

## COURSE INFORMATION

Fall 2025

BUSG 1303 – Principles of Finance

SECTION 19969 DIL 002 (12 Week DIL)

Internet Access Required

## HOW TO REACH THE INSTRUCTOR

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## COURSE CATALOG DESCRIPTION

**BUSG 1303 PRINCIPLES OF FINANCE (3-3-0).** Financial dynamics of a business. Includes monetary and credit theory, cash inventory, capital management, and consumer and government finance. Emphasizes the time value of money. Skills: R Course Type: W There are no prerequisites/corequisites required for the course.

**Credit Hours:** 3

**Classroom Contact Hours per week:** 3 (Distance Learning Course)

**Lab Hours:** 0

*Transferability of workforce courses varies. Students interested in transferring courses to another college should speak with their Area of Study (AoS) advisor, Department Chair, and/or Program Director.*

## REQUIRED TEXT/MATERIALS

This section includes a fee covering the costs of required digital materials and/or an electronic textbook, provided at a discounted rate from the ACC Bookstore.

**IMPORTANT!** The digital materials fee will be added to your tuition and fees when you register. You may choose to opt out of this fee and receive a refund if you wish to purchase the course materials separately. Opt-out requests must be received prior to the official reporting date for a full refund. For more information

see <http://austincc.edu/firstday>. If you choose to purchase your own book, please use the following information to purchase your book:

**Principles of Managerial Finance, 16<sup>th</sup> edition – Zutter, Smart (ISBN-13: 9780136945758).**

<https://www.pearson.com/store/p/principles-of-managerial-finance/P100003054028/9780136945758> You will cover the first 16 chapters of the book in one semester. Please take some time and review the contents of the publisher's website, but you may purchase this book at any of the college bookstores. It is also available at other bookstores in Austin as well as online. Please note that you are NOT required to buy the MyFinanceLab.

The ACC bookstore online is at:

<http://austin.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=65166&catalogId=10001&langId=-1>

**Financial Calculator** - A finance calculator is required for the course. The preferred calculator is the Texas Instruments BAII Plus.

## INSTRUCTIONAL METHODOLOGY

This course is an Internet DIL course.

## DIL ORIENTATION COURSE INFORMATION

DIL courses are designed for anyone who has scheduling problems, work schedules that conflict with normal class times, or any reason they may have. Some students are concerned about the transferability or status of DIL courses. The course content, college credit and transferability are equivalent to those offered in the classroom. The first step to success is completing your Distance Learning **MANDATORY** course orientation due by September 28, 2025.

Principles of Finance BUSG 1303, is an interactive training system that combines electronic learning materials with online instructor guidance and expertise. It is accessed via the internet from the student's computer at home or work or in an ACC lab, any time. Concepts are presented through the textbook, the publisher's site, information on the instructor's website, and Blackboard.

You will cover the same material as in a regular class. You must have access to the internet and an email account. The primary framework for instruction is the internet. The interactive capabilities such as email and listserv, access to library on-line, office hours, discussion forums, facilitate student to instructor communication. This asynchronous learning allows students who have other responsibilities to participate in course offerings. Being able to send a message to the instructor at any time, instead of traveling to the campus during the instructor's posted office hours, makes it possible for those who have limited or no time beyond the normal class time to talk to the instructor.

Course content is delivered on Blackboard. This syllabus, assignments, core course information, announcements, structured student activities, and discussion information are all located in Blackboard. You will view web pages, send and receive email, download files, and upload files you have created using ACC's Blackboard system. If you do not have an ACCeID you will need to activate it by going to the "First-time login" link at <http://www.austincc.edu/acceid/step1.htm>. Go to <http://acconline.austincc.edu/> for student entry into Blackboard. You will need your student ID and password to log onto Blackboard. **Blackboard access is available on the first day of the semester. You must complete your MANDATORY course orientation in Blackboard.**

You must be able to communicate with the instructor by email. You need an individual account, which is not shared with anyone else. In EVERY email message, you send me the subject line must include BUSG 1303, DIL. In addition, your first and last name must be included somewhere in the message.

