

ADVANCED GRAMMAR

"If everything was perfect, you would never learn and you would never grow."

Bevonce Knowles



TABLE OF CONTENTS

Welcome Letter	2
Course Description	3
Course Values	5
Grades	6
Absences and Late Work	8
Strategies for Success	9
Course Schedule	11
College Info and Resources	13

COURSE RESOURCES



Email:
Amanda.Meier@ccaaurora.edu



Desire 2 Learn (D2L)



Textbook:
Grammar Explorer 3



3-Ring Binder & Dictionary
(Merriam Webster iPhone or Android app)

WELCOME!

Your success in this class is important to me. I am looking forward to working with you over the next ten weeks. I understand that we all learn differently. If there are aspects of this course that prevent you from learning or that form barriers to your inclusion, please let me know as soon as possible. Together we'll develop strategies that can enable you to succeed in the course.

Let me share some information about myself. My hometown is Littleton, Colorado, but I have lived in New York, Boston, China, Cambodia, Bangladesh, and Somalia. I speak three languages (English, Chinese, and Khmer) and am currently learning Spanish. I attended the University of Colorado Boulder for undergrad and Columbia University for graduate school. In my free time, I love traveling, cooking, playing tennis, and reading science fiction. I look forward to getting to know you as well this semester!

I believe in the power of education. Of course, the information you learn in this class will help you succeed in college and beyond. But more importantly, I hope this class will help you discover a passion for learning and confidence in your ability to succeed.

Best wishes for a great semester,

A handwritten signature in black ink, appearing to read 'Amanda Meier', written in a cursive style.

Amanda Meier

COURSE DESCRIPTION

INSTRUCTOR: Amanda Meier

CONTACT INFORMATION:

The best way to contact me is through email or D2L:

- **Email:**
amanda.meier@ccaurora.edu
- **D2L:**
ameier27@ucourses.com

You can also contact me here:

- **Call / Text:** 804-818-6237
- **WhatsApp:** 804-818-6237

RESPONSE TIME: I know that it's frustrating to send a message to a teacher and not get a response for days. Because I want to encourage you to ask questions and communicate with me, I strive to answer my messages quickly. On weekdays, I typically respond within two hours. During weekends, I usually respond within 24 hours.

OFFICE HOURS: As an adjunct instructor, I do not have a personal office or scheduled office hours. However, I am available to help you with individual tutoring or just to listen if you need someone to talk to. There is no shame in asking for help.

Please contact me to schedule a meeting. I am happy to meet with you in-person, by phone, or online.

COURSE: Advanced Grammar

CODE: ESL 023

CREDIT HOURS: 3

SEMESTER: Summer 2019

CRN: 17816

SECTION: 1N1

LOCATION: Classroom Building 215

DATES: June 4 to August 6, 2019

DAYS: Tuesdays

TIME: 8:00 am - 11:55 am

DROP AND WITHDRAW DATES:

- Last Day to Drop (with refund):
June 13, 2019
- Last Day to Withdraw:
July 29, 2019

DEPARTMENT / PATHWAYS

ADVISOR: Svetlana Ehrhart

- Phone: 303-360-4717
- Email:
svetlana.ehrhart@ccaurora.edu
- Office: CentreTech Campus,
Administration building, A-106 D

SITE EMERGENCY INFO:

CenterTech Campus (303) 360-4727

"Your voice needs to
be heard."

DOLLY ROSARIO

COURSE DESCRIPTION (CONTINUED)

ADVANCED GRAMMAR will review intermediate grammar structures and introduce advanced structures with increased emphasis on written communication.

You will be given the opportunity to demonstrate the following

REQUIRED COURSE LEARNING OUTCOMES:

- Construct sentences using simple, progressive, and perfect tenses, active and passive voice.
- Construct sentences with modal verbs in the present, past, and future tenses.
- Construct sentences using gerunds and infinitives
- Construct complex sentences using noun clauses, adjective clauses, and hypothetical statements.

Throughout the semester, we will cover the following **REQUIRED**

TOPIC OUTLINE:

- I. Verbs: affirmative, negative, and question forms
 - a. Simple tenses
 - b. Progressive tenses
 - c. Perfect tense
 - d. Perfect progressive tenses
 - e. Active and passive voice
- II. Modals in the present, past, and future tenses
- III. Gerunds and infinitives
 - a. Verb + gerunds and infinitives
 - b. Gerunds as subjects
- IV. Complex Sentences
 - a. Adjective clauses
 - b. Noun clauses
 - c. Hypothetical statements

“Education is the passport to the future, for tomorrow belongs to those who prepare for it today.”

