu

Bookstore

303-360-4774

Career Services

303-360-4929
careerservices.cca@ccaaurora.edu

Cashiers Office

303-360-4827 (CentreTech)
303-360-4757 (Lowry)
cashiers.cca@ccaaurora.edu

Center for Adult Education

303-340-7079

Center for Recruitment & Orientation

303-360-4918
recruiting.careers@ccaaurora.edu

Colorado Film School

303-340-7321
admissions@coloradofilmschool.com

Concurrent Enrollment Program

303-340-5526
concurrent.cca@ccaaurora.edu

COSI Back to Work

303-360-4935
Alex.Ertel@ccaaurora.edu

COSI Community Partnership

303-360-4921
ccacositraditional@ccaaurora.edu

| | |
|---|--|
| COSI Finish What You Started | 303-360-4779 todd.powell@ccaaurora.edu |
| Disability & Equity | 303-340-7548 ode@ccaaurora.edu |
| Facilities | facilities@ccaaurora.edu |
| Financial Aid | 303-360-4709 financialaid@ccaaurora.edu |
| Mental Health & Counseling Services | Online Referral Form |
| Military & Veteran Benefits | 303-340-7534 vetbenefits@ccaaurora.edu |
| Office of Dean of Student Success | 303-360-4771 deanofstudents.cca@ccaaurora.edu |
| Pathway Advising | 303-360-4929 advising@ccaaurora.edu |
| Security | Emergency 911 303-360-4727 (CentreTech) 303-419-5557 (Lowry) |
| Student Advocacy Services | 303-340-7524 Beau.Green@CCAurora.edu |
| Student Life | 303-360-4729 student.life@ccaaurora.edu |
| Student Parent Support Services | 303-360-4941 megan.dempsey@ccaaurora.edu |
| Testing Center | 303-360-4948 testing.cca@ccaaurora.edu |
| Transfer Success Initiatives | 303-360-4830 transfer@ccaaurora.edu |
| TRIO SSS/ESL Programs | 303-361-7370 trioss.cca@ccaaurora.edu |
| Upward Bound | 720-661-3706 upwardbound.cca@ccaaurora.edu |
| Workforce and Professional Development Customized Training | julie.Stewart@ccaaurora.edu |



COMMUNITY
COLLEGE
of AURORA

WWW.CCAURORA.EDU