As the online instructor, I will monitor your progress and advise you as appropriate via email, telephone, or chat room discussions. You will be evaluated by means of tests, assignments, and projects.

Distance Learning Student Information is available at <http://dl.austincc.edu/students/>. If you are not sure about the technical skills needed to be successful in a Distance course, please review the Technical Skills Checklist at <http://dl.austincc.edu/students/TechCheck.php>. I also think you should go to <http://dl.austincc.edu/students/resources.php> and read information about how to be successful in a Distance Learning course. If you need computer services, go to <http://irt.austincc.edu/ict/computer/> for more information. Library services are available online for Distance Learning students at <http://library.austincc.edu/>. The Student Accessibility Office is located at <http://www.austincc.edu/support-and-services/services-for-students/student-accessibility-services-and-assistive-technology>.

**Distance Learning Helpline, 1-512-223-8026, Toll free 1-888-223-8026 or [dl@austincc.edu](mailto:dl@austincc.edu). Distance Learning Helpline is open 8am to 5pm Monday-Friday.**

## **COURSE RATIONALE**

Instructional Methodology: Principles of Finance will attempt to challenge all students to use critical thinking in the understanding of financial theories and analysis. Through Internet discussion of current events, indicated assignments and projects, students are expected to gain technical and managerial skills that will allow them to succeed in the financial world. Principles of Finance is not just about textbook learning: it challenges students to use their critical/creative skills to apply the knowledge learned in both their personal and professional endeavors.

## **COMMON COURSE LEARNING OBJECTIVES/OUTCOMES**

This course is designed to offer an integrated approach to understanding the concepts and theories of Finance. Upon successful completion of the course, students should be able to:

1. Introduction to managerial finance
2. Review financial concepts
3. Study long-term investment decisions
4. Study long-term financial decisions
5. Study short-term financial decisions
6. Learn how to use financial tables
7. Identify the processes and structures of monetary policy
8. Relate the sources of capital to business, consumers, and government
9. Define the time value of money and its relationship to credit
10. Describe the characteristics of financial intermediaries and related markets
11. Chapter objectives that appear in the textbook

## **GRADING**

Final grades will be determined off the total points received in the course. Exam reviews in the form of practice exams are on Blackboard. I encourage you to use these to prepare for the actual exam. Exams are 40 multiple-choice questions with 10 questions from each chapter.

Exam One 160 points (Chapters 1 to 4)  
Exam Two 160 points (Chapters 5 to 8)  
Exam Three 160 points (Chapters 9 to 12)  
Exam Four 160 points (Chapters 13 to 16)  
Exams Total 640 points.

Chapter Assignments 240 (15 points each chapter)  
Class Orientation 5 points  
Case Assignment One, 15 points  
Discussion Board Participation, 100 points  
Assignments will total 360 points.

Exams plus assignments equal 1000  
A=895-1000points// B=800-894 points// C=695-794 points// D=595-694 points// F below 595 points.

## **IMPORTANT DATES FOR FALL 2025**

12-week Class Schedule September 22<sup>nd</sup> – December 14<sup>th</sup>

Exam One, Completed by October 13, 2025  
Exam Two, Completed by November 2, 2025  
Exam Three, Completed by November 19, 2025  
Exam Four, Completed by December 13, 2025  
Case Assignment, October 17, 2025

November 20, 2025, is the last day to withdraw from the course

## TESTING

You must complete four exams this semester. Exams will be administered using Respondus Monitor, which is a virtual proctor that allows you to take the exams offsite. However, this application is not supported on Chromebooks, or in Windows 10 in S mode. Please note that Respondus Monitor requires use of a working microphone and webcam. If you miss an exam, with my permission you will be allowed to take a make-up exam. Additional testing information will be available on Blackboard.

