NEW STUDENT ORIENTATION
&
STUDENT HANDBOOK

2016

Volume 2, No.1
November 2015

Welcome to the
American College of Commerce and Technology
A Personal Message from the President
Thank you for the interest you have shown in our College. You have taken a first step toward an exciting and rewarding career. We have helped many students like you to find a place on the career ladder of their choice.

Our mission is to empower our diverse student body to succeed in today’s dynamic world by integrating general education, professional skills, and career-focused education.

We offer high quality instruction and an affordable tuition to our students. We offer merit scholarships to those who qualify, and interest-free payment plans. You will find that all our staff and faculty are here to help you to achieve your academic objectives. We are committed to a small class size, intensive personalized, relevant instruction, and high standards of learning. Our faculty and staff are committed to student success, both academically and professionally.

ACCT offers affordable academic undergraduate and graduate degree programs designed to help students develop skills and competencies to enhance their professional careers. Degree programs include Accounting, Business Administration, and Computer Information Sciences. Certificate programs include English as a Second Language (ESL).

We look forward to a mutually rewarding and productive journey as you develop your employment skills and achieve your academic objectives. Our goal is to make the world a better place, one student at a time.

William V. Schipper, Ph.D.
President & CEO
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Student’s Admission and Registration Process

- **Admissions Office**
- **Academic Office - 4th Floor** *(Meet with your Academic Advisor and course selection)*
- **Accuplacer** *(Test on English Proficiency)*
- **Business Office – 2nd Floor** *(Tuition payment)*
- **Class Registration**
  - *Academic Advisor, Business Office, Front Desk, Online*
- **IT Office - 4th Floor** *(Student ID card, Moodle access, login/password,*

HURAAAH! I am an ACCT Student now!
Meet Your Academic Advisors

Your academic advisor is a faculty member that will help guide you through your program of study. Plan to meet with your advisor at least once every quarter.

Speak with your Academic Advisor about:

- Academic issues
- Academic goals
- Career goals
- Course registration
- Class schedule
- Course selection
- CPT internship
- Letter of Recommendation
- Transfer credits

Academic Advising is located on the 4th Floor:

Business Programs
Advisor:
Anita Anala
Anita.Anala@acct.edu
(703) 559-3796

Computer Information Sciences
Advisor:
Seble Tekle
Seble.Tekle@acct.edu
(703) 559-3782

Dean of Business Programs
Sergei Andronikov, Ph.D.
Sergei.Andronikov@acct.edu
(703) 559-3786

Dean of Computer Information Sciences
Munther Alraban
Munther.Alraban@acct.edu
(703) 559-3784
ACCT Programs of Study

Master’s Degree Programs
- Accounting (MSAC)
- Business Administration (MBA)
- Computer Information Sciences (MSCIS)

Computer Information Sciences (MSCIS)
Concentrations:
- Computer Networking
- Cyber Security
- Health Informatics
- Project Management (PMP)
- Quality Assurance
- Software Engineering
- Spatial Business Intelligence*
- Systems Development
- Telecommunications

Business Administration (MBA)
Concentrations:
- Accounting
- Business Analytics
- Healthcare Management
- Human Resource Management
- International Business and Management
- International Finance
- IT/SBI* Management
- Marketing Management
- Project Management

Bachelor of Science Degree Programs
- Accounting
- Business Administration
- Computer Information Sciences

Associate of Arts Degree Programs
- Accounting
- Business Administration
- Computer Information Sciences

Certificate Programs
- English as a Second Language (ESL)

*Spatial Business Intelligence (SBI) is an innovative powerful methodology that allows support of traditional and spatial data through merging Geographic Information System (GIS) and Business Intelligence (BI) Technologies. The SBI approach offers innovative, groundbreaking customer intelligence solutions that can lead to better business decisions and provide competitive advantage. Contact Dr. Sergei Andronikov at Sergei.Andronikov@acct.edu for more details.
Course Numbering and Grading System

Course Numbering System
000-009 Non-Credit Courses
100-299 Associate and Bachelor Level Courses
300-499 Bachelor Level Courses (Upper Level)
500-599 Master’s/Graduate Level Courses
600-699 Post Master Level Courses

Grading and Credits System
Program credits for all programs are awarded in quarter-hour credits. Each for-credit course at ACCT is worth 4.5 credit hours.

