

Anoka-Ramsey Community College



2022-2023 Student Handbook



Minnesota State Colleges and Universities Equal Opportunity - Nondiscrimination Statement

Minnesota State Colleges and Universities is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, the Minnesota State Colleges and Universities shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property.

This document is available in alternative formats to individuals with disabilities by calling Anoka-Ramsey Community College Director of Human Resources Jay Nelson, 763-576-4054 or through the Minnesota Relay Service at 1-800-627-3529.



MINNESOTA STATE



(c) 2016 Anoka-Ramsey Community College.
An equal opportunity employer and educator.
This document is available in alternate formats
to individuals by calling 1-866-433-5590 or
7-1-1 (TTY).

College Building Hours

Fall and Spring Semesters

Cambridge Campus:

Monday – Thursday: 7am to 10pm

Friday: 7am to 5pm

Closed on weekends

Coon Rapids Campus:

Monday – Thursday: 7am to 10pm

Friday: 7am to 5pm

Summer Semester

Cambridge Campus:

Monday – Thursday: 7:30 am to
4:30pm

Friday: 7:30am to noon

Closed on weekends and holidays

Coon Rapids Campus:

Monday – Thursday: 7:30 am to
4:30pm

Friday: 7:30am to noon

Closed on weekends and holidays

**NOTE: Service hours may differ from building hours. Those coming to campus are encouraged to contact individual service providers/offices to confirm available hours.*

For more information visit

[Procedure 1A.11/11 Service Hours – Anoka-Ramsey Community College](#)

Have Questions?

We can help! Please call Information

Services at 763-433-1100 or to

Live CHAT with an Information

Services representative click here:

AnokaRamsey.edu/chat

Get Social

@AnokaRamseyCC

Table of Contents

MORE DETAILED INFORMATION ON THESE TOPICS CAN BE FOUND ON THE WEBSITE

Tips for Success in College	5
Student Checklist	6
Tips for Each Semester	7
Student Resources	7
Academic Advising	7
Academic Departments	7
Apply to Graduate	7, 28
Commencement Ceremony	7, 28
Academic Support	7
TRIO Services	8
Post-Traditional Student Services	8
Counseling Services	8
Job Readiness Services	8
Office for Students with Disabilities	8-9
Pregnant/Parenting Students	9
English Language Learners	9
Conversation Partners Program	9
Libraries	9
Office of Diversity & Multicultural Affairs	9
Testing Services	9
Veterans Services	9
Voter Registration	9
Technology Services	10
Public Safety & Security	11-13
Campus Life & Activities	14
Intercollegiate Athletics	14
Community Events	15
Clubs & Organizations	16-18
Art, Music, Theatre, & English	18
Health & Wellness Center	19
Academics & Transfer	20
Alternative Credits	20
Flexible Options	20
Generals/MnTC	20
Grades/GPA	20
Grade Reports	21

Transfers	21
Transfer to Anoka Ramsey	21
Residency Requirement	21
Cost & Aid	22
Tuition & Fees	22
Payment Options	22
Drop for Non-payment	22
Financial Aid	22
Types of Financial Aid	23
Loans, Grants & Scholarships	23
Apply for Financial Aid	23
Award Notice Information	23
Award Distribution	24
Drug Conviction Notification	24
Award Refund/Return	24
Return of Title Funds	24
Verification of FAFSA Application	24
Financial Aid Adjustments	24-25
Other Financial Aid Policies	25
Withholding Diplomas/Transcripts	25
Books & Supplies	25
Records & Registration	26
Change of Address/Name	26
Add/Drop/Withdraw	27
Course Syllabus	27
Dean's List	27
Enrollment Verification/Good Student Discount	27
Prerequisites/Corequisites	28
Property Rights	28
Repeated Courses	28
Satisfactory Academic Progress	28-29
Appeals	29
Reinstatement	29
Academic Evaluation	29
Academic Standing	29
Transcripts	29

About Anoka-Ramsey	30
Student Population	30
Assessment of Student Learning	30
Accreditation & Governance	31
Policies & Procedures	31
Code of Conduct	31
Sexual Assault/Violence	31
Discrimination/Harassment	32
Data Privacy	32
Consent to Release Information	32
Equal Opportunity	32
Consensual Relationships	32
Religious Observation	32
Cambridge Campus Directions & Map	33
Coon Rapids Campus Directions & Map	34
Contact Information	35
Appendix A – Point of Contact	36
Quick Reference List for Students with Concerns	37-38
Appendix B – Complaints & Resolutions	39 -40
Appendix C – Information for Parenting & Pregnant Students	40
Campus Resources	40
Community Resources	41
Appendix D – Drug & Alcohol Abuse Prevention	41
Drug & Alcohol Abuse Prevention Resources	42

Notice: The provisions of this handbook do not constitute a contract, expressed or implied, between any applicant or student and Anoka-Ramsey Community College. The purpose is to provide information to the student to assist in their success. The college reserves the right to change any of the rules, programs, or policies whenever college administration determines it is necessary to do so.

Tips for Success

The Basics

- Make the Anoka-Ramsey page at: [Anoka-Ramsey Community College \(anokaramsey.edu\)](http://Anoka-Ramsey Community College (anokaramsey.edu)) your home page.
- Visit: [Calendar – Anoka-Ramsey Community College](#) often to find important dates and deadlines, such as class drop, add and withdrawal dates, class start dates, final exam dates and more.
- Be prepared and ask for help when you need it.
- Think about your course selections. Read course descriptions online and get help from an academic advisor when choosing your courses.
- Enroll in courses that interest you and expand your horizons.
- Do not miss the first class. You will meet the instructor and learn about course expectations, including attendance policy.
- Understand the course syllabus- an outline of course requirements - evaluations, expectations, and due dates.
- Be on time, participate in class discussions, take detailed notes, and ask questions of your instructor and/or classmates.
- Plan study time. Commit to a schedule that includes two to three hours of study per week outside of class for every class hour.
- Do not procrastinate. It causes stress and you don't learn the material nearly as well.
- Visit the Academic Support Center (ASC) for free tutoring help.
- Be original! Do not plagiarize. It is illegal and you do not learn by doing it.
- Work hard and study hard to meet your academic goals.
- Keep track of your grades and Grade Point Average (GPA) Visit: [College GPA Calculator \(gpa-calculator.us.com\)](http://College GPA Calculator (gpa-calculator.us.com)) for a free grade point average calculator.
- Set goals for the day, the course, the semester, the year, your college career, and your life. Write these goals down so you can refer to them often.

Use Your Resources

- Faculty and staff members are here to help you. Ask us!
- Get to know your instructors, their office locations and office hours. They are your greatest resource.
- See an academic advisor early and often. They can help you figure out the best paths to get to where you want to be.

- Check into alternative credits (see pg 20) to see if your out of college experiences can earn credits toward a degree or certificate.
- Take advantage of the libraries and academic advising services at both campuses.

Campus Life & Activities

- Take advantage of the many opportunities Anoka-Ramsey offers for supporting your education outside of the classroom (see pg 14).
- Get involved in athletics, theatre, music, art, student organizations and clubs, campus events, and activities (see pg 16).

Have Questions?

1. What are my next steps to becoming a student?
2. How can I get my Photo ID?
3. Who is my advisor?
4. How do I activate my college email?
5. I can't access D2L- what do I do?
6. and so much more!

We can help!

Please call Information Services at 763-433-1100 or to **Live CHAT** with an Information Services representative click here AnokaRamsey.edu/chat

Student Checklist

This list will help you take the necessary steps to achieve your goals at Anoka-Ramsey Community College. If you have any questions, please call 763-433-1100. Additional details are also available throughout this Student Handbook and at the Student Resources page: [Student Resources – Anoka-Ramsey Community College](#)

Before You Become a Student

Apply

Visit: [Steps to Become a Student – Anoka-Ramsey Community College](#) to review steps to becoming a student.

Course Placement

Current course placements can be found in your eServices (link) account under Courses and Registration -> Course Placement.

If placement information is not available for one or more subjects, more information is needed to determine your course placement. To determine placement please start by completing the [Course Placement Request | ARCC \(mnsu.edu\)](#)

In addition, if possible, please provide any of the above documentation to your request:

- Valid High school GPA (Within the last 10 years)
- High School transcript (within the last 10 years)
- GED scores
- Scores from ACT, SAT, MN Comprehensive Assessment (MCA) (Within the last 5 years), Advance Placement (AP), College Level Examination Program (CLEP)
- Completion of college-level coursework from an accredited college or university.

If you are unable to provide this information, please contact testingservices@anokaramsey.edu for additional placement guidance.

Complete Orientation and Registration

Anoka-Ramsey provides students the opportunity to learn the necessary information to begin college successfully. Every student is matched with an academic advisor who provides personalized guidance in choosing classes that meet the student's goals.

All new and transfer students are to complete Orientation & Registration sessions.

Note: Before proceeding with online registration please contact Orientation at: [New Student Orientation & Registration – Anoka-Ramsey Community College](#)

Phone: 763-433-1300

Email: orientation@anokaramsey.edu

Apply for Financial Aid

To ensure priority consideration for all programs for the next school year, your financial aid file must be completed by April. Files completed after that date will be processed and awarded if funds are still available. If you want your financial aid in place for fall semester, you need to have your file complete with Anoka-Ramsey by July 1.

Star Alert (Emergency Notification System)

Star Alert is a free Anoka-Ramsey Community College emergency notification system that allows students and employees to receive cell phone and/or e-mail notices of campus-related emergencies.

Star Alert also sends alerts about campus closings or if classes are delayed or cancelled.

StarID

Students will use their Star ID to login to:

- Campus computers
- Campus Wireless
- Brightspace D2L
- E-services (course registration, grades/transcripts, financial aid award)

Activating your StarID or resetting the password can be done from any computer with an internet connection.

Get Your Photo ID Card

Photo ID cards can be requested online at: [What to do After Registration – Anoka-Ramsey Community College](#). The card is required to check out library materials, access library databases, and use of the fitness center, open weight room or open gym. It is also required for free entrance into some student activities, two free tickets to college productions, use of the free car starting service at the Coon Rapids campus and to receive student discounts at participating local businesses.

Check your Student Email Every Day

Your “go.minnstate.edu” email is the official means of communication between you and the college.

Before Classes Begin

- Pay tuition or set-up a payment plan
- Buy books
- Initialize your student email

Your student email is the official form of communication from the college. You may forward your school email to a personal email account for easier access

Each Semester

Check Your Student Email Daily

Meet with Your Advisor

Be Aware of when registration starts for the next semester

Be Aware of Tuition Due Dates

Failure to pay your tuition on time may result in you being dropped from a class for nonpayment.

Students who have a FAFSA on file at ARCC will not be impacted. If financial aid is denied, student will need to self-pay or drop their courses before the add/drop deadline.

Check Class Add/Drop/Withdraw Dates

Check Dates for Midterms and Finals

Be Aware of Satisfactory

Academic Progress Standards

You must maintain a cumulative grade point average of 2.0 and a cumulative completion rate of 66.67% to remain in good standing, continue enrollment and remain eligible for financial aid.

Review Your DARS

The Degree Audit Report System (DARS) is a report that provides you with current information on your degree progress at Anoka-Ramsey.