## SUGGESTED INTERNET FINANCIAL RESOURCES

ACC library (You may login from home and have immediate access to hundreds of periodicals)

- The New York Times Business Section <https://www.nytimes.com/>
- The Wall Street Journal Free Features <https://www.wsj.com/>
- The Economist Online <https://www.economist.com/>
- Marketwatch <http://www.marketwatch.com/>
- Investopedia <http://www.investopedia.com/>

## PRINCIPLES OF FINANCE ASSIGNMENTS CHAPTER ASSIGNMENTS

You must complete the following chapter assignments. Each chapter assignment has a value of 15 points and the orientation is worth 5 points. The total value of the end-of-chapter assignments is 240 points and the orientation is 5 points totaling 245 points.

Assignments must be placed on Blackboard by midnight on the day the assignment is due.

Chapters	Assignments	Due Date
Orientation	Bio Posting, Instructor Email, & tutorials	September 27 <sup>th</sup>
Chapter 1	Answer problems 1, 2, 3, 6 and 7	September 28 <sup>th</sup>
Chapter 2	Answer problems 1, 2, 3, and 4	October 2 <sup>nd</sup>
Chapter 3	Answer problems 2, 6, 10, 16, and 21	October 6 <sup>th</sup>
Chapter 4	Answer problems 4, 7, 11, and 19	October 10 <sup>th</sup>
Chapter 5	Answer problems 1, 8, 28, 39, and 41	October 16 <sup>th</sup>
Chapter 6	Answer problems 5, 15, 22, 30, and 32	October 21 <sup>st</sup>

Chapter 7	Answer problems 4, 15, 17, 21, and 24	October 25 <sup>th</sup>
Chapter 8	Answer problems 2, 13, 17, 26 and 34	October 29 <sup>th</sup>
Chapter 9	Answer problems 1, 4, 11, 18, and 23	November 4 <sup>th</sup>
Chapter 10	Answer problems 1, 6, 13, and 28	November 8 <sup>th</sup>
Chapter 11	Answer problems 2, 3, 6, 14 and 15	November 12 <sup>th</sup>
Chapter 12	Answer problems 4, 15, 21, 24, and 26	November 16 <sup>th</sup>
Chapter 13	Answer problems 1, 14, 17, 19, and 21	November 22 <sup>nd</sup>
Chapter 14	Answer problems 1, 7, 10, 13, and 19	November 26 <sup>th</sup>
Chapter 15	Answer problems 3, 6, 10, 11, and 14	December 5 <sup>th</sup>
Chapter 16	Answer problems 6, 14, 15, 18, and 20	December 10 <sup>th</sup>

## CASE ASSIGNMENT

Located on the class Blackboard homepage within Part II – Financial Tools under the Chapter 5 learning module.

- This assignment is worth 15 points.
- This assignment is due October 17, 2025

**All Assignments must be placed in the assignment drop in Blackboard by midnight on the day they are due.**

## DISCUSSION BOARD PARTICIPATION

There will be four graded discussions during the semester, and you are expected to read the chapters and participate in the bulletin board discussions. To earn the full 100 points, you must participate in all bulletin board discussions. Discussion topics will be established throughout the class. To earn points, you must participate by either stating your comments on the topic (that I provide) or responding to your classmates' posts. Comments should be well thought out and in complete sentences. More information about bulletin board discussions will be provided on Blackboard.

## EXTRA CREDIT

Read an article related to a topic that is covered in the text for the specific chapters covered by each extra credit opportunity.

- Extra Credit 1 – Must relate to a topic from Chapters 1 to 4
- Extra Credit 2 – Must relate to a topic from Chapters 5 to 8
- Extra Credit 3 – Must relate to a topic from Chapters 9 to 12
- Extra Credit 4 – Must relate to a topic from Chapters 13 to 16

Summarize the article in 1-2 pages, state which chapter and topic it relates to, and attach or clearly reference the article related to your summary. Please note that if you do not specifically reference the applicable chapter, or I cannot locate your article, it will be a 15-point deduction. Also, the article cannot be from the textbook we are using for the course.

