

2024
2023

Student Handbook



COMMUNITY
COLLEGE
of AURORA

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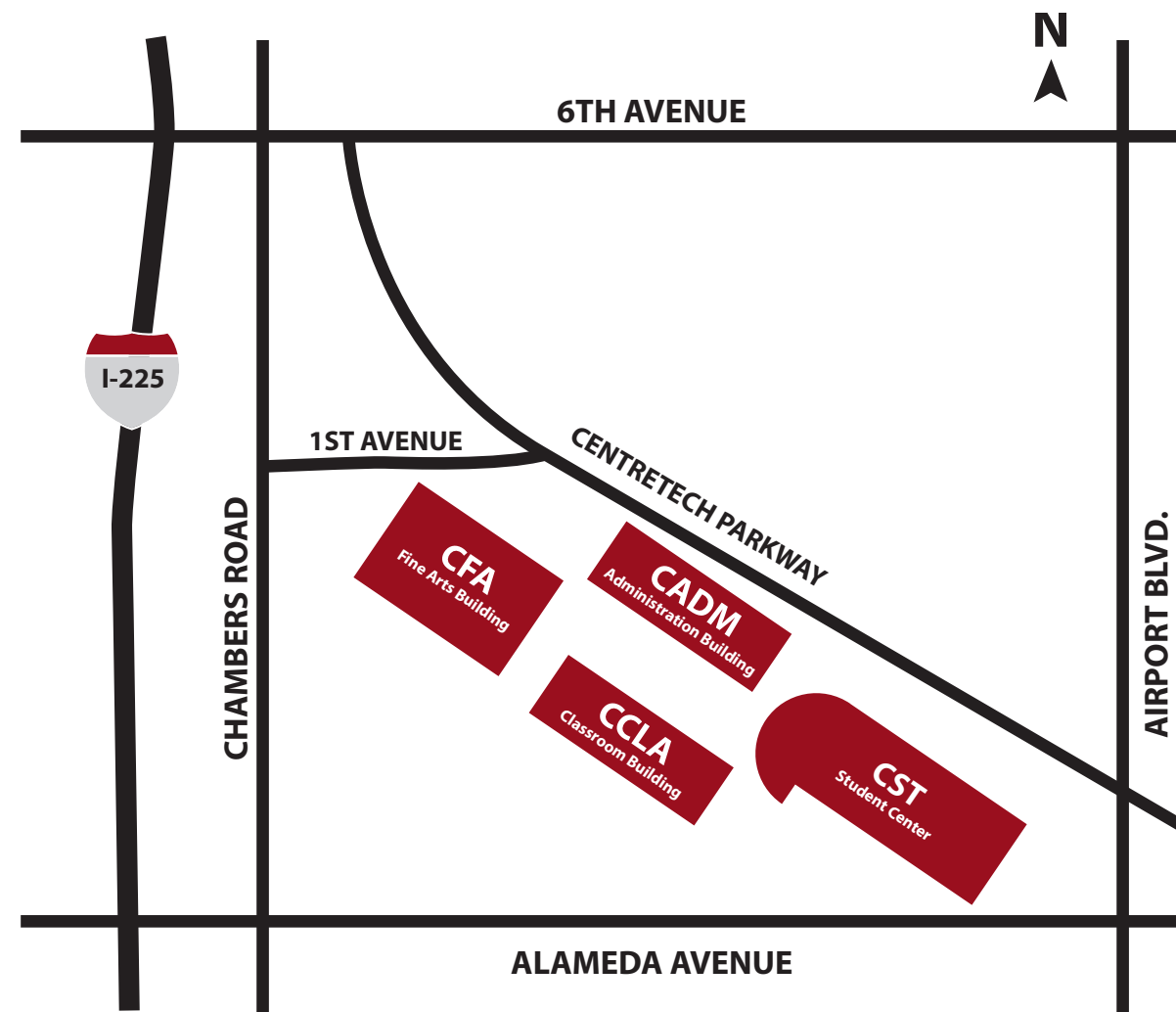
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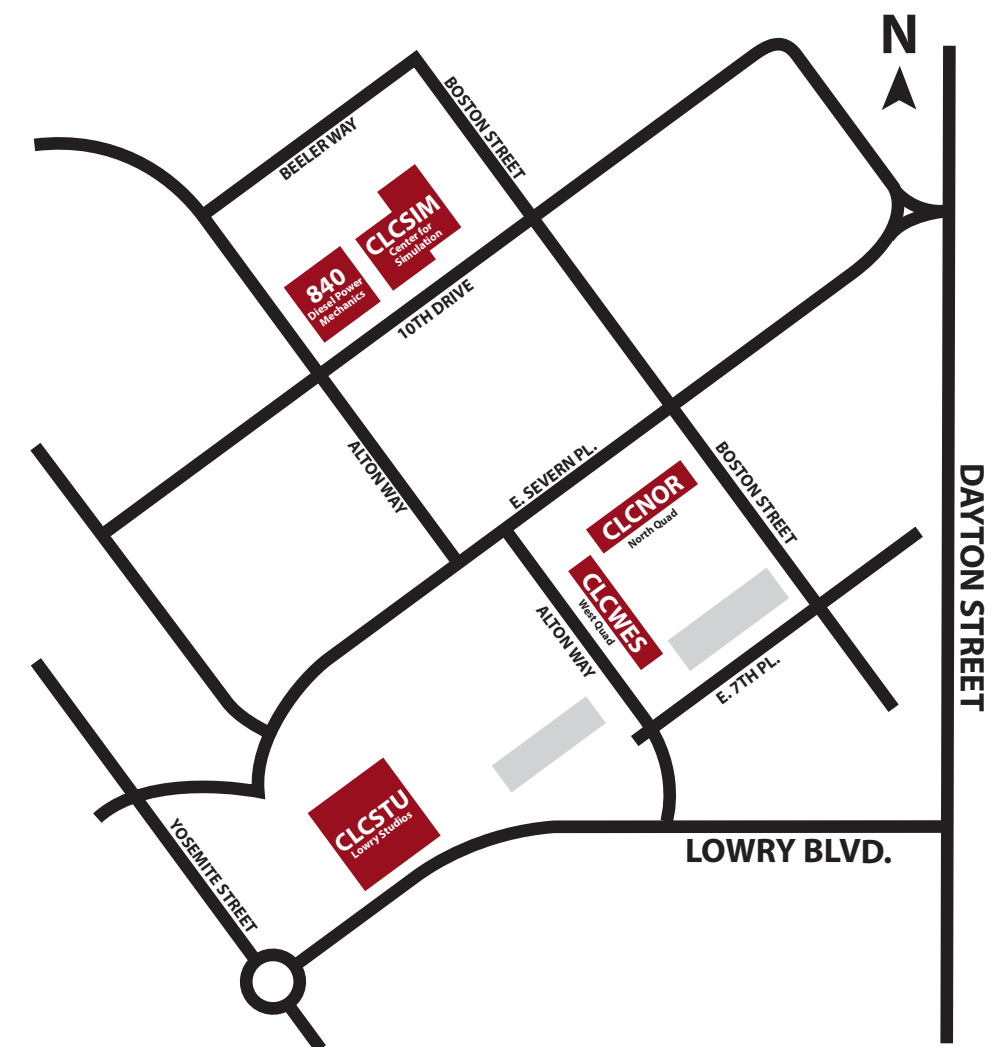
CentreTech Campus