Student grade-point average (GPA) for all programs is computed by the following formula:

\[ \text{GPA} = \frac{\text{Total Quality Points Earned}}{\text{Total No. of Classes Attempted}} \]

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Satisfactory</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Moderate Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Marginal Performance</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>NA</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew</td>
<td>NA</td>
</tr>
<tr>
<td>R</td>
<td>Repeat</td>
<td>NA</td>
</tr>
<tr>
<td>TC</td>
<td>Transfer Credit</td>
<td>NA</td>
</tr>
<tr>
<td>LE</td>
<td>Life Experience Credit</td>
<td>NA</td>
</tr>
<tr>
<td>AS</td>
<td>Advanced Standing Credit</td>
<td>NA</td>
</tr>
</tbody>
</table>

The following criteria determine a letter grade associated with a quality point value/description:

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 0-59
I = Incomplete, Incomplete Grades
Incomplete grades do not factor into a student’s grade point average; however they do count as credits attempted for purposes of satisfactory academic progress.

W = Withdrawal
Indicates withdrawal from a course prior to its conclusion without academic penalty.

R = Repeat Class
R grades are not calculated in a student GPA.

TC = Transfer Credit
Transfer credit from other institutions must be comparable in content to those offered at ACCT. Does not affect GPA.

LE = Life Experience Credit
Represents credit awarded for previous education, training or work experience provided the learning objectives of particular courses are matched. Does not affect GPA.

AS = Advanced Standing
AS represents credits awarded beyond the basic or first course(s) in a curriculum based upon submission of evidence showing previous academic study, examination, or occupational experience. Does not affect GPA.

To request a copy of your official transcript, contact ACCT Registrar Registrar@acct.edu.
Your Personal Curriculum Sheet
Your individual degree program is maintained throughout your time at ACCT on your Curriculum Sheet.

Student Curriculum Sheet

Program Credits Required: 54.0

Credit Attempted: 54.00
Credits Earned: 54.00
Credits to be Completed: 0.00
Overall GPA: 3.50

Masters of Science in Computer Information Systems (MSCIS) 6/18/2015

<table>
<thead>
<tr>
<th>Core</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Value</th>
<th>Quarter</th>
<th>Grade</th>
<th>Credit Earned</th>
<th>Match Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BUS530</td>
<td>Business Technology and Research</td>
<td>4.50</td>
<td>Summer 2014</td>
<td>B</td>
<td>4.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CIS500</td>
<td>Management of Information Systems</td>
<td>4.50</td>
<td>Spring 2014</td>
<td>B</td>
<td>4.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ACC500</td>
<td>Financial Accounting</td>
<td>4.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Value</th>
<th>Quarter</th>
<th>Grade</th>
<th>Credit Earned</th>
<th>Match Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CIS510</td>
<td>Database Design</td>
<td>4.50</td>
<td>Winter 2014</td>
<td>B</td>
<td>4.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CIS555</td>
<td>Object Oriented Programming</td>
<td>4.50</td>
<td>Winter 2014</td>
<td>B</td>
<td>4.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CIS557</td>
<td>Decision Making</td>
<td>4.50</td>
<td>Summer 2014</td>
<td>A</td>
<td>4.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CIS570</td>
<td>E-Business Taxation and Management</td>
<td>4.50</td>
<td>Spring 2014</td>
<td>A</td>
<td>4.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CIS591</td>
<td>CAPSTONE: Seminar in Computer Information Systems</td>
<td>4.50</td>
<td>Summer 2014</td>
<td>C</td>
<td>4.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CIS590</td>
<td>Cooperative Graduate Education</td>
<td>4.50</td>
<td>Fall 2013</td>
<td>A</td>
<td>4.50</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Classes</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Value</th>
<th>Quarter</th>
<th>Grade</th>
<th>Credit Earned</th>
<th>Match Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective01</td>
<td></td>
<td></td>
<td>4.50</td>
<td></td>
<td>A</td>
<td>CIS575</td>
<td></td>
</tr>
<tr>
<td>Elective02</td>
<td></td>
<td></td>
<td>4.50</td>
<td></td>
<td>A</td>
<td>CIS500</td>
<td></td>
</tr>
<tr>
<td>Elective03</td>
<td></td>
<td></td>
<td>4.50</td>
<td></td>
<td>A</td>
<td>CIS582</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exception Classes</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Value</th>
<th>Quarter</th>
<th>Grade</th>
<th>Credit Earned</th>
<th>Match Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS575</td>
<td></td>
<td>Software Quality Assurance</td>
<td>4.50</td>
<td>Summer 2013</td>
<td>A</td>
<td>4.50</td>
<td>Matched</td>
</tr>
<tr>
<td>LEO300</td>
<td></td>
<td>Commercial Law</td>
<td>4.50</td>
<td>Summer 2013</td>
<td>A</td>
<td>4.50</td>
<td>Matched</td>
</tr>
<tr>
<td>CIS582</td>
<td></td>
<td>Current Issues in Software Engineering</td>
<td>4.50</td>
<td>Fall 2013</td>
<td>A</td>
<td>4.50</td>
<td>Matched</td>
</tr>
<tr>
<td>ACC562</td>
<td></td>
<td>Advanced Managerial Accounting</td>
<td>4.50</td>
<td>Summer 2014</td>
<td>A</td>
<td>4.50</td>
<td>Matched</td>
</tr>
</tbody>
</table>
Your Personal Financial Statement
All fees and payments are monitored on your individual financial statement. Keep and monitor your Financial Statement/Student Ledger, along with any payment plan documentation.