MALCOLM X

COURSE VALUES

INCLUSION: Classrooms are supposed to be safe environments. However, from personal experience, I know this is not always the case. Sometimes, students or teachers can make others feel unsafe or unwelcome. In our classroom, I want everyone to be accepted regardless of sex, race, gender, religion, age, size, class, physical or mental ability, or any other aspect of their identity. If you, at any time, feel unsafe or unwelcome in our classroom (or the College as a whole), I encourage you to speak with me in confidence.

PARTICIPATION: I believe that our classroom is a place where you can take control of your education. I urge you to actively engage with the course materials, your classmates, and myself.

PURPOSE: I understand that you have education and career goals. I hope you will share your goals with me so that I can ensure the information we learn in this course is relevant to your goals.

CURIOSITY: Part of being a good college student is being curious. I encourage you to ask questions, express your views, try out new ideas, and make mistakes.

PRACTICE: I believe that the only way to develop your grammar skills is to do a lot of guided practice.

SOCIAL JUSTICE: People all over the world suffer because of discrimination and inequality. I believe education plays a huge role in improving society. Together, we will explore topics that help raise our awareness of the world around us and improve our understanding of social problems.

ACADEMIC INTEGRITY: As students at CCA, I expect you to act in a responsible and ethical manner. This means no cheating or plagiarism.

Cheating can include turning in homework completed by someone else, as well copying someone else's answers on homework or tests. Plagiarism is when you copy someone else's work without giving them credit. For example, if you copy and paste text directly from the internet without citing the original author.

Turning in the same assignment for more than one class is also a form of academic dishonesty and may result in a grade of "F" for the assignment. If you would like to write on a topic you have previously written about, please speak with me before beginning your assignment.

GRADES

Your grade in this course will be determined by four categories:

Participation	15%
Informal Assignments	20%
Quizzes and Exams	20%
Projects	45%
Total	100%

PARTICIPATION: A large amount of work this semester will be done in class with me and your peers. I hope you actively participate in this class because I have found it is the best way to engage you in learning. You will receive a weekly participation grade in D2L.

In addition to attending class regularly, see page 9 in this syllabus for how to be an active participant.

INFORMAL ASSIGNMENTS: This category includes homework assignments (such as quizzes and textbook exercises), in-class activities, and initial drafts of projects.

I will give you detailed guidelines and grading policies for all informal assignments.

The purpose of informal assignments is threefold:

1. To get you thinking about the topics and ideas we are discussing so that you can develop informed opinions on them
2. To give you the opportunity to practice the grammar skills we are learning
3. To reflect on your English development throughout the semester

QUIZZES: For each unit (chapter) in the textbook, you will have 2 quizzes. The first quiz, a pre-quiz, can be taken as many times as you wish. This quiz is to see how much you know before class. The second quiz, a review quiz, can only be taken once. No late quizzes will be accepted.

“Education is the most powerful weapon which you can use to change the world.”

NELSON MANDELA

GRADES (CONTINUED)

EXAMS: To help assess your learning, we will have two exams this semester: a midterm exam and a final exam. Both will be held during class. We will also have review sessions before both exams to help you prepare.

Usually, I do not allow make-up exams. However, please see the Absences and Late Work section on page 8 for possible exceptions.

PROJECTS:

We will complete two major projects this semester. One project will be primarily written, and the other will be primarily spoken. You and your classmates will discuss and vote on what kind of projects you would like to do.

Some project ideas might include:

- Newspaper
- Resume and Cover Letter
- Job Interview
- Scholarship Application
- Presentation
- Poster of College Major
- Magazine or Handbook
- Website or Blog

After you and your classmates choose two projects, we will discuss requirements and grading guidelines for each project.

FINAL GRADES: Grades for this course will be based on the standard college letter grade system:

A =	90-100%	Excellent
B =	80-89%	Good
C =	70-79%	Fair
D =	60-69%	Poor
F =	Below 60%	Failing

Grades will be posted in the D2L gradebook and your average grade will be provided.

“Do the best you can until
you know better.
Then, when you know
better, do better.”

MAYA ANGELOU

ABSENCES AND LATE WORK

ABSENCES: Because our class is a community and many of our activities are collaborative, your attendance is incredibly important to your success in this class.

I urge you to attend every class. However, I understand that sometimes problems arise that may prevent you from attending. Please contact me as soon as you know you will be absent. This helps me adjust my plan for the other students and we can discuss make-up options.

If you miss a class, you will receive a participation score of 0 for that day.

But, I understand that sometimes emergencies and traumatic events happen. These situations are difficult, but if you contact me within 24 hours of the event and provide documentation, you will not lose participation points.