Every Year

Review Your Transcript.

Your transcript is the official record of your academic history, review it every year to be sure it is accurate.

Review Academic Catalog

The Student Academic Catalog is issued annually at [Academic Catalog – Anoka-Ramsey Community College](#) to provide information about admissions, academic calendars, registration and records, costs and financial assistance, transfer policies, course descriptions, degrees and certificates, programs of study, student life activities, student policies, student services, and more.

Student Resources

Academic Advising

Academic Advising is a great place to start for planning course registration and a path to your higher education goals. An academic advisor can help you with:

- understanding placement and assessment tests
- choosing classes
- choosing a program or degree transferring credits

Academic Departments

Faculty members in most subjects have developed academic department web pages as resources for students in their classes.

Below is a list of academic departments: Accounting, American Sign Language, Anthropology, Art, Biomedical Technology, Biology, Business, Chinese, Chemistry, Communication Studies, Computer and Information Sciences, Computer Networking, Economics, Engineering, English, French, Geography,

German, History, Honors, Humanities, Integrative Health and Healing, Mathematics, Music, Natural Science, Nursing, Philosophy, Physical Therapist Assistant (PTA), Physics, Political Science, Psychology, Reading and Study Skills, Sociology, Spanish, and Theatre.

Apply to Graduate

Students who have completed their degree requirements must submit an online Program Completion Application according to the deadline dates below:

- July 1 for Fall Semester
- November 1 for Spring Semester
- April 1 for Summer Semester

Commencement Ceremony

Students who have completed their degree requirements in fall semester and students who plan to complete their degree requirements in spring or summer semester are eligible and encouraged to participate in the annual commencement ceremony.

[Graduation/Commencement – Anoka-Ramsey Community College](#)

Academic Support

Academic Support Centers

The Academic Support Center (ASC) provides free, drop-in peer tutoring in a variety of subject areas. Professional tutors are also available by appointment for math and writing on both, as well as chemistry and business in Coon Rapids.

The ASC supports an on-site computer lab, a collection of handouts on study skills and writing tips, and study-group information. The ASC also provides tutoring support for online courses.

Math Skills Center

The Math Skills Center on the Coon Rapids Campus (Rm L122) is available to help students brush up on their math skills, improve their test scores and get the assistance they need to succeed in college. Tutoring available for students in Math 0100, 0230, 0240, 0250, 1100, and 1200.

Writing Center

Writing tutors can help you with writing in any subject area and at any stage in the writing process, from brainstorming to a final draft. The goal is to make you a better writer overall, not to fix an individual piece of writing. Tutoring services are not only for those students struggling with writing. Students at any level can benefit from talking with a trained writing tutor.

Trio Services

TRIO Student Support Services

The Student Support Services (SSS) program serves 180 students at the Coon Rapids Campus and 140 students on the Cambridge Campus, providing a positive learning environment to help ensure the academic success of its participants. Eligible participants are those who are first-generation, low-income, or have a documented disability. This free service includes academic advising, career guidance, transfer planning, financial aid and scholarship assistance, and workshops.

For more information, visit:

[TRIO Upward Bound – Anoka-Ramsey Community College](#)

TRIO Upward Bound

The TRIO Upward Bound program at the Cambridge Campus serves 120 students from Cambridge, Isanti, North Branch, Princeton,

Braham, Mora, and St Francis. The TRIO Upward Bound program at Coon Rapids Campus serves 130 students from Anoka, Blaine, Champlin Park, Coon Rapids, Osseo, Park Center, and Spring Lake Park High Schools. Upward Bound provides academic support and social, cultural, and other educational activities.

Post-Traditional Student Services

Anoka-Ramsey is offering services designed specifically for adult learners through the Office of Post Traditional Student Services. As a returning adult student, many times there are questions that arise regarding how to navigate the educational system to be successful, what resources there are for students on and off campus and examining if their past work experience along with the skills/competencies they bring to Anoka-Ramsey would be eligible for Credit for Prior Learning (CPL). Make plans to visit with the Post Traditional Student Services Advisor to design your educational plan. If you would like to setup an appointment, please call 763-433-1230.

Counseling Services

Career Counseling

Meet with a Counselor for one-on-one assistance with choosing a career, individual career counseling, interpreting career assessments and providing career resource information.

Career Development Course

For more details visit: [Career Counseling – Anoka-Ramsey Community College](#)

Personal Counseling

Counselors are available to meet with students on personal issues that impact their college success such as:

- Life balance and stress
- Support for depression and anxiety
- Grief
- Various mental health topics
- Physical or sexual abuse

Job Readiness Services

A wide variety of services are available to students and alumni, including one-on-one assistance with job exploration, job and internship searching strategies, resume and cover letter writing, interview preparation, and a collection of resources on career-related topics. Anoka-Ramsey students and alumni have access to an online job board, where employers post open positions.

Visit the Job Readiness Services website to access online resources and information: [Job Readiness Services – Anoka-Ramsey Community College](#)

Create an account on the Anoka-Ramsey Job & Internship Board and browse a variety of part-time, full-time, internships, and volunteer opportunities:

collegecentral.com/anokaramsey

Location:

Cambridge Campus, by appointment only.

Coon Rapids Campus, C-254.

Email: jobs@anokaramsey.edu

Office for Students with Disabilities

Anoka-Ramsey Community College is committed to ensuring equitable access to our facilities, services, and academic programs for students with disabilities.

The Office for Students with Disabilities provides information and resources to support an environment that is accessible and inclusive for all individuals. Accommodations are determined on an individual basis and could include, but are not limited to:

- Alternative Testing
- Note Taking
- Priority Registration
- Books in Alternate Format
- Assistive Technology
- Accessible Furniture
- ASL Interpreters

Visit: [Office for Students with Disabilities \(anokaramsey.edu\)](https://www.anokaramsey.edu/office-for-students-with-disabilities) for more details.

Pregnant & Parenting Students

Anoka-Ramsey is dedicated to meeting the needs of our parenting and pregnant students. To assist in meeting needs a campus and community resource list for prenatal care, housing and childcare can be found in Appendix C.

English Language Learners

Anoka Ramsey Community College is proud to offer reading and writing courses for English Language Learners (ELL). As part of the ELL Course sequence, students will have access to additional support, including Supplemental Instruction, where an instructor will be available to assist with required course activities and homework.

Conversation Partners Program

Each semester, the Conversation Partners Program coordinates the partnering of students, faculty, or staff who want to practice their English-speaking skills with lifelong English speakers. The

conversation partners then meet periodically throughout the term to learn about each other and practice English speaking through casual conversation. Visit: [AnokaRamsey.edu/conversationpartners](https://www.anokaramsey.edu/conversationpartners), for more information.

Libraries

The Cambridge Campus and the Coon Rapids Campus each have a library to provide a variety of instructional resources and services to students. Each library also has individual study spaces as well as listening and viewing areas.

The book, periodical and nonprint collections in each library are coordinated with the college curriculum to provide students with the resources relevant to their courses of study.

Photo ID cards are required to check out materials, request materials from other libraries, and to access library databases.

Office of Diversity & Multicultural Affairs

Diversity and Inclusion are important to all aspects of the college. The Office of Diversity and Multiculturalism believes that diversity is important to achieve excellence and will aim to make diversity an important part of the college environment.

It is our goal to create a community that is accessible, engaging, and open to a multitude of perspectives, as we strive to build constructive, rewarding, working and social relationships.

We are committed to creating an environment at Anoka-Ramsey that is welcoming and thriving with multicultural experiences, perspective, and backgrounds.

Stop by the MOSAIC Cultural Center, SC178, form new alliances and foster collaborations.

Visit: [Equity, Diversity, & Inclusion – Anoka-Ramsey Community College](https://www.anokaramsey.edu/equity-diversity-inclusion) often to learn more about diversity and multiculturalism.

Testing Services

Testing Services on both campuses serve students by providing course placement services, instructor (make-up) testing and testing accommodations.

Visit: [Testing Services - Anoka Ramsey Community College](https://www.anokaramsey.edu/testing-services) for more details.

Veteran Services

Veteran services are available at both campuses to assist veterans, current military members, and dependents with all aspects of their state and federal benefits. Anoka-Ramsey employs fulltime, dedicated, and knowledgeable Veterans Services staff. Anoka-Ramsey also houses the North Metro Regional Coordinator for the Minnesota Higher Education Veterans Programs.

Together, these resources provide for veterans' needs regarding their education, state and federal benefit referral, and military-to-civilian transition issues.

Visit: [Veterans Services – Anoka-Ramsey Community College](https://www.anokaramsey.edu/veterans-services) for more information about veteran services.

Voter Registration

Minnesota Voter Registration cards are available at the Student Services Office (Cambridge Campus) and the Student Activities Office (Coon Rapids Campus)

Technology Services

Anoka-Ramsey provides technology resources to all enrolled students, faculty, and staff. Information Technology Department takes pride in providing high-quality support and service. As a student you will have access to campus wireless, access to open computer labs, Microsoft Office 365 (includes Word, PowerPoint, Excel, access, and Outlook). For college-related technical assistance, please contact the IT Helpdesk.

Contact Information

Phone: 763-433-1510

Email:

it.helpdesk@anokaramsey.edu

Computer Lab Hours and Locations

Cambridge Rm F207

- Mon-Thurs: 7:30am to 10pm
- Fri: 7:30am to 4pm
- Sat/Sun: CLOSED

Coon Rapids Rm T124

- Mon-Thurs: 7:30am to 10pm
- Fri: 7:30am to 4pm
- Sat: 7:30am to 3:30pm
- Sun: CLOSED

NOTE: Hours subject to change due to observation of federal holidays.

College Technology Use Policy

All technology resources are the property of Anoka-Ramsey. The use of technology resources is a privilege. Students are required to abide by the college's Computer Network System Use and Security Policy found on the Anoka-Ramsey website.

StarID

You will use your StarID to login to:

- campus computers
- campus wireless
- D2L Brightspace
- E-Services (course registration, grades/transcripts, financial aid award)

StarIDs are created at admission, but students need to activate them. Activating StarID or resetting the password can be done from any computer with an internet connection. For more details, or to activate a StarID, visit: [StarID Self Service - Minnesota State \(minnstate.edu\)](https://minnstate.edu/starid-self-service)

For security reasons, the StarID password is set to expire 180 days after the account initialization and every 180 days thereafter.

Course Registration Account

Upon admittance to Anoka-Ramsey, each student is provided a course registration account to manage their courses, view grades, pay tuition and check financial aid status.

Provided with the acceptance letter, each student receives a unique student number and a password. The password is temporary and needs to be changed at the first login to the course registration system.

College Computers and Wireless

Your StarID and StarID password is used to access student computers throughout the college. You can access the college wireless network by connecting to Eduroam and

using your StarID and StarID password to sign-in to the wireless.

Printing

Student printing is available in the computer labs listed above. You may also print from your personal computer or mobile device using the Mobile Printing service. Mobile printing is only available while connected to the college's wireless network.

College Email Account

After admittance to Anoka-Ramsey, each student receives an official college email account which serves as the official communication method used by faculty and staff to contact and update students. Students are required to monitor this account and are responsible for any communications received to this account. You can access your college email account by visiting: <https://outlook.office.com/owa/> and using your full college email address and StarID password to sign-in.