Student Receipt

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS100</td>
<td>Object Oriented Analysis and Design</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>MS101</td>
<td>Decision Making Under Uncertainty</td>
<td>$1,200.00</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>$2,400.00</td>
</tr>
</tbody>
</table>

Balance: $2,400.00

Surface: 6/12/2015
Amount: $190.00

Balance: $2,210.00

Sample Only

Payment Plans
Students may qualify to make installment payments in accordance with an approved payment plan. Student Payment Plan Application forms are available at the Business Office – 2nd Floor – (703) 559-3783 or (703) 992-8601.

To make a payment, arrange a payment plan, register for classes, and/or get a copy of your financial statement, contact the Business Office.
F-1 Students - Meet Your Designated School Officials (DSO)

Your Designated School Official (DSO) is your point of contact regarding the legal requirements for your stay in the United States.

Talk with Maria Sunga directly for all of the following:
- Change of address
- Change your program of study
- OPT Consultation
- I-20
- Request a program extension
- SEVIS Status – Activation/Termination
- Take a break from school/Medical leave/LOA
- Transfer In / Transfer Out
- Travel outside the United States

Maria.Sunga@acct.edu
PDSO
(703) 559-3774
1st Floor

Talk with Dr. Ruby Ong directly for all of the following:
- Applying for CPT
- Change of address
- CPT Consultation
- SEVIS Status – Activation/Termination

Ruby.Ong@acct.edu
DSO
(703) 559-3775
4th Floor

Talk with Agnes Ginoba directly for all of the following:
- Change of address
- RFE Consultation
- CPT policies and procedures
- I-20
- SEVIS Status – Activation/Termination

Agnes.Ginoba@acct.edu
DSO
(703) 559-3776
3rd Floor

Questions?
Who to Contact at ACCT:

For general inquiries, student forms, pickup of ID cards, student health insurance information, ACCT fees and policies, contact the Front Desk 1st Floor (703) 942-6200.

For student login and password, technology access issues, to schedule the Accuplacer test, contact the IT Department: Support@acct.edu 4th Floor – (703) 992-8607.

To apply for graduation, request official school records/official transcript, or to pickup your diploma, contact the Registrar Diana Schipper: Registrar@acct.edu 1st Floor (703) 992-6918.

For any admissions related questions, contact Fakhirah Abbasi and the Admissions team: Admission@acct.edu 1st Floor – 703-992-8592.

