

STUDENT HANDBOOK

2025





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 fluid and cursive, with a large loop at the end of the last name.

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USERNAME: _____

PASSWORD: _____

MyRACC/email login:

RACC CALENDAR BY SEMESTER

FALL SEMESTER 2025

Fall (15 weeks)

Saturday, August 23, 2025 - Friday, December 12, 2025

Fall 2 (11 weeks)

Monday, September 22, 2025 - Friday, December 12, 2025

1st Bi-term (7 weeks)

Saturday, August 22, 2025 - Saturday, October 11, 2025

2nd Bi-term (7 weeks)

Wednesday, October 15, 2025 - Friday, December 12, 2025

NO CLASSES

September 1, 2025 – Labor Day – College Closed

October 13-14, 2025 – Fall Break – College Open – No Classes

November 26, 2025 – Thanksgiving – College Open – No Classes

November 27-28, 2024 – Thanksgiving – College Closed

WINTERIM

Winterim (5 weeks)

Monday, December 15, 2025 Thursday, January 15, 2026

NO CLASSES

December 24, 25, 26, 2025 – Winter Recess – College Closed

December 31, 2025 - January 1, 2026 – New Year's – College Closed

SPRING SEMESTER 2026

Spring (15 weeks)

Saturday, January 17, 2026 - Friday, May 8, 2026

Graduation Ceremony Friday, May 8, 2026

Final Grades Due Wednesday, May 13, 2026

Spring 2 (11 weeks)

Monday, February 16, 2026 - Friday, May 8, 2026

1st Bi-term (7 weeks)

Saturday, January 17, 2026 - Friday, March 13, 2026

2nd Bi-term (7 weeks)

Saturday, March 14, 2026 - Friday, May 8, 2026

NO CLASSES

January 19, 2026 – Martin Luther King Day – No classes – College Closed

March 9 through March 13, 2026 – Spring Break – College Open – No Classes

April 3, 2026 – Good Friday – College Closed (Spring Break II)

SUMMER 2025-2026

Summer I (5 weeks)

Monday, May 18, 2026 - Thursday, June 18, 2026

Summer 2 (10 weeks)

Monday, June 1, 2026 - Thursday, August 6, 2026

Summer 3 (8 weeks)

Monday, June 8, 2026 - Thursday, July 30, 2026

Summer 4 (5 weeks)

Tuesday, June 22, 2026 - Thursday, July 23, 2026

NO CLASSES

May 25, 2026 – Memorial Day – College Closed

June 19, 2026 – Juneteenth – College Closed

July 3, 2026 – Independence Day – 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 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 Android or iPhone to Ravens Email
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 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
Go to About>campus map and directions
- ❑ Start planning your **textbook purchases**
 - Take your schedule and RACC ID to the RACC bookstore OR
 - Go to 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.
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 |

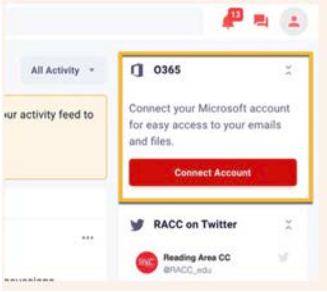
OTHER TECHNOLOGY-BASED STUDENT SERVICES

| 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. Username: first initial of first name, first initial of last name, then last 5 digits of student ID number (example: ab12345). www.racc.edu/services/computer-lab-hours |
| Yocum Library | Access your Library Account Access research databases Use Library computers and printers for homework | Borrower Barcode: number found on the back of your library card with no spaces PIN: last 4 numbers of your phone number is the default. Database passwords: 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. racc.edu/services/achievement-center |

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 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 help-desk@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 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, 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

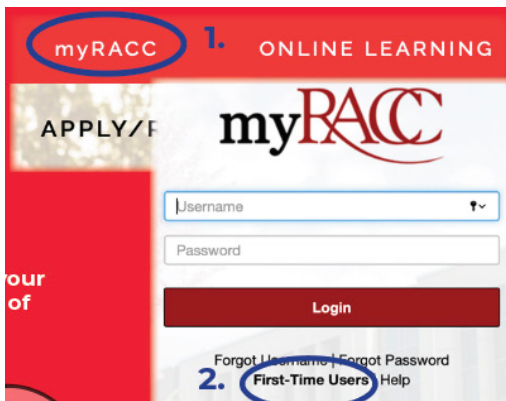
To access your classes, you'll need to be able to log in to myRACC portal. The Portal is your gateway to all of those RACC systems, including : Self-Service (for registration and billing), Microsoft Office 365 (for your email), and Canvas for your courses.