D2L Brightspace

D2L Brightspace is an online tool Anoka-Ramsey faculty use to facilitate online learning. Students enrolled in online courses, hybrid courses or web-supplemented courses are granted access to course specific material, course related discussion boards and other online resources via D2L Brightspace. Not all courses are available in D2L Brightspace.

To access your D2L Brightspace account for the first time, select D2L Brightspace from the Technology Services webpage and follow the onscreen instructions.

Public Safety & Security

Safety and security are provided to Anoka-Ramsey students, faculty, visitors, and staff on a proactive basis with an emphasis on crime prevention and awareness. Students and staff are encouraged to report immediate safety/safety issues by dialing **911** immediately. All other inquiries should be directed to Public Safety Office at 763-433-1330.

COVID-19 Guidance

Our team is here for your COVID-19 guidance. We are required by Minnesota Department of Health to report positive cases. Submit an email to our team with your date of positive test or first sign of symptoms. We will reach out for further questions and answer any you might have.

COVID-19 Email:

covid19.health@anokaramsey.edu | [ARCC Resources – Public Safety & Security \(arccpublicsafety.com\)](https://arccpublicsafety.com)

MDH Resources: [Institutions of Higher Education \(IHE\): COVID-19 - Minnesota Dept. of Health \(state.mn.us\)](https://www.health.state.mn.us/highered/COVID-19/)

Cambridge Campus

Heartland Security Services Inc. provides security at the Cambridge Campus, Monday through Thursday, 8 am to 9 pm | Friday 8 am to 5 pm. The Cambridge Police Department patrols the outside grounds during the late evening hours and Friday night through the weekend and holidays.

Coon Rapids Campus

Heartland Security Services Inc. provides security services at the Coon Rapids Campus, Monday through Thursday, 8 am to 10 pm; Friday 8 am to 5:30 pm. The Coon

Rapids Police Department Reserves patrol the buildings and grounds and provides security escort services, Monday through Thursday, 6:30 to 10:30 pm. The Coon Rapids Police patrol outside grounds during the late evening hours and Friday night through the weekend and holidays.

Star Alert (Emergency Notification System)

Star Alert is a free emergency notification system that allows students and employees to receive cell phone and/or e-mail notices of campus-related emergencies

Star Alert also sends alerts about campus closings, and class delays or cancellations. For more details, visit: [Safety & Security – Anoka-Ramsey Community College](https://arccpublicsafety.com)

Register at: [Anoka-Ramsey and Anoka Technical \(bbcportal.com\)](https://anokaramsey.edu)

Clery Act provides students and the public **access** to review the daily and annual crime reports for Anoka-Ramsey.

Information can be accessed at:

Annual Crime report:
[Annual Security Reports – Public Safety & Security \(arccpublicsafety.com\)](https://arccpublicsafety.com)

Daily Crime Log:
[All Campus Crime Log – Public Safety & Security \(arccpublicsafety.com\)](https://arccpublicsafety.com)

Customer Services

Car Starting Service

The Coon Rapids Campus offers a free car-starting service through *Hwy 10 Mobile station, Coon Rapids*. Students need to call the Hwy 10 Mobile Station at 763-757-6789 directly and present Student/Tech ID card for service.

Vehicle Unlock Service

The Coon Rapids Police Department provides vehicle unlock services by calling 763-427-1212. There is a \$20 charge for this service. The dispatcher may also request your vehicle information, including make, model and color. You will need to stay with your vehicle until an officer arrives. They will not service your vehicle if you are not present.

Security Escort Service

A security escort service is available at each campus to walk you to and/or from your car or class Monday through Thursday evenings, 6 pm to 10 pm at the Cambridge Campus and 6:30 pm to 10:20 pm at the Coon Rapids Campus. To use the service, use the black courtesy telephone at various entrances or inquire at the Information Center. Requests for the service must be made prior to 9:45 pm at the Cambridge Campus and 10 pm at the Coon Rapids Campus.

Drug & Alcohol-Free

Anoka-Ramsey adheres to the federal Drug-Free Schools and Campuses Act (DFSCA) and Minnesota State Colleges and Universities Board Policy 5.18 which prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees on the college premises, or in conjunction with any college sponsored activity or event, whether on- or off-campus. In accordance with federal regulations, this policy is printed in the Handbook. Information on community resources and referral and policy locations can be found in Appendix D.

Immunizations

Minnesota Statute M.S. 135A.14 requires all students born after 1956 be immunized against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exceptions. No proof of immunization is needed from students who are assumed to be up to date with their immunizations due to requirements imposed by their previous school enrollment, such as students who graduated from a Minnesota public high school in 1997 or later.

Parking

Anoka-Ramsey students, employees and other people with a purpose or function at the college may park on college property. Numerous parking areas have been designated for accessible parking. Violators of parking rules and regulations may be ticketed by the local law enforcement agency. Parking is prohibited on college roadways, sidewalks, landscaped areas, safety zones, loading zones, within 10 feet of intersections, adjacent to yellow curbs, and in areas where parking is expressly prohibited by signs.

People parking automobiles on property owned, leased, or occupied by Anoka-Ramsey do so at their own risk. The college or the state are not responsible for loss of property, damage to automobile while parked, damage which may be incurred through the process of impounding the automobile or for any other damage or loss, sustained while on a college parking facility.

Personal Property

Anoka-Ramsey is not responsible for loss of personal property left in

classrooms, labs, or in any other area in or around campus.

Campus Security

Recommendations:

- Do not loan your keys to anyone, even a classmate or a friend.
- Do not put your name or address on key rings in case they are lost or misplaced.
- Engrave identification numbers on your valuables.
- Do not leave personal property
- (Purses, briefcases, calculators, tech ID, etc.) unattended or visible in a locked car
- Do not give personal identification information to strangers.
- Lock your car doors and do not leave your keys in the vehicle.
- Park your car in a well-lit or a secure area.
- Avoid walking alone at night and walk where there is plenty of light and traffic.
- Call for a security escort
Cambridge Campus: 763-433-2905; Coon Rapids Campus: 763-433-2205.
- Be alert to your surroundings. If you suspect you are being followed, walk fast, go in a different direction, go to the other side of the street and yell for help, and head quickly for a lighted area or a group of people.
- Have your keys ready when returning to your residence or vehicle and keep your personal or valuable items concealed and close to your body.
- Report suspicious activity by contacting **911**.

Cambridge Campus:

763-433-1840; Coon Rapids

Campus: 763-433-1240

Lost and Found

The college Lost and Found is located in the Security Office at each campus:

- Cambridge Campus Rm D108
- Coon Rapids Campus Rm C107

Pets or Children

With the exception of service animals required to assist students with disabilities, animals are not allowed on campus. Due to disruption and possible risk of harm, children may not be left unsupervised in the common areas of the college. Students may not bring children to classrooms or labs.

Possession or Carry of Firearms

No student is permitted to carry or possess a firearm on college property except as otherwise provided in the policy (chapter 5/5J4.)

Sexual Violence/Sexual Assault




Sexual violence is an intolerable intrusion into the most personal and private rights of an individual and is prohibited at Anoka-Ramsey Community College.

In accordance with Minnesota State Policy 1B.3, Anoka-Ramsey is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. For more information on reporting please see Appendix A.

Zero Tolerance for Violence

Anoka-Ramsey has adopted a Violence Prevention policy in accordance with Minnesota Statute (MS 1.50) Freedom from Violence Act, which states: “The State of Minnesota hereby adopts a policy of zero tolerance of violence. It is stated policy that every person in the state has a right to live free from violence”. Anoka Ramsey will provide an educational and employment environment that is free from threats or acts of violence, whether perceived or real. Employees, students, and visitors will be treated with respect and dignity. For more information on reporting please see Appendix A.

Tobacco-Free Campuses



Cambridge Campus | **Coon Rapids Campus** | **Professional & Workforce Training (CR)**

Anoka Ramsey Community College buildings are tobacco free. Specific tobacco product use areas are a minimum of 50 feet away from any entrance or building. People using these locations are expected to keep the area litter free. For building/courses that are held away from the main campus, the facilities policy will apply to that site. For sites without a policy, an area will be established 50 feet away from entrances. (see maps)

Campus Life & Activities

There is more to college than classes, and there is always something happening at Anoka-Ramsey Community College. Academic, social, educational, and cultural events are a great way get connected.

Intercollegiate Athletics

Anoka-Ramsey Community College is a member of the Minnesota College Athletic Conference (MCAC) and the National Junior College Athletic Association (NJCAA), Region XIII, which includes community and junior colleges from Minnesota, North Dakota, Wisconsin, and Upper Michigan.

Students who recently participated in high school sports and/or have a high level of fitness and athleticism are invited to try out for intercollegiate athletics. Student-athletes must maintain at least 12 credits each semester and meet satisfactory academic progress standards.

Current Intercollegiate Athletics

Men's Baseball (HPER 2210)

Men's Basketball (HPER 2211)

Men's Soccer (HPER 2215) Women's Basketball (HPER 2211)

Women's Fastpitch Softball (HPER 2217)

Women's Soccer (HPER 2215)

Women's Volleyball (HPER 2219)

Intramural & Recreational Sports

Intramural and recreational sports offer something for everyone. Regardless of skill level, you are welcome to join in the fun. Various intramural activities and special events are held throughout the year.

Intramurals

Badminton

Basketball

Bean Bags

Bowling

Flag Football

Futsal (Indoor Soccer)

Golf

Open Gym

Pickleball

Soccer

Softball

Tennis

Volleyball

Club Sport

Club Hockey provides students the opportunity to continue playing competitive hockey beyond high school.



Anoka Ramsey Athletics

Men's Basketball

Region XIII Champions: 2014, 2017

National Tournament: 3rd (2000), 6th (2014), 4th (2017)

Men's Soccer

Region XIII Champions: 2009, 2010, 2011, 2012, 2014, 2017, 2021

National Tournament: 3rd (2010)

Women's Basketball

Region XIII Champions: 1993, 1994, 1997, 1998, 1999, 2000, 2003, 2005, 2007, 2010, 2011, 2012, 2013, 2014, 2016, 2017

National Champions: 1994, 1997, 1998, 1999, 2005, 2007, 2011, 2012, 2013

Women's Fastpitch Softball

Region XIII Runner-up: 2011, 2016, 2017, 2019, 2022

Women's Soccer

Region XIII Champions: 2012, 2014, 2015, 2016, 2017, 2018, 2019

National Tournament: 3rd (2012), 6th (2016)

Women's Volleyball

Region XIII Runner-up: 2010

Go Golden Rams!

Get Game Schedules at:
ARCC Golden Rams.com

Community Events

Anoka-Ramsey Community College is a hub of activities for education and entertainment and often both.

For a current schedule of events including athletic schedules, art sales and exhibits, concerts, guest lecturers, plays, visiting writers, and more, visit: [Calendar - Anoka - Ramsey Community College](#)



Clubs & Organizations

Clubs and organizations are a vital part of college life at Anoka-Ramsey. The Student Activities Office at each campus supports extracurricular programming designed to supplement your courses. The Student Activities Office also sponsors social, educational, and cultural events throughout the year, including concerts, art exhibits and speakers.