To inquire about on-campus employment, contact Ulziikhand “Handa” Chuluunbaatar: HR@acct.edu 1st Floor – (703) 559-3778.
Attendance Policies

- Attend every class session.
- Be on time and stay the entire duration.
- Absent? Contact your professor and check your class syllabus to stay up to date with your assignments.
- A total of 4 absences in a class will result in an automatic “F” grade.

ACCT Attendance Policy:
If a student fails to attend class during the first two weeks of any quarter, the student will be dropped from the class; a student who is absent from four meetings during the entire term will receive an automatic F.

Online Class Attendance:
The Moodle system tracks online attendance by your weekly participation with academic activities. Please make sure to log in to your class and participate every week.

Late Registration:
Late registration is considered an absence for the class meetings missed prior to registration.

It is the responsibility of the student to notify the instructor if a class must be missed for any reason. It is the responsibility of the student to make arrangements to make up any missed work. Please contact your professor directly regarding attendance and assignments.

Satisfactory Academic Progress (Academic Probation)

An undergraduate student who fails to attain a minimum grade point average (GPA) of 2.0, or a graduate student who fails to attain a minimum grade point average (GPA) of 3.0 for any semester, will be placed on academic probation until such time as the average is 2.0 for undergrad and 3.0 for graduate or better. The statement “Academic Probation” will be placed on the student’s permanent record. A student on Academic Probation is required to consult with their Academic Advisor.
English Proficiency Requirements (Accuplacer)

- All entering ACCT students are required to take the Accuplacer exam during their first term at ACCT.
- Graduating students also must take the test a final time, right before they graduate.
- Entering students at ACCT need to take ENG100. Students will be exempted from taking ENG100 if they earn a score of 65 or higher on the Accuplacer exam.
- Entering ACCT students may NOT take the Accuplacer test more than 2 times.
- While not recommended, entering students may take the Accuplacer test up to 2 times in one day.
- If a student fails to earn a 65 on the Accuplacer exam after two attempts, enrollment in English100 is mandatory.

To schedule an Accuplacer appointment
Contact the IT Department
(703) 992-8607
How to Use Campus Academic Technology (Moodle)
Students have access to all materials related to each course from anywhere in the world on a 24 hour per day, seven day per week basis. Included are each course registered, the course syllabus, individual class assignments, links to related media and documents, and reference materials.

If you have any issues accessing your Moodle account, contact the IT Department at Support@acct.edu 4th Floor (703) 992-8607.

E-Textbooks
Textbooks or instructional materials are usually provided for students in the course homepage as part of the instructional resources fee paid each quarter. If you have any issues accessing your E-Textbooks, contact the IT Department at Support@acct.edu 4th Floor (703) 992-8607.

Student Classroom & Technology Use
Students have open access to all classrooms and computer labs when classes are not scheduled. Your initial registration includes $20 worth of copying at any of the student-use copiers.

Your ACCT user name and password will be e-mailed to you when you submit the application for your student ID card. If you do not receive it, please contact the IT Department: Support@acct.edu 4th Floor (703) 992-8607.

Avoid Plagiarism
Academic dishonesty, cheating, plagiarism could result in immediate grade of "F" in your course and/or dismissal from the college.
ACCT STUDENT SERVICES
ACCT offers many support services to students. In keeping with its unique commitment to a “family friendly” environment and open door policy, students will have access to one-on-one support and access to the President, the staff, and faculty to help them with issues of all kinds—academic, social, financial and/or professional.

STUDENT ACTIVITIES
The Student Services office is located on the 3rd floor adjacent to the new student lounge. The Student Services office offers student activities including professional development, cultural and recreational events and assistance in intern and job possibilities. Activities have included bowling, attending a Washington Nationals baseball game, participation in community sports events, and educational lectures on various topics held on campus.

STUDENT LOUNGE
The new student lounge is a place for students to meet, relax and play. The lounge, on the 3rd floor, features a pool table, table tennis, foosball, chess tables, a TV, vending machines, and comfortable seating. Student suggestions for activities and events are welcome. Please e-mail suggestions to Cheri.Schipper@acct.edu.

For Student Services or events information, contact Cheri Schipper:
Cheri.Schipper@acct.edu
3rd Floor
Course Syllabus

The course syllabus outlines the entire course and has important information, including the name of your professor, the professor’s contact information, the course description, an outline of the course expectations, instructions for accessing the course materials (online textbook), class assignments, the grading criteria, library information, the course attendance policy, the course grade dispute policy, inclement weather policy, and an explanation of plagiarism.