LATE WORK: Unless you contact me before the due date and we discuss an alternative, late work is eligible for 60% of points.

This means that if you must be absent for a class, I encourage you to still turn your homework in on time to avoid a lower grade. You can always submit homework via D2L, email, or with a classmate.

If you have an emergency or traumatic event that prevents you submitting work on time, please contact me within 24 hours of the event and provide documentation. I will be happy to discuss alternatives to ensure your grade does not suffer.

I rarely allow make-up exams unless you speak with me and schedule a date beforehand.

“Sometimes, things may not go your way, but the effort should be there every single night.”

MICHAEL JORDAN

STRATEGIES FOR SUCCESS

Your success in this course is important to me. This section details some suggestions for how to succeed in this course.

COMMUNICATE: I cannot emphasize enough that communication is key. I hope you feel comfortable contacting me about any questions or troubles you may have. I am here to help you, but I can only do that if you communicate openly with me.

PREPARE: Our homework and quizzes are designed to help you prepare for class activities and projects. Completing these assignments before class will help your participation grade and ensure your success in the course.

ACTIVELY PARTICIPATE: Successful students are actively engaged in the classroom. This means arriving on time, paying attention, asking questions, making meaningful contributions to in-class discussions, and working well in pairs and small groups.

Active participation also includes minimizing cell phone use in our classroom. Please be respectful of our time together.

MANAGE YOUR TIME: We have a lot of information to cover this summer, so good time management is crucial. I will help you by posting homework and due date reminders on D2L. You should get into the habit of checking D2L daily.

Please be sure to budget your time outside of class. Each week, you will have homework and quizzes to complete before class. On average, please plan to spend at least 6 hours per week on homework for this course.

USE ADDITIONAL RESOURCES: On D2L, I will post additional resources and tutorials related to grammar, reading and writing skills, and vocabulary building.

As a CCA student, you can access many different college services. Please see page 14 in this syllabus for more information.

“Success in anything will always come down to this: focus and effort. And we control both of them.”

DWAYNE “THE ROCK” JOHNSON

COURSE SCHEDULE

This is a tentative course schedule. Depending on the needs and skills of you and your classmates, I may revise this plan throughout the semester. I will always announce changes in class and via D2L.

Please bring your textbook to class everyday. Homework assignments are always due at the beginning the class unless otherwise noted.

Abbreviations

D2L	=	Desire 2 Learn	TBD	=	To Be Determined
GE	=	Grammar Explorer Textbook	p. or pp.	=	Page or Pages

Topics		Assignments Due <i>Before</i> Class
Week 1 6/4	Introductions and Diagnostic Test	
Week 2 6/11	Intro to Project #1 GE Unit 1: Present and Past Simple and Progressive GE Unit 2: Present & Past Perfect and Perfect Progressive	Watch: Units 1 & 2 Videos (D2L) Read: <ul style="list-style-type: none"> GE 1.1 (p. 6), 1.2 (p. 7), 1.3 (p. 14), 1.4 (p. 15), 1.5 (p. 20), and 1.6 (p. 21-22) GE 2.1 (p. 34) 2.2 (p. 35), 2.3 (p. 36), 2.4 (p. 43) & 2.5 (p. 44) Write: <ul style="list-style-type: none"> GE Unit 1 Lesson 1 Activities 4, 5, 7-9 (p. 6-9) GE Unit 1 Lesson 2 Activities 4, 5, 7-9 (p. 14-16) GE Unit 1 Lesson 3 Activities 4 & 5 (p. 20-22) GE Unit 2 Lesson 1 Activities 4, 6, 7 (pp. 32-37) GE Unit 2 Lesson 2 Activities 1-7 (pp. 41-45) Do: <ul style="list-style-type: none"> Units 1 and 2 Pre- Quiz (D2L)
Week 3 6/18	Continue Project #1 Individual Conferences GE Unit 5: Nouns, Articles, SV Agreement GE Unit 6: Gerunds and Infinitives	Watch: Units 5 and 6 Videos (D2L) Read: <ul style="list-style-type: none"> GE 5.1 (p. 118), 5.3 (p. 126), 5.4 (p. 127), 5.5 (p. 133), & 5.6 (p. 134) GE 6.1 (p. 146), 6.2 (p. 147), & 6.3 (p. 147) GE 6.4 (p. 154), 6.5 (p. 155), & 6.6 (p. 156) Write: <ul style="list-style-type: none"> GE Unit 5 Lesson 1 Activities 4, 6, 7, 8; Lesson 2 Activities 4-6, Lesson 3 Activities 4 & 5 GE Unit 6 Lesson 1 Activities 4-7, GE Unit 6 Lesson 2 Activities 4-8 Do: <ul style="list-style-type: none"> Units 1 and 2 Review Quizzes (D2L) Units 5 and 6 Pre-Quizzes (D2L)