If you would like to form your own club, review the Clubs and Organizations guide and meet with the Coordinator of Student Engagement & Activities. Visit: [Clubs & Organizations – Anoka-Ramsey Community College](#) for more information.

Current Clubs and Organizations

- **Anime Association** spreads the appreciation of anime and other visual cultures. (CR)
- **Art Club** provides regular opportunities to discuss art related ideas and to display and sell artists' wares. (CC/CR)
- **Black Student Association (BSA)** Our club strives to unite Black students at the college by learning about and sharing African & Black culture, heritage, and history. (CR)
- **Business Professionals of America (BPA)** is committed to the preparation of global professionals through the advancement of leadership, citizenship, academic and technological skills. (CR)
- **Clay Club** promotes an awareness of the ceramic arts by hosting visiting artist workshops and providing students the opportunity to attend various community events. (CR)
- **Chi Alpha Club** gives students from any denomination or background the opportunity to experience the hope of Jesus. They hold weekly Bible studies to help students grow in their faith. They also have events throughout the semester to build relationships and community. (CR)
- **Conversation Partners Program** coordinates the partnering of students, faculty, or staff who want to practice their English-speaking skills with lifelong English speakers. The conversation partners then meet periodically throughout the term to learn about each other and practice English speaking through casual conversation. (CC/CR) Visit AnokaRamsey.edu/conversationpartners for more information.
- **Creative Writing Club** Provides opportunities for students interested in writing poetry, fiction, and creative non-fiction. The *Rapids Review* and *The Spirit River Review* literary and arts magazines are published by the members of the Creative Writing Club. (CC/CR)
- **Engineering and Physics Club** participates in tours of interest and completes cool projects, such as a "battle bot" for competition. (CR)
- **Environmental Club** helps students become environmentally knowledgeable while working toward achieving equilibrium between quality of

life and quality of the environment. (CC)

- **Gender Sexuality Alliance (GSA)** educates about gay, lesbian, bisexual, transgender, and straight issues to eliminate intolerance and prejudice, and to encourage healthy social interactions, understanding, acceptance and safety. (CC)
- **Hmong Club** brings together students to share the Hmong culture. (CR)
- **Latinx Club** brings students together to share in the Latin culture on campus. (CR)
- **Math Club** offers activities such as specialty math topics discussions, math games, math movies, a Math Alumni Day, and a spring math picnic. (CR)
- **Math Team** helps "mathletes" prepare for the AMATYC Student Mathematics League against students from around the country. (CR)
- **Moderately Ethical Hackers (MEH)** is an ethical hacking club. The purpose of this club is to prepare members for a career in cyber security or enhance their knowledge of personal security. We discuss topics in both Physical and Cyber security. This club will work on projects, certification preparation, attend security conventions, and compete in hacking competitions. (CR)
- **Multicultural Club** is open to all students interested in promoting cultural diversity and creating a welcoming environment for students of diverse cultures. (CR)
- **Muslim Student Association** provides opportunities designed

to enrich the Muslim faith life, and to educate non-Muslims about Islam. (CR)

- **PSEO Student Association (PSEOSA)** The PSEO Student Association helps PSEO students integrate on campus and provide a social network for PSEO students; to connect PSEO students to health, academic, social and extracurricular resources on campus; and to inform PSEO student about how to strategically use the PSEO program to achieve their goals. (CR)
- **Psychology Club** promotes activities and awareness of mental health issues. (CC/CR)
- **Queer-Trans Union (QTU)** educates about gay, lesbian, bisexual, transgender, and straight issues to eliminate intolerance and prejudice, and to encourage healthy social interactions, understanding, acceptance and safety. (CR)
- **STEM for All** supports female students interested in majors or careers in STEM, sponsor speakers, provide resources, reach out to girls in K-12, and promote interest in STEM to the greater community. (CR)
- **Student Nurses Association (SNA)** provides programs and activities of interest to students in the Registered Nursing (RN) program. (CC/CR)
- **Sustainability Club** educates students about what sustainability means, informs students about ways to be sustainable and communicates why sustainability is important to Earth. (CR)

- **Swing Dancing Club** provides the opportunity to let out some built-up energy. Even if you have never swing danced before, come to learn. Wear comfortable shoes. (CR)
- **Theatre Club** encourages students who share an interest, passion, or love for any and all theatre arts through active involvement in activities, workshops, productions, and instruction. (CR)
- **Veterans Club** create a community of students interested in supporting veteran and/or military issues and encourages public awareness of the unique needs of veteran students. (CR)

[Academic Honor Society](#)

Phi Theta Kappa is an international honor society which fosters student scholarship in community colleges. Members are recognized during Commencement as they wear the Phi Theta Kappa distinguished gold stole and tassel, and by a notation on their transcripts. Phi Theta Kappa membership requires completion of 12+ college level credits, overall minimum GPA of 3.25 (Cambridge Campus); 3.50 (Coon Rapids Campus); after initiation, maintain a minimum 3.0 GPA; and possess qualities of citizenship and good moral character. (CC/CR)

[Student Senate](#)

Student Senate is the voice for all students and, together with college administration, oversees student government affairs. Student Senate appoints student representatives to college committees, and advocates for student needs and concerns. (CC/CR)

Student Annual Creative Publication

The Spirit River Review at the Cambridge Campus and the Rapids Review at the Coon Rapids Campus are student-produced books showcasing the art works and writing of current students and faculty members.

Student Newspaper

The Campus Eye is a student-run newspaper serving the Cambridge campus and the Coon Rapids campus, provides students with an opportunity to gain experience and proficiency in journalism, photography, editing and design.
<http://www.thecampuseye.com/>

Art, Music, Theatre & English

Art Exhibits

Glassblowing, ceramics, photography, painting, drawing, graphic design, printmaking, and sculptures are on exhibit at Anoka Ramsey throughout the year. Try your hand as an artist or simply check out the students' work. There are exhibits at both Anoka Ramsey campuses.

Music

Whether you are a seasoned performer or simply delight in new opportunities, Anoka-Ramsey music ensembles may be just what you need to enliven your creative spirit. Ensembles are available for credit, as an elective, or to satisfy requirements toward an Associate's in Fine Arts degree in Music. These courses are also available as an activity (no tuition;

fees required). Students must be registered in other courses to qualify.

Instrumental Ensembles

- Concert Band - MUSC 1106
- Jazz Band - MUSC 1146
- Musical Theatre Ensemble - MUSC 1147
- String Ensemble - MUSC 1107
- Guitar Ensemble – MUSC 1149
- Chamber Ensemble – MUSC 2145
- Drumming Ensemble – MUSC 1145
- Vocal Ensembles
- Concert Choir - MUSC 1108
- Chamber Singers - MUSC 1148
- Chorale - MUSC 1188

Theatre

Anoka-Ramsey offers a vibrant theatre community. Whether you prefer to be in the audience, or are an experienced performer or a theatre novice, there is a place for you. In Practical Experience in Theatre (THTR 1109), students participate in all aspects of production including acting, statecraft, lighting, costuming, stage management and assistant directing.

The Coon Rapids Campus produces up to three plays each year. Visit: [Art, Creative Writing, Music & Theatre - Anoka Ramsey Community College](#) for more information.

English Creative Writing Club

Provides opportunities for students interested in writing poetry, fiction, and creative non-fiction. The Rapids Review and The Spirit River Review literary and arts magazines are published by the members of the Creative Writing Club.

The Minnesota Writers Series

The Cambridge Campus hosts one premiere Minnesota author each year for readings and discussions.

The Two Rivers Reading Series

Each semester, The Two Rivers Reading Series brings acclaimed and award-winning local, regional, and national authors to campus. Students study these authors' stories, novels, essays, plays, or poetry in their English or Reading courses. Students then attend the readings to meet the author, ask questions, and have their books signed.

Visit

<https://tworiversarcc.wordpress.com/past-visiting-writers/> for more information

The Careers in Writing Speaker Series

Brings a writer each semester to Anoka-Ramsey for a career-focused presentation and discussion with students. Past guests have included screenwriters, editors, freelance and travel writers, content creators, literary agents, and authors.

Health and Wellness Center

The Health and Wellness Center is intended to provide health and fitness opportunities for students, faculty, staff, teams and the community.

Health & Wellness Center is FREE to Anoka-Ramsey Students

For current semester Health and Wellness Center hours of operation visit: arccgoldenrams.com/facilities/Hours - [Coon Rapids](#)

The Coon Rapids Campus Facilities Offers:

- 5,000 Square foot Fitness Center
- Three full-sized Volleyball Courts
- Three full-sized Basketball Courts
- Walking Track
- Mezzanine Fitness Area

The Cambridge Campus Facilities Offers

- Fitness Center

Wellness Programs

With an active interest in the wellbeing of the Anoka-Ramsey community, the individuals contributing to the Wellness Program represent Anoka-Ramsey faculty, staff, and students. The committee strives to fulfill its mission to impact the health and wellbeing by promoting healthful lifestyle choices within an environment that encourages wellness.

Wellness Programming includes:

- Wellness Workshops
- Lunch and Learns
- Fitness Classes
- Yoga/Meditation



Academics & Transfer

Americans average up to 10 different jobs in a lifetime. Anoka-Ramsey Community College offers education and support every step of the way.

Academic Advising

Academic Advising is a great place to start for planning course registration and a path to your higher education goals. An academic advisor can help you with:

- understanding placement and assessment tests
- choosing classes
- choosing a program or degree transferring credits

Alternative Credits

Options for earning credits to apply toward a degree or certificate include:

Advanced Placement, Articulated Credit Program, Course Specific Examinations, College-Level Examination Program (CLEP), and Credit for Prior Learning, Defense Activity for Non-Traditional Education Support (DANTES/ DSST), Independent Study, International Baccalaureate, Military and Prerequisite Test Out.

Flexible Options

Online Anoka-Ramsey offers online classes in 20 different subject areas, and several programs completely online.

Saturday College

Saturday College courses are often accelerated, hybrid courses, which means the pace is fast-often double the pace of a typical semester

course. Furthermore, up to half of your course work may be online.

Late Start Classes are scheduled to start several times throughout each semester and run-in various formats including eight-, 10-, 14- and 16week options. Choose the pace and the place that's best for you.

Generals/MnTC

Many students choose to simply complete their Minnesota Transfer Curriculum (MnTC) to transfer into a four-year degree program. Other students choose an Associate's degree to complete the MnTC requirements and transfer into a four-year degree. Anoka Ramsey offers the following associate degrees for transfer:

- Associate of Arts degree (AA)
- Associate of Science degree (AS)
- Associate of Fine Arts degree (AFA)
- Associate of Applied Science degree (AAS)

(NOTE: all credits in a degree may not transfer)

Grades

Anoka-Ramsey grading system:

A: Superior Achievement - 4 grade points per credit

B: Above Average Achievement - 3 grade points per credit

C: Average Achievement- 2 grade points per credit

D: Below Average Achievement – 1 grade point per credit

F: Inadequate Achievement- 0 grade points per credit (1000 level courses or above)

NC: No Credit - Inadequate Achievement (courses below 1000-level and CBE courses)

P: Passing-average work ("C") or above and suitable for transfer (Arranged with instructor)

AU: Audit-student registers, pays, and attends, but receives no credit (initiated/ declared at registration)

I: Incomplete - temporary grade based on written agreement between student and instructor

W: Withdrawal - Student initiated by deadlines in course schedule

Z: Class(es) currently in progress or no grade is given (i.e., zero credit classes, except music)

Grade Point Average

Grade point total is the sum of grade points earned as determined by multiplying the grade point value of the grade by the number of course credits. Grade Point Average (GPA) is the grade point total divided by the grade point credits. Only letter grades (A, B, C, D and F) are used to determine your GPA.