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

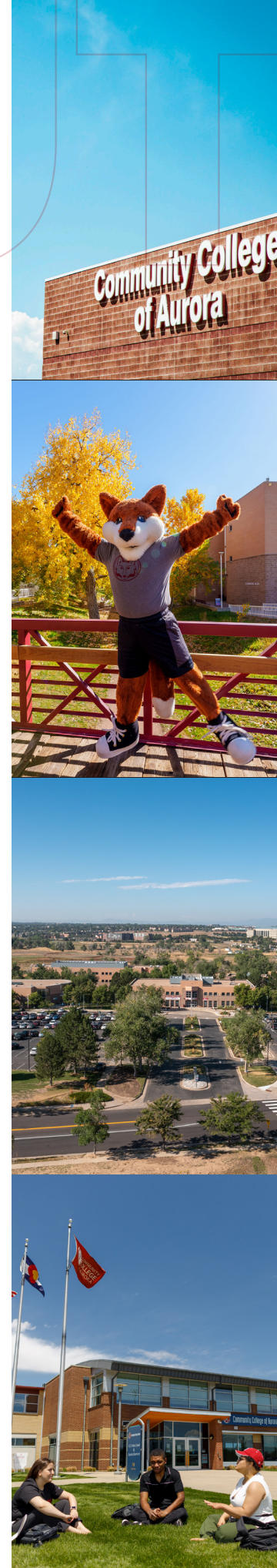
He, Him, His

About 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.