COURSE SCHEDULE (CONTINUED)

Topics		Assignments Due <i>Before Class</i>
Week 4 6/25	Continue Project #1 GE Unit 7: Modals Part 1 GE Unit 8: Modals Part 2	Watch: Units 7 and 8 Videos (D2L) Read: <ul style="list-style-type: none"> GE 7.1 (p. 178), 7.2 (p. 180), 7.3 (p. 186), 7.4 (p. 187), 7.5 (p. 188), 7.6 (p. 193), & 7.7 (p. 195) GE 8.1 (p. 210), 8.2 (p. 211), & 8.3 (p. 213), 8.4, 8.5, and 8.6 Write: <ul style="list-style-type: none"> GE Unit 7 Lesson 1 Activities 4-7 GE Unit 7 Lesson 2 Activities 4-10 GE Unit 8 Lesson 1 Activities 4-7 GE Unit 8 Lesson 2 Activities 4-8 Do: <ul style="list-style-type: none"> Units 5 and 6 Review Quizzes (D2L) Units 7 & 8 Pre-Quizzes (D2L)
Week 5 7/2	Review and Midterm Exam Continue Project #1	Write: Midterm Exam Review Part 1 <ul style="list-style-type: none"> Unit 1 p. 26 #1 and 2 Unit 2 p. 58 #1 and 2 Unit 5 p. 138 #1 and 2 Unit 6 p. 170 #1 and 3 Write: Project #1 First Draft due by 11:59pm Do: Units 7 & 8 Review Quizzes (D2L)
Week 6 7/9	Midterm Exam Intro to Project #2	Read: Midterm Exam Review Part 2 <ul style="list-style-type: none"> Unit 7 p. 200-203 #1, 2C, and 3 Unit 8 p. 229-231 #1, 2, and 4 Write: Project #1 Final Draft due by 11:59pm
Week 7 7/16	Continue Project #2 GE Unit 9: Passive Voice GE Unit 11: Relative Clauses GE Unit 12: Adverb Clauses	Watch: Units 9 and 11 Videos Read: <ul style="list-style-type: none"> GE 11.1 (p. 298), 11.2 (p. 300), 11.3 (p. 302), 11.4 (p. 310), 11.5 (p. 312), & 11.7 (p. 322) Add HW for chapter 9 Write: <ul style="list-style-type: none"> GE Unit 11 Lesson 1 Activities 4-10 GE Unit 11 Lesson 2 Activities 4-8 GE Unit 11 Lesson 3 Activities 4-7 Add HW for Chapter 9 Do: Units 9 & 11 Pre-Quizzes (D2L)

COURSE SCHEDULE (continued)

Topics		Assignments Due <i>Before Class</i>
Week 8 7/23	Continue Project #2 Individual Conferences GE Unit 12: Adverb Clauses GE Unit 13: Conditionals	Watch: Units 12 & 13 Videos Read: <ul style="list-style-type: none"> GE 13.1 (p. 360), 13.2 (p. 362), 13.3 (p. 368), 13.4 (p. 369), 13.5 (p. 379), & 13.6 (p. 380) GE 12.1 (p. 336), 12.2 (p. 337), 12.3 (p. 339), 12.4 (p. 347), & 12.5 (p. 348) Write: <ul style="list-style-type: none"> GE Unit 13 Lesson 1 Activities 4-7 GE Unit 13 Lesson 2 Activities 4-7 GE Unit 13 Lesson 3 Activities 4-6 Project #2 First Draft due by 11:59pm Do: <ul style="list-style-type: none"> Units 9 & 11 Review Quizzes (D2L) Units 12 & 13 Pre-Quiz (D2L)
Week 9 7/30	Continue Project #2 Review	Write: Project #2 Final Draft due by 11:59pm
Week 10 8/6	Review, Final Exam, & Me Bag Presentations Course Wrap-Up	Write: Final Exam Review Do: Memorize Me-Bag Presentation

“Nothing is impossible. The word itself says *I’m possible!*”

AUDREY HEPBURN

ESSENTIAL COLLEGE INFORMATION & RESOURCES

INCLUSIVE EXCELLENCE:

CCA is a community that is committed to equity, diversity, and inclusion through **Inclusive Excellence**. We can only achieve this together. CCA embraces **Inclusive Excellence** because we want our students, staff, faculty, and instructors to learn in and contribute to an inclusive environment. This means members of our College community will be active, respectful, and mindful of equity, diversity, and inclusion at all levels of engagement. **Inclusive Excellence** provides a foundation for student and institutional success. More information can be found on [CCA's Inclusive Excellence webpage](#).

