STUDENT HANDBOOK
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

[Signature]
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# RACC Calendar by Semester

## Summer 2022-2023

<table>
<thead>
<tr>
<th>Semester</th>
<th>Begins</th>
<th>Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 1</td>
<td>Monday, May 16, 2022</td>
<td>Thursday, June 16, 2022</td>
</tr>
<tr>
<td>Summer 2</td>
<td>Monday, June 6, 2022</td>
<td>Thursday, August 11, 2022</td>
</tr>
<tr>
<td>Summer 3</td>
<td>Monday, June 6, 2022</td>
<td>Thursday, July 28, 2022</td>
</tr>
<tr>
<td>Summer 4</td>
<td>Tuesday, June 21, 2022</td>
<td>Thursday, July 21, 2022</td>
</tr>
</tbody>
</table>

**No Classes:**
- May 30, 2022 – Memorial Day - College Closed
- June 20, 2022 – “Juneteenth” observance – College Closed
- July 4, 2022 – Independence Day – College Closed

## Winterim 2022-2023

<table>
<thead>
<tr>
<th>Semester</th>
<th>Begins</th>
<th>Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winterim</td>
<td>Monday, December 12, 2022</td>
<td>Thursday, January 12, 2023</td>
</tr>
</tbody>
</table>

**No Classes:**
- December 21, 26, 27 – Winter Recess – College Closed
- December 29, 2022 – January 2, 2023 – New Year’s – College Closed

## Fall Semester 2022-2023

<table>
<thead>
<tr>
<th>Semester</th>
<th>Begins</th>
<th>Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 1</td>
<td>Saturday, August 20, 2022</td>
<td>Friday, December 9, 2022</td>
</tr>
<tr>
<td>Fall 2</td>
<td>Monday, September 12, 2022</td>
<td>Friday, December 9, 2022</td>
</tr>
<tr>
<td>1st Bi-term</td>
<td>Saturday, August 20, 2022</td>
<td>Saturday, October 8, 2022</td>
</tr>
<tr>
<td>2nd Bi-term</td>
<td>Wednesday, October 12, 2022</td>
<td>Friday, December 9, 2022</td>
</tr>
</tbody>
</table>

**No Classes:**
- September 5, 2022 – Labor Day - College Closed
- October 10, 11 – Fall Break - College Open – No classes
- November 23 – Thanksgiving – College Open – No Classes
- November 24, 25 – Thanksgiving – College Closed

## Spring Semester 2022-2023

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<thead>
<tr>
<th>Semester</th>
<th>Begins</th>
<th>Ends</th>
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</thead>
<tbody>
<tr>
<td>Spring 1</td>
<td>Saturday, January 14, 2023</td>
<td>Friday, May 5, 2023</td>
</tr>
<tr>
<td>Graduation Ceremony</td>
<td>Friday, May 6, 2023</td>
<td></td>
</tr>
<tr>
<td>Final Grades Due</td>
<td>Wednesday, May 10, 2023</td>
<td></td>
</tr>
<tr>
<td>Spring 2</td>
<td>Monday, January 30, 2023</td>
<td>Friday, May 5, 2023</td>
</tr>
<tr>
<td>1st Bi-term</td>
<td>Saturday, January 14, 2023</td>
<td>Friday, March 18, 2023</td>
</tr>
<tr>
<td>2nd Bi-term</td>
<td>Saturday, March 1, 2023</td>
<td>Friday, May 5, 2023</td>
</tr>
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**No Classes:**
- January 16, 2023 – Martin Luther King Day - No classes – College Closed
- March 1 through March 10, 2023 – Spring Break – College Open – No Classes
- April 7, 2023 – Good Friday – 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!

  - Selected for verification? Get started on gathering the required documents now!

- Log into RACC technology and learn how to get Office 365 for free and how to connect your Droid or IPhone to Ravens Email www.racc.edu 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 Penn Hall 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
  - Either take your schedule and RACC ID to the 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-TimeUser 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.