Land Acknowledgement

The Community College of Aurora respectfully acknowledges that the land on which our campuses are located and the site on which we are presenting today is on the traditional and ancestral homelands of the Ute, Cheyenne, Arapaho, Kiowa, and Sioux Nations, Tribes, and peoples, and descendants of the Folsom and Clovis first peoples. These lands were also the sites of trade gatherings, generational migration routes, and places of harvesting, hunting, and healing for numerous other Native tribes.

We recognize the Indigenous peoples as original stewards of this land and all the living things within it. We pay our respects to these communities, past, present, and future, the land, and the elders. As these words of acknowledgment are spoken and heard, we renew and reaffirm the ties that Indigenous Nations have to their traditional lands.

With this land 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 2023 DEADLINES

	Classes Begin	Classes End	Last Day to Add	Last Day to Drop*	Last Day to Withdraw***
Full Semester	August 21	December 9	August 23	September 6	November 16
CCA Online	August 28	December 9	August 30	September 12	November 20
CCC Online	August 28	December 9	August 30	September 12	November 20
CCA Second Session	September 25	December 10	September 27	October 4	November 20
CCC Online Session 2	October 2	December 9	October 3	October 12	November 27

SPRING 2024 DEADLINES

	Classes Begin	Classes End	Last Day to Add	Last Day to Drop*	Last Day to Withdraw
Full Semester	January 16	May 6	January 18	January 31	April 11
CCA Online	January 16	May 5	January 18	January 31	April 11
CCC Online	January 16	May 5	January 18	January 31	April 11
CCA Second Session	January 19	May 6	February 29	February 29	April 20
CCC Online Session 2	March 7	May 6	March 8	March 15	April 23

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

<https://ccaurora.edu/events/>

FINANCIAL AID

<https://ccaurora.edu/admission-aid/financial-aid/>
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

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

<https://ccaurora.edu/admission-aid/financial-aid/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:

- Labor Day: September 4 (College closed)
- Faculty In-Service: November 22 (College open, no classes)
- Thanksgiving: November 21 - 25 (No classes, college closed on Thanksgiving Day)

NEW STUDENT ORIENTATION

<https://orientation.ccaurora.edu/>

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

2023-2024 TUITION: RESIDENT

CREDIT HOURS	TUITION	FEES	TOTAL	LESS OF STIPEND	AMOUNT DUE AFTER STIPEND
1	\$280.20	\$76.83	\$357.03	-\$116	\$241.03
2	\$560.40	\$82.97	\$643.37	-\$232.00	\$411.37
3	\$840.60	\$89.11	\$929.71	-\$348	\$581.71
4	\$1,120.80	\$95.25	\$1,216.05	-\$464.00	\$752.05
5	\$1,401.00	\$101.39	\$1,502.39	-\$580.00	\$922.39
6	\$1,681.20	\$107.53	\$1,788.73	-\$696.00	\$1,092.73
7	\$1,961.40	\$113.67	\$2,075.07	-\$812	\$1,263.07
8	\$2,241.60	\$119.81	\$2,361.41	-\$928.00	\$1,433.41
9	\$2,521.80	\$125.95	\$2,647.75	-\$1,044	\$1,603.75
10	\$2,802.00	\$132.09	\$2,934.09	-\$1,160	\$1,774.09
11	\$3,082.20	\$138.23	\$3,220.43	-\$1,276.00	\$1,944.43
12	\$3,362.40	\$144.37	\$3,506.77	-\$1,392.00	\$2,114.77
13	\$3,642.60	\$150.51	\$3,793.11	-\$1,508.00	\$2,285.11
14	\$3,922.80	\$156.65	\$4,079.48	-\$1,624.00	\$2,455.45
15	\$4,203.00	\$162.79	\$4,365.79	-\$1,740.00	\$2,625.79
16	\$4,483.20	\$168.93	\$4,652.13	-\$1,856.00	\$2,796.13
17	\$4,763.40	\$175.07	\$4,938.47	-\$1,972.00	\$2,966.47
18	\$5,043.60	\$181.21	\$5,224.81	-\$2,088.00	\$3,136.81