The best place to find articles is at the ACC online library at <http://library.austincc.edu/>.  
**Extra credit is worth 25 points each and is due by the end of the semester.**

## INSTRUCTOR CLASS POLICIES

- Missed Exams – If you miss an exam, you have 48 hours to contact me and arrange to take the exam as soon as possible. You will then have 5 days to take a make-up exam. The final must be taken at the scheduled time. There is no make-up for the final.
- Attendance Certification Policy – I am required to submit a formal attendance certification for the course by October 2, 2025. Students who are marked as Never Attended are automatically withdrawn from the course. To be marked as Attended you must have completed at least one assignment, or the Orientation.
- Assignments will not be accepted late. Academic work submitted will be your thought, research, or self-expression. Absolutely no Plagiarism.
- Counseling services are available to help you with a variety of needs, if you need more information please do not hesitate to ask.
- Office hours are posted online. Ask if you need help. I am here to help you!
- All students must take the final, no exceptions.

## INCOMPLETE POLICY

An incomplete will only be granted to a student in rare circumstances. Generally, to receive a grade of I, a student must have completed all examinations and assignments to date, be passing, and have personal circumstances that prevent course completion that occur after the deadline to withdraw with a grade of W. A grade of I also requires approval by the Department Chair and completion and submission of the Incomplete Grade form signed by the faculty member (and student if possible.)

If a grade of I is given, the remaining course work must be completed by a date set by the student and professor. This date may not be later than the last day to withdraw from a course in the next semester, which is around three or four weeks from the end of that semester. As soon as possible after the “personal circumstances that prevent course completion” occur, the student shall contact the instructor in writing explaining the situation. The instructor or the student may request a meeting (which may be done virtually or in person) if desired in order to clarify the situation and the proposed plan to complete the course. All of this MUST be completed before the official end of classes for the semester.

1. The instructor will report to the department chair the circumstances and the proposed plan to complete the work. This must be done no more than one day after the official end of the semester. After discussion as needed, the Department Chair will inform the faculty member by email whether it is approved or not. The faculty member is responsible for retaining this email message.



2. After receiving approval from the department chair, the faculty member will submit the grade of I at the time needed to ensure that class grades are submitted on time.
3. The faculty member will complete the form, including all requirements to complete the course and the due date, sign (by typing in name) and then email it to the student. The student will then complete his/her section, sign (by typing in name), and return the completed form to the faculty member to complete the agreement. A copy of the fully completed form can then be emailed by the faculty member to the student and the department chair for each grade of Incomplete that the faculty member submits at the end of the semester.
4. The student must complete all remaining work by the date specified on the form above. This date is determined by the instructor in collaboration with the student, but it may not be later than the final withdrawal deadline in the subsequent long semester.
5. Students will retain access to the course Blackboard page through the subsequent semester in order to submit work and complete the course. Students will be able to log on to Blackboard and have access to the course section materials, assignments, and grades from the course and semester in which the Incomplete was awarded.
6. When the student completes the required work by the Incomplete deadline, the instructor will submit an electronic Grade Change Form to change the student's performance grade from an "I" to the earned grade of A, B, C, D, or F.

If an Incomplete is not resolved by the deadline, the grade automatically converts to an "F." Approval to carry an Incomplete for longer than the following semester or session deadline must be approved at several levels, including the Department Chair and others. This is seldom granted.

## **WITHDRAWAL POLICY**

If you do not make progress on the course or have excess absences, I reserve the right to withdraw you from this course. If you are unable to complete this course due to illness, moving, etc., please officially drop or you will receive an F. It is the responsibility of each student to ensure that his or her name is removed from the rolls should they decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is recorded before the Final Withdrawal Date. The student is also strongly encouraged to keep any paperwork in case a problem arises. Remember that November 20, 2025, is the last day to officially withdraw from the course.