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<td>MyRACC portal</td>
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<td>Communicate with faculty and college services. Get course waitlist information. Get notified about important deadlines and campus events. Receive student newsletter.</td>
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<td>Sign-up to receive alerts concerning school closings or campus emergencies.</td>
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<td>Do homework Get online tutorial help Take quizzes and tests Access the e-book</td>
<td>Purchase access code at bookstore or online. Contact your instructor for specific login information. For assistance, visit the Math Learning Lab in 8505/506 or talk to your instructor.</td>
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<td>Printing and Computer Labs</td>
<td>Print papers and assignments Your first 500 pages are free!</td>
<td>Print from computers in the Computer Lab located in W131 or Yocum Library. Username: first initial of first name, first initial of last name, then last 5 digits of student ID number (example: ab12345). <a href="http://www.racc.edu/services/computer-lab-hours">www.racc.edu/services/computer-lab-hours</a>.</td>
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<td>Yocum Library</td>
<td>Access your Library Account Access research databases Use Library computers and printers for homework</td>
<td>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 <a href="mailto:library@racc.edu">library@racc.edu</a> 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.</td>
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<tr>
<td>IFT and Technology Tutoring</td>
<td>Tutoring for IFT courses In person and remote assistance to: - log into courses - navigate Canvas - troubleshoot issues accessing online labs - learn computer basics</td>
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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 helpdesk@racc.edu, or call 610-372-4721 x5342. Be sure to include your RACC username in your ticket.

How to Add Student Email to Your Phone

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

1. Go to the App Store or Google Play, and search for Outlook.
2. Select the Microsoft Outlook App and install it onto your device.
3. Open the app, and tap Add an Email Account.
4. Enter your student email, your username@ravens.racc.edu, and tap Continue.
5. Enter your password, which is the same password that you use to log into your RACC account.

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

How to Download Microsoft Office

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

You’ll use your full RACC email address as your username, and the same password you use to log into your RACC account. You can access the online version of Office from any 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 intial, 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.
Financial Aid

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

Virtual Financial Aid

For virtual assistance with your FAFSA, visit this link: https://zoom.us/j/96644242418

No camera is needed, but audio is required.

Virtual Help Hours

Monday, Thursday, Friday: 8AM - 5PM  
Tuesday and Wednesday: 8AM - 7:30PM

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

Email: financialaid@racc.edu  
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.)

Student Success Center

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, students can:

• Meet with their 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 Student Support Network:

Connection Coaches assist with semester scheduling and will work with students through their first year to help them transition to college and connect to resources.

Student Success Navigators are assigned to students based on their program of study and will help students put a plan in place for completion and provide supportive services through graduation.

Students are also assigned a Faculty Advisor who have curriculum and program expertise and provide valuable mentorship.

*Faculty Advisor contact information can be found in the MyRACC portal > Everyday Tools >Self-Service > My Advisor
What is the Advantage Program?

The Advantage Program is a Federal TRIO program, which provides support services to low income, first generation, and/or students with disabilities to help them succeed in college. Student Support Services (SSS) helps students to better understand their educational opportunities and to persist in college.

In the Advantage Program students will be assisted by an Advantage Specialist in setting semester goals. A wide range of workshops and events are offered throughout the year to support students, encourage involvement, and foster growth.

The Cultural Experience

The Advantage Program Team works hard to make sure their students have a well-rounded cultural experience. The Advantage Program integrates cultural activities into the academic school year for program members so that the students can have fun while learning something new. The Advantage Program has taken its students to plays, concerts and exhibits at places like the Miller Center for the Arts, GoggleWorks, and the Camden Aquarium just to name a few.

