

Austin Community College (Master Syllabus)

COURSE NAME: Psychology of Personal Adjustment

COURSE: PSYT 1313-Synonym-Section

CLASS DAY/TIME/ROOM: (For Example): M/W, 10:30AM – 11:50AM, ROOM 1327

CLASS FORMAT: (For Example): DIL, DLS

SEMESTER & YEAR: (For Example): SPRING 2023

Instructor Name:

Email:

Phone:

Office:

Office Hours/Appointments:

COURSE DESCRIPTION

Development of personal, social, and work adjustment skills. Exploration will include open communication, assertiveness, self-disclosure, and building relationships with group members in a way that enhances trust and mutual concern. Knowledge gained in class is designed to transfer to actual working situations.

- Credit Hours: 3
- Classroom Contact Hours per week: 3
- Laboratory Contact Hours per week: 0

COURSE RATIONAL

No matter what you plan to do in life, it is very helpful to have an awareness of the ways that you handle interpersonal interactions. If you are a Human Services major, it is critical that you continue to work toward increased self-awareness if you are to be effective in a helping relationship.

PREREQUISITES

No prerequisites required.

STUDENT LEARNING OUTCOMES

Upon successful completion of this course, students should be able to:

- recognize the effect of childhood and adolescence on adult life;
- be familiar with health/wellness and stress management issues;
- gain knowledge on love, healthy relationships, and sexuality;
- understand the role of work in your life;
- identify existential issues of life (meaning and values, loneliness, death).

REQUIRED TEXTS

1. *I Never Knew I Had a Choice: Explorations in Personal Growth*; 11th ed. (2018), by G Corey, MS Corey & Muratori; Cengage Learning.
2. *Tuesdays With Morrie*; (2002), by Mitch Albom; Broadway Books.

NOTE: This section offers First Day Program (FDP) course materials access --**SPECIAL NOTE:** the 'Tuesdays with Morrie' title is not available through FDP and must be purchased separately. When you register, the cost of required course materials is added to your tuition and fees bill at a discounted rate from the ACC Bookstore. The digital text is a digital version of

*the physical textbook that may include additional educational resources that are uploaded to your Blackboard account for use on the first day of class. **IMPORTANT:** You may choose to opt out of this fee and receive a refund if you prefer 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 austincc.edu/FDP*

ACADEMIC ADVISING SESSION

In an effort to improve students' use of academic advising, 10 points will be given for students who provide a copy (hard copy or digital image) of an updated, signed advising sheet or degree plan by the deadline posted in the course outline. Human Services students, please see Dr. Michelle Shuler if your last name begins with letters A-L or Raul Garcia if your last name begins with M-Z for advising. (Note, as this is a DL class, a phone session is acceptable.) Please email your assigned advisor to schedule an appointment. Students who are not Human Services majors can be advised by their faculty advisors or a College advisor or counselor. If you are taking this class for another reason, other than pursuing a degree at ACC, please write a one paragraph statement as to why you are taking this class and submit by the deadline.

Introduction

Welcome to the Psychology of Personal Adjustment. This course is designed to help you learn more about yourself and, in the process, learn more about human behavior in general. Many people who take this course are interested in a career in human services, perhaps in chemical dependency counseling, therapeutic recreation, or some other helping profession. It is imperative that as human service professionals we know ourselves as well as possible before we attempt to be of help to anyone else. Throughout the semester we will focus on understanding our own responses to a variety of issues so we can be better equipped to accompany other people on their journey to awareness. Even if you are not preparing for a career in human services, this course can help you understand yourself and better negotiate the interactions you have with bosses, co-workers, loved ones and friends.

This is in many ways a course about resilience. We all encounter difficulties in our lives, and we have to figure out how to deal with those difficulties and move ahead. Resilience takes many forms—we will be talking about those throughout the semester.

The primary challenge of this course will not come through academics, though doing well will certainly require attention to the course material and care in preparing for exams and completing assignments. It would be possible, though unfortunate, for you to make an A without allowing the course material to change you in any way. You will gain the deepest experience from the course if you read the chapters in the textbook and engage your classmates with openness and respect.