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

1. Visit racc.edu 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, 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.

Financial Aid Lab

Berks Hall Room 107

Phone: 610-607-6225; Fax: 610-607-6290

Lab help hours:

Monday, Thursday, Friday: 9AM - 4:30PM

Tuesday and Wednesday: 9AM - 7:00PM

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

Email: 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 2025 | October 15, 2025 |
| Spring 2026 | March 3, 2026 |
| Summer 2026 | July 21, 2026 |

Subject to change or be adjusted based on enrollment start date. 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.



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.

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.





Scholarships at Reading Area Community College

Did you know...

- The Foundation for Reading Area Community College is on track to award over \$1.2 million in scholarships last year.
- In addition, Reading Area Community College will award over 25 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 to view the most up to date scholarships available.



Ten South Second Street, Reading, PA 19602
610.607.6224 | 800.626.1665 | 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 empowering academic skill building, goal attainment, leadership development, financial literacy, cultural enrichment, future college preparation, and through fostering a supportive learning community.

What we do:

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 Grant aid awards 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

YOUR
SUCCESS
NETWORK

CONNECTION COACH

Assigned to first year students to help them **connect** to RACC and its resources.

STUDENT SUCCESS NAVIGATOR

Assigned to students based on major, providing support services to navigate college through graduation.

FACULTY ADVISOR

Assigned to all students based on major, providing program expertise and valuable mentorship.

Faculty Advisor contact information can be found under "My Advisor" in Self-Service located in the MyRACC portal.



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

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

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 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

Kym Kleinsmith

Director of Accessibility Services
610-372-4721 x5265
kkleinsmith@racc.edu

Maggie Cawley

Assistive Technology/
Educational Support Specialist
610-372-4721 x5069
mcawley@racc.edu

Zachery Stackhouse

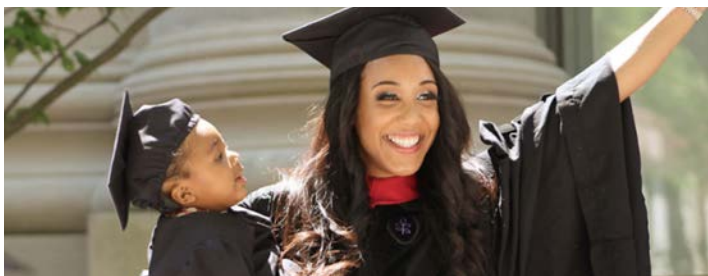
Accessibility Services Coordinator/
Academic Intervention Specialist
610-372-4721 x5081
zstackhouse@racc.edu





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 216

Completed Reverse Referral Forms can be dropped off in our office or emailed to keys@racc.edu

CAREER SERVICES

Jump start Your Professional Journey!



What We Do:

- Resume & Cover Letter Reviews
- Internship & Job Searches
- Career Coaching & Planning
- Interview Preparation
- Employer Connections

How We Help:

- In-Person (Walk-Ins welcome)
- Online via Teams
- Digital & Print Resources

Contact Us:

- Call: 610.607.6246
- Email: careercenter@racc.edu
- Schedule with us using Handshake. Use your RACC credentials and your ravens.racc.edu to log-in. Scan the QR code to get started.

Where We Are:

- Visit Career Services in Berks Hall 220
- Check out our job posting board!
- Semester Hours:
 - Monday-Friday 9 AM – 5 PM
 - Wednesday 9 AM – *6 PM

Handshake 



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)

Math & Science (Yocum Library 3rd Floor)

Academic Literacy & Language Center:

Multilingual (Yocum Library 119)

COM 097 & 098 Writing Center (Yocum Library 118)

APPOINTMENT OPTIONS

In-Person (Walk-Ins Welcome!)