RELIGIOUS, SPIRITUAL, AND COLLEGE AFFINITY GROUP OBSERVANCE

In recognition of CCA's commitment to diversity and inclusion, faculty and instructors provide accommodations for religious, spiritual, and college affinity group observances. Students will contact the course instructor in advance to request an excused absence and/or an accommodation, provided that it does not create an undue hardship, due to the observance of a religious, spiritual, or college affinity group holiday or activity. Students are responsible for completing any classroom and homework assignments given during their absence, or done during their time of observance, within a reasonable amount of time, as determined by the instructor.

Examples of observances: traditional creed and spiritual holidays, Martin Luther King Jr. Day, Day of Silence, etc.

Examples of reasonable accommodations: rescheduling an exam or quiz, extending the deadline for an assignment, providing an alternative assignment that is equivalent and of the same difficulty and rigor, etc.

NOTICE OF NON-DISCRIMINATION:

The Community College of Aurora (CCA) prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. CCA will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Cindy Hesse, Director of Human Resources, as its Affirmative Action (AA) Officer, Equal Opportunity (EO), and Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If students have any questions, please contact her by e-mail at Cindy.Hesse@CCAurora.edu, by phone at 303-360-4752 or by US mail at 16000 East CentreTech Parkway, Administration Building, Office #A-207E, Aurora, Colorado 80011. Tamara White, Associate Vice President for Student Affairs serves as the Deputy Title IX Coordinator and may be reached by e-mail at Tamara.White@CCAurora.edu, by phone at 303-360-4746 or at 16000 East CentreTech Parkway, Administration Building, Office #A-106F, Aurora, Colorado 80011.

Students may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone 303-844-3417.

ACCOMMODATIONS:

CCA provides reasonable accommodations to qualified students with disabilities. To request an accommodation, please contact the [Office of Disability and Equity \(ODE\)](#) for an appointment. The ODE is located in the Library in the Student Centre building at the CentreTech campus, in Room S-202A. Arrangements may also be made at the Lowry Campus. Students may contact the ODE by phone at 303-340-7548, by fax at 303-340-7551, or by e-mail at ODE@CCAurora.edu.

INSTRUCTIONAL POLICY ON ACADEMIC DISHONESTY:

Academic dishonesty includes cheating and plagiarism. Cheating is the unauthorized use of assistance with intent to deceive an instructor or any other individual responsible for evaluating a student's work. Note the following examples:

- Submission of any materials not prepared by students but presented as their own.
- The unauthorized possession and/or use of notes, books, or the soliciting of assistance from another student during an examination.
- Illegitimate possession or disposition of examination or test materials and/or answer keys to tests and examinations.

Plagiarism refers to the use of another person's work without giving proper credit to that person. A student must give proper credit through the use of appropriate citation format when (a) copying verbatim another person's work (i.e., words, phrases, sentences, or entire passages); (b) paraphrasing another person's work (i.e., borrowing but rewording that person's facts, opinions, or ideas); and (c) summarizing another's work (i.e., use of one's own words to condense longer passages into a sentence or two).

CONSEQUENCES OF ACADEMIC DISHONESTY:

When dishonesty is evident, the following minimum sanctions will be applied:

- First offense: The student will receive an "F" or "Zero" as the grade for the assignment. In addition, the first incident may result in the loss of testing privileges in the Learning Resource Center for the current and next semester in which the student is enrolled in the college.
- Second offense: The student may receive an "F" for the course and may be expelled from the class. A second offense may also result in permanent loss of testing privileges in the Learning Resource Center.
- Third offense: The student may receive an "F" for the course and may be expelled from the college.

EMERGENCY PROCEDURES:

Information on how to respond during an emergency at CCA and an evacuation map are posted in each classroom. Please review this information. During an emergency, or when an emergency alarm sounds, uniformed security officers or the VERT team will provide instructions that must be followed. Additionally, an intercom system will play a message on the speakers in the ceiling, through the telephones in offices and classrooms, and the message will pop up on computers throughout campus.

CCA has a CARE Team whose responsibility is to identify and coordinate support services, counseling referrals, and/or intervention strategies for a broad range of student behaviors, including but not limited to substance abuse, mental illness, disruptive, aggressive, and/or threatening behavior. Students are encouraged to report any student issues of concern to the CARE Team on the [CCA Refer a Concern or Incident webpage](#), or by contacting 303-340-7524. If it is an emergency, please contact CCA CentreTech Security at 303-360-4727 or Lowry Security at 303-419-5557.