Students are responsible for understanding the impact that withdrawal from a course may have on their financial aid, veterans' benefits, and international student status. Per state law, students enrolling for the first time in Fall 2007 or later at any public Texas college or university may not withdraw (receive a "W") from more than six courses during their



undergraduate college education. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are strongly encouraged to meet with an advisor when making decisions about course selection, course loads, and course withdrawals.”

## USAGE OF GENERATIVE AI IN THIS COURSE

1. Introduction: The use of generative AI (GAI) is permitted in this course under certain conditions to enhance learning while maintaining academic integrity.
2. Rationale: GAI is permitted to foster technological fluency and to leverage advanced tools for learning, as long as it does not substitute for critical thinking and learning.
3. Definition of GAI: Generative AI encompasses technologies that create content through learned patterns and data without direct human input.
4. Usage Permissions: Permitted: GAI can be used for initial research, idea generation, and helping to better understand formulas used in the course. It is not to be used for final submissions unless explicitly cited and discussed.
5. Resources: Guidance on the ethical and effective use of GAI will be provided through designated course materials and office hours.
6. Assessment: Contributions of GAI must be clearly cited and will be assessed on the student’s ability to critically analyze and integrate the AI-generated content.
7. Penalties: Misuse of GAI, including a failure to cite, will be considered a breach of academic integrity, with consequences including a failing grade for the assignment and academic review.
8. Exceptions: Should the technology be required as an accommodation, exceptions will be made on a case-by-case basis.

### Statement on Data Privacy and Security

In accordance with our dedication to privacy and security, students are advised to refrain from sharing any sensitive or personally identifiable information on GAI platforms. Given that content inputted into or generated by these platforms may become accessible to the platform’s operators, caution is advised. Always ensure your data is clean, accurate, and does not include personal information before interacting with these technologies.

### Statement on Academic Honesty

Generative AI tools, such as ChatGPT and others, are rapidly evolving technologies that have great potential in all realms of human endeavor, including teaching and learning. They also pose serious challenges, particularly with regard to academic integrity. At Austin Community College, the use of these tools in coursework, like any others, is subject to the same standards outlined in the college’s [Academic Integrity policy](#). Presenting AI-generated content as your own without proper attribution is considered a violation of academic integrity. All work you submit must reflect your own understanding and effort. If you use generative AI to help with your work, you must clearly acknowledge how and where it was used. Intellectual honesty is essential to a fair and supportive academic environment.

Individual instructors may set their own expectations and limitations regarding the use of generative AI tools in their classes, which should be clearly stated in the syllabus. To ensure you are complying with your course requirements, always consult with your instructor before using AI tools for assignments. Policies regarding the use of AI may vary by instructor; it is contingent on them to state them, and contingent on you to follow them.

To learn more about the college's expectations around academic honesty, please refer to the college's statement on Academic Integrity [here](#) and on the specific [Academic Integrity Process](#) website.

### **Statement on Bias, Discrimination, and Falsehood**

Students are cautioned that GAI may inadvertently produce biased or inaccurate content. It is incumbent upon the student to critically evaluate and verify the information provided by these platforms. Relying on unverified GAI content for academic work is unacceptable and may lead to disciplinary action.

## **COLLEGE POLICIES**

### **Health & Safety Protocols**

Operational areas of ACC campuses and centers are fully open and accessible through all public entrances. The college encourages its staff, faculty, and students to be mindful of the well-being of all individuals on campus. If you feel sick, feverish, or unwell, please do not come to campus.

