

include anyone who enabled the plagiarism to take place. College policy will be enforced, regardless of the feelings of either the students or the instructor. Students found guilty of plagiarism will have this offense entered into their record and may be expelled from the College.

- **Fabrication:**

Submitting contrived or altered information in any academic exercise. Examples: making up data for an experiment; “fudging” data; citing nonexistent or irrelevant articles; presenting fraudulent excuses, lies, letters of recommendations.

- **Multiple Submissions:**

Submitting, without prior permission, any work submitted to fulfill another academic requirement. Example: submitting the same paper for two different classes without the expressed consent of both professors.

- **Misrepresentation or Falsification of Academic Records:**

Misrepresenting or tampering with or attempting to tamper with any portion of a student’s transcripts or academic record, either before or after enrolling at Guam Community College.

- **Facilitating Academic Dishonesty:**

Knowingly helping or attempting to help another violate any provision of this code. Example: working together on a take-home exam or other individual assignments, discussing an exam with a student who has yet to take it, giving tests or papers to another student, etc.

- **Unfair Advantage:**

Attempting to gain unauthorized advantage over fellow students in an academic exercise. Examples: gaining or providing unauthorized access to examination materials (either past or present); obstructing or interfering with another student’s efforts in an academic exercise; lying about a need for an extension for

an exam or paper; continuing to write even when time is up during an exam; destroying, hiding, removing, or keeping library materials, etc.

Students with Disabilities

Accommodative Services Office (ASO)

Student Services & Administration Building
(2000), Rm. 2138 & 2139

671-735-5597

Students with disabilities can be provided with reasonable academic accommodations to pursue their academic/career and education goals. Students with disabilities who are in need of academic accommodations should register with the Office of Accommodative Services (OAS). The OAS Handbook is available on the Guam Community College website at www.guamcc.edu (under Student Services and Accommodative Services).

Student and Academic Services

GCC Bookstore

Foundation Building, Room # 6103A, 1st Floor
671-735-6017/6018

The Bookstore is located in the Foundation Building room # 6103A and is open Monday through Friday from 9:00 a.m. to 3:00 p.m. Extended hours of operation are posted on the GCC website under the Bookstore.

Center for Student Involvement

Student Center (Bldg. 5000), Rm. 5101
671-735-5518/5519

The Center for Student Involvement (CSI) oversees: New Student Orientation, Leadership Training and Development, Service-Learning, Student Governance, and Student Organizations.

Each of these initiatives is guided by the belief that students must become intentionally involved in campus programs and activities in

order to become fully prepared for the workplace and for other life commitments. CSI works directly with students, student organizations, and COPSA (Council On Postsecondary Student Affairs), GCC's student government, in planning and implementing activities, events, and campus-wide programs to address the needs and interests of GCC students. Through active involvement in their campus community, students will be instilled with a sense of ownership over their educational experience, inside of and beyond the classroom.

CSI also oversees service-learning, a teaching/learning method that gives students the opportunity to connect academic classroom learning with a service that meets actual community needs.

Clery Act Information

Student Support Services Office
Bldg. B

671-735-0205/5555/5556 & 5558

The College makes available annual campus safety and security reports containing information on campus crime statistics. Data is collected through the Student Support Services Office. You can obtain a copy of the report from the Student Support Services Office or via the website at:

<http://www.ope.ed.gov/security/InstList.aspx>

Counseling Services

Assessment & Counseling Office
Student Services & Administration Building
(2000), Rm. 2119 & 2133

671-735-5583/5562/5563/5582

A full range of counseling services is offered to students including orientation to college programs and services, college placement tests, career counseling, personal counseling and student rights advocacy. Counselors are

available on a walk-in or appointment basis. Counselor hours are posted in the Student Services & Administration Building.

Information, materials, and counselor assistance are available to students who need help in career educational planning and to learn about their interests, abilities, goals and values. Computer-assisted career search programs and information on schools and colleges that provide additional training for occupations are also available.

Career Information and Guidance

Information, materials, and counselor assistance are available to students who need help in career educational planning and to learn about their interests, abilities, goals and values. Computer-assisted career search programs and information on schools and colleges that provide additional training for occupations are also available.