GUIDED PATHWAYS:

Guided Pathways is the whole package of academic pathways, programs, advising, and support services that get students from application to graduation. Guided Pathways helps students in selecting degrees and careers that are best for them. Within Guided Pathways, there are six academic pathways: Professional Studies; Science, Technology, Engineering, & Math; Health & Public Service; People, Societies, & Ideas; Communication & Languages; and Creative Industries. What's your pathway? Find out now! Take the quiz [on our webpage](#) or talk to Pathways Advisor at 303-340-7231. Find Your Passion. Earn Your Degree. Start Your Career.

INSTITUTIONAL LEARNING OUTCOMES OF THE COMMUNITY COLLEGE OF AURORA:

The Community College of Aurora has identified the following institutional outcomes that are the foundation of your course of study at CCA: Career and Transfer Readiness, Communication, Critical Thinking, and Cultural Competence. These outcomes are embedded within academic programs and co-curricular programs.

STUDENT HANDBOOK:

The [Student Handbook](#) organizes academic and student affairs resources, including College procedures and System policies, in one place for easy access. This is also where students can find the [Student Code of Conduct](#) which describes college expectations that were created to foster a safe learning environment for all students.

TECHNOLOGY: EMAIL ACCOUNTS AND DESIRE TO LEARN (D2L)

All students enrolled in the Community College of Aurora are assigned a college email account, and this email account is the college's primary means of communication with students. Students will receive important information about scholarships, registration dates, financial deadlines, etc. at this email account. To activate your CCA email account, go to the [college website](#) and log into [MyCCA](#) using your student number (S#) as your username and your date of birth spelled out (no punctuation or spaces) as your initial password. For example, if your date of birth is February 14, 1992, your initial password is February141992. To check your CCA email, log into MyCCA and on the Dashboard tab, click on the student email icon.

Desire to Learn (D2L) is the college management learning system where students can access a copy of their courses' syllabi, grades, attendance record, and other important course information and assignments. To access D2L, log into MyCCA, go to the Student Tab – Course Access, and click on CCA Classes (D2L). To access each of your courses in D2L, scroll down on the D2L homepage and click on the course you want to access. D2L has an email tool that you can use to communicate with your instructors and classmates. You cannot send or receive emails to/from D2L to an outside email account. To check your D2L email, click on the envelope icon in the upper toolbar. To send emails, go into the course and click on the Classlist at the top, click the name of the person you want to email (or select multiple people and click on the envelope Email link on top

of the Classlist), compose your email, and click send. If you need support with D2L:

- Use the D2L Online Student Training. It is filled with tutorials. To access it, log in to D2L and select Self Registration in the upper toolbar. You will need to register just once.
- Email the college Instructional Technologist at OnlineLearning.CCA@ccaaurora.edu
- Contact the 24/7 D2L Support Team at 1-888-800-9198 or <http://help.cccs.edu>

CCA Navigate is an online tool that streamlines how students connect to the college, identify their academic pathways, and successfully complete their educational goals. You will use it to:

- Search for and find available courses,
- Register for classes to fit your schedule,
- Find a program to fit your interests and skills,
- Connect with your Pathways Advisor, and
- Receive career guidance to meet your goals.

Log in using your S number on the [CCA Navigate webpage](#).

If you are unable to login to MyCCA, your email, or campus computers, call CCA Helpdesk at 303-360-4900.

AUDIO/VIDEO RECORDING:

Except where a student is entitled to make an audio or video recording of class lectures and discussions as an educational accommodation determined through the Office of Disability and Equity, a student may not record lectures or classroom discussions unless the class instructor has given written permission and all students in the class, as well as guest speakers have been informed that audio/video recording may occur.

A student granted permission to record may use the recording only for his or her own study and may not publish or post the recording on YouTube or any other medium or venue without the instructor's explicit written authorization.

RESOURCES/SERVICES:

Resource/Services	Location(s) and Hours
Academic Learning Center: Tutoring Come to the CentreTech tutoring lab for the Writing Studio (help with essays/papers) and help with Math, ESL, and basic computer skills. Workshops on time-management, study skills, and foundational math are also available (check the webpage for more information!) The tutoring services at Lowry include basic computer help, as well as for Science, Accounting, and Economics (talk to your instructor for discipline-specific tutoring).	CentreTech Campus: Classroom Building, C109 <ul style="list-style-type: none"> • Monday-Thursday: 9:00am-6:00pm • Friday-Sunday: Closed Lowry Campus: West Quad, Room 106 and Room 118 <ul style="list-style-type: none"> • Monday-Thursday: 8:00am-7:00pm • Friday: 8:00am-5:00pm • Saturday: 10:00am-2:00pm • Sunday: Closed For the tutoring schedules each semester, check the Tutoring Schedule online .