Please review your class syllabus for all of the following:

- Class meeting schedule
- Course learning outcomes
- Course title and credits
- Grading criteria
- Prerequisites
- Policies on attendance, academic dishonesty (plagiarism), and inclement weather

QUESTIONS?

Contact your professor directly about:

- Class attendance
- Course content
- Course expectations.
- Course materials.
- Questions about assignments
- Your grades on assignments and your final grade in that class

This information is also found on your course syllabus.
PROFESSIONALISM STARTS NOW
ACCT students are the future leaders of the world. Therefore, it is expected that they are exemplary citizens, students, and professionals. Professionalism starts now! Behavior on campus should be professional and courteous. It is important to represent yourself and your school positively.

- Smoking should be done in the designated area in back of the school.
- Offer assistance to elderly or individuals with special needs waiting in the lobby.

QUICK CAMPUS RULES AND ETIQUETTE
- No cell phone use during class.
- Ask questions if you do not understand something.
- Be polite to teachers, ACCT staff, and classmates.
- Respect the opinions and ideas of others.
- Keep your classroom clean.
- No eating in class.
- No eating or drinking in the computer labs.
- Clean up after yourself.
- Be mindful of personal hygiene.
- Keep the bathrooms clean.
- A closed door means KNOCK and wait for acknowledgement before entering.
- Perfect attendance will earn you a reward towards tuition for the following quarter.

ACCT HONOR CODE
- The ACCT honor code operates on the basis that students, staff faculty and administration will take responsibility for their own actions and work together to develop a community in which honorable decision making prevails.
- The true test of greatness in a college is the impress that it makes upon the minds and character of those who come under its influence. The ACCT Honor System is an active commitment and positive belief in man’s personal integrity.
Library Resources

Resources (Print, Online and Media) The American College of Commerce and Technology (ACCT) promotes information literacy as a necessary skill for human growth and student success in future employment opportunities. Therefore, ACCT maintains a small, but growing, collection of print items (about 500 catalogued books and about a dozen academic journals for research). There is also a wide variety of educational and general interest periodicals in the Library. Some selected magazines are also available for leisure reading in the 3rd floor Student Lounge. To add variety, there is a small group of DVDs in the campus library.

ACCT subscribes to the ProQuest ABI/Inform database. It is the College’s online research library. ProQuest delivers over 1,800 journals, with more than 1,200 available in full-text. These articles focus on Business but also address some Technology and general topics. Also available through the ACCT website and student access to Moodle are e-Textbooks that are course-required.

Information and Reference These services are offered whenever the library is open. Library use instruction is available to faculty and their students as a way to guide them in research methodology, reinforce the APA writing style and learn more effective approaches to class assignments. Just ask the Librarian, Cathy Robinson in person or by email: cathy.robinson@acct.edu.

Circulation Print materials (books and periodicals) as well as media may be borrowed for up to three weeks by requesting assistance from the Librarian or other Library staff. A print or electronic Circulation Form will be used to record the transaction and note the date the borrowed item will need to be returned. This service is offered free of charge.

Internet Access ACCT and its Library have wireless Internet access so a variety of contemporary devices can easily be utilized. The Library also has desktop computers for student and faculty use.

For Library assistance contact Cathy Robinson: Cathy.Robinson@acct.edu Library – 4th Floor (703) 992-6960
Guide to Maintaining Your F1 Status:

- Attend and pass all of your classes. If you are unable to pass your enrolled classes, speak with the DSO immediately.
- Change of Address: If you move, you must contact the DSO within 10 days with your new address.
- You must take a full course of study each term. Undergraduate students: 3 classes a quarter (1 can be online); graduate students: 2 classes a quarter (1 can be online). If you cannot study full-time, contact your DSO immediately.
- You may take a one quarter break after 3 consecutive quarters.
- Leave of Absence: The DSO must approve your leave in advance.
- If you believe that you will be unable to complete your program by the end date listed on your Form I-20, talk with your DSO about requesting a possible program extension.
- Do not drop a class without speaking with your DSO first.
- Documents:
  1. Your documents are your responsibility!
  2. Make sure your documents are valid (I-20 & I-94).
  4. Keep your passport valid.
  5. Your passport, I-20, I-94, US bank statement(s), and official transcript along with School ID card are accepted when obtaining an identification card/drive’s license.