Grade Reports

Your grade report is accessible online through your student e-Services account. Reports are not mailed except through arrangements with Records Office. Visit: [Grades – Anoka-Ramsey Community College](#) for detailed information about grades.

Transfers

Anoka-Ramsey and other public colleges and universities in the Minnesota State Colleges and Universities system (Minnesota State) work to make transfer easy for students. Transfer agreements have been formalized with several institutions to simplify transfer procedures for students and ensure transfer of credits from Anoka-Ramsey to other colleges or universities.

Services for Transfer

- Academic Advisors
- Intersystem Agreement: Minnesota Transfer Curriculum (MnTC).
- Early (joint, deferred) guaranteed admission to a university.
- Course listings required for specific majors, such as Engineering, Nursing or Business.

- Visit: [MnTransfer](#) for transfer information about Minnesota State Colleges and Universities (Minnesota State).
- Degree Audit Report System (Anoka Ramsey students) or the Web-based [Transferology](#) (Any internet user) offer free, personalized transfer evaluation tools.
- Academic Advisors at both campuses help transfer students understand degree requirements and interpret Degree Audit Record System (DARS) and Transferology.com information, provide unofficial, limited interpretations of transfer credits and offer assistance with academic petitions.
- Petition process for unusual circumstances.
- Transfer From Anoka-Ramsey to another College/University.
- Anoka-Ramsey offers appropriate coursework for the core requirements of most bachelor's degree programs.

Students are encouraged to:

- Meet with an academic advisor to discuss transfer options and review the transfer guide for your intended school or major. Transfer guides are available at Educational Services.
- Complete the Associate of Arts degree that includes Minnesota Transfer Curriculum (MnTC).
- Consider one of the advanced degrees offered at Anoka-Ramsey campuses.

Transfer to Anoka- Ramsey

Anoka-Ramsey will consider for transfer college-level coursework completed at a degree-granting college accredited by one of the regional associations of colleges and schools, or by a comparable international college or university. Before registering, students with prior coursework from another institution are encouraged to: submit official transcripts from each institution to the Records Office.

To transfer credits from an institution outside of the US, students must have their transcripts evaluated by Educational Credential Evaluations (ece.org) or World Education Services [World Education Services: International Credential Evaluation for U.S. \(wes.org\)](#)

Residency Requirement

To earn a degree from Anoka-Ramsey, at least 20 semester credits must be earned at Anoka-Ramsey. For students transferring at least eight semester credits from another Minnesota State college or the University of Minnesota, the requirement changes from 20 to 12 credits.

Grades/Grade Point Average (GPA)

All college courses in which a student has received a grade of A, B, C, D, or P will be considered for transfer evaluation.

Cost & Aid

Compare to be impressed! Anoka-Ramsey offers high-quality education at beautiful riverside campuses for an affordable rate. Visit [Cost & Aid – Anoka-Ramsey Community College](#) to learn more about costs, financial aid and more.

Tuition & Fees

General tuition and fee rates are approved by the Minnesota State Board of Trustees and are subject to change without notice. Your tuition at Anoka-Ramsey pays for approximately 60% of the cost of your education. The remainder of the cost is appropriated by the State of Minnesota. Visit: [Tuition & Fees – Anoka-Ramsey Community College](#) for current tuition and fee rates.

About Payments

The Business Office collects tuition payments, distributes financial aid and scholarships, and processes refunds.

Tuition invoices are *not* mailed. You are responsible to monitor your student account balance.

Payment deadlines for tuition and fees are posted online at: [Important Dates & Deadlines – Anoka-Ramsey Community College](#) You are financially responsible for all courses for which you register.

Payment Options

Choose the best payment plan:

1. Pay in full:

- a. *Online:* Log in to your student account to submit your payment online using Visa, MasterCard, Discover or E-Check.
- b. *In-person:* The Business Office accepts cash, check, money order, Visa, or MasterCard.

- c. *U.S. Mail:* Print your billing statement from your student account, print your Customer ID on your check, and mail both to the Business Office at least five business days before the payment deadline.

*Anoka-Ramsey Community College - Business Office
11200 Mississippi Blvd NW
Coon Rapids, MN 55433*

2. **Payment Plan:** You may choose to create a payment plan online.

1. Log in to your student account
2. Select "Bills & Payments" on the left
3. Select appropriate term
4. Select "Create a new FACTS payment plan"

Drop for Non-Payment

Anoka-Ramsey reserves the right to drop your courses for nonpayment. Your course registration may be canceled if payment requirements have not been met by the published due date. You are responsible for paying your full tuition/fees by the established payment deadlines unless one or more of the following is true:

- You have applied for financial aid and Anoka-Ramsey has received your FAFSA by the tuition deadline from the Dept. of Education, or
- You are enrolled in the Post-Secondary Enrollment Options (PSEO) program, or

- You are a veteran who has been certified to receive education benefits, or
- You have submitted an approved third-party billing authorization or
- An official tuition waiver to the Business Office, or
- You have been awarded a scholarship from Anoka-Ramsey Institutional Advancement, or
- You have successfully enrolled in a payment plan and have submitted the required down payment of tuition

Do not rely on the drop for nonpayment process as a way to drop your courses.

Financial Aid

There are also many options to help you pay for your college education, such as grant, loan, and work-study programs.

Unless otherwise indicated, eligibility for aid programs is based on:

- Financial need as determined by the FAFSA (see Apply for Financial Aid)
- Enrollment status
- Satisfactory Academic Progress
- US citizenship or eligible noncitizens status
- Enrollment in an aid-eligible degree and major
- High school diploma or GED

Most of the financial aid programs below require you to complete the annual FAFSA for the college's Financial Aid Office to determine if

you are eligible. For complete information including requirements and links to resources, visit:

[Financial Aid Eligibility](http://anokaramsey.edu/Financial-Aid-Eligibility)
(anokaramsey.edu)

Types of Financial Aid

Grants

- Federal Pell Grant Maximum award of \$6,895/year; minimum enrollment of one credit per term
- Minnesota State Grant
Application receipt date by 30th day of the term; minimum enrollment of three credits per term
- Federal SEOG - Requires exceptional finance need; early applications Priority given to Pell grant recipients • Minnesota State Post-Secondary Child Care Grant-Maximum award of \$6,500/year/child; requires additional application; minimum enrollment of six credits per semester.
- Alliss Grant - The application for this grant is the FAFSA. There are limited funds, so the earlier you complete the FAFSA, the more likely you are to be awarded an Alliss Grant. If awarded, an enrollment plan is required. Please contact the Financial Aid Office with questions.

Loans

- Federal Direct Subsidized - need-based; zero interest during grace and periods of eligible at-least half-time enrollment; maximum award of \$3,500/year for freshmen and \$4,500/ year for sophomores.
- Federal Direct Unsubsidized Loan-non-need based; interest accrues immediately on borrower's account: the borrower has the option of repaying the

interest while in school; total (subsidized & unsubsidized) maximum award of \$5,500/year for dependent freshmen, \$9,500/year for independent freshmen, \$6,500/year for dependent sophomores and \$10,500/ year for independent sophomores.

Work-Study

- Federal Work-Study Estimated award of \$4,500/year, earned working 5-20 hours/week, \$14.00/hour
- Minnesota State Work-Study Estimated award of \$4,500/year, earned working 5-20 hours/week, \$14.00/hour
- Institutional Work-Study non need-based; limited to highly skilled workers or hard-to-fill jobs, working 5 - 20 hours/week, \$14.00/hour

Scholarships

Anoka-Ramsey Foundation Scholarships

Visit: [Scholarships - Anoka Ramsey Community College](#) to download and complete a scholarship application, follow the instructions carefully. Submit required documentation by posted deadlines. Some students leave Anoka Ramsey Community College nearly debt free, thanks to an Anoka Ramsey scholarship. More than 200 students receive scholarships each year. Awards start at \$500 and range as high as \$4,000.

Community-Based Scholarships

Community agencies, businesses, and other organizations sponsor many scholarships. The Financial Aid Office maintains a current database of local scholarships.

Visit: [Scholarships – Anoka-](#)

[Ramsey Community College](#) for more details.

Apply for Financial Aid

Follow three easy steps to simplify the financial aid process.

Remember, it helps to apply for financial aid several months before funds are needed!

1. Apply for your FSA ID at www.studentaid.gov. If you are providing parent information, one parent must also sign your FAFSA and will need to apply for a FSA ID.
2. Submit your FAFSA to the federal processor online at www.studentaid.gov. You must complete a new FAFSA each year to receive financial aid.
3. Submit all documents requested by the Financial Aid Office. Make sure all documents are signed by you and, if applicable, your parent.

Anoka Ramsey's code for the FAFSA is 002332.

Note: Incomplete forms delay the application process.

Award Notice Information

- You will be notified via your Anoka-Ramsey email when your award letter is available to view online.
- Financial aid awards are subject to revision based on any change to your eligibility and available funds.
- Pell grant enrollment is based on the number of credits you have registered for as of the fifth day of the term. If you register for classes after the Pell enrollment date, your Pell grant eligibility will not be recalculated. Additionally, your Pell grant will be cancelled if the Financial Aid

Office cannot verify your class attendance/participation.

Award Disbursement

Financial Aid disbursement begins no sooner than the 14th day of each term and continues weekly. If your financial aid exceeds your tuition and fee charges, the excess is deposited into your checking/savings account or mailed to your permanent address. Direct deposit setup may be completed in your student e-services account.

Drug Conviction Notification

As prescribed in Section 484A of the Higher Education Act of 1965, a student becomes ineligible to receive federal Title IV financial aid if the student is convicted of an offense under any federal or state law involving the possession or sale of illegal drugs during a period of enrollment for which the student was receiving federal Title IV financial aid.

If you have been convicted of such an offense you should contact the Anoka Ramsey Community College Financial Aid Office for further information on the steps necessary to regain eligibility.

Award Refund/Return

For refunds to Minnesota Financial Aid Programs for students receiving state financial funding, the Minnesota Office of Higher Education refund policies will apply.

Return of Title IV Funds Policy

Federal Student Aid funds are awarded to a student based on the assumption that the student will attend school for the entire period for which assistance is awarded. A student who stops attending class(es) must immediately

withdraw from class(es) and is responsible for understanding the impact of such action on their student account. Financial aid recipients who totally withdraw or stop attending classes prior to the 60% point of the term are subject to the Federal Return of Title IV calculation for federal aid. The amount of unused aid to be returned is calculated by dividing the number of remaining business days by the total number of business days in the semester. Breaks of more than four consecutive business days are excluded. Examples of both calculations are available in the Financial Aid Office at the student's request.