NON-RESIDENT

CREDIT HOURS	TUITION	FEES	TOTAL
1	673.90	\$76.83	\$750.73
2	\$1,347.80	\$82.97	\$1,430.77
3	\$2,021.70	\$89.11	\$2,110.81
4	\$2,695.60	\$95.25	\$2,790.85
5	\$3,369.50	\$101.39	\$3,470.89
6	\$4,043.40	\$107.53	\$4,150.93
7	\$4,717.30	\$113.67	\$4,830.97
8	\$5,391.20	\$119.81	\$5,511.01
9	\$6,065.10	\$125.95	\$6,191.05
10	\$6,739.00	\$132.09	\$6,871.09
11	\$7,412.90	\$138.23	\$7,551.13
12	\$8,086.80	\$144.37	\$8,231.17
13	\$8,760.70	\$150.51	\$8,911.21
14	\$9,434.60	\$156.65	\$9,591.25
15	\$10,108.50	\$162.79	\$10,271.29
16	\$10,782.40	\$168.93	\$10,951.33
17	\$11,456.30	\$175.07	\$11,631.37
18	\$12,130.20	\$181.21	\$12,311.41

ONLINE CLASSES: TUITION RATES	WESTERN UNDERGRADUATE EXCHANGE (WUE): TUITION RATES
CCA & CCC Online Classes <ul style="list-style-type: none">• Resident Rate: \$385.75 per credit hour• Less: \$116.00 COF stipend per credit hour• Amount Due After Stipend: \$269.75 per credit hour• Non-Resident Rate: \$411.30 per credit hour	<ul style="list-style-type: none">• Traditional Classroom Courses: \$246.30 per credit hour• Online Courses: \$411.30 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)

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 OPTIONS

cashiers@ccaaurora.edu | 303-360-4827

1. Start a Payment Plan

If you are unable to pay in full by September 5, 2023, you will need to set up a payment plan to avoid having a Finance Hold placed on your account. NBS payments are available for a \$25 set up fee, and options are available to all students through MyCCA. Payments can be made by checking/savings account, Visa/MasterCard, or Discover. Please visit www.mycollegepaymentplan.com/cca for more information.

2. Prefer to Pay in Full?

Students who want to pay all at once instead of creating a payment plan can pay Online or in person.

A) Pay Online

- Log into MyCCA
- Click on the Student Finance Tab
- Scroll down the page and click on View Monthly Statement
- Under Payment Options select "Pay with Credit Card"

B) Pay in Person

- Payments can be made in the form of cash, checks or credit cards (Visa, MasterCard, and Discover).
- CentreTech Campus: Administration Building, 2nd Floor
- Lowry Campus: West Quad Building, Lowry Student Services

3. 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.

Fall 2023

DATES TO ENROLL ONLINE	REQUIRED DOWN PAYMENT	NUMBER OF PAYMENTS	MONTHS OF PAYMENTS
July 6 - 20	None	4	Aug 20 - Nov 20
July 21 - Aug 17	None	3	Sept 20 - Nov 20
August 18 - Spet 17	None	2	Oct 20 - Nov 20
Sept 18 - Oct 8	25%	2	Oct 20 - Nov 20
Oct 9 - Nov 9	50%	1	Nov 20 only

Spring 2024

DATES TO ENROLL ONLINE	REQUIRED DOWN PAYMENT	NUMBER OF PAYMENTS	MONTHS OF PAYMENTS
Nov 6 - Dec 1	None	5	Dec 5 - April 5
Dec 2 - Jan 3	None	4	Jan 5 - April 5
Jan 4 - 26	15%	3	Feb 5 - April 5
Jan 27 - Feb 23	25%	2	March 5 & April 5
Feb 24 - March 26	50%	1	April 5 only

REFUND INFORMATION

For information and policies about refunds, please visit ccaaurora.edu/admission-aid/financial-aid/office-of-the-cashier/

FEES

For a full chart of fee information visit ccaaurora.edu/admission-aid/financial-aid/office-of-the-cashier/financial-obligation



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.

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 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.

There are two ways to view you 1098-T

1. Sign into MyCCA
 - Click on your Student Finance Tab
 - View Billing Statement
 - Click 1098-T
 - Enter Tax Year
2. Sign into MyCCA
 - Click Pay/View my bill on the Dashboard
 - In the new window that pops up, find and click "Tax Forms" on the left hand side
3. You will also receive a paper copy to the most recent address we have on file. Please make sure to update your address to ensure your tax form is sent out correctly.