### **Statement on Academic Integrity**

Austin Community College values academic integrity in the educational process. Acts of academic dishonesty/misconduct undermine the learning process, present a disadvantage to students who earn credit honestly, and subvert the academic mission of the institution. The potential consequences of fraudulent credentials raise additional concerns for individuals and communities beyond campus who rely on institutions of higher learning to certify students' academic achievements and expect to benefit from the claimed knowledge and skills of their graduates. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, falsifying documents, or the inappropriate use of the college's information technology resources. Further information is available at <https://www.austincc.edu/about-acc/academic-integrity-and-disciplinary-process>

### **Student Rights & Responsibilities**

Students at ACC have the same rights and protections under the Constitution of the United States. These rights include freedom of speech, peaceful assembly, petition and association. As members of the community, students have the right to express their own views, but must also take responsibility for according the same rights to others and not

interfere or disrupt the learning environment. Students are entitled to fair treatment, are expected to act consistently with the values of the college, and obey local, state, and federal laws. [www.austincc.edu/srr](http://www.austincc.edu/srr)

As a student of Austin Community College you are expected to abide by the Student Standards of Conduct.

<https://www.austincc.edu/students/students-rights-and-responsibilities/student-standards-of-conduct>

### **Senate Bill 212 and Title IX Reporting Requirements**

Under Senate Bill 212 (SB 212), the faculty and all College employees are required to report any information concerning incidents of **sexual harassment, sexual assault, dating violence, and stalking** committed by or against an ACC student or employee. Federal Title IX law and College policy also require reporting incidents of **sex- and gender-based discrimination and sexual misconduct**. **This means faculty and non-clinical counseling staff cannot keep confidential information about any such incidents that you share with them.**

If you would like to talk with someone confidentiality, please contact the District Clinical Counseling Team who can connect you with a clinical counselor on any ACC campus: (512) 223-2616, or to schedule online: <https://www.austincc.edu/students/counseling> .

While students are not required to report, they are encouraged to contact the Compliance Office for resources and options: Charlene Buckley, District Title IX Officer, (512) 223-7964; [compliance@austincc.edu](mailto:compliance@austincc.edu) .

If a student makes a report to a faculty member, the faculty member will contact the District Title IX Officer for follow-up.

### **Student Complaints**

A defined process applies to complaints about an instructor or other college employee. You are encouraged to discuss concerns and complaints with college personnel and should expect a timely and appropriate response. When possible, students should first address their concerns through informal conferences with those immediately involved; formal due process is available when informal resolution cannot be achieved.

Student complaints may include (but are not limited to) issues regarding classroom instruction, college services and offices on the basis of actual or perceived race, color, national origin, religion, age, gender, gender identity, sexual orientation, political affiliation, or disability.

Further information about the complaints process, including the form used to submit complaints, is available at:

<http://www.austincc.edu/students/students-rights-and-responsibilities/student-complaint-procedures>

**Statement on Privacy**

The Family Educational Rights and Privacy Act (FERPA) protects confidentiality of students' educational records. Grades cannot be provided by faculty over the phone, by e-mail, or to a fellow student.

**Recording Policy**

To ensure compliance with the Family Education Rights and Privacy Act (FERPA), student recording of class lectures or other activities is generally prohibited without the explicit written permission of the instructor and notification of other students enrolled in the class section. Exceptions are made for approved accommodations under the Americans with Disabilities Act.

Recording of lectures and other class activities may be made by faculty to facilitate instruction, especially for classes taught remotely through Blackboard Collaborate or another platform. Participation in such activities implies consent for the student to be recorded during the instructional activity. Such recordings are intended for educational and academic purposes only.

**Safety Statement**

Health and safety are of paramount importance in classrooms, laboratories, and field activities. Students are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Emergency Procedures posters and Campus Safety Plans are posted in each classroom and should be reviewed at the beginning of each semester. All incidents (injuries/illness/fire/property damage/near miss) should be immediately reported to the course instructor. Additional information about safety procedures and how to sign up to be notified in case of an emergency can be found at <http://www.austincc.edu/emergency>

Everyone is expected to conduct themselves professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual may be immediately dismissed from the day's activity and will be referred to the Dean of Student Services for disciplinary action.