Services Offered to Students:

- Personal, Academic, Financial, Transfer, Budgeting, Career Counseling and Workshops
- Free or discounted admission to cultural activities
- Free trips to four-year colleges
- Tutor Services
- Tuition reimbursement for qualifying College Success Strategies Course
- Advising Services for class registration

Advantage Program Scholarships

Scholarships are available to students who apply and meet the following requirements:

- Currently enrolled in credit courses
- Current Pell Grant recipient
- Having earned at least 15 credits but no more than 60 credits
- Cumulative GPA of 2.5 or higher
- Maintaining Good Academic Standing
- Maintaining at all times a cordial decorum of civility towards staff and fellow students
- Attending Scholarship Interview with Advantage Team
- Attending appointments with your Specialist

Please contact Wanda Copeland at 610.372.4721, Ext. 5074 or wcopeland@racc.edu for additional information about how you can connect with RACC’s Advantage Program.

To apply to the Advantage Program click the QR code below!
Who should connect with the Disability Services (DS) office?
If you answer yes to any of the following questions, you may be able to receive accommodations (supports) from Disability 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, and elevators |
| Communication access: ASL Interpreters, FM listening systems, captioned videos on Canvas, use of captions in Zoom, accessible documents and college website |
| 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 disability services?

1. Send an email to disabilityservices@racc.edu and tell us about your need
2. Meet with a DS 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:
disabilityservices@racc.edu

Kym Kleinsmith
Director of Disability Services
610-372-4721 x5265
kkleinsmith@racc.edu

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

Chelsea Watts
Disability Services Coordinator/Academic Intervention Specialist
610-372-4721 x5081
cwatts@racc.edu
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 supports 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)
• Books and supplies
• Education fees (not tuition)
• Tools and Equipment
• Test fees
• Clothing
• Incentive Program*

* TANF students only

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/CMHome

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

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

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

Academic and Training Programs at RACC through KEYS

• General Equivalency Diploma (GED) Classes
• Career and Credit Certificate Programs
• Associate’s Degree Programs
The mission of the Career Services Center (CSC) is to empower students and recent graduates to integrate and apply their education toward succeeding in their career paths and living a meaningful life after RACC.

Through a variety of programs, resources, and tools, the Career Services Center assists students and alumni meet their professional goals. We engage the RACC community and facilitate career-related connections and learning opportunities among our partners: students, alumni, parents, faculty, employers, and friends to position students for success.

Our free services include:

- Selection of Major through Self-Assessments
- Resume and Cover Letter Resources & Assistance
- Organization of On-Campus Recruiting
- Interview Skills Training
- Job Fair Preparation
- Business Etiquette Review
- Strategic Job Search Planning

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

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

Handshake is the RACC’s centralized career management platform, where students can research employers, search for internships and full-time jobs, network with other students, schedule career counseling appointments, RSVP for events, and much more.

We are here to support you!
We can meet in person, over the phone, through email, or by a virtual conference on Zoom.

Please Contact Us to Schedule an Appointment:
Our Office:
Berks Hall 220
Phone: 610.607.6246
Email: Careercenter@racc.edu
Availability: Monday - Friday: 10am – 4pm
TUTORING @ RACC

Looking for help with your classes?

SUBJECTS & CENTERS
- Writing, IFT, Accounting (Yocum Library 4th Floor)
- Science (Yocum Library 3rd Floor)
- Math (Berks Hall 506)
- Academic Literacy & Language Center:
  - Multilingual (Yocum Library 119)
  - Foundational Studies (Yocum Library 118)

APPOINTMENT OPTIONS
- In-Person (Walk-Ins Welcome!)
- Online
- Paper Drop-off

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

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!
Talk personally to licensed therapists on your phone (by text and video). Get the help you deserve on your own time and in your own space.