The responsibility to repay the unearned financial aid is shared by the institution and the student. The institution's share is allocated among the Title IV programs before the student's share, in the following order: Federal Unsubsidized Loan, Federal Subsidized Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, Academic Competitiveness Grant, and Federal SEOG. The student share of remaining unearned aid is collected from the student and allocated in the same order indicated above. Return of financial aid calculations are performed no later than 30 days after determining the student withdrew or stopped attending classes. Students return their share of unearned aid attributable to a loan under the terms and conditions of the promissory note. Grant repayment is made to the college under the repayment guidelines identified in a notice sent to students after the recalculation is complete.

- The Financial Aid Office tracks attendance/last date of activity on financial aid recipients. If it is determined a student received financial aid for a course they did not attend, their financial aid will be recalculated at the lower enrollment status.
- Students may also be eligible for a partial tuition and fees refund (See ARCC's refund policy).

Verification of Application for Financial Aid (FAFSA)

Anoka Ramsey Community College requires an applicant selected for verification to submit acceptable documentation that will verify certain information used to determine the applicant's Expected Family Contribution (EFC). Verification documents will be requested of the student upon receipt of the FAFSA. Documents must be received, and verification performed before any disbursement of financial aid will be made. If there are errors, we will update your application, recalculate your aid eligibility, and send a current award letter to you. Any documents received after 120 days after the last date of enrollment (or date published by the Department of Education, whichever is earlier) will not be processed.

Financial Aid Adjustments

Changes to your schedule after the add/drop period for Pell Grant

Your class schedule must be firm, and you should not make any changes after the fifth day of the semester, or you risk aid reductions. It is expected that you will attend your registered courses. If you decide to add a late start course after the fifth day of the semester,

your Pell Grant eligibility will not be recalculated for the increase in credits.

If you drop a class and add another class that is the same number of credits after the fifth day of the semester, you must complete a Pell Census Appeal for your eligibility to be reviewed.

Other Financial Aid Policies

- Students can receive federal financial aid for developmental work (below 1000 level) up to a maximum of 30 credits.
- Students must declare an eligible major and degree intent at Anoka Ramsey to receive financial aid.
- Students may receive financial aid from no more than one college during each term or period of enrollment.

- Loan Proration: The loan proration requirement applies to students who plan to complete a degree program or certificate program in an enrollment period that is shorter than an academic year at Anoka-Ramsey.

Withholding Diplomas/Transcripts

Anoka-Ramsey reserves the right to withhold your diploma or transcript until any balance due has been paid in full.



Books & Supplies

The Anoka-Ramsey Community College Campus Stores are your official place for textbooks, gear, supplies, services, snacks, beverages, and more. Anoka-Ramsey hosts a full-service bookstore at each campus (Cambridge and Coon Rapids). Students can stop in, or order books, supplies, and merchandise online. Some books may also be available at the libraries.

Returns

The bookstore issues a full refund for unopened/wrapped books returned with a receipt within the first 14 days of fall or spring semester and within the first 7 days of summer session.

Online Purchases

Buy used and new textbooks, find out when books are available, find official college gear, and Anoka-Ramsey gifts and logo items online at:

Cambridge Campus Store

[Home \(anokaramsey.edu\)](http://anokaramsey.edu)

Coon Rapids Campus Store

[Coon Rapids Store
\(anokaramsey.edu\)](http://anokaramsey.edu)

Buy Back Service

We try to offer a book buyback in the Spring and Fall. We partner with MBS Textbook Exchange to provide the option for students to sell their books from home.

[http://bookstore-
cr.anokaramsey.edu/buyback.aspx](http://bookstore-cr.anokaramsey.edu/buyback.aspx)

Other Services

Bus/Train Passes

Metro Transit bus passes are available at the Coon Rapids Campus Store.

Copies & Scans/\$0.10 ea.

Copiers are located in the college Campus Store and libraries. Scanners are located in the college computer labs.

Locker Rental

\$20 a semester; \$30 a year.

Faxes

\$1 for first page; \$0.50 each following page.

Merchandise & Supplies

Along with books for classes, the Campus Store offers a wide selection of merchandise from pens and notebooks to clothing

Stamps

Stamps are available for purchase at the Campus Store.

Financial Aid Note

Planning to purchase all required textbooks on or before the first day of classes? Since financial aid is disbursed after the term begins, you should plan to purchase your books from your own funds. If you are unable to purchase books with your own funds and your financial aid is more than your tuition and fees you may charge your books against financial aid. For information about deferring payment for books until financial aid is disbursed, contact the financial aid office.

Financial Aid Charging

Financial Aid Charging is available to students who have been awarded financial aid and who have funds that exceed the amount of their tuition and fees. Financial Aid Textbook Deferments allow a student to charge books at the Campus Store up to the amount they were awarded. Prior to using Financial Aid at the Campus Store, it is your responsibility to confirm that there are financial aid funds available for charging your textbooks/materials.



Records & Registration

As an Anoka-Ramsey Community College student, you should be familiar with the Records and Registration Office, which processes registration, transfer, and graduation evaluations, and maintains all permanent student records.

Change of Address/Name

It is vital to keep your address current. There are two options for updating your address:

1. Online: log in to your student Account and choose the Account Management option on the left, then click on Address Info.

Or

2. Print, Fax, Mail: Complete a Change of Information Request Form and return it to the Records and Registration Office.

There are several documents required to change the name on your student record. For information, visit [Forms - Anoka Ramsey Community College](#)

Registration

Credit priority registration allows students who have previously attended or are currently attending Anoka-Ramsey an opportunity to register prior to open registration. International students must register with an academic advisor. All new and transfer students are to complete an orientation and registration session.

Contact:

orientation@anokaramsey.edu

or by calling 763-433-1300.

- Fall semester registration begins in April.
- Spring semester registration begins in October.
- Summer semester registration begins in December.

Visit: [Course Schedule and Descriptions - Anoka Ramsey Community College](#) to view the course schedule. Register carefully as you are liable for tuition/fees for registered courses. Tuition/fee payment is required by the deadlines unless deferred.

Add/Drop/Withdraw

Students without a hold on their record may add, drop, or withdraw from a course online in e-services.

If you have a hold or do not have online access, you may add, drop, or withdraw in person at the Records Office at either campus.

This process cannot be handled by phone.

Students are responsible for monitoring holds on their accounts.

Add a course through the fifth business day of the term or before the course starts, whichever is later.

Drop a course through the fifth business day of the term or before the course starts, whichever is later for a full refund of tuition and fees. Dropped courses do not appear on your transcript and do not impact academic standing.

Withdraw from a course after the fifth business day and through approximately 80% of the term (short courses have an adjusted schedule). Withdrawal courses appear on your transcript as a

“W” and have a direct impact on your academic standing.

Withdraw grades may subject you to financial aid repayment. The college does not assign a grade of “W” if you stop attending, but do not officially withdraw.

If you do not officially withdraw from a course you are not attending, you will most likely receive an “F” in the course and may be subject to financial aid repayment.

Course Syllabus

Faculty provide students with a course syllabus during the first week of class. The syllabus contains course requirements, attendance/participation policies, grading procedures, faculty contact information and office hours, and the required and/or recommended text and materials. Retain all course syllabi in your personal college record for easy reference.

Dean's List

Letters are sent each semester to recognize students who carry 12 or more credits and attain a 3.5 term grade point average (GPA).

Enrollment Classifications

- Full-time = 12 or more enrolled credits
- Three-quarter time = 9-11 enrolled credits
- Half time = 6-8 enrolled credits
- Less than half-time = 5 or fewer enrolled credits
- Freshman = 29 or fewer earned credits
- Sophomore = 30 or more earned credits

Enrollment Verification/Good Student Discount

The National Student Clearinghouse provides FREE degree and enrollment verification and Good Student Discount Verification through their Web site.

Clearinghouse contact information:

National Student Clearinghouse
13454 Sunrise Valley Dr.
Suite 300
Herndon, VA 20171
763-442-4200

[National Student Clearinghouse](#)

Welcome to Verification Services
[DegreeVerify - National Student Clearinghouse](#)

Apply to Graduate

Students who have completed their degree requirements must submit Program Completion Application according to the deadline dates below:

- July 1 for Fall Semester
- November 1 for Spring Semester
- April 1 for Summer Semester

Commencement Ceremony

Commencement is a time for students and family to celebrate the students' completion of a degree. Students who have completed fall semester, or anticipate completing in spring or summer, are eligible and encouraged to participate in the annual spring commencement ceremony.

Visit: [Graduation/Commencement - Anoka Ramsey Community College](#) for details.

Prerequisites/ Corequisites

A prerequisite is a placement test score, specified course or other requirement, which must be successfully (a grade of "C" or better) met or completed prior to enrolling in the listed course. It is your responsibility to ensure that prerequisites are satisfied. Failure to meet a prerequisite does not justify a refund.

A corequisite is a course required to be taken during the same term as the listed course.

Property Rights

Term papers, essays, projects, works of art, and similar property in which the student has intellectual

property rights must be returned to a student upon request, within a reasonable time frame, when no longer needed for evaluation purposes, unless the student grants written permission for them to be retained.

Visit: [Minnesota State - 3.1 Student Rights & Responsibilities \(minnstate.edu\)](#) for details.

Repeated Courses

Students may repeat a course for purposes of achieving a higher grade or to review material. While all grades remain on the transcript, only the most recent grade of a course is used to compute grade point average (GPA). Certain courses may be repeated with credit retained. Some high-demand courses, attempted more than twice, require the student to register as a non-credit student on a space available basis (at least one space open for registration on or after the second business day of the term). Registration for these courses is assessed at the non-credit registration amount.

View the college Academic Catalog at: [Academic Catalog - Anoka Ramsey Community College](#)

Repeated courses are included as attempted credits in evaluation of your academic progress (earned percentage) toward a degree.

NOTE: Students are not permitted to receive financial aid for more than one repetition of a previously passed course. Veterans may not be eligible for tuition reimbursement for repeated courses and should see the veteran certifying official for more information.

Satisfactory Academic Progress

In accordance with federal and state regulations and [Minnesota State - 2.9 Academic Standing and Financial Aid Satisfactory Academic Progress \(minnstate.edu\)](#), Anoka-Ramsey monitors all credits for all students and applies the following minimum cumulative standards of progress beginning with the students' sixth attempted credit:

- Meet or exceed a cumulative earned grade point average (GPA) of 2.0
- Meet or exceed a cumulative earned percentage of 66.67%

Maximum Time Frame for financial aid recipients:

Students may continue to receive financial aid through 150% of the published credit length of their declared program. Example: 150% of a 60-credit associate in arts (AA) degree equals 90 credits.

Evaluation Period

A student's academic progress shall be evaluated prior to the 10th day of the subsequent academic term.

Notification

Students failing to maintain academic progress standards are notified in writing via email of warning or suspension and the process to appeal suspension status.

Appeals

A student can appeal suspension or maximum time frame based on unusual or extenuating circumstances, including but not limited to the death of a family member or student injury or illness. Documentation must be provided to support an appeal. The student is

notified of the appeal results via email.

Reinstatement

A student on warning status is reinstated to academic good standing upon meeting or exceeding minimum cumulative standards of academic progress. A suspended student may have eligibility to enroll and/or be financial aid reinstated only after an appeal has been approved. Neither paying for their own classes nor sitting out a period of time is sufficient to reestablish eligibility.

