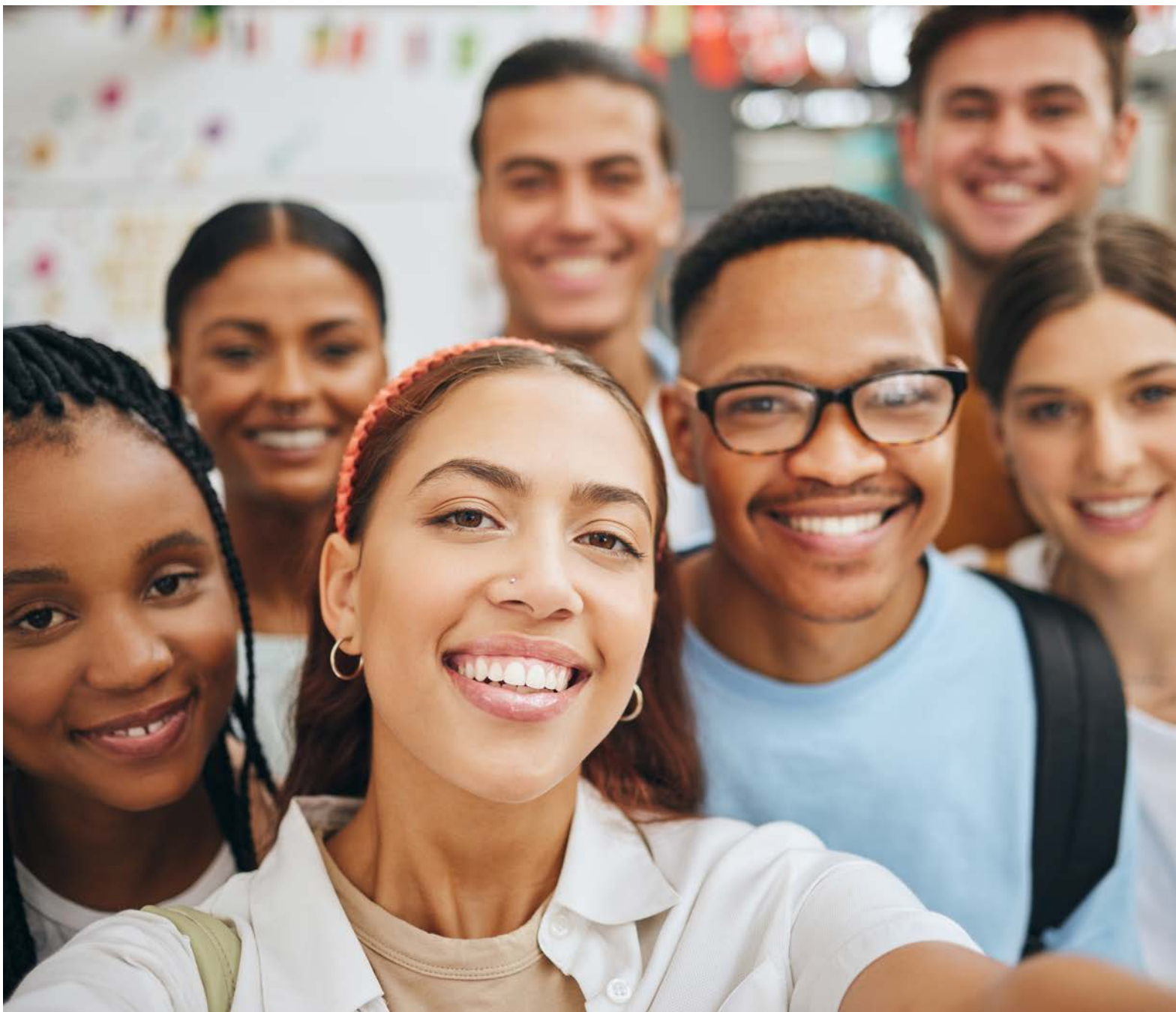


# STUDENT HANDBOOK

## 2023 - 2024





On behalf of the Board of Trustees, our outstanding faculty and staff, and the entire college community, it is my pleasure to welcome you to Reading Area Community College.

Whether you join us as a new or returning student, seeking a degree or certificate, or to enrich your life or career through our many short-term programs, all of our energy is devoted to your success in meeting those goals. Many of our dedicated professors, advisors, and financial aid professionals, as well as myself, are community college alumni. We have walked the same path you will, and we are here to guide you as you manage your busy life, attend classes, and study in our state-of-the art laboratories, smart classrooms, and well-resourced library.

I am proud of RACC's outstanding reputation for preparing students to enter their careers or continue on to earn their bachelor's degrees. If you are a RACC graduate, you have many options in seamlessly transferring your associate degree to regional as well as nationally recognized four-year institutions. If you plan to immediately find employment with your certificate, or degree, RACC can help you connect with leading employers throughout Berks County.

Above all, each of us at RACC is committed to you, the individual student, and your success. We are the "community's college" devoted to student achievement and the enrichment of our community.

I enjoy meeting as many of our students as possible, and hope to personally welcome you to campus soon.

All the very best,

Susan Looney, J.D., Ed.D.  
President

A handwritten signature in black ink that reads "Susan Looney". The signature is written in a cursive style with a large, sweeping flourish over the name.

# TABLE OF CONTENTS

## Academic Calendar 2

### Make Technology Work for You 4 - 6

- How to Set up Your Student Email
- How to Add Student Email to your Phone
- How to Access Your Classes
- Phishing

### Campus Services 7 - 17

- Financial Aid
- Financial Responsibility
- Scholarships
- Advantage Program
- Student Success Center
- Accessibility Services
- The Keys Program
- Career Services
- Tutoring Center
- Berks Counseling Center

### Campus Safety 18 - 19

- Omnilert
- RACC Weather and Emergency Alerts
- Panic Button Safety App
- Safety and Security Reports
- Lost and Found
- Parking and Security
- Student ID Cards

## Important College Policies 20- 25

- Academic Honesty and Copyright Policy
- Student Code of Conduct
- Title IX Policy
- Computer Usage Policy
- Report a Concern or Incident
- Smoking Policy
- Religious Holiday Observance
- Family Educational Rights and Privacy
- ANon-Discrimination/EOE

## Student Life 26 - 28

- Bookstore
- Raven Ambassadors
- Food Pantry
- Fitness Center
- Clubs and Organizations

## Where to Go for Help 29



USERNAME: \_\_\_\_\_

PASSWORD: \_\_\_\_\_

MyRACC/email login:

\_\_\_\_\_

# RACC CALENDAR BY SEMESTER

## FALL SEMESTER 2023-2024

### Fall (15 weeks)

Saturday, August 19, 2023 - Friday, December 8, 2023

### Fall 2 (11 weeks)

Monday, September 11, 2023 - Friday, December 8, 2023

### 1st Bi-term (7 weeks)

Saturday, August 19, 2023 - Saturday, October 7, 2023

### 2nd Bi-term (7 weeks)

Wednesday, October 11 - 2023 Friday, December 8, 2023

### NO CLASSES

September 4, 2023 – Labor Day – College Closed

October 9-10, 2023 – Fall Break – College Open – No classes

November 22, 2023 – Thanksgiving – College Open – No Classes

November 23-24, 2023 – Thanksgiving – College Closed

## WINTERIM

### Winterim (5 weeks)

Monday, December 11, 2023 Thursday, January 11, 2024

### NO CLASSES

December 25, 26, 27, 2023 – Winter Recess – College Closed

January 1-2, 2024 – New Year's – College Closed

## SPRING SEMESTER 2023-2024

### Spring (15 weeks)

Saturday, January 13, 2024 Friday, May 3, 2024

**Graduation Ceremony** Friday, May 3, 2024

**Final Grades Due** Wednesday, May 8, 2024

### Spring 2 (11 weeks)

Monday, February 5, 2024 Friday, May 3, 2024

### 1st Bi-term (7 weeks)

Saturday, January 13, 2024 Friday, March 8, 2024

### 2nd Bi-term (7 weeks)

Saturday, March 9, 2024 Friday, May 3, 2024

### NO CLASSES

January 15, 2024 – Martin Luther King Day – No classes/  
College Closed

March 4 through March 8, 2024 – Spring Break – College Open/  
No Classes

March 29, 2024 – Good Friday – College Closed

## SUMMER 2023-2024

### Summer 1 (5 weeks)

Monday, May 15, 2023 - Thursday, June 15, 2023

### Summer 2 (10 weeks)

Monday, June 5, 2023 - Thursday, August 10, 2023

### Summer 3 (8 weeks)

Monday, June 5, 2023 - Thursday, July 27, 2023

### Summer 4 (5 weeks)

Tuesday, June 20, 2023 - Thursday, July 20, 2023

### NO CLASSES

May 29, 2023 – Memorial Day – College Closed

July 4, 2023 – Independence Day – College Closed

June 19, 2023 – Juneteenth – College Closed



# GET READY FOR THE SEMESTER WITH THESE NEXT STEPS:

*Wondering what's next? Follow these steps to make sure you start your semester off right!*

- ❑ Complete your **Free Application for Financial Aid** online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or in the Records & Financial Aid Office in Berks 107.
  - Selected for verification? Get started on gathering the required documents now!
  