Visit talkspace.com/racc
Complete our QuickMatch™ therapist selection questionnaire. Review your best matches and choose your personal therapist

Common issues include:

- Stress
- Anxiety
- Depression
- Relationships
- Healthy living
- Trauma & grief
- Eating disorders
- Substance use
- Sleep
- Identity struggles
- Chronic issues
- And more
Scholarships at Reading Area Community College

Did you know…

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

Which scholarship is best for me…

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

How to apply…

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

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.)
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 Weitz Hall. 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 Weitz Hall during the first week of the semester. Hours are listed below.

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
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<tbody>
<tr>
<td>Monday - Thursday</td>
<td>8AM - 4:30PM</td>
</tr>
<tr>
<td>Friday</td>
<td>8AM - 4:30PM</td>
</tr>
<tr>
<td>Saturday</td>
<td>10AM - 2PM</td>
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</tbody>
</table>

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 Weitz Hall. 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.
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.

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.

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.
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 environment. This includes, but is not limited to, deliberate and/or continuous interruption of instruction 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. Disorderly conduct (verbal and/or physical).
15. 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.
16. Intoxication due to alcohol, narcotics, or any illegal substances or the illegal use of legally prescribed substances on College-owned or operated property.
17. Hazing defined as an act which endangers the health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
18. 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.
19. 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.
20. Intentional utterance of false testimony or submission of false written statements at any official proceeding authorized by this document.
21. Persistent infraction of College regulations, policies, or procedures intended for the safety of buildings and/or personnel (e.g., smoking in prohibited areas.)
22. 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.
23. 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.
24. 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.
25. The use of powered model airplanes and drones is not permitted on campus.
26. Violation of the “Smoking Policy” (see https://www.racc.edu/smoketobacco-free).
27. Tampering with the election of any College-recognized student organization.
28. Gambling on campus or at any College sponsored activity.
29. Disruption of or interference with the discipline process.
30. Defacing any College building or property, including all types of graffiti.
Reading Area Community College is committed to your full participation in all of its educational programs and activities. RACC understands that Sexual Misconduct is a problem in our society, including on college campuses. RACC takes seriously any allegation of Sexual Misconduct, which includes discrimination based on sex, sexual harassment, dating violence, domestic violence, sexual assault, and stalking. RACC’s stand against Sexual Misconduct also includes Sexual Misconduct that you may have experienced as a result of your sexual orientation, gender identity, or national origin. If you are experiencing, or have recently experienced, any form of Sexual Misconduct, please contact the Office of the Title IX Coordinator at (610) 372-4721, ext. 5016, or any other faculty member or administrator whom you trust. In an emergency or off-hours situation, always call 9-1-1 or RACC Campus Security at (610) 607-6230.

NEED HELP?

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

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

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

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

Contact for Pregnancy and Parenting Related Issues and Concerns

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

COMPUTER USAGE POLICY

I. Purpose

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

II. Scope and Applicability

This Policy applies to staff, faculty, and students who have permitted access to the RACC network and computing resources. Each user has a responsibility to be aware of and to comply with this Policy and the access granted to each user. The Information Technology Area maintains comparable policies regarding vendors, contractors, and service provider personnel.

III. Acceptable and Unacceptable Uses of RACC computer technology

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

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

Access to computing and information assets is based
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.
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

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.
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.
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, sex, sexual orientation, religion, national or ethnic origin, age, disability, or status as a disabled or Vietnam Era veteran in regard to the administration of all campus programs, services and activities and the admission of students, employment actions, or other sponsored activities. Furthermore it is RACC’s policy not to tolerate harassment of any type, including sexual harassment, of or by any employee, student, contractor, vendor, and/or visitor to Reading Area Community College.

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.
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 Bookstore

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

Regular Store Hours:
Mon. - Thur - 8:30AM - 5PM
Fri. 8:30AM - 2PM
Closed Saturday and Sunday

RACC Student Food Pantry

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

RACC Fitness Center

Reading Area Community College is pleased to offer students, faculty and staff the use of the fitness center. Everyone must present a current RACC ID and complete a waiver form before using the facility.
RACC clubs and organizations are designed to enhance your experience as a student. They are a great avenue to making friends, learning new skills and even look good on a résumé. New groups are always welcome.