Employment – Do not work without authorization!
An F1 student may work only when authorized!
- If you want to work in the United States, talk with the DSO about your options. The DSO may authorize certain work; other employment may require your DSO’s recommendation and authorization from U.S. Citizenship and Immigration Services (USCIS).
- For on-campus employment, contact the HR Department HR@acct.edu for more information.

For more information regarding Rules for International Students, contact Maria Sunga at Maria.Sunga@acct.edu or (703) 559-3774.
Curricular Practical Training (CPT)

CPT is a program that enables international students to acquire practical training through employment with a verified employer.

The student is expected to meet his/her academic adviser to identify the CIS/BUS course and the CPT experience that will enhance the student’s academic and career experiences.

A graduate student may be eligible for CPT if they enroll in a CPT course that is part of the student’s program. Undergraduate students must complete one academic year before being eligible for CPT.

To qualify for CPT, provide your DSO a copy of the job offer letter from your prospective employer that contains the following information:

a) The job location, which must be within 250 miles of ACCT.
b) Your prospective job title and job description of duties.
c) The start date and end date of CPT.
d) The number of hours you will work. SEVIS needs to know if the job is part-time or full-time.
e) The supervisor’s name, email address and phone number.
f) A signed Employer Agreement Form.
g) A signed Verification Form.

Note: Only letters on official letterhead and bearing original signature will be accepted.

If you are in the graduate CIS program, you need to register for CIS 590.
If you are in the graduate Business program, you need to register for BUS 590

Please contact Dr. Ruby Ong for CPT.
Ruby.Ong@acct.edu 4th Floor (703) 559-3775

CPT advisors:
Professor Munther Alraban, Computer Information Sciences program CPT advisor
Munther.Alraban@acct.edu 4th Floor (703) 559-3784

Dr. Sergei Andronikov, Business program CPT advisor
Sergei.Andronikov@acct.edu 4th Floor (703) 559-3786
Optional Practical Training (OPT)

OPT Requirements:

- Undergraduates must have been a full time enrolled student in the U.S. for at least one academic year by the requested start date of your OPT.
- Must be in active F-1 status when you apply.
- Your OPT employment must be directly related to your field of study and cannot begin until you have the EAD (Employment Authorization) card in hand (and the start date has arrived).
- You will need to decide whether you wish to engage in OPT while you are still attending school (pre-completion OPT) or after you graduate (post-completion OPT).
- Students are eligible for one year OPT. Students who graduate with a qualified Science, technology, Engineering, or Mathematics (STEM) degree, and are currently in an approved post-completion OPT period based on a designated STEM degree may apply for a 17-month STEM extension of their post-completion OPT.
- For pre-completion OPT, you can file form I-765 up to 90 days before being enrolled for a full academic year, as long as the OPT will not begin until after you have completed a full academic year. If you have been enrolled for a full academic year, you can file Form I-765 up to 60 days prior to the requested OPT start date.
- For post-completion OPT, you can file Form I-765 up to 90 days before your program end date and no later than 60 days after your program end date.
- When you apply for OPT, you must decide which date you want to start your OPT assignment. You can start immediately after you complete your program of study and you must start OPT no later than 60 days after completing your program of study.

OPT Checklist:

☐ Photocopy of new I-20 showing the Designated School Official (DSO) recommendation for OPT in SEVIS.
☐ Photocopy of both sides of your I-94 card. If you do not have an I-94 card, a printout of your electronic I-94 can be obtained at CBP.gov/I94 and can be submitted along with a copy of your F-1 admission stamp in your passport.
☐ Valid passport – photocopy of photo page, renewal page if original has expired, and pages showing amendments such as name changes, corrections, etc.
☐ Photocopy of visa page.
☐ Photocopies of all Forms I-20 you have been issued.
☐ Photocopies of any previous employment authorization documents (EAD).
☐ Two identical passport-style photographs (Check USCIS website for photo requirements).
☐ Photocopy of Official Transcript and Diploma.
$380 fee (check or money order drawn from a U.S. bank payable to the U.S. Department of Homeland Security. Do not postdate your check. Date format should be month/day/year.