STUDENT FREEDOM OF EXPRESSION

There are bound to be differing viewpoints in any class that includes discussion and critical thinking. That is especially true in this course, where we will be talking about issues that generate strong feelings. There will most likely be times when you disagree with other students or with the instructor. You will be expected to express your disagreements with a high level of respect and care. You are preparing for a professional career through your coursework at ACC, so you are expected to conduct yourself professionally during our time together in class.

INSTRUCTIONAL METHODOLOGY

This course is taught online, via the Internet. Students must have basic computer skills and Internet access/skills.

DISTANCE EDUCATION (for online or hybrid courses only)

Students will use the Blackboard learning management system for assignment instructions, submitting assignments, and collaboration.

Please review the ACC Distance Education General Information available at

<https://www.austincc.edu/academic-and-career-programs/acconline/frequently-asked-questions>

STUDENT TECHNOLOGY SUPPORT

Austin Community College provides free, secure drive-up WiFi to students and employees in the parking lots of all campus locations. WiFi can be accessed seven days a week, 7 am to 11 pm. Additional details are available at <https://www.austincc.edu/coronavirus/drive-up-wifi>

Students who do not have the necessary technology to complete their ACC courses can request to borrow devices from Student Technology Services. Available devices include iPads, webcams, headsets, calculators, etc. Students must be registered for a credit course, Adult Education, or Continuing Education course to be eligible. For more information, including how to request a device, visit <http://www.austincc.edu/sts>

Student Technology Services offers phone, live-chat, and email-based technical support for students and can provide support on topics such as password resets, accessing or using Blackboard, access to technology, etc. To view hours of operation and ways to request support, visit <http://www.austincc.edu/sts>

GRADING SYSTEM

Your grade for the course will be based on the total points you earn during the term for exams, reflection paper, the final project, the advising form, attendance and class participation. Assignments/papers turned in past the listed due date will be worth half the scored value.

GRADING SUMMARY

Quizzes (10)	200 points
Discussion Board (10)	100 points
Assignments #1, #2 (50 points each)	100 points
Assignments #3 – Final Project – <i>'Tuesdays with Morrie'</i> Book Report	50 points
Advising Form (mandatory)	10 points
Zoom Attendance (5 points each)	50 points
TOTAL	510 points

GRADING: A = 510 - 450; B = 450 - 380; C = 380 - 310; D = 310 - 240; F = Below 240

Students' points will be posted in Blackboard weekly but I cannot give out final grades via email. You can review your points in Blackboard and review the grading chart to determine your final grade.

Quizzes: There are 10 quizzes (open-book) in this course. You have approximately seven days between each quiz (check Course Outline for due dates). You can open the quiz multiple times to check the questions but once you hit "submit" the score is given and can't be changed. If you are unsure about a question, take your time and find the answer in the text. Each lesson

has a quiz worth 20 points. Total possible points for 10 quizzes are 200 points. Late quizzes (those posted after the deadline) will be worth half the scored value (maximum of 10 points).

Assignments

There are (3) Assignments/papers due in this class; they are described below.

Assignments turned in beyond the lesson due date are worth half of the possible points.

Assignment #1 - Read case Study on Gary Gilmore attached under Lesson 4. List (6) injunctions that Gary Gilmore might have heard as a child growing up. Using Erickson's 8 Stages of Human Development, list and explain at least (3) Psychosocial Crisis that you believe affected Gary's life. What difficulties did Gary experience? Your response must be 1-2 pages long and include references with a reference page. Paper is worth 50 points and must be submitted under the Assignment #1 link.

Assignment #2 - REFLECTION PAPER. Reflection papers are designed to formally consider what you have been learning and to organize it through writing. The following will help you understand the assignment:

- Papers must be typed (12 font, double spaced) and should be at least 3 pages long.
- Writing should use formal language and correct spelling and punctuation.
- Topics reflected upon may include any information covered in class or in the reading from the beginning, to the present.
- Papers may take 1 or 2 topics and examine them deeply, or more topics examined in less detail.
- When writing, consider the following:
 - What have we studied that is interesting?
 - What new things have you learned?
 - How has your learning affected preconceptions or misconceptions you brought with you into class?
 - How does your learning affect your view of the world and the universe?
 - Will what you have learned change your behavior in the future?