Online

Paper Drop-off



CALL: 610-607-6248 EMAIL: ACADEMICSUPPORT@RACC.EDU
SCHEDULE AN APPOINTMENT: 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

Safety and Security Report—2024-2025

<https://www.racc.edu/sites/default/files/Security-Safety/Annual-Security-Report-2024-2025.pdf>.

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

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)

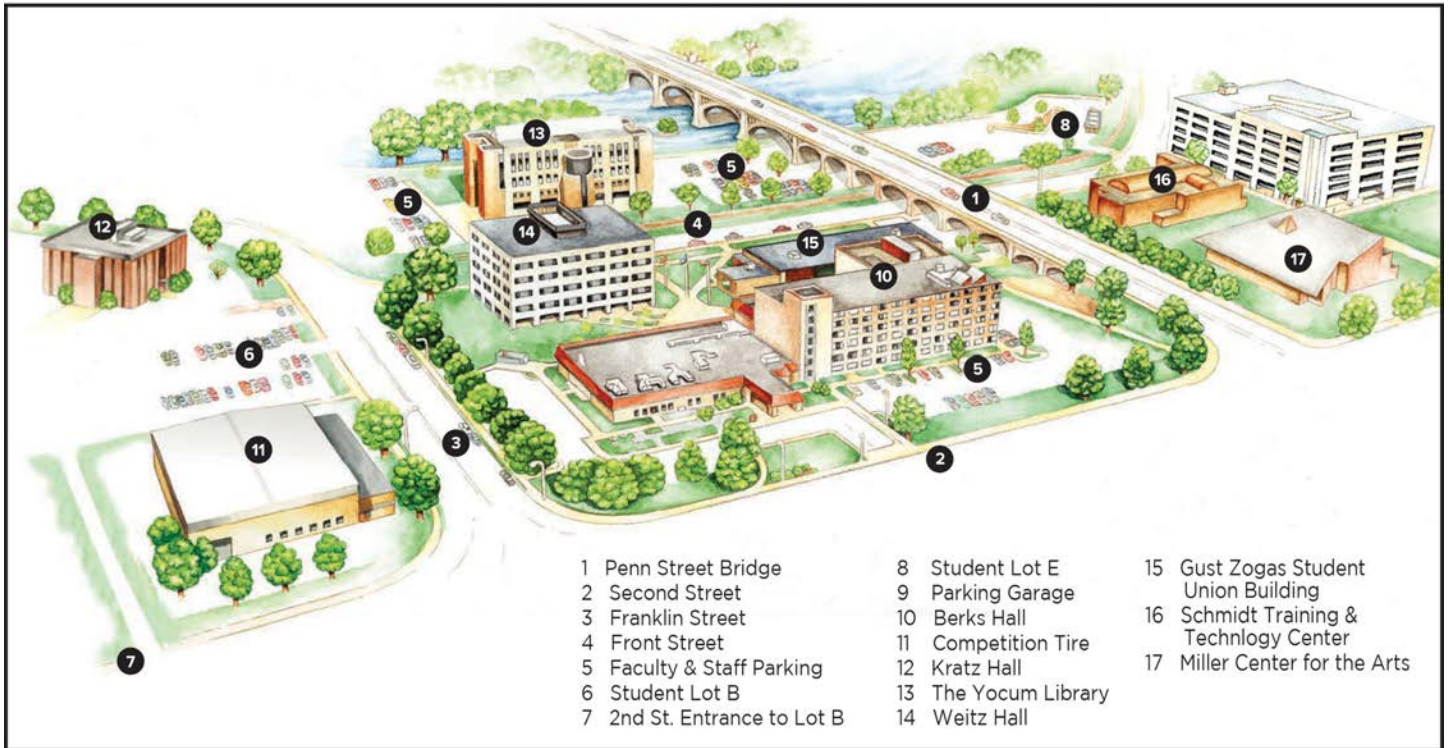
Clothing, umbrellas, footwear, etc. – End of Semester (SGA rummage sale donation or thrown away)

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 | 7:30AM - 7:30PM |
| Friday | 7:30AM - 5PM |
| Saturday | 7AM - 1PM |

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" is defined as any intentional or unintentional action taken or situation created, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule for the purpose of initiation, admission, affiliating or as a perceived condition of continued or enhanced membership or status in any student organization recognized by Reading Area Community College.