Academic Calendar



FALL 2023

REGISTRATION BEGINS: March 13, 2023

CLASSES START: August 21, 2023

CLASSES END: December 09, 2023

HOLIDAYS / BREAKS:

Labor Day: September 4, 2022

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

Fall Break: November 21- November 25, 2023

SPRING 2024

REGISTRATION BEGINS: October 30, 2023

CLASSES START: January 16, 2024

CLASSES END: May 6, 2023

HOLIDAYS / BREAKS:

Spring Break: March 25-30, 2024

GRADUATION: May 4, 2023

CCA Snack Stations

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 110
LOWRY STUDIOS

For questions or concerns, please contact the Office of Student Leadership & Development at 303-360-4720 or studentleadership.development@ccaaurora.edu.



Academic & Student Support

ADVISING

Centre Tech Campus, Administrative Building Rm A106

Lowry Campus, West Quad Building Rm 119

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.

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.

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

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

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 READINESS

The Office of Student Leadership and Development assists students with career coaching services and programming focused on career learning and readiness skill development. We work to align services to career and workforce trends, industry transferable skills, and career readiness resources.

Connect with us at CareerCoaching.Readiness@ccaaurora.edu or call (303) 360-4771

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, 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

CentreTech 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. To contact the Financial Aid Office, call 303-360-4709 or email [FinancialAid@CCAurora.edu](#).

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 individual therapy sessions are free to non-currently enrolled students.

To schedule your first session, complete a mental health counseling referral or simply create a BetterMynd account by following this link: <https://app.bettermynd.com/register>

If you have questions about creating a BetterMynd account our would like assistance in doing so, please contact DeanofStudents.CCA@CCAurora.edu or 303-360-4771

For more detailed information, please email StudentAdvocacy.CCA@ccaaurora.edu

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.

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 LEADERSHIP & DEVELOPMENT

CentreTech Campus, Student Centre RM S102

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

- Services:
- Student Led Organizations
 - Student Engagement Events
 - Leadership & Service Learning Programming
 - Student Newsletter
 - Scholarship Coaching
 - Career Readiness Coaching

Connect with us at StudentLeadership.Development@ccaaurora.edu or (303) 360-4771

PARENT SUPPORT SERVICES

Centre Tech Campus, Student Centre S101

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 Parenting Student Services, please email

StudentAdvocacy.CCA@CCAurora.edu.

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.CCA@CCAurora.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.

THE TEACHING AND LEARNING TRANSFORMATION HUB

CentreTech Campus, Classroom 107 & Lowry Campus, West Quad 106

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.

What's in the HUB?

Tutoring

- Drop in Tutoring
- Online and Writing tutoring by appointment
- TutorMe (24/7 tutoring)
- Student Lingo (essential skills)
- Supplemental Instruction

Library

- Instruction on Information
- Literacy and Research Methods for classes and individuals
- Databases and LibGuides for research
- Open Educational Resources (OER)-- support and design training
- Books (circulation and course reserves)
- 24/7 reference librarian assistance

Computers and Study

- Laptop and desktop computers to use in the HUB
- Group study rooms
- Study spaces
- Charging stations
- Printers
- Basic Tech Support

For more information about The Hub, please email ALC.CCA@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!



What's Happening on Campus?

Scan the QR codes to stay in the loop on events and happenings around campus.



CAMPUS EVENTS

ccaaurora.edu/events



STUDENT NEWSLETTER

ccaaurora.edu/student-newsletter



EMPLOYEE NEWSLETTER

ccaaurora.edu/employee-newsletter

Student Led Organizations

STUDENT GOVERNMENT ASSOCIATION (SGA) 2023-2024

Student Government Association (SGA) serves as a representing body for the students at the Community College of Aurora, and acts as a bridge to college leadership in providing an enriched campus experience. SGA strives to advocate for student success by advancing CCA's institutional outcomes of communication, critical thinking, cultural competence, career, and transfer readiness.

GET CONNECTED WITH SGA:

- Share an initiative or concerns with SGA, attend a meeting or email sga.cca@ccaaurora.edu.