Personal/Social Counseling Services

Counselors provide personal growth and development counseling. Students experiencing adjustment problems, stress, anxiety, difficulties in relationships with others, or other symptoms of emotional distress may receive individual counseling on an appointment basis, or in some cases be referred to services in the community. College counselors are trained professionals, and all information related to the person receiving counseling is confidential and may be released only with the written permission of the student.

Copying and Printing

Learning Resource Center (Bldg. 6000)
671-735-0228/0229

If you are looking for high quality copy and printing services for your professional-looking document, this self-service is provided at the

Learning Resource Center (Library). Currently, the LRC charges \$.10 for black and white copies, and \$.50 for color copies.

Dining on Campus

BCS Cafe (located between bldgs. 300 & 500)

Regular Semester: (Fall & Spring)

Monday – Thursday: 7:00a.m. – 8:00 p.m.

Friday: 7:00 a.m. – 2:30 p.m.

Saturday/Sunday & Holiday – Closed

Roasted Café (located in Foundation Bldg.-6000) 735-2325

Regular Semester: (Fall & Spring)

Monday – Thursday: 7:00a.m. – 8:00 p.m.

Friday: 7:00 a.m. – 5:00 p.m.

Saturday: 7:00 a.m. – 12:00 p.m.

Sunday & Holiday – Closed

GCC offers two dining locations with varying hours to meet GCC's diverse student population. The food service on campus is offered through a local vendor Monday - Thursday from 7:00 a.m. - 8:00 p.m., and Friday from 7:00 a.m. - 2:30 p.m. The concession is located at the center of our campus and is closed on Saturdays, Sundays and holidays. The café is located on the first floor of the Foundation Building; hours of operation are as follows: Monday – Thursday from 7:00 a.m. – 8:00 p.m., Fridays 7:00 a.m. – 5:00 p.m., and Saturday 7:00 a.m. – 12 noon.

Financial Aid Office

Student Services & Administration Building

(2000), Rm. 2114-2116

671-735-5543/5544

The Financial Aid Office provides information and advice on how students can gain financial assistance from various sources. Such assistance is available to students with financial need through the Federal Student Aid Programs: Pell Grant, Federal Work Study, and Federal Supplemental Educational Opportunity Grant. We are honored to serve our

Veterans. The Financial Aid Office is approved to assist Veterans who elect to use their education benefits. Students are encouraged to apply for Scholarships. Please visit the Financial Aid link via guamcc.edu for the latest scholarships, forms, and important financial aid information. Information and applications are also available at www.fafsa.ed.gov, www.pin.ed.gov, and www.studentaid.ed.gov.

Health Services Center

Student Center (Bldg. 5000), Rm. 5116

671-735-5586/5644 & 8889

The Health Services Center has a full-time registered nurse (RN) and a full-time licensed practical nurse (LPN) to provide health related services campus-wide. Please consult the Catalog for information on health-related student requirements. All students, staff, faculty and administrators of the College may utilize the Center's services, which are available Monday through Friday.

Specific services available at the Health Services Center include:

- basic first aid for injuries and medical conditions that occur during school time;
- assessment and nursing management of chronic health problems based on the client's physician prescribed therapeutic regimen;*
- annual screening of employees for tuberculosis (TB) as required by law;
- screening of students for TB in compliance with public law and school policy;
- administration of TB skin test;
- immunization program;*
- immunization audit in compliance with public law and school policy;
- Brief Tobacco Intervention program;

- screening of height & weight, blood pressure, vision, and pediculosis;*
- pregnancy testing and prenatal follow-up;*
- STD & HIV testing and treatment in partnership with DPHSS;
- advocacy for persons with disabilities;
- referral services on health management;
- counseling on health and health-related issues; and
- Health education class presentations.

*Services are rendered upon availability of staff and resources.