- ❑ Log into RACC technology and learn how to get Office 365 for free and how to connect your Droid or iPhone to Ravens Email  
[www.racc.edu](http://www.racc.edu) go to Services>Information Services> Technical Support
  
- ❑ Print your schedule and locate your classrooms
  - Check Self Service and building greeters in the lobby on first day of class
  
- ❑ Check the **payment deadlines** at [www.racc.edu](http://www.racc.edu) go to Admissions>tuition and fees>Payment information. Be sure to make your required payments on time.
  
- ❑ Visit Security in Student Union Building to get your **Student Photo ID** card and your **parking pass**. You will need:
  - Student ID
  - - copy of your schedule
  - - government issued photo ID
  - 
  - Parking Pass:
  - - Student ID or government issued photo ID
  - - License plate number
  
- ❑ Locate Parking Lots and Garage  
Check campus map at [www.racc.edu](http://www.racc.edu)  
Go to About>campus map and directions
  
- ❑ Start planning your **textbook purchases**
  - Take your schedule and RACC ID to the bookstore OR
  - Go to [www.racc.edu](http://www.racc.edu) > Student Life > Bookstore
  - Check with Financial Aid to see if you can use your aid to help with book costs
  - Research options (Buy new? Buy used? Rent?)



# MAKE TECHNOLOGY WORK FOR YOU!

Using technology is an important part of being successful in college.  
Help yourself by learning what technology you will need and how to use it.

**MyRACC is the starting place for most student services that are available online.**

## First-Time User Login

Step 1. Go to [myRACC](#) and click the link for "First-Time Users"


Step 2. Enter your username and click continue. Your user name is the first initial of your first name, first initial of your last name, and the last 5 digits of your student id number (ab12345). Your student ID number is located on your admissions letter. If you do not know your student ID, please contact the Welcome Center at 610-607-6224

Step 3. Enter your last name and click continue

Step 4. You will next be prompted to create your new password. Please read the Password Complexity Rules. Enter your password and click continue

Step 5. Follow the prompts to set up your security questions and account.

**For login assistance**, leave a message with the IT Help Desk at 610.372.4721, ext. 5342 or send an email to [helpdesk@racc.edu](mailto:helpdesk@racc.edu). Include your full name and student ID number in your message or email.

What?	What can you do here?	How can you get there?
Self-Service	Check your schedule   Check your grades   Register for classes Add/drop classes   Find your faculty advisor   Get list of required courses   Check Financial Aid information	MyRACC portal
Canvas	Canvas is where you'll log into your classes that are delivered in online. Many of your face-to-face classes will have information housed in Canvas as well, including the course syllabus.	MyRACC portal
Student Email	Communicate with faculty and college services. Get course waitlist information Get notified about important deadlines and campus events Receive student newsletter	MyRACC portal (your email address is username@ravens.racc.edu)
 omnilert.	Sign-up to receive alerts concerning school closings or campus emergencies.	MyRACC portal
Panic Button Safety App	Safety system installed on campus	racc.edu/safety

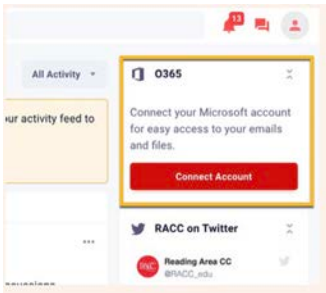
## OTHER TECHNOLOGY-BASED STUDENT SERVICES

What?	What can you do here?	How can you get there?
My MathLabs and other Pearson Labs	Do homework Get online tutorial help Take quizzes and tests Access the e-book	Purchase access code at bookstore or online. Contact your instructor for specific login information. For assistance, visit the Math Learning Lab in Yocum or talk to your instructor.
Printing and Computer Labs	Print papers and assignments Your first 500 pages are free!	Print from computers in the Computer Lab located in STTC or Yocum Library. <b>Username:</b> first initial of first name, first initial of last name, then last 5 digits of student ID number (example: ab12345). <a href="http://www.racc.edu/services/computer-lab-hours">www.racc.edu/services/computer-lab-hours</a>
Yocum Library	Access your Library Account Access research databases Use Library computers and printers for homework	<b>Borrower Barcode:</b> number found on the back of your library card with no spaces <b>PIN:</b> last 4 numbers of your phone number is the default. <b>Database passwords:</b> posted in the MyRACC portal. For assistance, visit the Yocum Library, call 610-607-6237 or e-mail library@racc.edu By text during remote hours 484-509-1003 Monday - Friday from 9AM – 5:00PM. Evenings/Weekends library staff members are available by text, phone, or email. Library cards are free and good at most Berks County public libraries.
IFT and Technology Tutoring	Tutoring for IFT courses In person and remote assistance to: - log into courses - navigate Canvas - troubleshoot issues accessing online labs - learn computer basics	Contact or stop by Tutoring Centers for assistance. <a href="http://racc.edu/services/achievement-center">racc.edu/services/achievement-center</a>

## How to Set up Your Student Email

Access to your student email account is provided through Microsoft Outlook 365. *First, you will need to connect your Microsoft account to your myRACC account:*

1. Visit [racc.edu](http://racc.edu) and click myRACC, at the top of the screen, and then log into your RACC account
2. In the upper righthand corner, click on the red button that says Connect Account:



3. Enter your RACC email address, which is your username@ravens.racc.edu. The password is the same one that you used to log into your myRACC account.

4. Navigate through the prompts on your screen to finish setting up your account. Once you are done, you will be directed back to the myRACC portal.

You only need to do the above steps once. Once your account is set up, every time you log into your RACC account, you'll see your emails appearing in the upper righthand corner. Any unread messages will have a red dot next to them. To read and respond to your emails, click on the red See All Emails button to open Outlook 365 in a new tab or window.

Questions? Submit a Help Desk ticket by emailing [helpdesk@racc.edu](mailto:helpdesk@racc.edu), or call 610-372-4721 x5342. Be sure to include your RACC username in your ticket.

## How to Add Student Email to Your Phone

If you would prefer to have your student email on your phone, you can download the Outlook 365 app from the App Store or Google Play:

1. Go to the App Store or Google Play, and search for **Outlook**.
2. Select the Microsoft Outlook App and install it onto your device.
3. Open the app, and tap Add an Email Account.

4. Enter your student email, your username@ravens.racc.edu, and tap Continue.
5. Enter your password, which is the same password that you use to log into your RACC account.



Your student email account will be linked with the Outlook app on your phone, and you'll be able to use that app to send and receive messages.

## How to Download Microsoft Office

As a RACC student, you also get access to Microsoft Word, PowerPoint, Excel, and OneDrive for free! To activate, visit: <https://www.microsoft.com/en-us/education/products/office>.

You'll use your full RACC email address as your username, and the same password you use to log into your RACC account. You can access the online version of Office from a computer or other device by visiting [office.com](http://office.com) and logging in with your RACC email address and password.

You can also download Office to up to three devices (computer, phone, tablet, etc.). To download Office to your computer, visit [office.com](http://office.com), log in with your RACC email address, and then click the red install button to begin the process. To download to your phone or tablet, you can download the apps directly from the App Store or Google Play, and then log in using your RACC email address and password.

## How to Access Your Classes

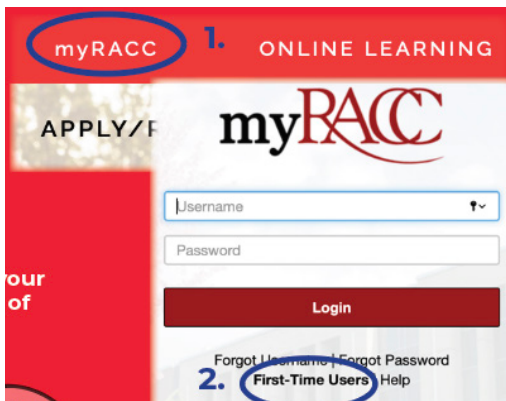
To access your classes, you'll need to be able to log in to myRACC portal. The Portal is your gateway to all of those RACC systems, including: Self-Service (for registration and billing), Microsoft Office 365 (for your email), and Canvas for your courses.

The first time you log in, you will have to set up your password and security questions. To do this:

1. Visit [racc.edu](http://racc.edu) and click myRACC, at the top of the screen.
2. Click on First-Time User, located under the log in button.
3. Enter your username, and click Continue. Your username is your first initial, your last initial, and the last five digits of your student ID number. (e.g. jm12345)
4. Follow the prompts on your screen to set up your password and security questions.

Once you have completed the process, you will be directed to your RACC account and will be given a brief overview of the MyRACC Portal.

You will only need to complete the above steps once. Once you've set up your password, you will go to [racc.edu](http://racc.edu), click MyRACC, and use the same username and password to access your account and classes.



You will access your classes through a software called Canvas. From your RACC account, click on the Canvas link on the left side of your screen

(under Tools/Everyday Tools). You will use Canvas for all your classes, including those that are in person, remote, and online. Once you click the Canvas link, you'll see all the classes you're currently registered for.

Click on the title for the course you'd like to view to get started. We would recommend going to the Modules page first, which you can access from the left-hand toolbar. This will show you all of the information provided by your instructor, including course materials and assignment instructions. If your course is listed as remote, Canvas will also contain instructions for how to access your remote class sessions. If you have any questions you can send a message to your instructor using the inbox on the left side of the screen. The Canvas site for your class will be available on the first day of class. You can also view a more detailed tutorial by clicking the Help icon, on the left side of your screen.