MEET THE 2023-2024 STUDENT GOVERNMENT ASSOCIATION OFFICERS:



Peter Park
President

Welcome CCA Students! The 23-24' Student Government Association (SGA) team is thrilled to serve you. We will work diligently to address your needs and would love to chat about your experience at our college! We strive to support you succeed and look forward to an excellent academic year!

Go Foxes!
Peter Park | President



Bryant Munoz De Luna
Vice-President



Sarahy Jimenez
Treasurer



Guadalupe Zuniga Solis
SSAC Representative



Elmer Hernandez
Senator of Academic Success and Science, Technology, Engineering and Mathematics



Samuel Araujo
Senator of Academic Success and Career & Technical Education



Jessica Mandujano
Secretary



Jada Gray
Senator of Academic Excellence & Instructional Support



Arsema Woldergerima
Senator for Academic Success in General Education



Marquelle Whisenton
Senator of Student Success

Blessing Dimulu
Senator of Concurrent Enrollment

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

Office of Student Leadership and Development to get started email: StudentLeadership.Development@ccaaurora.edu

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 ADS 3.81](#): Household Pets and Animals on Camous 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, pubic, 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 Collegeowned 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

All students at the Community College of Aurora (CCA) have the right to file a complaint or grievance. CCA is committed to ensuring that all concerns and complaints of students are addressed fairly and are resolved properly. This guideline is intended to provide an overview of the process for students to present a complaint or concern that they feel warrants action on the part of the college.

DESCRIPTION

The Student Complaint Process provides an opportunity for students to have complaints reviewed by the institution in a timely and unbiased manner to determine, if there is a way to resolve the issue. This guideline covers any concern or situation that a student may wish to bring forth that is not otherwise covered by another college guideline.

Student complaints, appeals, and grievances not within the scope of this guideline include:

- On Campus Crime Reporting
- Discrimination & Harassment Reporting
- Financial Aid Satisfactory Academic Progress (SAP) Appeal
- Grade Appeal
- Sexual Harassment and Misconduct Reporting
- Student Conduct Appeal
- Tuition and Fee Appeal

INFORMAL COMPLAINT PROCESS

Students are encouraged to resolve concerns through direct communication with the individuals or offices involved. The Senior Student Affairs Officer (or designee) will facilitate this communication if a student needs support or assistance. If the informal process is not successful or if the student or the college chooses not to utilize an informal process, the Senior Student Affairs Officer (SSAO) will open a formal complaint.

FORMAL COMPLAINT PROCESS

A formal complaint must be submitted electronically using the Student Complaint Report Form located at the bottom of the CCA Website under Refer a Concern or Incident. The form must include the name and contact information for the student who is communicating the concern and should describe the concern and the desired resolution. Supporting materials can also be provided. All complaints should be filed as soon as possible after the occurrence prompting the complaint.

The student complaint process is managed by the Senior Student Affairs Officer (SSAO) or designee in the Division of Student Success. Once the complaint is received the SSAO will identify if the complaint is non-grievable, a matter over which the college has no authority to act as defined in CCCS SP4-31a. If the complaint is non-grievable, the student who filed the complaint will be notified via their CCA student issued email.

If the matter can be addressed by the college, the SSAO or designee will forward the complaint to the Division leader at the Dean or Department Director level with whom the complaint resides. The designated Division leader will then request separate meetings with the student filing the complaint and the individual(s) to whom the complaint is directed to gather more context on the complaint. Both parties will be given the opportunity to discuss the concern and offer documentation, witnesses, or other information pertinent to the complaint. The designated Division leader may also request meetings with other relevant individuals as part of the inquiry. Based on the information presented, the designated Division leader will issue a decision, in writing, to both the student with the complaint and the individual/department to whom the complaint is directed. The decision will affirm or deny the merits of the complaint, and if affirmed, will suggest a resolution.

For questions on the Student Complaint Process, please contact DeanofStudents.CCA@ccaaurora.edu.

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@ccaurora.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
CareerCoaching.Readiness@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

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
ccacositrade@ccaaurora.edu

COSI Finish What You Started

303-360-4779
CosiFinishWhatYouStarted.CCA@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
StudentAdvocacy.CCA@CCAurora.edu

Student Leadership & Development

303-360-4729
StudentLeadership.Development@ccaaurora.edu

Parenting Student Support Services

303-360-4941
StudentAdvocacy.CCA@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

Workforce.CCA@ccaaurora.edu



WWW.CCAURORA.EDU