In the event of disruption of normal classroom activities due to an emergency situation or an outbreak of illness, the format for this course may be modified to enable completion of the course. In that event, students will be provided an addendum to the class syllabus that will supersede the original version.

**Campus Carry**

The Austin Community College District concealed handgun policy ensures compliance with Section 411.2031 of the Texas Government Code (also known as the Campus Carry Law), while maintaining ACC's commitment to provide a safe environment for its students, faculty, staff, and visitors. Beginning August 1, 2017, individuals who are licensed to carry (LTC) may do so on campus premises except in locations and at activities prohibited by state or federal law, or the college's concealed handgun policy.

It is the responsibility of license holders to conceal their handguns at all times. Persons who see a handgun on campus are asked to contact the ACC Police Department by dialing 512-223-1231. Please refer to the concealed handgun policy online at <http://austincc.edu/campuscarry>

### **Discrimination Prohibited**

The College seeks to maintain an educational environment free from any form of discrimination or harassment including but not limited to discrimination or harassment on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, gender identity, or disability.

Faculty at the College are required to report concerns regarding sexual misconduct (including all forms of sexual harassment and sex and gender-based discrimination) to the Manager of Title IX/Title VI/ADA Compliance. Licensed clinical counselors are available across the District and serve as confidential resources for students.

Additional information about Title VI, Title IX, and ADA compliance can be found in the ACC Compliance Resource Guide available at:

[https://drive.google.com/file/d/1xfmZHOPD\\_H1wgGKq1N7Irv6gvXxOXzbZ/view](https://drive.google.com/file/d/1xfmZHOPD_H1wgGKq1N7Irv6gvXxOXzbZ/view)

### **Use of ACC email**

All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify students of any college-related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Information about ACC email accounts, including instructions for accessing it, are available at: <http://www.austincc.edu/help/accmail/questions-and-answers>

### **Use of the Testing Center**

The Testing Centers will allow only limited in person testing and testing time will be limited to the standard class time, typically one and one-half hours. Specifically, only the following will be allowed in the Testing Centers:

- Student Accessibility Services (SAS) Testing: All approved SAS testing
- Assessments Tests: Institutionally approved assessment tests (e.g., TSIA or TABE)
- Placement Tests: Placement tests (e.g., ALEKS)
- Make-Up Exams (for students who missed the original test): Make-up testing is available for all lecture courses but will be limited to no more than 25% of students enrolled in each section for each of four tests
- Programs incorporating industry certification exams: Such programs (e.g., Microsoft, Adobe, etc.) may utilize the ACC Business Assessment Center for the industry certification exams (BACT) at HLC or RRC

## **STUDENT SUPPORT SERVICES**

The success of our students is paramount, and ACC offers a variety of support services to help, as well as providing numerous opportunities for community engagement and personal growth.

### **Student Support**

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these campus services and resources is available at <http://www.austincc.edu/students>. A comprehensive array of student support services is available online at:

<https://www.austincc.edu/coronavirus/remote-student-support>

### **Student Accessibility Services**

Austin Community College (ACC) is committed to providing a supportive, accessible, and inclusive learning environment for all students. Each campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through Student Accessibility Services (SAS).

Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of each semester they are enrolled, otherwise the provision of accommodations may be delayed. Students who have received approval for accommodations from SAS for this course must provide the instructor with the legal document titled “Notice of Approved Accommodations (NAA)” from SAS.

Until the instructor receives the NAA from the student accommodations should not be provided. Once the NAA is received, accommodations must be provided.

Accommodations are not retroactive, so it is in the student’s best interest to deliver the NAA on the first day of class.

Please contact [SAS@austincc.edu](mailto:SAS@austincc.edu) for more information.

### **Academic Support**

ACC offers academic support services on all of its campuses. These services, which include online tutoring, academic coaching, and supplemental instruction, are free to enrolled ACC students. Tutors are available in a variety of subjects ranging from accounting to pharmacology. Students may receive these services on both a drop-in and referral basis.