Ultimately, writing this paper encourages you to find what is meaningful to you and thus it adds value to your learning. **Do not** simply outline or summarize the material we have covered. I want to know what the material means to you. **Paper is worth 50 points and must be submitted under the Assignment #2 link.**

Assignment #3 - FINAL PROJECT. Read "Tuesdays with Morrie." Your final project will include a 3-page paper (typed, 12 font, double-spaced, APA format, reference cited and reference page) based on the book, "Tuesdays with Morrie" (100 points). More instructions will be shared on Blackboard. Please do not cut and paste this report, use your own words and no more than 3 quotes from the book or another source. Always cite your source with a reference page. The **Paper is worth 50 points and must be submitted under the Assignment #3 link.** **There are NO late Final Projects accepted. See Course Outline for due dates.**

Discussion Boards (10 lessons worth a total of 100 points)

Students are required to participate in each lesson's discussion board during the semester. You begin by posting a "New Thread" and then commenting on 2 other threads from other students. The topics for discussion boards vary depending on the lesson. Students are required to post their comments on the discussion topic, as well as to respond to comments posted by at least 2 other students (a total of 3 postings to get a full 10 points). When responding to the comments

of another student, always begin with that **person's name**. For example, if you write a post in response to Susan's (made up name) comments, you'd start with **Hello Susan**. That way I'll know how to give you credit for the comment. **You will not receive points for posts to peers that do not begin without a name.**

Discussion boards are designed like an online bulletin board or "chat room", although they are only accessible to students in this class and can be accessed at any time. The discussion boards are located under the "Discussion Board" button of the course web page. Each Discussion Board counts for up to 10 points. Students should use spell check on all postings—points are lost for misspelled words and poor grammar. While you are welcome to continue posting comments past the deadline (you may have an interesting discussion going), only postings made by the deadline will be counted for points. **No late postings are given credit.** Total possible points for Discussion Board are **100** points.

Discussion Board Etiquette

- You are expected to actively participate in the discussion with postings submitted in a timely fashion while that discussion is in progress.
- You are expected to post a minimum of 3 times in each lesson (don't wait until the deadline to post all 3 of your comments). You want to give and receive feedback in a timely manner. If you post 5 minutes before the deadline, you probably won't get any readers or comments to your posts. One posting should be a substantive response to each of the discussion questions and two postings should be a substantive response to other classmates.
- Your comments are expected to be substantive in nature and to reference the assigned readings or professional literature as appropriate. When responding to other classmates' comments, it may not be as relevant to support your comments with references from your readings, especially if you are offering a personal opinion. What is important, however, is that comments are more than "me too" or "I agree".
- If you expect to be away from a computer for a week or more, you should contact me.
- Never post, transmit, promote, or distribute information that is known to be illegal.
- Never post harassing, threatening, or embarrassing comments. If you disagree with someone, respond to the subject, not the person.
- Never post content that is harmful, abusive; racially ethnically, or religiously offensive, vulgar; sexually explicit; or otherwise potentially offensive.
- Do not use all capital letters in your postings – this is the equivalent to shouting.
- Spell and grammar check your postings.
- Never share anything that you are concerned about becoming public knowledge. The College does not guarantee the confidentiality of information shared by participants in the course environment.
- The instructor reserves the right to remove any postings that are deemed inappropriate for the classroom environment. Postings that are removed are not given any grade points.

ADDITIONAL EXPECTATIONS

Important update for students on addiction track - For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

COURSE OUTLINE/CALENDAR

Please check the Course Outline/Calendar for all due dates. It can be found directly below the syllabus in Blackboard.

Please note that schedule changes may occur during the semester. Any changes will be announced in class and posted as a Blackboard Announcement (or other resource faculty is using to communicate). See Instructor's additional information, or handouts.

COURSE POLICIES

The course is taught completely online. There are 10 lessons in the course, for each lesson there is a Discussion Board thread and a quiz. There are 3 written assignments in the course. They are described under the Assignment section of this syllabus. Regular and timely class participation in discussions and completion of work is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class.

Students are responsible for knowing the ACC policies and procedures that are in the Student Handbook, available in the Counseling Office at any campus or online at <http://www.austincc.edu/handbook/>.

Attendance/Class Participation

For online courses: Regular and timely class participation in discussions and completion of work is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class.