## PROTECT YOURSELF FROM PHISHING

Phishing emails (pronounced: fishing) are attempts via email to steal your money, or your identity, by persuading you to reveal personal information -- such as credit card numbers, bank information, or passwords -- on websites that appear to be legitimate. Cybercriminals typically pretend to be reputable companies, friends, or acquaintances in a fake message, which contains a link to a phishing website. Some of the most common scams involve job opportunities that offer high compensation for little time worked. These scams often involve buying gift cards and sending the activation codes to the scammer with a promise to be reimbursed. Beware of any opportunity that appears to be too good to be true or that requests that you purchase something. **Do not reply to any emailed job offers; the college does not email job offers. To view job offers communicated by RACC, log in to the RACC portal and access Handshake to view job opportunities with verified employers.** Such phishing emails should simply be deleted. Responses of any kind should not be made.

For more information check out the following link: <http://myracc.edu/groups/1/feed/2605>



# FINANCIAL AID

Many students begin their college experience not knowing how much they can afford. The Financial Aid Office staff can help students find options to meet their educational costs. The College participates in most Federal and State financial aid programs. There are also scholarships available through the Reading Area Community College Foundation.

## Virtual Financial Aid

For virtual assistance with your FAFSA, visit this link:

<https://zoom.us/j/96644242418>

No camera is needed, but audio is required.



## Virtual Help Hours

Monday, Thursday, Friday: 8AM - 5PM

Tuesday and Wednesday: 8AM - 7:30PM

For more information on how to get help paying for college, please contact one of our financial aid representatives.

**Email: [financialaid@racc.edu](mailto:financialaid@racc.edu)**

Department of Education Code (8-digit OPE ID): 01038800

FAFSA School Code: 010388

*(Email is NOT secure. In order to prevent identity theft, please DO NOT e-mail sensitive information such as forms containing your or your parent's social security numbers or tax information. Please hand-deliver sensitive information or contact our office for other options.)*

## REFUNDS AND OVERPAYMENT

If the total amount of financial aid a student receives in each semester from all grants and loans exceeds the student's unpaid charges, the student will receive a refund check. Refunds for the semester are mailed on a Tuesday, or you can take advantage of our Direct Deposit option. The earliest dates refunds will be available for each semester are as follows:

Semester	Date
Fall 2023-2024	October 10, 2023
Spring 2023-2024	February 27, 2024
Summer 2024-2025	July 16, 2024

Funds (loans, scholarships, grants) credited AFTER the above semester date, are typically refunded by the following Tuesday.

### Direct Deposit for Refunds

Students can sign up to have their financial aid refund deposited automatically into their checking or savings account. Log into myRACC, click on "Self-Service" and select the box labeled "Banking Information".

Bank information must be received in a timely manner to allow sufficient time to prenote your account prior to the expected release of your refund.

More details on direct deposit are available by calling 610-607-6235 or stopping by Berks Hall, Room 107.

### Term Adjustments

Term adjustments (refunds of tuition and fees, contingent on approval) are available to students with extenuating circumstances. The request should include documentation supporting your request and a cover letter explaining the issue. Any request not received timely may result in a denial.



## **NOTICE OF FINANCIAL RESPONSIBILITY:**

In the event I register for classes, I acknowledge my financial responsibility even though I may receive financial aid or other educational assistance to discharge my obligation. I accept this as my obligation and not that of any third party. It will remain my responsibility to ensure any payments made by a third party are made in a timely manner. I understand it is my responsibility to withdraw from my class selections if I decide not to attend. The date of my withdrawal will determine the refund of tuition & fees I will receive as noted below. I agree to pay all costs and charges necessary for the collection of any amount not paid when due, including all attorney's fees and/or legal fees and court costs. This acknowledgment applies to any current and future enrollments at the College. I also understand that, in accordance with policies of the Board of Trustees, I may be administratively withdrawn from the College and/or forego such benefits as transcripts and diplomas if tuition charges, fees, and any other financial obligations are not fulfilled in an agreed upon manner.

## **RACC's refund schedule for tuition & fee charges:**

- 100% refund of tuition & fees before class starts.
- 95% refund of tuition & fees before 10% of class time has elapsed.
- 50% refund of tuition & fees before 20% of class time has elapsed.

## **Financial Aid Recalculation as required under Title IV:**

Withdrawal before 60% of the semester has elapsed will result in a recalculation of your financial aid award for the semester.

## **RACC's Policy for Communications through e-mail:**

I acknowledge RACC will assign an e-mail and this will be the official means of electronically communicating administrative information from the college. Any communications sent through this e-mail are deemed received upon transmission.

## **Exceptions:**

Your instructor may provide the communication method they prefer for their class.

RACC may use your personal e-mail, USPS, phone or text messaging for communications to supplement any communication with you.





# Scholarships at Reading Area Community College

Did you know...

- The Foundation for Reading Area Community College is on track to award over \$825,000.00 in scholarships this year.
- In addition, Reading Area Community College will award over 20 tuition waiver scholarships to graduating high school seniors.
- Scholarships range from partial scholarships to full two year scholarships.

Which scholarship is best for me...

- With one application, you will be considered for one of over 125 different scholarships that are available through the RACC Foundation. All scholarships are awarded according to financial aid need and other donor criteria.
- If you are interested in non-credit career training in Nurse Aide, Phlebotomy, Auctioneering, Wastewater Treatment or Workforce Development, you will be provided with scholarship information when inquiring about these training opportunities.

How to apply...

- Each year file a FAFSA (Free Application for Federal Student Aid).
- Earn a good GPA.
- Volunteer and get to know your instructors.
- Visit [racc.edu/admissions/scholarships](http://racc.edu/admissions/scholarships) to view the most up to date scholarships available.



Ten South Second Street, Reading, PA 19602  
610.607.6224 | 800.626.1665 | [racc.edu](http://racc.edu)

[Facebook.com/ReadingAreaCommunityCollege](https://www.facebook.com/ReadingAreaCommunityCollege)  
 [@RACC\\_edu](https://twitter.com/RACC_edu)

# ADVANTAGE PROGRAM

# TRiO



**THE ADVANTAGE PROGRAM**  
Changing lives, shaping futures.



## What is the Advantage-TRIO Program?

The RACC Advantage-Trio Program is federally-funded through the TRIO Student Support Services (SSS) Grant. By virtue of this grant program, RACC Advantage-Trio team is committed to serve students who are: first-generation, low-income, disabled, and have the need for academic tools, strategies or support.

## Academic Support and more:

TRIO Student Support Services Programs are located at over 1000 colleges nation-wide. All TRIO programs seek to enhance students' experience through academic skill building, goal attainment, leadership development, financial literacy, cultural enrichment, future college preparation, and through fostering a supportive learning community.

## Services Offered:

The success of our Advantage-TRIO participating students is measured by their academic achievements, accomplishment of set goals, completion of degrees, transfers to 4-year colleges, strong student self-advocacy skills, and a strong understanding of financial literacy

## How to Apply:

To apply to the Advantage-TRIO Program, Complete an application by scanning this code:



## Some of the services offered to Students:

We ensure our commitment to meeting our grant objectives though:

**1-on-1 advising appointments and meetings with students throughout each semester**

**hosting targeted workshops, educational and cultural events, and trips**

**providing trips to tour 4-year colleges**

**Tutor Services**

**transportation bus passes\***

**vouchers for the Raven's Café\***

*\*based on funding availability*

**opportunities to earn scholarships for qualified students\*\***

*\*\*Pell eligible and not receiving other federal/state assistance at RACC*

*For more information about becoming part of the Advantage-TRIO Program, contact:*

**Deanna L. Vokes**

*Director of Student Support Services/Advantage-TRIO  
610-372-4721, ext. 5074 or  
dvokes@racc.edu*

# STUDENT SUCCESS CENTER



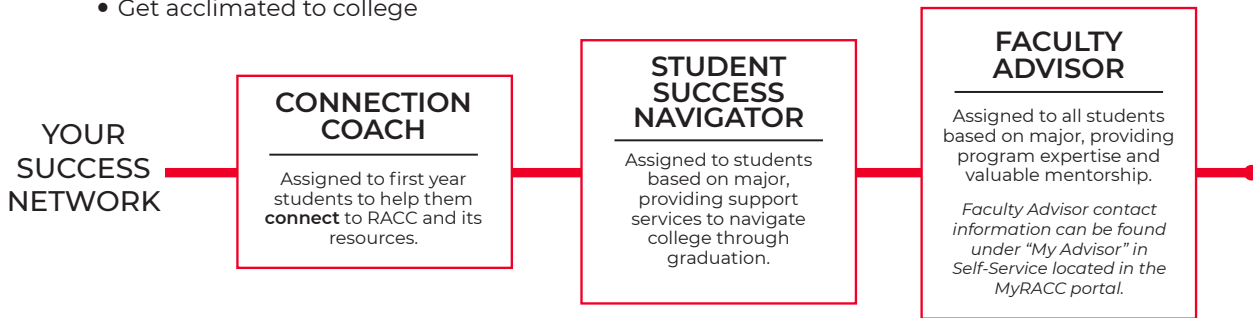
## BERKS HALL ROOM 209

**At the Student Success Center, you are at the heart of what we do and the reason we are here.**

The Student Success Center, located in Berks Hall 209, is a one-stop location which provides students with the support and resources needed to not only navigate the college experience but also thrive academically, professionally and personally.