[An online tutor request can be made here:](https://de.austincc.edu/bbsupport/online-tutoring-request/)

<https://de.austincc.edu/bbsupport/online-tutoring-request/>

[Additional tutoring information can be found here:](https://austincc.edu/onlinetutoring)

[austincc.edu/onlinetutoring](https://austincc.edu/onlinetutoring)

## **Library Services**

ACC Library Services offers both in-person and extensive online services, with research and assignment assistance available in-person during limited hours of service. Although all college services are subject to change, plans include ACC students signing up for study space and use of computers at open libraries, extensive online instruction in classes, online reference assistance 24/7 and reference with ACC faculty librarians.

In addition, currently enrolled students, faculty and staff can access Library Services online (also 24/7) via the ACC Library website and by using their ACCeID to access all online materials (ebooks, articles from library databases, and streaming videos). ACC Libraries offer these services in numerous ways such as: "Get Help from a Faculty Librarian: the 24/7 Ask a Librarian chat service," an online form for in-depth research Q and A sessions, one-on-one video appointments, email, and phone (voicemail is monitored regularly).

- Library Website: <http://library.austincc.edu>
- Library Information & Services during COVID-19: <https://researchguides.austincc.edu/LSinfoCOVID19>
- Ask a Librarian 24/7 chat and form: <https://library.austincc.edu/help/ask.php>
- Library Hours of Operation by Location: <https://library.austincc.edu/loc/>
- Email: [library@austincc.edu](mailto:library@austincc.edu)

## **Student Organizations**

ACC has over seventy student organizations, offering a variety of cultural, academic, vocational, and social opportunities. They provide a chance to meet with other students who have the same interests, engage in service-learning, participate in intramural sports, gain valuable field experience related to career goals, and much else. Student Life coordinates many of these activities, and additional information is available at <http://sites.austincc.edu/sl/>.

## **Personal Support**

Resources to support students are available at every campus. To learn more, ask your professor or visit the campus Support Center. All resources and services are free and confidential. Some examples include, among others:

- Food resources including community pantries and bank drives can be found here: <https://www.centraltexasfoodbank.org/food-assistance/get-food-now>
- Assistance with childcare or utility bills is available at any campus Support Center: <http://www.austincc.edu/students/support-center>.
- The Student Emergency Fund can help with unexpected expenses that may cause you to withdraw from one or more classes: <http://www.austincc.edu/SEF>.
- Help with budgeting for college and family life is available through the Student Money Management Office: <http://sites.austincc.edu/money/>.
- A full listing of services for student parents is available at: <https://www.austincc.edu/students/child-care>



- The CARES Act Student Aid will help eligible students pay expenses related to COVID-19:

<https://www.austincc.edu/coronavirus/cares-act-student-aid>.

Mental health counseling services are available throughout the ACC Student Services District to address personal and or mental health concerns:

<http://www.austincc.edu/students/counseling> .

If you are struggling with a mental health or personal crisis, call one of the following numbers to connect with resources for help. However, if you are afraid that you might hurt yourself or someone else, call 911 immediately.

**Free Crisis Hotline Numbers:**

- Austin / Travis County 24-hour Crisis & Suicide hotline: **512-472-HELP (4357)**
- The Williamson County 24-hour Crisis hotline: **1-800-841-1255**
- Bastrop County Family Crisis Center hotline: **1-888-311-7755**
- Hays County 24 Hour Crisis Hotline: **1-877-466-0660**
- National Suicide Prevention Lifeline: **1-800-273-TALK (8255)**
- Crisis Text Line: **Text “home” to 741741**
- Substance Abuse and Mental Health Services Administration (SAMHSA)  
National Helpline: **1-800-662-HELP (4357)**
- National Alliance on Mental Illness (NAMI) Helpline: **1-800-950-NAMI (6264)**