**For more information regarding OPT**
contact Maria Sunga:
Maria.Sunga@acct.edu
(703) 559-3774

**STUDENT RIGHTS & RESPONSIBILITIES**

Students at ACCT enjoy certain rights while at the same time, have certain responsibilities. The submission of an application for admission to the College represents a voluntary decision on the student’s part to participate in the programs offered by the institution pursuant to the policies, rules, and regulations of the College. The College approval of that application, in turn, represents the extension of a privilege to join the College and remain a part of it so long as the student meets the required academic and social standards of the College.

The College is a learning community with specific expectations concerning the conduct of its students.

In general, acceptance into any of the College’s programs means that the student has the following rights and responsibilities:

1. To pursue the student’s educational goals through the resources and the opportunities made available to him or her by the College.
2. To challenge any College ruling or other sanction by appealing to due process, except as hereinafter provided.
3. To inquire, express views, and assemble with others as long as the student does not interfere with the rights of others or the College’s effective operation.
4. To receive a professional and non-biased review of the student’s academic ability and performance.
5. To recognize the safety and protection of property and the continuity of the educational process.
6. To help the College maintain good relations with its neighbors and the surrounding community by, among other things, obeying all traffic regulations, not littering or causing any disturbance, and respecting private property.

Students should review the Catalog for specific academic and administrative policies and procedures. In addition, students are responsible for the terms and conditions described in this ACCT Student Handbook.
**Academic Dishonesty Policy and Procedures**

Those students who engage in academic dishonesty are subject to possible disciplinary actions ranging from admonition to dismissal, along with any grade penalty the instructor might impose. Academic dishonesty, as a general rule, involves one or more of the following acts:

1. Cheating on an examination or quiz, including the giving, receiving, or soliciting of information and the unauthorized use of notes or other materials during the examination or quiz.
2. Buying, selling, stealing, or soliciting any material purported to be the unreleased contents of a forthcoming examination, or the use of such material.
3. Substituting for another person during an examination or allowing such substitution for oneself.
4. Plagiarizing: This is the act of appropriating passages from the work of another individual, either word for word or in substance, and representing them as one’s own work.
5. Colluding with another person in the preparation or editing of assignments submitted for credit, unless such collaboration has been approved in advance by the instructor.
6. Other Forms: Other forms of academic dishonesty include selling or purchasing examinations, papers or other assignments and submitting or resubmitting the same paper for two different classes without explicit authorization.

**Grounds for Warning, Suspension, or Dismissal**

The following may be considered as cause for probation, suspension, or dismissal:

1. Academic dishonesty of any kind.
2. Failure to maintain satisfactory academic progress.
3. Violation of institutional rules and regulations.
4. Failure to maintain financial obligations.

**Non-Smoking Policy**

Smoking is not permitted within facilities.
Disruptive Students
The learning environment of the entire class should not be jeopardized for the sake of a single student or group of students. Inappropriate classroom behavior may include, but is not limited to:

1. Disruption of the classroom atmosphere;
2. Engaging in non-class activities, for instance, talking to another student, talking on a cell phone, or working on an assignment for another class;
3. Use of profanity in classroom discussion; or
4. Use of abusive or disrespectful language toward the instructor or a student in the class, or about other individuals or groups.

Instructors have the right to dismiss a student temporarily from class when the student’s behavior distracts or disrupts the other students’ learning.

Sexual Harassment
College does not and will not tolerate sexual harassment of students, faculty, and/or staff. This policy is part of the College’s effort to maintain a learning, and working, environment free from sexual harassment, exploitation, or intimidation. Violation of this policy will subject individuals to disciplinary actions, up to and including dismissal.

Sexual harassment is a serious offense. As a consequence, any faculty or staff member who engages in such conduct or encourages such behavior by others shall be subject to disciplinary action that may include dismissal. A student who engages or assists in such conduct shall be subject to disciplinary measures, including reprimands, suspensions, or dismissal, when justified, to remedy violations of this policy. Students accused of sexual harassment will have the right to a fair due process hearing.