Project AIM

Student Center (Bldg. 5000), Rm. 5202 & 5203
671-735-5594 & 5595

Project AIM is a federal TRiO Program funded by the U.S. Department of Education. This program provides support services to GCC students, including tutoring, counseling (academic, financial aid, career and personal), cultural enrichment activities, mentorship programs, transfer preparation services, workshops (life and study skills, career, technology and financial), and additional financial assistance. These services are available to eligible students who meet the federal guidelines, based on household size and income level, first generation students (neither parent received a bachelor's degree) and/or students with disabilities. The program is designed to: 1) increase college retention and graduation rates for eligible students; 2) increase the transfer rates of eligible students from 2- to 4- year institutions; and 3) foster an institutional climate supportive of academic success. For further information, please contact or visit the Project AIM Office.

Safety and Security

Student Support Services Office
Bldg. B

671-735-5555/5556 & 5558

The College seeks to create an environment that is conducive to educational and personal growth and to maintain the safety and security of our campus. Suspicious activity, suspicious people, and criminal activity should be reported to the Student Support Services Office immediately. Although security is available on campus, all community members are urged to practice personal safety.

Personal Safety Reminders and Precautions:

- Whenever walking between classes or driving, stay alert and tuned into your surroundings.
- Walk with a friend whenever possible.
- Taking late classes? Use the buddy system when leaving or call 735 – 5555/5556 & 5558 to request an escort.
- Watch personal belongings (i.e., purse, backpack, briefcase, and computer). Do not leave them unattended.
- Wait for rides outside of B Building, where personnel are readily available.
- Be smart and stay safe.

Vending Machines

The campus provides a variety of vending machines that sell, water, soft drinks, and juices. Machines are located in the Student Center Lounge and buildings C, D, 600, 900, 1000 (Tech. Center), and 3000 (Allied Health Building). Private companies service the vending machines. Malfunctions of the machines should be reported to Student Support Services in Building B. Also, water bottle filling stations are located in the Building E lounge and the Student Center lounge.

Lost and Found

Student Support Services Office
Bldg. B
671-735-5555/5556 & 5558

Lost items such as textbooks, wallets, cell phones and sunglasses are brought to the Student Support Services Office. Unclaimed property is kept in a centralized lost and found area for 60 days then donated to charity or disposed. Please call Student Support Services for lost items.

Alumni Relations

Alumni Relations Office

Student Services & Administration Building
(2000), Rm. 2214 & 2216
671-735-5554/5516

The objective of the Alumni Relations Office is to promote the interest and welfare of Guam Community College and its alumni. The Office seeks to inspire, develop, and maintain the interest of the alumni in the College; to help alumni keep alive, the friendships, associations, and interests they formed as students at GCC; to foster giving to GCC; and to maintain close cooperation among alumni, officers of the College, the Board of Trustees, and the Board of Governors. Additionally the office strives to establish a medium through which the alumni may support and advance the cause of higher education by the College.

Student Life Policies and Procedures

E-mail Account Policy

Guam Community College's students and employees are provided technical and informational resources to perform the tasks necessary in support of student learning outcomes and in support of the College's mission. These resources, including but not limited to computing devices and software, scientific equipment, e-mail accounts, and access to informational systems, are the property of Guam Community College and not of the individual student or employee. All students and employees, while attending or

working at GCC, are required to use their assigned GCC e-mail account for any and all electronic communications related to official GCC business.

The use of a GCC e-mail account is a privilege. Students and employees are assigned a Guam Community College e-mail address while attending or working at GCC as per the eligibility guidelines below. GCC reserves the right to revoke e-mail and related privileges at the point of separation from Guam Community College or at any time for failing to comply with this policy. (Administrative Directive 2006-01, dated July 18, 2013)

Alcohol & Drug Use Policy Notice

Guam Community College endeavors to lead students and employees to higher ideals of character and public service. The College commits itself to the goals of developing the mind, clarity of thought, and to the development of the human spirit. Abuse of alcohol and other drugs is recognized as an impediment to these goals and as a threat to the College's mission of education and training. Alcohol and drug usage is strictly prohibited on campus. Individuals found to be under the influence of drugs and alcohol will be removed from campus immediately. (see Board Policy 410) More information is available in the GCC Student Code of Conduct.

Discrimination and Harassment

The College values a community atmosphere that is free from all forms of discrimination and harassment and will strive to prevent such based on race, color, religion, gender, sexual orientation, national origin, age, disability, handicap, or military service. (see Board policy 185)