At the Student Success Center:

- Meet with your Coach or Navigator to register for classes
- Review program requirements and plan courses
- Receive guidance before making schedule changes
- Connect with college resources
- Explore major options
- Develop a transfer plan
- Get acclimated to college



Drop-In services and appointments available by phone, virtual, or in person.

- Monday 8am-5pm
- Tuesday 8am-7:30pm
- Wednesday 8am-7:30pm
- Thursday 8am-5pm
- Friday 8am-5pm

610.607.6245 | [advising@racc.edu](mailto:advising@racc.edu)

# WHAT CAN THE STUDENT SUCCESS CENTER DO FOR ME?



**Connection Coaches help first time RACC students.** Your Connection Coach will help you connect to RACC and its resources.

I need help with...

*Bilingual Connections Coaches available!*

Am I taking the right courses?

**Plan for Graduation with your Success Navigator**

Current students are assigned a Success Navigator based on their program of study. Success Navigators will provide supportive services to help you navigate college and develop a plan for graduation.

How do I transfer?

**Pursuing a Bachelor's degree? Develop a Transfer Plan**

Successful transfer requires careful course selection and planning. The Transfer Specialist or a Success Navigator will help you leverage transfer articulation agreements, access scholarships and help you make a transfer plan to ensure a seamless transfer after graduation.



I need a plan!

**Supportive Services for Students on Alert or Academic Probation**

A Success Navigator - Academic Support Specialist is assigned to all students with a GPA below a 2.0. Your Navigator will assist you with course selection, academic planning and will connect you with resources with the goal of improving your GPA and putting you on the path to successful graduation.



**Quick Drop-in Services available to assist you with:**

- Course selection and registration
- Schedule changes
- Change of major
- Drop/add courses
- Review your academic program requirements



BERKS HALL 209 | 610.607.6245 | [advising@racc.edu](mailto:advising@racc.edu)

# ACCESSIBILITY SERVICES

## Who should connect with the Accessibility Services (AS) office?

If you answer yes to any of the following questions, you may be able to receive accommodations (supports) from Accessibility Services:

- Did you have an IEP or 504 Plan in High School?
- Do you have a physical, mental health, learning, hearing, vision, or other disability that affects you as a learner or in the classroom?
- Do you have Autism?
- Do you have seizures?
- Do you use a wheelchair, walker, cane, or other mobility device?
- Do you have a chronic health or medical condition?
- Do you have a temporary limitation, like a concussion, broken hand, sudden medical issue, etc.?
- Are you pregnant or dealing with a pregnancy-related medical issue?

## What is an accommodation?

An accommodation is an alternate way of accessing educational materials or conveying or communicating knowledge or mastery of an objective in a course. Accommodations cannot change the standards of a course or program.

## Some examples of types of accommodations in college include:

**Classroom access:** Changes to the classroom environment or furniture, such as an assigned seat, a larger desk, or a padded chair

**Instructional access:** Use of a note taker, extra time for tests, having textbooks and tests read out loud using Kurzweil technology

**Campus access:** Accessible walkways, ramps, parking,

**Communication access:** ASL Interpreters, FM listening systems, captioned videos on Canvas, use of captions for Virtual Learning, accessible documents and college website access

Like accommodations above, those provided for students with temporary limitations or pregnancy-related issues depend on the student's need

## How does a student connect (register) with Accessibility Services?

1. Send an email to [accessibility@racc.edu](mailto:accessibility@racc.edu) and tell them about your need
2. Meet with an AS staff person for an Intake appointment
3. Provide medical or educational documentation of your disability, temporary limitation, or pregnancy-related issue
4. Discuss the need for accommodations
5. Get accommodations in place

## CONTACT US:

[accessibility@racc.edu](mailto:accessibility@racc.edu)

### Kym Kleinsmith

Director of Accessibility Services  
610-372-4721 x5265  
[kkleinsmith@racc.edu](mailto:kkleinsmith@racc.edu)

### Maggie Cawley

Assistive Technology/  
Educational Support Specialist  
610-372-4721 x5069  
[mcaawley@racc.edu](mailto:mcaawley@racc.edu)





# The KEYS Program

KEYSTONE EDUCATION YIELDS SUCCESS



## Open The Door To Your Career With KEYS!

KEYS is a state-run workforce development employment and training program designed to help eligible students attend, and succeed, in community college. Students who receive benefits through Temporary Assistance for Needy Families (TANF/Cash Assistants) and/or Supplemental Nutritional Assistance Program (SNAP/Food Stamps) and wish to enroll, or are already enrolled, in a community college in Pennsylvania, may be eligible to participate in KEYS.

### Program Benefits:

#### Student Facilitator

The heart of the KEYS program at RACC is our professional student facilitators. Each student is assigned a student facilitator who will use a holistic, intensive, human-centered approach to supporting students to:

- Develop a career pathway
- Assess barriers to successful completion
- Navigate the college experience
- Career Coaching
- Advising
- Acquire financial assistance beyond financial aid
- Refer to academic and community resources.

#### Financial Assistance:

KEYS students will find pursuing their academic and career goals at Reading Area Community College even more affordable. The program and students work together to alleviate financial responsibilities outside of tuition such as:

- Child care
- Transportation (gas, bus pass, car expenses/repairs\*, car purchase\*, and more)

#### Financial Assistance: (cont.)

- Books and supplies
  - Education fees (not tuition)
  - Tools and Equipment
  - Test fees
  - Clothing
  - Incentive Program\*
- \*TANF students only

### Academic and Training Programs at RACC through KEYS

- General Equivalency Diploma (GED)
- Career and Credit Certificate Programs
- Associate's Degree Programs

### Eligibility and Enrollment Information

If you do NOT receive TANF or SNAP, but think you may be eligible, you can apply for benefits on the Department of Human Services COMPASS site: <https://www.compass.state.pa.us/compass.web/Public/CMPHome>

If you or someone in your household receive TANF or SNAP and want to be part of the KEYS Program, fill out a KEYS Reverse Referral form by doing one of the following:

- Visit our KEYS webpage at <https://www.racc.edu/services/keys-program>
- Call KEYS office at 610-372-4721, ext. 5289 or ext. 5185
- Stop by our KEYS Main Office, Berks Hall, Room 223

Completed Reverse Referral Forms can be dropped off in our office or emailed to [keys@racc.edu](mailto:keys@racc.edu)



# CAREER SERVICES

The Career Services Center at Reading Area Community College supports students and alumni in the pursuit of their professional goals and helps them develop the skills to navigate lifelong career growth in a global work environment.

## Services include:

- Career coaching conversations
  - Major/career planning
  - Resumes and cover letters
  - Internship/job search strategies
  - Interview preparation
- Resources and career information
- Events and programs
  - Employer events
  - Career Fairs
  - Presentations for classes and student organizations
- So much more!

Our free services are available to current students, graduates, and alumni. We also have an extensive data base of local, national and global employers. We encourage you to stay active with the Career Service Center by connecting with our staff to become career ready by planning and practicing.

## Contact Us to Schedule an Appointment:

[careercenter@racc.edu](mailto:careercenter@racc.edu)

Megan Adukaitis  
Director of Career Services  
[madukaitis@racc.edu](mailto:madukaitis@racc.edu)  
610.372.4721 x5271



Visit us online at:  
<https://www.racc.edu/services/career-services>

## Handshake

Handshake is platform designed to help guide you through your career journey. Search for internships and jobs, research employers, network with other students, schedule career counseling appointments, and much more.

Claim your student Handshake account using your RACC log-in credentials and your [ravens.racc.edu](mailto:ravens.racc.edu) email. \*Please do not use your personal email address



# TUTORING



## ACADEMIC LEARNING COMMONS



Visit the  
Academic Learning  
Commons located on the  
Yocum Library 4th Floor.

Enjoy ample **study space**,  
inspiring views of the  
Schuylkill River, access to  
writing, IFT, and Accounting  
**tutors**, and **FREE coffee!**

### **Semester Hours**

Monday-Thursday  
8:30 AM - 8:00 PM  
Friday  
8:30 AM - 5:00 PM

Search *Tutoring* on the  
myRACC.edu portal for  
updates on hours and for  
more information about  
academic support services  
available to you!

## TUTORING @ RACC

Looking for help with your classes?

### SUBJECTS & CENTERS

Writing, IFT, Accounting (Yocum Library 4th Floor)

Science (Yocum Library 3rd Floor)

Math (Berks Hall 506)

Academic Literacy & Language Center:

Multilingual (Yocum Library 119)

Foundational Studies (Yocum Library 118)

### APPOINTMENT OPTIONS

In-Person (Walk-Ins Welcome!)

Online

Paper Drop-off



CALL: 610-607-6248 EMAIL: [ACADEMICSUPPORT@RACC.EDU](mailto:ACADEMICSUPPORT@RACC.EDU)  
SCHEDULE AN APPOINTMENT: [RACC.MYWCONLINE.COM](http://RACC.MYWCONLINE.COM)

# Counseling Services at Reading Area Community College

RACC now has a full-time mental health counselor to meet the needs of students.