Academic Evaluation

Student academic performance is evaluated solely on the basis of academic standards, including any requirements noted in the academic catalog, course syllabus, the college website or in this handbook. Students have protection against prejudiced evaluation and cannot be evaluated based on opinions or conduct matters unrelated to academic standards. Students have

the right to review their corrected examinations or other required assignments used by faculty to evaluate the student's academic performance. For full policy see: [Policy 2C.1 Satisfactory Academic Progress - Anoka Ramsey Community College](#)

Academic Standing

Students have access to accurate information for establishing and maintaining acceptable academic standing, information which will enable students to determine individual academic standing, and information regarding graduation requirements. For full policy see: [Policy 2C.1 Satisfactory Academic Progress - Anoka Ramsey Community College](#)

Student Review & Consultation

Students have the right to appropriate levels of participation in college decision making. View: Minnesota State Policy 2.3a: Student Involvement in Decision Making: [Minnesota State - 2.3 Student Involvement in Decision-Making \(minnstate.edu\)](#)

Transcripts

A transcript is the official record of a student's academic history and requires the student's signature for release.

Your official academic transcript is available by visiting the National Student Clearinghouse at: [National Student Clearinghouse Transcript Services](#). You can also submit a signed transcript request at Records and Registration along with a \$7.50 fee per transcript to the Business Office. Allow at least two business days to process a transcript request.

About Us



Anoka-Ramsey Community College is an open door, comprehensive high education, committed to developing articulate, critical, and creative thinkers who are responsible contributors to the community

Anoka-Ramsey Community College

- Values trust, fairness, honesty, and integrity in all interactions.
- Promotes opportunities for lifelong intellectual, professional, and personal learning.
- Provides an integrated collegiate learning experience stressing basic skill development, academic excellence, employable skill preparation, and intellectual rigor.
- Embraces diversity within and beyond the college and responds to the needs of its local community, nation, and world.
- Encourages creative thinking and intellectual curiosity.
- Promotes continuous improvement through innovative ideas.
- Promotes continuous improvement through innovative ideas.

Student Population

- Enrollment: 11,216
- Full Year Equivalent (FYE): 5,100
- Gender
 - Female: 63.9%
 - Male: 36.1%
- Students of Color: 29.9%
- Average Age: 21.6
- Graduation/Transfer-out
 - Rate*: 71%

*(*reported for all first-time, full time degree seeking students who entered ARCC 2013-2014;*

<https://nces.ed.gov/collegenavigator/>)

(From FY 2021 unless otherwise noted.)

Assessment of Student Learning

Each program at Anoka-Ramsey has well-defined goals for student learning. These goals are available through Counseling and Advising services. The college is committed to a comprehensive program of assessment.

Accreditation & Governance

Anoka-Ramsey Community College is accredited by the Higher Learning Commission. Visit: [The Higher Learning Commission \(hlcommission.org\)](http://hlcommission.org)

ADDITIONAL ACCREDITATIONS

[Registered Nursing Associate in Science degree](#) is accredited by the [Accreditation Commission for Education in Nursing, Inc.](#) (ACEN).

[Physical Therapist Assistant Associate in Applied Science degree](#) is accredited by the [Commission on Accreditation in Physical Therapy Education](#) (CAPTE).

[Music Associate in Fine Arts degree](#) is accredited by the [National Association of Schools of Music](#) (NASM).

All business and accounting associate degrees are accredited by the [Accreditation Council for Business Schools and Programs](#) (ACBSP).

Policies and Procedures

Anoka-Ramsey Community College is committed to providing a welcoming environment for all students, faculty, staff, and the community

For student convenience, overviews of highly pertinent policies and procedures are located throughout this handbook. A full listing of the most current and complete official policies and procedures are available at: [Policies & Procedures - Anoka Ramsey Community College](#)

Policies and procedures are organized into the following chapters: Organization and Administration; Student Affairs; Educational Services; Human Resources; Administration; Physical Plant Operations; Business Affairs; College Relations; and Supplement: Guidelines.

Code of Conduct

Every student at Anoka-Ramsey is expected to conduct themselves in accordance with college policy and generally accepted norms of conduct in order to preserve Anoka-Ramsey's safe and supportive learning environment. Students are prohibited from: academic dishonesty such as

cheating and *plagiarism, possessing alcoholic beverages and illegal substances on college controlled property, college policy infraction, complicity to violate any college conduct code policy, computer misuse, discrimination or harassment, disruptive activity, facilities misuse, furnishing false information, gambling, hazing, health, safety or security endangerment, obstruction of college operations, smoking and tobacco violations, solicitation without authorization, theft of or damage to property, violence or threatening behavior and possessing weapons.

To report an incident of misconduct students, faculty or staff can go to [Report a Concern - Anoka Ramsey Community College](#) on the website.

Visit: [Policy 3F.1 Student Conduct Code - Anoka Ramsey Community College](#) to review the Student Code of Conduct.

*Important Note: Plagiarism is serious. Plagiarism includes, but is

not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement, or the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. If you are in doubt about plagiarism, ask your faculty member or other academic professional.

Sexual Assault/Sexual Violence

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual and is prohibited at Anoka Ramsey Community College.

In accordance with Minnesota State Policy 1B.3, Anoka-Ramsey is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. For more information on reporting please see Appendix A.

Discrimination/ Harassment

It is your right to freedom from acts of discrimination/harassment. Please refer to Appendix A for information on how to report incidences of discrimination/Harassment.

Data Privacy

The Family Educational Rights and Privacy Act (FERPA) and the Minnesota Government Data Practices Act (MGDPA), Minnesota Statute (Chapter 13) are federal and state laws that provide for the disclosure and privacy of student educational records. Visit: <https://www.anokaramsey.edu/about-us/policies-disclosures/policiesprocedures/policy-2a1-datapractices/> for more information.

Data Privacy Notice from Minnesota State

“If you are currently enrolled in or receiving services from one college or university within the Minnesota State College and University (Minnesota State) system, your academic records from that institution are available to officials of other schools within the System while you are in attendance. If you intend to enroll at another institution within the system, your academic records from other institutions are also accessible to officials at the school where you are intending to enroll. Disclosures

of your records to other schools under other circumstances may require your prior written consent.”

Consent for Release

Anoka-Ramsey does not permit access to or the release of personally identifiable information in student educational records without the written consent of the student to any third party, except as authorized by FERPA and MGDPA or other applicable law. A student may grant consent by completing a [Consent to Release Form](#).

Equal Opportunity

Anoka-Ramsey Community College acknowledges its legal and moral responsibility to ensure equal employment and educational opportunities with no discrimination regarding race, sex, color, creed, religion, age, national origin, disability, and marital status, status with regard to public assistance, sexual orientation, membership, or activity in a local commission as defined by law.

The college is in compliance with Title IX and Section 504. Minnesota’s colleges and universities are dedicated to the search for knowledge and the rights of every individual in our learning communities to pursue that search with freedom, dignity, and security regardless of religious affiliation, race, ethnic heritage, gender, age, sexual orientation, or physical ability. Individuals are encouraged

to report any suspected violations. Please refer to Appendix A for information on how to report.

Consensual Relationships

Anoka-Ramsey policy prohibits consensual relationships between an employee and a student or another employee over who he or she exercises direct or significant authority or influence, whether both parties appear to consent to the relationship.

Complaint Resolution

Anoka-Ramsey has an affirmative duty to take timely and appropriate action to stop behavior prohibited by Policy 3F.2 (Complaints and Grievances), conduct investigations and take appropriate action to prevent recurring misconduct. For more information on the complaint process and how to file a complaint, refer to Appendix B.

Religious Observation

Anoka-Ramsey respects diverse religious beliefs and observances and provides reasonable flexibility and accommodation when sincerely held religious beliefs conflict with requirements such as scheduling, class attendance or activities, and other course or work requirements. A student is required to inform the instructor(s) in advance if a sincerely held religious belief conflicts with course requirements.

Cambridge Campus

300 Spirit River Dr S
Cambridge, MN 55008

Map



Cambridge Campus Directions

From the North

Hwy 65 South to Hwy 95 West
Drive through Cambridge
Left on Co. Rd. 70

Or

I-35 South to Westbound
Hwy 95
Drive through Cambridge
Left on Co. Rd. 70

From the South

Hwy 65 North to Hwy 95
West

Drive through Cambridge
Left on Co Rd. 70

Or

I-35 North to Hwy 95 West
Drive through Cambridge
Left on Co. Rd. 70

From the East

I-35 exit to Hwy 95
West
Hwy 95 through Cambridge
Left on Co Rd 70

From the West

Hwy 95 East to Co. Rd.
70
Right on Co. Rd. 70

Coon Rapids Campus

11200 Mississippi Blvd NW

Coon Rapids, MN 55433

Map



Coon Rapids Campus Directions

From the North

Hwy 10 Southeast
Right on Round Lake Blvd.
Left on Coon Rapids Blvd.
Right on Mississippi Blvd.
Right on Mississippi Blvd.

From the South

I-35 W North
Exit onto Hwy 10 West
10.9 Miles to Round Lake Blvd.
Left on Round Lake Blvd.
Right on Mississippi Blvd

From the East

I-35 E North
I-694 West
Hwy 10 West to Round Lake Blvd.
Left on Coon Rapids Blvd.

From the West

I-94/694 West
Hwy 252 North
Hwy 610 East
(2nd exit off 610 bridge)
Left on Mississippi Blvd

Contact Information

Department	Phone Number	Department	Phone Number
Academic Advising.....	763-433-1230	Information Services.....	763-433-1100
Academic Affairs.....	763-433-1100	Job Readiness Services.....	763-433-1430
Academic Support and Tutoring		Library	
<i>Cambridge Campus.....</i>	763-433-1990	<i>Cambridge Campus.....</i>	763-433-1950
<i>Coon Rapids Campus.....</i>	763-433-1190	<i>Coon Rapids Campus....</i>	763-433-1150
Admissions.....	763-433-1300	Marketing/Public Relations	763-433-1550
Adult Basic Education.....	763-433-4200	Math Skills Center (CR)....	763-433-1260
Business Office.....	763-433-1600	Multicultural Affairs.....	763-433-1140
Campus Store		Office for Students with Disabilities.....	763-433-1350
<i>Cambridge Campus.....</i>	763-433-1850		
<i>Coon Rapids Campus.....</i>	763-433-1250	Phi Theta Kappa (PTK)	
		<i>Cambridge Campus.....</i>	763-433-1970
Central Services.....	763-433-1520	<i>Coon Rapids Campus....</i>	763-433-1180
Clubs and Organizations		Professional Workforce Training.....	763-433-1200
<i>Cambridge Campus.....</i>	763-433-1930		
<i>Coon Rapids Campus.....</i>	763-433-1530	Public Safety.....	763-433-1330
Counseling.....	763-433-1100	Records and Registration...	763-433-1400
Facilities.....	763-433-1540	Student Newspaper: Campus Eye	763-433-1980
		<i>Cambridge Campus.....</i>	763-433-1960
Financial Aid.....	763-433-1500	<i>Coon Rapids Campus....</i>	763-433-1560
Foundation		Theatre Information	763-433-1320
<i>Cambridge Campus.....</i>	763-433-1820		
<i>Coon Rapids Campus.....</i>	763-433-1220	TRIO SSS & Upward Bound...	763-433-1170
Human Resources.....	763-433-1160	Veterans.....	763-433-1390

APPENDIX A



Anoka-Ramsey POINT OF CONTACT:

It is your right to freedom from acts of harrassment/discrimination or sexual violence at Anoka-Ramsey Community College.