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.

TITLE IX www.racc.edu/title-ix

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. 5005, 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,

Dolores Peterson

Berks Hall Room 302

610-372-4721 ext. 5001

dpeterson@racc.edu

Contact for pregnancy and parenting related issues concerns

Kym Kleinsmith

610-372-4721 ext. 5265

kkleinsmith@racc.edu

ANTI-HAZING POLICY

In compliance with the Stop Campus Hazing Act, this policy sets forth Reading Area Community College's strict prohibition against hazing.

All student clubs, student organizations, and student athletic teams (hereafter referred to as organizations) and any individual members of these organizations are prohibited from engaging in any form of hazing with other members or potential members. Students and organizations shall be held accountable for violating this policy.

Definition:

"Hazing" is defined as any intentional or unintentional action taken or situation created, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule for the purpose of initiation, admission, affiliating or as a perceived condition of continued or enhanced membership or status in any student organization recognized by Reading Area Community College.

Such activities and situations, with or without expressed or implied consent of the victim, may include but are not limited to:

- Any activity that causes or requires the student to perform a task that involves violation of the College Code of Conduct, or local, state or federal law.
- Any activity requiring the consumption of food, alcohol, liquid, drugs, or other substances, which subjects the student to a risk of emotional or physical harm.
- Any type of physical activity such as sleep deprivation,

exposure to weather, confinement in a restricted area, required calisthenics, exercise or other games requiring physical exertion, or other activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.

- Any activity that intimidates or threatens a student with exclusion from social contact, subjects a student to mental stress, embarrassment, shame or humiliation, or adversely affects the mental health or dignity of the students, or discourages the student from remaining in school.

- Endure brutality of a sexual nature (including sexual abuse or sexual acts).
- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.

- Endure any other activity that creates a reasonable likelihood of bodily injury or emotional distress to the student.

- Having knowledge of hazing but failing to stop or report it.

Hazing is prohibited regardless of whether the conduct results in any emotional, mental, or bodily injury or whether the individual has consented to the hazing activity. Hazing does not include reasonable and customary athletic, law enforcement or military training, contests, competitions, or events.



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 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 which is located in the RACC student portal under "Grievance

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 Room 159.

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 - 9AM - 4PM

Fri. 9AM - 1PM

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>.



The Fitness Center is located in the Student Union Building (SUB).

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: <https://form.jotform.com/202254355901045>

OR scan the QR code

OR

Contact the Student Life Office
Student Union Building, Z112
studentlife@racc.edu



Student Government Association

Advisor: Jamica Andrews

jandrews@racc.edu

The mission of the Student Government Association (SGA) of Reading Area Community College is to serve as the voice of the student body through active participation within the college community, specifically the Campus Life Committee. Additionally, SGA works to create a welcoming and inclusive environment for all students while always seeking ways to improve the relationship between the administration, faculty, staff and students. Civic engagement, civility, and personal responsibility for all students will be promoted through intentional programming throughout the year.

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. We also promote education and encourage mental health awareness and social activism.

Art & Design Club

To create a space for conversations around what is possible around art and design for ourselves, RACC and the community as a whole. This will happen through, events, trips, talks, and a repeatable safe, casual environment to talk, work and share ideas with each other.



Black Student Union (BSU)

The purpose of this organization shall be to provide a welcoming and comforting space for students of color and their allies and to support our community the best way possible within the framework of this Constitution and by laws and the rules, regulations, and policies of the College and the Board of Trustees.