## What kind of counseling is offered and how/where is it provided?

- \* Short-term, individual, adult counseling.
- \* Services are provided in person, on campus, or by virtual methods, if necessary.
- \* Counseling provided by a licensed counselor.

## Who can see a counselor?

- \* Any student who is currently enrolled at RACC.
- \* Any student dealing with a mental health issue, including depression, anxiety, trauma, addiction, eating disorders, and other mental health issues.

## How does a student get connected with a counselor?

- \* Submit a self-referral that can be found in the myRACC portal>Student Support>Counseling Referral.

## Is medical insurance required?

- \* No medical insurance is required for short-term sessions.
- \* If longer-term, ongoing counseling is needed, then medical insurance is required.

## Why might a student choose counseling?

- \* 73 % of students experience some sort of mental health crisis during college.
- \* Almost 1/3 of college students report having felt so depressed that they had trouble functioning.
- \* Mental health issues such as anxiety, depression, eating disorders and substance use are associated with lower GPA and high probability of dropping out of college.
- \* More than 80% of college students felt overwhelmed by all they had to do in the past year and 45% have felt things were hopeless.
- \* Almost half of college students have had a psychiatric disorder in the past year.

*\*\*Beresin, Eugene, M.D. (2017, March 6). The college mental health crisis: Focus on overall wellbeing. Psychology Today*



For more information, contact  
Kym Kleinsmith at  
610-372-4721 x5265 or  
kkleinsmith@racc.edu

Please contact Kym Kleinsmith at 610.372.4721, Ext. 5265 or kkleinsmith@racc.edu for additional information about how you can connect with Berks Counseling Center.

# CAMPUS SAFETY

## Sign-up For RACC Weather and Emergency Alerts

- Sign-up at this link: <https://racc.omnilert.net/subscriber.php>

Emergency Telephone Numbers  
In case of emergency, 911 is the first number you should call.

In the event of an on-campus emergency, students, faculty and staff can contact the Safety and Security Department by dialing extension 6291 from any campus telephone including the red phones located in the hallways throughout campus buildings.



## Panic Button Safety App

Using Panic Button Alert, subscribers can choose to contact 9-1-1, the emergency hotline, or initiate a silent alarm. In all situations, the safety team is notified of the action taken and provided with the subscriber's name, contact information, and location to determine appropriate next steps.

- Download at Google Play
- Download at Apple App Store

## Current Subscribers

RACC subscribers will need to login to their account in order to access their "personal access code", then use that code to log into the safety app.

- After installing the app and logging in with your personal access code, click continue to enable notifications.
- Press and hold to call the Safety and Security office, call 9-1-1, or send a Silent Alert.

## Safety and Security Reports

- Annual Security Report 2021-2022 - <https://www.racc.edu/sites/default/files/Security-Safety/Annual-Security-Report-2021-22.pdf>
- Crime Statistics Report 2018-2020 - <https://www.racc.edu/sites/default/files/Security-Safety/Crime-Statistics-Report-Clery-2018-2019-2020.pdf>

If you would like paper copies of either the Annual Security Report or the Crime Statistics, they are available in the *Office of Safety and Security in Berks Hall, Room 152.*

## Lost and Found

The collection and disposal of lost and found items is the responsibility of the College Security Office.

Reports of lost items should be directed to Campus Security personnel located in the building or area in which the item was found. Items are recorded, labeled and secured and an effort made to identify the owner. Individuals claiming items will be required to present a photo ID and sign for the item.

Items will be disposed of in accordance with the following procedure:

Weapons, controlled substances – Handed over to police same day or asap

ID Cards – End of Semester (destroyed, shredded)

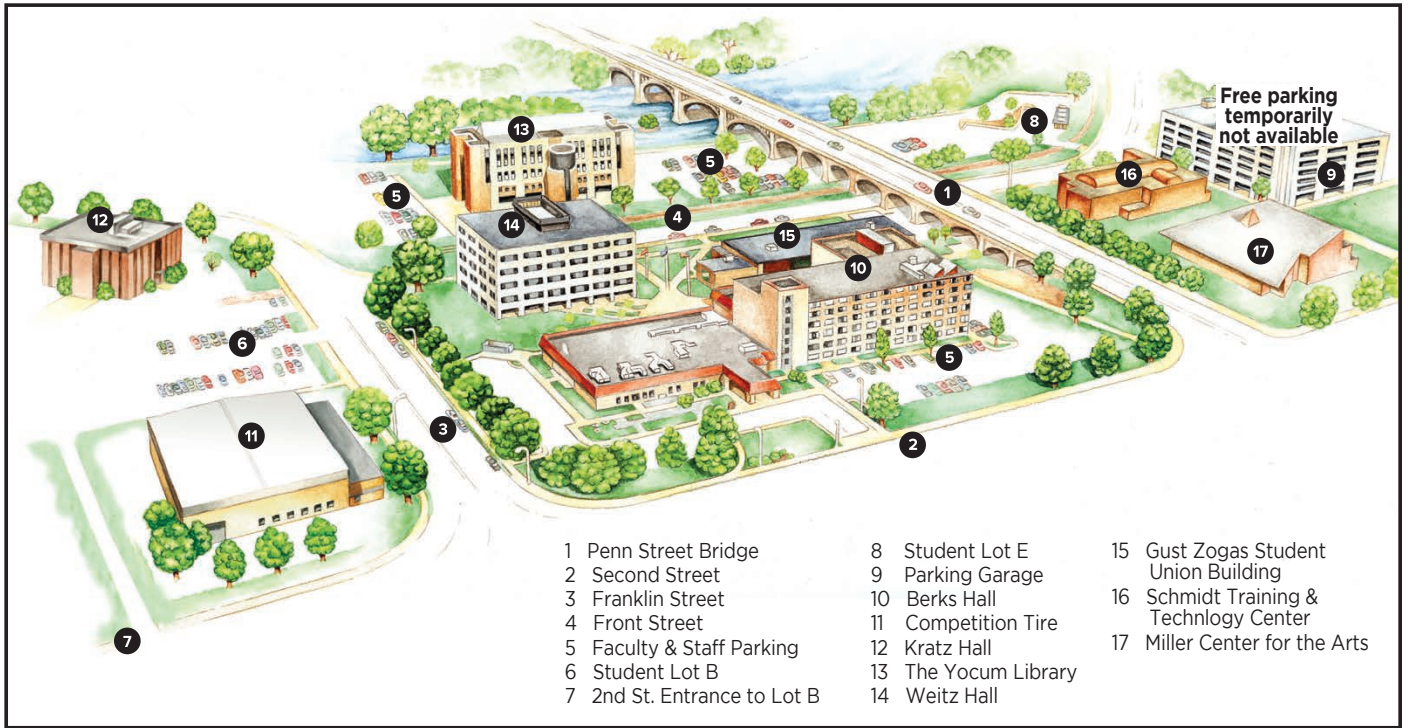
Clothing, umbrellas, footwear, etc. – End of Semester (SGA rummage sale donation or thrown away)

Tangible Items – End of Semester sent to PA Treasury

### ***Tangible items are:***

Monies, Jewelry (fine and costume), Collectibles (sports memorabilia, coins, etc.), Antiques, Rare items (including firearms, etc.), Bullion, silver, gold, platinum, other precious metals, New video games, CDs & DVDs, New toys (balls, games, dolls, etc.), Musical instruments, Gift cards with a balance remaining, Papers with monetary value (money orders, travelers cheques, cashier's checks, etc.)

# Reading Area Community College Campus Map



## PARKING AND SECURITY

Students may use the Student Lot B (along Franklin Street marked “RACC Parking”) and Student Lot E (northwest side of campus off of Front Street).

Students requiring handicapped parking will find spaces on all lots as well as along Front Street in front of Weitz Hall.

For those students who desire an escort to their car, please contact Safety and Security at extension 610-607.6291..  
Parking Permits

Parking permits must be obtained within the first two weeks of the semester in the lobby of the Student Union Building. Students should display their parking hang tag any time they are parked on campus.

## STUDENT ID CARDS

All students must obtain a student id card. Visit the Security Desk in the Student Union Building during the first week of the semester. Hours are listed below.

Day	Time
Monday - Thursday	8AM - 4:30PM
Friday	8AM - 4:30PM
Saturday	10AM - 2PM

NOTE: You must have your RACC student ID card or State ID in order to have your ID card updated or made. A student ID is required for all students. ID pictures are taken at the beginning of each semester at the Safety and Security desk in Student Union Building. Students are required to show their student IDs to access the library, computer labs, testing center, fitness center, all events that are free to students, and other campus resources. Students must also present their student ID to purchase books in the Bookstore.

# SOME IMPORTANT COLLEGE POLICIES

## ACADEMIC HONESTY & COPYRIGHT POLICY

The principles of truth and honesty are expected to be followed in all academic endeavors. This assumes that all work will be done by the person who purports to do the work without unauthorized aid and in an ethical and legal manner. Students are expected to be well-motivated and constructive in their pursuit of learning in the instructional situation.

College attendance is a privilege, not a right; students, by the act of registration, accede to the College the right to require the withdrawal of any student at any time when it is necessary to safeguard the College's ideals of scholarship and character and to secure compliance with its regulations.