If you have experienced acts of harrassment/discrimination or sexual violence, please contact one of the following individuals.

Discrimination and Harassment

Students Contact:

MIKE OPOKU (Title IX Coordinator)
Director of Student Development and Engagement
Office: CR C-234
Phone: (763) 433.1272
Email: Mike.Opoku@anokaramsey.edu

Employees Contact:

JAY NELSON
Senior Human Resources Officer
Office: AN-143A, Anoka Technical College
Office: CR-C149, Coon Rapids Campus
Phone: (763) 576.4054
Email: JNelson@anokatech.edu

Sexual Violence

Students Contact:

MIKE OPOKU (Title IX Coordinator)
Director of Student Development and Engagement
Office: CR C-234
Phone: (763) 433.1272
Email: Mike.Opoku@anokaramsey.edu

Employees Contact:

JAY NELSON
Senior Human Resources Officer
Office: AN-143A, Anoka Technical College
Office: CR-C149, Coon Rapids Campus
Phone: (763) 576.4054
Email: JNelson@anokatech.edu

-OR-
LISA HARRIS

Dean of Student Affairs
Office: CR L-213
Phone: (763) 433.1292
Email: Lisa.Harris@anokaramsey.edu

All members of the college community work together to make Anoka-Ramsey Community College a safe place to learn and work.

QUICK REFERENCE LIST FOR STUDENT CONCERNS

Concern or Allegation	Where to get support for this at Anoka-Ramsey	How to make a report for this at Anoka-Ramsey	Related policies (College, University, or System)
Immediate Emergency	In an emergency, call 911.		
Mental health	Counseling To make an appointment call: 763-433-1100 Personal Counseling - Anoka Ramsey Community College		
Basic Needs	Counseling To make an appointment call: 763-433-1100 Personal Counseling - Anoka Ramsey Community College Text MNHELP to 898-211(TXT211) or call 211 (toll free at 1-800-543-7709) Student Basic Needs Resources - Anoka Ramsey Community College		
Immigration and refugee status	Navigate MN http://www.navigatemn.org The Immigrant Law Center of Minnesota https://www.ilcm.org		
Discrimination or Harassment based on protected class	Counseling To make an appointment call: 763-433-1100 Personal Counseling - Anoka Ramsey Community College	Contact Michael Opoku via email or phone: Michael Opoku Phone: 763-433-1272 Michael.Opoku@anokaramsey.edu	Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education System Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution

Concern or Allegation	Where to get support for this at Anoka-Ramsey	How to make a report for this at Anoka-Ramsey	Related policies (College, University, or System)
Sexual assault	Counseling To make an appointment call: 763-433-1100 Personal Counseling - Anoka Ramsey Community College	Online at: https://cm.maxient.com/reportingform.php?AnokaRamseyCC&layout_id=4 Personal Reporting via email or phone to: Michael Opoku Phone: 763-433-1272 Michael.Opoku@anokaramsey.edu Lisa Harris Phone: 763-433-1292 Lisa.Harris@anokaramsey.edu	Board Policy 1B.3 Sexual Violence Policy System Procedure 1B.3.1 Response to Sexual Violence Procedure
Student code of conduct violations (including bullying, hate crimes, and physical violence)	Michael Opoku Director of Student Development and Engagement	Contact Michael Opoku via email or phone: Michael Opoku Phone: 763-433-1272 Michael.Opoku@anokaramsey.edu	Board Policy 3.6 Student Conduct System Procedure 3.6.1 Student Conduct
Other complaints and grievances	Counseling To make an appointment call: 763-433-1100 Advising To make an appointment call: 763-433-1230	Online at: https://cm.maxient.com/reportingform.php?AnokaRamseyCC&layout_id=5	Board Policy 3.8 Student Complaints and Grievances System Procedure 3.8.1 Student Complaints and Grievances

APPENDIX B

Complaint Resolution

Anoka-Ramsey has an affirmative duty to take timely and appropriate action to stop behavior prohibited by Policy 3F.2 Procedure 3F.2/11 (Complaints and Grievances). Complaints regarding Sexual Assault/Violence, or Discrimination and Harassment should contact the individuals listed in Appendix A. Information regarding the complaint process is below. This information can also be found at [Anoka-Ramsey Community College \(anokaramsey.edu\)](https://anokaramsey.edu).

The official complaint form can be found at [Forms - Anoka Ramsey Community College](#).

Complaints

A complaint is an oral or written claim concerning a college issue brought by a student alleging improper, unfair, or arbitrary treatment. If your situation does not involve a complaint, please refer to the other circumstances section on page 3 of this policy.

To Make/Resolve a Complaint

Note: All processes are subject to the time limits as listed within the complaint policy.

The college encourages informal resolution of complaints through the student discussing the complaint with the employee(s) and/or administrators with whom the complaint exists. If not resolved through this informal discussion, a formal written complaint may be filed. Exceptions to this may include Discrimination and Harassment (1.B.1) or Sexual Violence (1.B.3) allegations.

Grade Disputes – Grading decisions supported by published policies or written expectations of faculty are not appealable (see faculty)

Step 1

Complaints must be submitted in writing on the appropriate complaint form and include the following:

- The reason for the complaint
- Factual summary of complaint with supporting documentation
- The remedy sought as a resolution to the complaint

The online complaint form can be found here

https://cm.maxient.com/reportingform.php?AnokaRamseyCC&layout_id=5 All decisions regarding the outcome of the complaint will be sent to the student their email account indicated on the form.

If there is no agreement or resolution during the initial complaint process, the student may proceed to step 2. Disagreement with an administrative decision or the outcome of a complaint cannot move forward unless it alleges improper, unfair, or arbitrary treatment.

Step 2

If a student has reason to believe the outcome of step 1 was determined using improper, unfair, or arbitrary treatment they may submit an appeal letter. Documentation to support the claim of improper, unfair, or arbitrary treatment must be included as well as all prior correspondence included in the original complaint process.

The direct supervisor will review previous resolution steps and investigate the complaint. All decisions regarding the outcome of the complaint will be sent to the student in writing.

Step 3

If there is no agreement or resolution during the investigative process with the direct supervisor, the student may proceed to step 3. If a student has reason to believe the outcome of step 2 was determined using improper, unfair, or arbitrary treatment they may submit an appeal letter to the Vice President. Documentation to support the claim of improper, unfair, or arbitrary treatment must be included as well as all prior correspondence included through in the original complaint process. All decisions regarding the outcome of the complaint will be sent to the student in writing. This decision is final and binding.

Appeals will not be accepted if the first two (2) steps in the complaint process have not been completed.

APPENDIX C

Information for Parenting & Pregnant Students

Anoka-Ramsey Community college supports parenting and pregnant students. To support the success of our parenting and pregnant students, below are campus and community resources that offer services that may be of assistance.

Campus Resources:

Counseling Services: Students can meet with a counselor for one-on-one assistance with choosing a career, individual career counseling, and on personal issues that impact their college success. Counselors are available for crisis situations, and appointments can be made at the information Desk or by calling 763-433-1100.

Adult Learner Services: Students can receive support in areas such as financial aid, community resources and transfer that are tailored to the adult student.

TRIO Programs: TRIO Student Support Services offers proactive and holistic advising and personal support from start to finish at Anoka-Ramsey. SSS fosters an environment supportive of the success of low-income, first-generation and students with disabilities.

Community Resources

A full list of basic needs resources – including things like food, housing, and transportation – can be found online at [AnokaRamsey.edu/basicneeds](https://www.anokaramsey.edu/basicneeds)

Child Care: <https://licensinglookup.dhs.state.mn.us/>

Anoka County: <https://www.anokacountymn.gov/1546/Child-Care-Assistance>
<http://gis.anokacountymn.gov/childcare>

Isanti County: <https://www.co.isanti.mn.us/343/Child-Care-Assistance>
<http://Childcareawaremn.org>

Housing:

Anoka County: <https://www.anokacountymn.gov/2129/Housing-and-Homeless-Programs>

Isanti County: Isanti County Family Services: <http://co.isanti.mn.us>

Pre-natal Services:

Minnesota: <https://www.helpinyourarea.com/minnesota/>

Anoka County: Nucleus Clinic- <https://www.nucleusclinic.org/resources>

Isanti County: Isanti County Family Services: <http://co.isanti.mn.us>

Pregnant and Parenting students are protected against discrimination by Board Policy 1.B.1 Equal Opportunity in Employment and Education as well as federal and state laws which prohibit discrimination and harassment against pregnant and parenting students. Please contact Michael Opoku, Director of Student Development and Engagement at Michael.Opoku@anokaramsey.edu or Lisa Harris, Dean of Student Affairs at Lisa.Harris@anokaramsey.edu for more information on Board Policy 1.B.1, including how to file a complaint.

APPENDIX D

Drug & Alcohol Abuse Prevention

Anoka-Ramsey Community College is committed to the well-being of our campus community including students, employees, and visitors. The College has taken numerous steps to maintain a healthy and safe learning environment for all. We encourage students, employees, and visitors to take appropriate steps to ensure their own personal health and safety. Please review the College's Drug & Alcohol Abuse Prevention Program, policies, and procedures. A review of these documents will help you become aware of the procedures the College has in place to assist employees and students facing addiction and resources available on campus and in the community.

Drug & Alcohol Abuse Prevention Program Resources

-Anoka-Ramsey Drug & Alcohol Abuse Prevention Program (DAAPP) document - DAAPP Policies and Procedures (full policy/procedures) -

<https://arccwebstorage.blob.core.windows.net/media/4274/drug-and-alcohol-preventionprogram.pdf>

College Policy & Procedure (full college policy) - <http://www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/policy-1a901environmental-health-and-safety-anoka-ramsey-community-college-drug-free-policy/>

Anoka-Ramsey DAAPP Biennial Review document -

<https://arccwebstorage.blob.core.windows.net/media/4272/daapp-biennial-review.pdf>

-Attend events on campus each semester aimed to raise awareness of the impact of alcohol and/or drug abuse, provide resources/education, and improve overall health-

<http://www.anokaramsey.edu/calendar>

Counseling Services - Submit an inquiry by email or make an appointment by phone - 763-433-1100.

Personal Counseling Website including Community Resources -

<http://www.anokaramsey.edu/resources/counseling-services/personal-counseling/>

Resources

-Alcoholics Anonymous - aaminnesota.org

-Allina Health Services - Phone - 1-866-603-0016 Website -

<https://www.allinahealth.org/health-conditions-and-treatments/mental-health-services/substanceabuse-programs/>

-Dellwood Recovery Center - Phone - 763-689-7700

-Grace Counseling Services - Phone - 763-413-8838

-Recovery Plus Rum River Outpatient Program - Phone - 1-800-964-8524

Have Questions?

We can help! Please call Information Services at 763-433-1100 or to

Live CHAT with an Information Services representative click here: AnokaRamsey.edu/chat