Zoom attendance - There are 10 Zoom classes worth a total of 50 points. You will be asked to read over the assigned chapters for the week, we will have a lecture on the topic followed by student questions and break-out group work. These classes usually move quickly so come prepared. Please read over the Zoom etiquette rules and suggestions found on Blackboard below the Course Outline/Calendar.

Withdrawal Policy

The College defines withdrawals as occurring after the official reporting date of the semester, typically the 12th class day. In addition, the Legislature has mandated the Rule of Six (see below). There may also be financial aid issues.

It is the responsibility of each student to ensure that his or her name is removed from the roll 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 Final Withdrawal Date for this semester is [insert date here].** The student is also strongly encouraged to keep any paperwork in case a problem arises.

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.

NOTE: *It should be understood it is the student's responsibility and not the instructors to drop a course. A student that discontinues coming to class and fails to drop a course is subject to receiving a final, permanent grade of "F".*

MISSED EXAM AND LATE WORK POLICIES

Late course assignments and weekly quizzes are worth half points unless an extension had been granted prior to the deadline due to extenuating circumstances. No late Discussion Board posts are given any credit (points). The thread on the Discussion Board closes after the Calendar deadline. The deadline for all assignments is 7pm. No late Final Exams will be accepted.

Incompletes

Very occasionally, an incomplete grade may be given if a student has a compelling reason and has already completed at least 50% of the coursework with a "C" average or better. In order to obtain an incomplete, you must work with me to complete the form. This is essentially a contract between you and I in which you promise to complete and hand in the work before a given date, usually one month after the start of the next semester.

An incomplete (grade of "I") will only be given for extenuating circumstances. What constitutes "extenuating circumstances" is left to the instructor's discretion. 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 two weeks prior to the end of the following semester. A grade of "I" also requires completion and submission of the Incomplete Grade form, to be signed by the faculty member (and student if possible) and submitted to the department chair.

Students may request an Incomplete from their faculty member if they believe circumstances warrant. The faculty member will determine whether the Incomplete is appropriate to award or not. The following processes must be followed when awarding a student an "I" grade.

1. Prior to the end of the semester in which the "I" is to be awarded, the student must meet with the instructor to determine the assignments and exams that must be completed prior to the deadline date. This meeting can occur virtually or in person. The instructor should complete the Report of Incomplete Grade form.
2. 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.
3. 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.
4. 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.

5. 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 is not frequently granted.

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.

Some important things to remember:

- If you have not done so, ACC encourages all students, faculty, and staff to get vaccinated. COVID-19 vaccines are now widely available throughout the community. Visit www.vaccines.gov/ to find a vaccine location near you.
- Campuses will remain open to faculty, staff, and students with additional protocols. Beginning Monday, January 10, ACC will reinstitute health screenings at the door using the [Appian Health Screening App](#). Each building will have at least one entrance staffed with screening personnel. Health screenings are required for all who come to campus. If you're exhibiting symptoms of COVID-19 or have tested positive, the app will provide you information about steps you can take to report your illness.
- If you are experiencing COVID-19-related symptoms, please get a COVID-19 test as soon as possible before returning to an ACC facility. Testing is now widely available. To find [testing locations near you](#), [click this link](#).
- If you test positive, please report it on the [ACC self-reporting tool located here](#).
- On Friday, August 13, 2021, the ACC Board of Trustees unanimously approved a face mask mandate at ACC. Effective August 20, 2021, anyone who is 2 years of age or older will be required to wear a face mask in all ACC buildings.
- The college asks that we all continue to respect the personal space of others. We are encouraging 3 feet of social distancing.
- Please be sure to carry your student, faculty, or staff ID badge at all times while on campus.

Because of the everchanging situation, please go to ACC's COVID website at <https://www.austincc.edu/coronavirus?ref=audiencemenu> for the latest updates and guidance.

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

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-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 confidentially, 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/mental-health-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.

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:

<https://www.austincc.edu/students/students-rights-and-responsibilities/student-complaints>

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 email, 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 a continuing illness outbreak, 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 Equal Opportunity Resource Guide available at:

https://drive.google.com/file/d/1xfmZHOPD_H1wgGKq1N7Irv6qvXxOXzbZ/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 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

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

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)**