<p>All-Gender Restrooms All-gender restrooms are available on both campuses.</p>	<p>CentreTech Campus: Fine Arts Building, north end, across from Larry Carter Theater.</p> <p>Lowry Campus: West Quad, center of building, first floor, near the Cafe'; SIM Center, one at the north end and one at the south end of main hallway (lock door from hallway when in use); Film School, west side of building.</p>
<p>CCA Bookstore When you need to shop for textbooks and course materials, you can find everything you need and more at the book store. Besides course materials, the campus store features CCA clothing and apparel such as T-shirts and hats; gifts; fan gear; school supplies; candy and snacks; other books; and many other items.</p>	<p>CentreTech Campus: Student Centre, S107</p> <ul style="list-style-type: none"> Monday-Thursday: 9:00am-6:00pm Friday: 9:00am-2:00pm <p>Visit the CCA Bookstore website or call at 303-360-4774</p>
<p>Conflict Assistance through Resources & Empowerment (CARE) Team The CARE Team is committed to your success and responding to the campus community by providing support and intervention for high-risk students. The professionally trained, multi-disciplined team will connect you with the resources you need to be successful.</p>	<p>Anyone who feels a CCA student is a threat to themselves and/or the college community is encouraged make a referral report to the CARE Team. Any self-injurious behaviors, suicidal ideation, threats to self or others, erratic behavior that disrupts or threatens to disrupt the daily operations of the college, classes and activities, or behaviors that might compromise safety should be referred.</p> <p>When in doubt, make the referral. Referrals can be made through the CCA Refer a Concern or Incident webpage, or by contacting 303-340-7524.</p>
<p>Counseling Services Counseling is available for managing stress and anxiety, overcoming depression, recovery from grief and loss, coping with life challenges, relationship issues, and referral to outside resources. There is no charge for currently enrolled CCA students. You are eligible for six free sessions. This office can also provide referrals for off-campus community resources.</p>	<p>CentreTech Campus: Admin Building, A106G</p> <p>Lowry Campus: By appointment</p> <p>Hours change every term, please check the Counseling Services webpage or call 303-360-4949 to make an appointment</p>
<p>Lactation Rooms for Nursing Mothers Lactation rooms are available on both campuses.</p>	<p>CentreTech Campus: Classroom Building, Room C111</p> <p>Lowry Campus: North Quad, second floor, Room 205C; SIM Center, inside all-gender bathroom on the north end of main hallway.</p>

<p>Library Come here to find books, e-books, or just to use the computers. The library can order books for you from the Aurora Public Library and you can pick them up at their “Smart Locker.” You can also meet a member of the team for a 30-minute appointment for the following services: research help, evaluating sources, topic development, computer assistance, and research database assistance.</p>	<p>CentreTech Campus: Student Centre, S202 <i>Semester Hours</i></p> <ul style="list-style-type: none"> Monday-Thursday: 7:30am-8:00pm Friday: 7:30am-5:00pm Saturday: 9:00am-1:00pm Sunday: Closed <p>For more information, visit the Library webpage.</p>
<p>Library – Make-up Testing You can complete make up exams at the library after making approved arrangements with your instructor.</p>	<p>Centre Tech Campus - Drop-in testing (no appointment necessary) <i>Semester Hours</i></p> <ul style="list-style-type: none"> Monday-Thursday: 10:00am-6:00pm Friday: 10:00am-5:00pm Saturday: 9:00am- 1:00pm Or schedule an appointment by calling 303-360-4948 or online at our Online Exam Registration page. <p>Lowry Campus - By appointment only - West Quad, Room 119 Schedule an appointment by calling 303-360-4948 or online at our Online Exam Registration page.</p>
<p>Military & Veteran Services This department provides support to military-affiliated students through tools and guidelines they need to smoothly navigate in the academic world. If you are a student using VA benefits, you can find more information about your benefits and eligibility rules through D2L.</p>	<p>CentreTech Campus: Admin Building, check-in at the Welcome Center</p> <p>Contact them by e-mail at VetBenefits@CCAurora.edu, by phone at 303-360-4768, or you can visit them on the CCA Military & Veterans webpage.</p>
<p>Office of Disability and Equity ODE provides support for students with disabilities. They can assist you with seeking: testing accommodations, note takers, interpreter services, screen readers, accessible furniture, and assistive technology. If you have a documented disability and would like to seek accommodations, this is where you should go.</p>	<p>CentreTech Campus: Student Centre, S202A</p> <ul style="list-style-type: none"> Monday-Friday: 8:00am-5:00pm <p>You can also reach them by e-mail at ODE@CCAurora.edu, by phone at 303-340-7548, or visit them on the Office of Disability & Equity webpage.</p>