Academic dishonesty and copyright infringement are academic misconducts. All students should be familiar with the College's policy on Academic Honesty & Copyright. Copies are available on the College website and in the Office of the Senior Vice President of Academic Affairs / Provost (Berks Hall, Room 315).

This policy defines plagiarism, fabrication, copyright infringement and other misconduct. It also discusses the consequences of not adhering to this policy.

Please follow the QR code to review the policy in its entirety.

## STUDENT CODE OF CONDUCT



Reading Area Community College is committed to the advancement of learning and to the development of responsible individuals. The College has an interest in student conduct on-campus and at off-campus functions sponsored by the College. Each student

has a right to seek an education on a campus which is safe and at a college that does not tolerate misconduct. Each student is considered to be a responsible person and is expected to uphold appropriate standards of behavior.

Consequently, a student has the responsibility to follow the Student Code of Conduct. Students who demonstrate the inability to conform to acceptable conduct may lose the right to enjoy the educational, social, and recreational opportunities of the College.

Criminal violations which occur on campus or at college sponsored events may be reported to the appropriate law enforcement agency. A student may be subject to the sanctions of the Student Code of Conduct in addition to being subject to possible action in criminal and/or civil court.

Any student engaging in the following types of conduct on campus or at a college sponsored activity or event may be subject to disciplinary sanctions. This listing is intended to give students notice of the types of conduct which may result in sanctions. This list is not meant to be all-inclusive, but rather is intended to be a guide to the student.

### IMPROPER CONDUCT/UNACCEPTABLE BEHAVIOR

Any student found to have committed the following types of misconduct is subject to disciplinary sanctions:

1. Failure to comply with the College's policy on academic honesty.
2. Forgery, alteration, falsification, and/or misuse of College documents, records, or identification fraud; intentionally or maliciously providing false information and/or documentation to the College.
3. Possession, use, sale, or exchange of alcoholic beverages on College property and/or at College-sponsored functions; being intoxicated on College property or at a College sponsored or supervised function.
4. Illegal/unauthorized use, possession, sale, or exchange of drugs, narcotics, or other controlled substances on campus or at a College sponsored function.

## STUDENT CODE OF CONDUCT (cont.)

5. Assault and battery upon another person while on College-owned or controlled property or at a College sponsored function.
6. Deliberate destruction of, damage to, malicious misuse of, or abuse of College property or any individual's private property physically located on College-owned or controlled property.
7. Attempted or actual theft, concealing, defacing, tampering with, or intentionally damaging College property, or the property of a student, College employee, or campus visitor.
8. Tampering with fire alarms or firefighting equipment on campus, including issuing false alarms of any nature.
9. Illegal/unauthorized possession or use of fireworks, firearms, knives, explosives, weapons, and/or facsimile weapons on College premises.
10. Failure to comply with reasonable directives of College officials or law enforcement officers acting in performance of their duties including refusing to provide valid identification upon request.
11. Disruption of the learning or working environment. This includes, but is not limited to, deliberate and/or continuous interruption of instruction or work of staff/faculty/administrators, and disruptive use of electronic devices.
12. Physical, written or verbal abuse, threats, intimidation, coercion, and/or other conduct directed to a person or persons which creates a hostile environment or an imminent risk of harm to the health or safety of any person.
13. Physical abuse or injury of another member of the College community.
14. Violation of the College's Title IX Policy on Sexual Misconduct which includes discrimination based on sex, sexual harassment, dating violence, domestic violence, sexual assault, and stalking as a result of sexual orientation, gender identity, or national origin. This would include but is not limited to sexual activity that is non-consensual. Consent is defined as knowing, voluntary, with clear permission by word or action to engage in sexual activity. Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. (See RACC's Title IX Policy located on the college's website for more information.)
15. Disorderly conduct (verbal and/or physical).
16. Violation of the College's "Computer Usage Policy" that includes unauthorized use of the College's email system, server, internet access, network, hardware, software, and other technology. Technology is provided for college and academic related purposes.
17. Intoxication due to alcohol, narcotics, or any illegal substances or the illegal use of legally prescribed substances on College-owned or operated property.
18. Hazing defined as an act which endangers the health or safety of a student, or which 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 or organization.
19. Unauthorized entry to, or use of, College property, including the failure to leave any of the College buildings or grounds after being requested to do so by an authorized representative of the College while in the performance of their duties.
20. Creating a hostile learning environment, and includes, but is not limited to, sexual/racial harassment, of any student, employee, organization, or officer of the College or any individual or organization invited to visit the College campus.
21. Intentional utterance of false testimony or submission of false written statements at any official proceeding authorized by this document.
22. Persistent infraction of College regulations, policies, or procedures intended for the safety of buildings and/or personnel (e.g., smoking in prohibited areas.)
23. Unauthorized possession, duplication, or use of keys to any College premises or property and/or unauthorized entry to or use of College premises or property.
24. Violation of other published College policies, rules, or regulations including federal, state, or local laws constituting felonies or misdemeanors that have a direct impact on the College.
25. The reckless use of skateboards, roller skates/blades, bicycles, and other recreational wheeled vehicles is not permitted on campus. Hover boards are not permitted on campus. Intentionally impeding normal pedestrian or vehicular traffic on campus is not permitted.
26. The use of powered model airplanes and drones is not permitted on campus.
27. Violation of the College's "Smoking Policy".
28. Tampering with the election of any College-recognized student organization.
29. Gambling on campus or at any College sponsored activity.
30. Disruption of or interference with the discipline process.
31. Defacing any College building or property, including all types of graffiti.



Reading Area Community College is committed to your full participation in all of its educational programs and activities. RACC understands that Sexual Misconduct is a problem in our society, including on college campuses. RACC takes seriously any allegation of Sexual Misconduct, which includes discrimination based on sex, sexual harassment, dating violence, domestic violence, sexual assault, and stalking. RACC's stand against Sexual Misconduct also includes Sexual Misconduct that you may have experienced as a result of your sexual orientation, gender identity, or national origin. If you are experiencing, or have recently experienced, any form of Sexual Misconduct, please contact the Office of the Title IX Coordinator at (610) 372-4721, ext. 5016, or any other faculty member or administrator whom you trust. In an emergency or off-hours situation, always call 9-1-1 or RACC Campus Security at (610) 607-6230.

**NEED HELP?** 

If you believe that you or anyone else is in immediate danger, call 9-1-1 or RACC Security (SGI) at extension 6291, which rings at all security desks.  
Monday - Friday: 6:00AM - 10:00PM  
Saturday: 7:30AM - 5:00PM  
Sunday: 1:00AM - 4:30PM

**Lizette Flowers, Title IX Coordinator**  
**Yocum Library Room 306**  
**610-372-4721 ext. 5005**  
**lflowers@racc.edu**

If the Title IX Coordinator is not available, please contact the Title IX deputy,

**Rhonda Hudak**  
**Berks Hall Room 322**  
**610-372-4721 ext. 5016**  
**rhudak@racc.edu**

Contact for Pregnancy and Parenting Related Issues and Concerns

**Kym Kleinsmith**  
**610-372-4721 ext. 5265**  
**kkleinsmith@racc.edu**

---

## **COMPUTER USAGE POLICY**

### ***I. Purpose***

This policy defines the general terms and conditions for access to the College's information assets and for the use of RACC computing assets, including networks, systems, and applications, by all users. The purpose of the Computer Usage Policy is to ensure an information infrastructure that promotes the Mission, Core Values, and Institutional Commitments of the College. This Policy codifies what is considered acceptable usage of the College's computer hardware, software, databases, and networks.

### ***II. Scope and Applicability***

This Policy applies to staff, faculty, and students who have permitted access to the RACC network and computing resources. Each user has a responsibility to be aware of

and to comply with this Policy and the access granted to each user. The Information Technology Area maintains comparable policies regarding vendors, contractors, and service provider personnel.

### ***III. Acceptable and Unacceptable Uses of RACC computer technology***

The use of Reading Area Community College computer technology is a privilege extended to all users, including faculty, staff, and students. Computer hardware and software are to be used for approved purposes in the conduct of the College's Mission.

Users may not utilize RACC computing resources for personal gain or commercial business.

Access to computing and information assets is based



## COMPUTER USAGE POLICY (cont.)

upon responsible use, and may be subject to federal and state regulations as well as RACC policies, procedures, and regulations. Faculty and staff will be granted a unique College network ID and where appropriate, application or system IDs. Faculty and staff computer access shall be granted based on a clearly defined request that is approved by the employee's supervisor and the responsible system administrator. User access is granted to an individual and may not be transferred to or shared with another user.

The intent of this Policy is to define broad categories of use which are acceptable, not to provide an exhaustive list of inappropriate or unacceptable uses. At any time the College may make determinations that specific uses are or are not acceptable.