Community Service Club

By engaging the RACC community through donation collection, SAFE draws attention to issues in our larger local community in order to educate the public. This is put into motion through fundraising events to collect resources coupled with the power of conversations focusing on the issues in our community. These eye-opening acts build an empathetic and engaged community for RACC students and available resources for those in need.

Diversity Club

The Diversity Club's mission is to welcome and celebrate the culture of all individuals on the RACC campus and beyond. In addition, through education of the entire RACC community, will promote respect and cultural competency/proficiency of all individuals.

Drama Club

Drama Club is where we act out with purpose. Our mission is to help restore the city of Reading through the educational and empowering nature of theater.



For more information, contact Jamica Andrews or call 610.372.4721, Ext. 3943, 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!

Environmental Club

The purpose of this organization is to disseminate information on pertinent environmental issues, engage in sustainable practices, and promote a cleaner, "greener" way of living on campus and in the community. Operation Green culminates its year-long initiatives with an Earth Day event each year.

eSports

Through this club, we would maintain and develop a community of eSports gamers around RACC, and provide a platform for students that want to find people with similar gaming interests. We also aim to provide support for students that want to compete in local or regional collegiate tournaments with their friends and peers. Alongside collegiate tournaments and community-building, we also want to provide resources and mentorship for our members that want to get better at the competitive games they play. Through these platforms and events, we hope to develop a strong community around eSports games within RACC.



FitClub

The purpose of this organization is to create an open, honest, comforting, judgmental free environment in order to enhance the health, physical fitness, and mental health.

Future Educators Association

To create a space for conversations around what is possible around art and design for ourselves, RACC and the community as a whole. This will happen through, events, trips, talks, and a repeatable safe, casual environment to talk, work and share ideas with each other.

Latin American Student Organization (LASO)

The purpose of this organization shall be to bring together the LatinX campus community in order to discuss campus resources and promote academic success.

Legacy

Legacy is an annual scholarly journal written, edited and published entirely by students of Reading Area Community College. Legacy publishes well-written, researched papers representative of the college's diverse student body and curriculum. Opportunities exist for students interested in writing, editing, graphic design, illustration, photography, public relations and finance. Join Legacy to share your skills or to learn new ones.

Muslim Student Association (MSA)

A club that is inclusive to all ages and backgrounds where we ensure mutual respect between all members of the club. We honor our differences and welcome our similarities and celebrate diversity while educating non-Muslims about the tenets of Islam.



Phi Theta Kappa (PTK)

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.

Wall Street Club

The RACC Wall Street Investors Club seeks to broaden students' financial knowledge by using real-time paper trading accounts to increase their understanding of the stock market. Group discussion and analysis of market conditions will aid students in making sound investment decisions by providing experiential learning opportunities. By design, it will enable students to learn the fundamentals of investing, portfolio management, and wealth creation without the risk of loss as they actively manage their simulated portfolios, positioning them for future success.

For more information, contact Jamica Andrews or call 610.372.4721, Ext. 3943, 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 216

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 Affairs 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 112

Copy Machine - The Yocum Library - 2nd Floor

Gender Neutral Restrooms - *BERKS HALL* - B157 (near testing center), B344, B410, B508, B600,
KRATZ HALL - one single occupancy restroom on each floor, *MILLER CENTER* - Three single occupancy restrooms
on 1st floor, *YOCUM LIBRARY* - Two single occupancy restrooms on 4th floor, *SUB*, *WEITZ*, *STTC* - no single
occupancy restrooms

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

Credit by Exam - www.racc.edu/services/credit-exam

Credit for Experiential Learning - www.racc.edu/services/assessment-service

Financial Aid - Financial Aid Office Berks Hall/ Room 107

Food Pantry - Student Union Building/Z112

Graduation Information - Advisor, or Records Room 107

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

The Nursing Mother's Room - Weitz Hall, W211 - Get key at security desk in lobby

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/Z112

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

Academic Support Services:

Writing, IFT, Accounting - Yocum, 4th Floor

Math & Science Learning Center - Yocum, 3rd Floor

COM 097 & 098 Writing Center - 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