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

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

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**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.

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**ART & DESIGN CLUB**
*Advisors: Anthony Vega, Jen Lindsay avega@racc.edu, jlindsay@racc.edu*

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.

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**AEVIDUM**
*Advisors: Lizette Flowers lflowers@racc.edu*

The purpose of this organization shall be to empower youth to shatter the silence surrounding depression, suicide, and other issues facing teens and college. We also promote education and encourage mental health awareness and social activism.

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**RACC CHRISTIAN NETWORK**
*Advisor: Jodi Greene jgreene@racc.edu*

Regardless of where you are in your faith, the RACC Christian Network brings students together to share and encourage one another. Open to all current RACC students, our goal is to benefit the campus and community through service and outreach. We strive to provide a forum for Christians, to enhance Biblical knowledge through Bible study and prayer meetings; to share the Christian faith with those willing to listen and to create greater opportunities for student interaction outside the classroom.

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**COMMUNITY SERVICE CLUB**
*Advisor: Margie Kerbel mkerbel@racc.edu*

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 availables resources for those in need.
eSPORTS
Advisor: Sonia Rieger
Srieger@racc.edu
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.

LATINX STUDENTS CONNECTED CLUB
Advisor: Sardis Melo
smelo@racc.edu
The purpose of this organization shall be to bring together the LatinX campus community in order to discuss campus resources and promote academic success.

MUSLIM STUDENT ASSOCIATION
Advisor: Carmela Capellupo-Beaver
Ccapellupo@racc.edu
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.

LEGACY
Advisor: Dr. Bahar Diken
Bdiken@racc.edu
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.

PHI THETA KAPPA
Advisor: Dr. Danelle Bower
Dbower@racc.edu
Students who excel academically at RACC have the opportunity to join Phi Theta Kappa, the honor society for two-year colleges. In addition to recognizing scholastic achievement, Phi Theta Kappa also provides members opportunities for scholarship, leadership, service and fellowship.

DIVERSITY CLUB
Advisor: Leisha Gonzalez
lgonzalez22@racc.edu
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 SALON
Advisor: Ellen Walter
Ewalter@racc.edu
Drama Salon 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.

DIVERSITY CLUB
Advisor: Leisha Gonzalez
lgonzalez22@racc.edu
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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

Address Change - Records Office – Berks Hall/Room 107

Add/Drop, Change of Course - Student Success Center – Berks Hall/Room 209

Books and Supplies - Book Store – Berks Hall Lobby Area

Bulletin Board Advertising - Dean of Student Services Office - Berks Hall/Room 217

Career Planning - Career Center – Berks Hall/Room 220

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

CLEP/DANTE - Welcome Center – Berks Hall Lobby

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

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

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

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

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

Disability Services - Berks Hall/Room 214

Financial Aid - Financial Aid Office Berks Hall/ Room 107

Graduation Information - Advisor, or Records

ID Cards - Campus Security – Weitz Hall Lobby

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

Lost and Found - Security Desk in All Buildings

Parking Permits - Campus Security – Weitz Hall Lobby

Placement Testing - Welcome Center – Berks Hall Lobby

Resume Writing - Career Center – Berks Hall/Room 220

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

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

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

Academic Support Services:
  Writing Studio - Yocum, 4th Floor
  Math Learning Center - Berks Hall/Room 506
  Science Learning Center - Yocum, 3rd Floor
  Foundational Studies Lab - Yocum 118
  Multilingual Learning Lab - Yocum 119

Public Access Computers - The Yocum Library

Used Book Sales - Book Store – Berks Hall Lobby

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

Welcome & Information Center - Berks Hall Lobby

Withdrawal from Classes - Student Success Center – Berks Hall/Room 209
Records – Berks Hall/ Room 107

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