*A. Acceptable uses promote an environment in which access to all College computing resources is shared equitably among computer users of the RACC community; an environment conducive to teaching and learning; an environment free of illegal or malicious acts; a non-hostile and safe work environment; and a secure computer environment*

### **B. Unacceptable uses include, but are not limited to:**

1. violating or attempting to violate the College's information technology security, including, but not limited to circumventing data protection schemes, gaining unauthorized access, or decrypting secure data.
2. violating or attempting to violate license agreements, including, but not limited to, making unauthorized copies of software or data owned by or licensed to the College.
3. using or installing any software that has not been authorized by the College.
4. failing to abide by the policies, procedures, and regulations of the computer labs, library, classrooms, or other facilities in which computer equipment is located.
5. creating, reproducing, or transmitting materials that are slanderous or defamatory in nature, that threaten violence, or that otherwise violate existing laws or regulations.
6. collecting, retaining, and transmitting materials unrelated to the individual's role and responsibilities that are authorized by the individual's supervisor.
7. transmitting sensitive or confidential information by faculty and staff unless authorized by supervisors. The transmissions will be encrypted according to RACC encryption standards.
8. storing sensitive or confidential information by faculty and staff onto non-RACC storage devices such as personal computers, hand held devices, memory sticks and attachable storage devices not authorized or provided by the College.

9. failing to secure all mobile computing equipment such as College laptop computers and notebook computers. Theft of such equipment represents a serious risk if they contain confidential information and a significant cost to RACC.

10. wasting network resources including consuming large amounts of bandwidth for prolonged periods of time; consuming large quantities of College supplies for non-academic purposes; or time spent on non-academic or non-work purposes during class time or work time.

11. creating, reproducing, or transmitting unauthorized reproductions or uses of copyrighted materials using the College's computers or website; unauthorized duplications or uses of copyrighted software using the College's computers or website.

12. creating, reproducing, or transmitting materials that are fraudulent, malicious, threatening, harassing, or obscene; any actions that can be interpreted as sexual harassment or that contribute to a hostile work environment.

13. accessing the College's network, databases, or computers without authorization; failing to report a possible computer related security lapse to the College; refusing to cooperate with any computer system security investigation; or creating or intentionally distributing harmful programs such as computer viruses, worms, or Trojan horses.

14. utilizing RACC computing resources for commercial, political, or private business purposes.



## REPORT A CONCERN OR INCIDENT

***If you believe that you or anyone else is in immediate danger, call 911 or RACC Security (SGI) at 610-607-6291 immediately.***

Referrals are reviewed during normal business hours and are not monitored after hours, on weekends, or during official College holidays. While referrals from this form are reviewed by a variety of campus partners working to assist students and employees, the form is NOT designed for emergency response situations.

***NOTE: Before you submit a report, select the appropriate type of report to submit.***

### Care & Concern or Threatening Behavior Incident Report



Use this form to report your caring concerns about a student. Kinds of concerns to report include, but are not limited to, concerns about a student because he or she has reported being depressed, has exhibited emotional

distress, is very angry, anxious, hostile, etc. Maybe the student has a medical issue, is homeless, has no food, is more withdrawn or suicidal, etc. Additionally, threats, whether written, spoken, or drawn, and whether direct or indirect, should be reported here. Confidential counseling for mental health or behavioral concerns is provided by Berks Counseling Center. The counselors are qualified, licensed professionals, and appointments are held either remotely (on a computer) or on RACC's campus, depending on the current COVID and agency guidelines. Counselors can assist students with issues that may impact their academic success. Consultation and referrals are kept confidential. The counseling self-referral form can be found in the RACC student portal. Students must be enrolled at RACC to be eligible for support.

***If you are experiencing a mental health emergency and need immediate assistance here are additional resources:***

- Crisis Intervention: 610.379.2007 or 1.888.219.3910
- RU OK Berks: Text ruOK to 484-816-7865
- National Suicide Prevention Lifeline 1-800-273-8255
- SAFE Berks 610-373-1206 , <https://www.safeberks.org/> for domestic violence issues.

### Student Conduct Incident Report



Use this form to report alleged violations of the Student Code of Conduct. Kinds of incidents to report include, but are not limited to, abuse, assault, disorderly conduct, disruption of the learning environment, alcohol/drugs, intoxication, theft, vandalism, weapons, etc.

### Title IX Incident Report



If you are a RACC student, staff or faculty member, or a visitor to our campus, and believe that you have been subjected to, or witnessed, sex discrimination under Title IX, including sexual harassment and/or assault, or wish to file a complaint under Title IX, please use our online reporting form.

### Student Concerns and Complaints



At Reading Area Community College, we understand that conflicts or situations arise that may require intervention. For this process to work well, it is important that every effort is made to resolve the issue of conflict in a fair and timely manner.

The college defines an informal resolution of a student complaint as a mutually satisfactory agreement between the unit, program, department, individual or office where the incident is alleged to have occurred, and the complainant. Based on the successful conclusion of the matter on the part of both parties, no further action is warranted, and the matter is considered closed by both the complainant and the unit, program, department, individual or office of the university involved.

If an issue arises for you, the following steps in an informal solution are as follows:

The student should first arrange a meeting with the faculty, administrator or staff involved to resolve the issue in an appropriate, equitable and respectful manner. If the issue is not resolved in a mutually satisfactory manner, the meeting may be followed up with the faculty, administrator or staff's direct supervisor. If the issue is still not resolved in a mutually agreeable manner, then the college offers a formal resolution process for you the student to follow as described in this procedure.

If you think that you have been involved in a situation that cannot be resolved in an informal manner and requires a formal intervention, please use the following link:[https://cm.maxient.com/reportingform.php?ReadingAreaCC&layout\\_id=7](https://cm.maxient.com/reportingform.php?ReadingAreaCC&layout_id=7) which is located in the RACC student portal under "Grievance Procedure".

## **SMOKING POLICY**

Reading Area Community College is dedicated to providing a healthy, comfortable and productive environment for all employees, students, and visitors. Since the fall term of 2006, the College has provided a smoke free and tobacco free learning and working environment for all students and employees. Reading Area Community College has adopted the following policy related to smoking and tobacco use. Smoke/Tobacco-Free Policy

The use, sale and/or distribution of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes, or any other tobacco products) by anyone including students, staff, visitors, and contractors is prohibited in all buildings and on all grounds of the campus of Reading Area Community College. This includes any college owned or leased vehicles. Employees and students engaged in activities at other locations utilized by Reading Area Community College are to follow the regulations established for those facilities.

Adherence to the policy cited is the responsibility of all Reading Area Community College students, faculty, staff, contractors, and visitors. It is expected that all students, faculty, staff, contractors, and visitors comply with this policy. Organizers and attendees at public or private events, such as conferences, meetings, public lectures, social events, cultural events, and other events using College facilities are bound by this policy and are expected to communicate the policy to attendees and ensure that it is adhered to.

## **STUDENT ABSENCE FOR RELIGIOUS HOLIDAY OBSERVANCE**

The College will attempt to accommodate students for participation in religious observances. Students shall be allowed, whenever practicable, to make up academic assignments missed due to such absences with the understanding that some programs have limitations on student absence for any reason. It is the student's responsibility to contact the instructor for each course in which work will be missed and to make arrangements for make-up work or examinations.

## **THE FAMILY EDUCATIONAL RIGHT AND PRIVACY ACT OF 1974**

Reading Area Community College has adopted a policy to uphold the provisions of the Family Educational Rights and Privacy Act of 1974. This federal law guarantees the confidentiality of students' education records, establishes the right of students to inspect and review their records, and provides for the hearing of complaints pertaining to alleged, inaccurate or misleading information in the education records. In compliance with the Act, the College has prepared this policy statement to inform students of their rights under the Act and describe the procedures in effect for reviewing records and hearing complaints.



## **NON-DISCRIMINATION / EOE STATEMENT POLICY**

It is the policy of Reading Area Community College to prohibit discrimination on the basis of: race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or any other characteristic protected by law. Consistent with this policy, RACC also provides those reasonable accommodations required by law to students, employees and applicants with disabilities and for sincerely held religious beliefs, observances, and practices.

In addition it is the policy of Reading Area Community College not to discriminate on the basis of sex in its educational programs and activities as required by Title IX of the Education Amendments of 1972. Title IX provides that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Sex discrimination includes sexual harassment and sexual assault.

Affirmative Action inquiries should be directed to the Affirmative Action Officer, RACC, P.O. Box 1706, Reading, PA 19603 (610-372-4721). All colleges and universities, in compliance with the Pennsylvania College and University Security and Information Act of 1988 and the Student Right-to-Know and Campus Security Act, are required to provide information regarding safety and security procedures and statistics on campus. A copy of this report is available by contacting the Director of Safety and Security, Berks Hall Room159.

# STUDENT LIFE

## RACC BOOKSTORE



The RACC Bookstore is located just inside the main entrance to Berks Hall. You can find books, manuals, supplies, snacks and the all important RACC spirit wear. The RACC bookstore is open for in-person shopping and to pickup

purchases made online.

*Regular Store Hours:*

Mon. - Thur - 8:30AM - 5PM

Fri. 8:30AM - 2PM

Closed Saturday and Sunday



## RAVEN AMBASSADORS

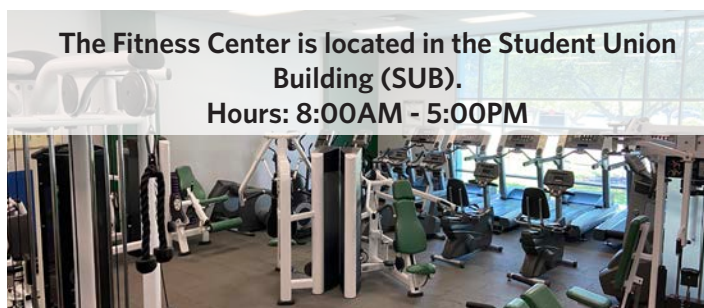


Raven Ambassadors assist in the recruitment, enrollment and student support activities of the office of Enrollment Services. Ambassadors are successful **paid student workers** who use their own college experiences to help others make wise decisions about attending college, support them

through the application and enrollment process, and help them make connections to RACC through participation in campus activities and the use of campus resources.