<p>Office of Student Life With Student Life, you can get involved in the CCA community as a way to enhance your experience, meet new people, and develop skills that will help you be successful in college. Here is where you can find out information about campus-wide events, leadership programs, student government association, and student led organizations.</p>	<p>CentreTech Campus: Student Centre, S102</p> <p>Lowry Campus: West Quad, Room 110</p> <ul style="list-style-type: none"> Monday-Friday: 8:00am-5:00pm <p>You can also reach them by e-mail at Student.Life@ccaaurora.edu, by phone at 303-360-4729 (CTC) or 303-340-7525 (Lowry) or you can visit the Student Life webpage.</p>
<p>Pathways Advising CCA Pathways advising is available to partner with and guide you on your academic path. You can get help planning educational goals, completing degrees, and achieving successful transfer to four-year colleges and universities. We can help you each step of the way – from getting started through graduation, transfer, and anywhere in-between.</p>	<p>CentreTech Campus: Administration Building</p> <ul style="list-style-type: none"> Monday – Thursday: 8:00am-6:00pm Friday: 10:00am-5:00pm <p>To make an appointment at the CentreTech Campus, Schedule an Appointment at CentreTech or Contact us: 303-360-4906</p> <p>Lowry Campus: West Quad</p> <ul style="list-style-type: none"> Monday-Thursday: 8:30am-5:30pm Friday: 10:30-5:00pm <p>To make an appointment at the Lowry Campus, Schedule an Appointment at Lowry or contact us: 303-340-7093</p> <p>For more information and helpful tools, visit the Pathways Advising Webpage.</p>
<p>Paragon Dining Services:</p> <ul style="list-style-type: none"> The Grille at CCA <i>*Summer hours vary</i> The Lowry Café <i>*Closed during the summer</i> 	<p>CentreTech Campus: The Grille at CCA, Student Centre Building</p> <ul style="list-style-type: none"> Monday – Thursday: 7:00am-6:00pm Friday: 7:00am-12:00pm <p>Lowry Campus: The Lowry Café, West Quad Building</p> <ul style="list-style-type: none"> Monday-Thursday: 8:30am-6:00pm Friday: Closed <p>Call for more information: 303-361-7420</p>
<p>Paragon Meal Plan Card The CCA Paragon Meal Plan Card allows CCA students, faculty, and staff to purchase a meal plan at a 10% discount.</p> <p>You can use the Paragon Meal Plan Card at both the CentreTech and Lowry campuses.</p>	<p>Apply online: Meal Card Application</p> <ul style="list-style-type: none"> Pay \$45.00 = \$50.00 on Meal Plan Card Pay \$90.00 = \$100.00 on Meal Plan Card Pay \$135.00 = \$150.00 on Meal Plan Card Pay \$180.00 = \$200.00 on Meal Plan Card <p>Payment Options: Pay cash or credit at the CCA cashiers office. Students with Financial Aid can charge a selected meal plan amount to their CCA account once financial aid has been awarded. If you have questions, or need more information, please call 303-340-7524.</p>

Quiet Room (Meditation & Prayer) Quiet rooms for prayer and/or meditation are available on both campuses.	CentreTech Campus: Classroom Building, C113A Lowry Campus: North Quad, Room 106A
Showers Showers are available on both campuses.	CentreTech Campus: in both the men's and women's restrooms on the second floor of the Classroom Building.
Student Success Center (SSC) We are committed to helping students reach their goal of graduation. TRiO helps support those first in their families to attend college. Transfer Success is a one-year program that guides students through completing their degree and transfer to a 4-year college. You can also come to the SSC for career exploration.	CentreTech Campus: Student Centre, S101 and S203 Lowry Campus: North Quad, Room 207B <ul style="list-style-type: none"> Monday-Friday: 8:00am-5:00pm You can also reach them by e-mail at StudentSuccess.CCA@CCAurora.edu , by phone at 303-361-7370, or you can visit them on the CCA Student Success Center webpage .
The Spot This resource offers drop-in math tutoring (no appointment necessary), limited library services, D2L services, and a student lounge.	Lowry Campus - North Quad - Room 118 For hours and tutoring schedules each semester, check the Tutoring Schedule online .