## RACC STUDENT FOOD PANTRY

The RACC Food Pantry is located in the Student Union Building. The pantry provides nonperishable food items, household and personal supplies. We also have diapers and wipes available. Students can stop by anytime the Pantry is open. The hours are posted in the MyRACC Portal each semester under the Student Activities and Events Page in the Resources tab, <https://myracc.racc.edu/groups/43/files>.



## RACC FITNESS CENTER



Reading Area Community College is pleased to offer students, faculty and staff the use of the fitness center. Everyone must present a current RACC ID and complete a waiver form before using the facility.

# CLUBS & ORGANIZATIONS

RACC clubs and organizations are designed to enhance your experience as a student. They are a great avenue to making friends, learning new skills and even look good on a résumé. New groups are always welcome.

## Join a Club

To join a club, complete this online form or scan the QR code.

Contact: Jamica Andrews  
Director of Student Activities  
610-236-3943



### Community Service Club

The Community Service Club actively engages in service to create a positive and lasting impact on the lives of individuals, organizations, and the broader community. Our vision is to foster a culture of compassion, empathy, and social responsibility, where students come together to serve, inspire, and make a difference.

### Environmental Club

The Environmental Club envisions a campus community that is dedicated to environmental stewardship, sustainability, and the promotion of a greener future. Our vision is to cultivate a culture of environmental awareness, activism, and responsibility, where students actively engage in initiatives that protect and preserve our planet for present and future generations.

### Diversity Club

The Diversity Club envisions a campus that celebrates and embraces the richness of human diversity, fostering a welcoming and inclusive environment for all students, faculty, and staff. Our vision is to create a vibrant community where individuals from various backgrounds come together to learn, grow, and thrive through the appreciation and understanding of different cultures, perspectives, and identities.



### Black Student Union

The Black Student Union (BSU) envisions a campus community that celebrates, uplifts, and empowers Black students, fostering an environment of inclusivity, cultural pride, and academic success. Our vision is to create a supportive and transformative space where Black students can thrive academically, develop leadership skills, and build a strong sense of belonging.

### Aevidum

The purpose of this organization shall be to empower youth to shatter the silence surrounding depression, suicide, and other issues facing teens and college students

### Student Government Association

The Student Government Association (SGA) envisions a dynamic and inclusive campus community where students are empowered to actively shape their college experience, advocate for their needs, and contribute to the overall student body's well-being. Our vision is to create an environment that fosters student leadership, engagement, and positive change.

### Christian Network

The Christian Network envisions a campus community where Christian students can grow in their faith, find support, and positively impact their college experience and the broader community. Our vision is to create a welcoming and inclusive environment that fosters spiritual growth, encourages Christian fellowship, and empowers students to live out their faith in a meaningful and transformative way.

### Muslim Student Association

The Muslim Student Association (MSA) envisions fostering a vibrant and inclusive environment that empowers Muslim students to thrive academically, spiritually, and socially. Our vision is to build a strong community that celebrates diversity, embraces unity, and promotes understanding and respect for Islamic values and traditions.



For more information, contact Jamica Andrews or call 610.372.4721, Ext. 3943, [jandrews@racc.edu](mailto:jandrews@racc.edu), or stop by the Student Union Building (SUB)!

# CLUBS & ORGANIZATIONS

*Make sure to check the website often. New clubs are always forming!*

## **Latin American Student Organization (LASO)**

The mission of this organization is still the same. We want to encourage and connect with other Latin American Students on campus and have a safe space where they can speak up and grow as young professionals!

## **National Society for Leadership & Success**

The National Society for Leadership & Success (NSLS) envisions a campus community where every student has the opportunity to discover and develop their leadership potential, fostering a culture of excellence, personal growth, and positive societal impact. Our vision is to inspire and empower students to become influential leaders who make a difference in their communities and beyond.

## **The Future Educators Club**

National Society for Leadership & Success The National Society for Leadership & Success (NSLS) envisions a campus community where every student has the opportunity to discover and develop their leadership potential, fostering a culture of excellence, personal growth, and positive societal impact. Our vision is to inspire and empower students to become influential Leaders who make a difference in their communities and beyond.

## **Art & Design Club**

The Art and Design Club envisions a vibrant and inclusive creative community that nurtures artistic expression, fosters collaboration, and inspires innovation. Our vision is to cultivate a space where students passionate about art and design can explore, develop, and showcase their talents while fostering a supportive and enriching environment.

## **E-Sports Club**

The eSports team at RACC provides a fun, social environment for the many video game players of all skill levels and interests in our new state-of-the-art gaming facility.

## **PHI THETA KAPPA**

Students who excel academically at RACC have the opportunity to join Phi Theta Kappa, the honor society for two-year colleges. In addition to recognizing scholastic achievement, Phi Theta Kappa also provides members opportunities for scholarship, leadership, service and fellowship.

\*Invite only after first college semester\*

## **Legacy**

Legacy is an award-winning journal produced by students of Reading Area Community College. Legacts goal is to serve as our school's creative outlet and provide a showcase for the excellence achieved by our students. Through prose, poetry, artwork, and photography, Legacy reflects the diversity and richness within RACC's campus. As it is entirely student-run, Legacy also provides an excellent opportunity for students who choose to serve on its team to gain hands-on publishing experience.

\*This is an offered class\*

## **Drama Club**

The Drama Club envisions a vibrant and inclusive community where students come together to explore the transformative power of theater, ignite their creativity, and cultivate a lifelong passion for the dramatic arts. Our vision is to create a space where individuals can express themselves, collaborate, and inspire others through the art of theater.

## **FitClub**

Our club's mission is to inspire and support a healthy and active lifestyle among our student community. We are committed to providing a welcoming, inclusive, and motivating environment that fosters physical well-being, mental resilience, and personal growth.



For more information, contact Jamica Andrews or call 610.372.4721, Ext. 3943, [jandrews@racc.edu](mailto:jandrews@racc.edu), or stop by the Student Union Building (SUB)!

# WHERE TO GO FOR HELP

Absences (4 or more consecutive hours) - *Student Success Center – Berks Hall/Room 209* (See Faculty Initiated Withdrawals)

Academic Advising - *Student Success Center – Berks Hall/Room 209*

Academic Records - *Records Office – Berks Hall/ Room 107*

Accessibility Services - *Berks Hall/Room 214*

Address Change - *Records Office – Berks Hall/Room 107*

Add/Drop/Change Class Schedule - *Student Success Center – Berks Hall/Room 209*

Books and Supplies - *Book Store – Berks Hall Lobby Area*

Bulletin Board Advertising - *Dean of Student Services Office - Berks Hall/Room 216*

Career Planning - *Career Center – Berks Hall/Room 220*

Change of Major - *Student Success Center – Berks Hall/Room 209*

CLEP/DANTES - *Welcome Center – Berks Hall Lobby*

Clubs and Organizations - *Student Government Office – Gust Zogas Student Union Building, Room 110*

Copy Machine - *Student Government Office – Gust Zogas Student Union Building & The Yocum Library – 2nd Floor*

Guidance & Student Support - *Student Success Center– Berks Hall/Room 209*

Credit by Exam - [www.racc.edu/services/credit-exam](http://www.racc.edu/services/credit-exam)

Credit for Experiential Learning - [www.racc.edu/services/assessment-services](http://www.racc.edu/services/assessment-services)

Financial Aid - *Financial Aid Office Berks Hall/ Room 107*

Graduation Information - *Advisor, or Records*

ID Cards - *Campus Security – Student Union Building Lobby*

Job Placement Services - *Career Center – Berks Hall/Room 220*

Lost and Found - *Security Desk in All Buildings*

Parking Permits - *Campus Security – Student Union Building Lobby*

Placement Testing - *Welcome Center – Berks Hall Lobby*

Resume Writing - *Career Center – Berks Hall/Room 220*

Student Activities - *Student Activities Office – Gust Zogas Student Union Building/Room 110*

School Newspaper - *Front Street Journal Office, Gust Zogas Student Union Building/Room 112*

Transcripts & Student Records - *Records Office- Berks Hall/Room 107*

## Academic Support Services:

*Writing Studio - Yocum, 4th Floor*

*Math Learning Center - Berks Hall/Room 506*

*Science Learning Center - Yocum, 3rd Floor*

*Foundational Studies Lab - Yocum 118*

*Multilingual Learning Lab - Yocum 119*

Public Access Computers - *The Yocum Library*

Used Book Sales - *Book Store – Berks Hall Lobby*

Veterans' Information - *Financial Aid Office – Berks Hall/Room 107*

Welcome & Information Center - *Berks Hall Lobby*

Withdrawal from Classes - *Student Success Center – Berks Hall/Room 209*

*Records – Berks Hall/ Room 107*

Work/Study Jobs - *Financial Aid Office – Berks Hall/ Room 107*