Inclement Weather Policy
A. Day Classes: If inclement weather forces the cancellation of daytime classes or requires a delay in the opening of the College, announcements will be made on all major local television and radio networks and on the school’s website. A makeup class will be scheduled by the instructor.

B. Midday & Evening Closing: A decision to close the College during the day will be made when conditions include a forecast that would make travel to and from campus unreasonably dangerous. Classes underway at the time of a closing announcement is made will be dismissed. If students are engaged in important test-taking or other time-sensitive activities, a class may continue until its scheduled end, if doing so will be fairer to the students. In all cases, the instructor’s good sense should prevail. A makeup class will be scheduled by the instructor.
Student’s Records and Release of Information
The College has adopted policies and procedures that permit the student the opportunity to view his or her educational records upon request. Educational records mean those records, files, documents, and other materials that contain information directly related to a student. The institution will not permit access to or release of confidential information from a student’s records to any individual or agency without the written consent of the student, except for the following situations:

1. Name, address, telephone number, date and place of birth, program undertaken, dates of attendance, and certificates, diplomas and degrees awarded may be provided to third parties unless the request to omit such information is presented in writing.
2. At the request of any Accrediting agencies.
3. For the purposes of awarding financial aid.

Safe and Drug-Free School Policy
ACCT has adopted the following safe and drug-free school policy for the protection and welfare of all students and staff:

1. The College will not tolerate the unlawful possession and use of alcohol or controlled substances (drugs) on its premises.
2. Students who violate this policy may be subject to arrest and prosecution and will be subject to the disciplinary procedures provided by the various negotiated agreements or such other corrective action as the President or the President's designee may deem appropriate.
3. Students should be aware that the legal sanctions that may be imposed under current laws regarding the unlawful manufacture, distribution, dispensation, possession, use, or sale of alcohol or controlled substances include fines and prison terms ranging from one year to life in prison upon conviction.

Copyright & Fair Use Policy
The College, its students, faculty, and employees must comply with the provisions of the United States Copyright Act (Title 17 of the United States Code). Copyright is the right of the creator of a work of authorship to control the use of that work by others. Copyrighted work may not be reproduced, distributed, performed, or adapted by others without the copyright owner’s permission. Copyright and fair use guidelines for students, faculty, and staff can be found on the College Library website and are posted in the College Library as well as at all photocopy machines at the College. For additional assistance with copyright and fair use issues, please consult the College Librarian.
# ACCT Department Directory

<table>
<thead>
<tr>
<th>Department</th>
<th>Ext.</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT Front Desk</td>
<td></td>
<td>(703) 942-6200</td>
</tr>
<tr>
<td>Admissions</td>
<td>222</td>
<td><a href="mailto:Admission@acct.edu">Admission@acct.edu</a></td>
</tr>
<tr>
<td>BUS Advising Office</td>
<td>401</td>
<td><a href="mailto:Anita.Anala@acct.edu">Anita.Anala@acct.edu</a></td>
</tr>
<tr>
<td>CIS Advising Office</td>
<td>402</td>
<td><a href="mailto:Seble.Tekle@acct.edu">Seble.Tekle@acct.edu</a></td>
</tr>
<tr>
<td>CPT Advising</td>
<td>113</td>
<td><a href="mailto:Ruby.Ong@acct.edu">Ruby.Ong@acct.edu</a></td>
</tr>
<tr>
<td>Business Office</td>
<td>131</td>
<td><a href="mailto:BusinessOffice1@acct.edu">BusinessOffice1@acct.edu</a></td>
</tr>
<tr>
<td>Principal DSO</td>
<td>112</td>
<td><a href="mailto:Maria.Sunga@acct.edu">Maria.Sunga@acct.edu</a></td>
</tr>
<tr>
<td>English Second Language (ESL)</td>
<td>453</td>
<td><a href="mailto:Dana.Kappler@acct.edu">Dana.Kappler@acct.edu</a></td>
</tr>
<tr>
<td>HR/Human Resource</td>
<td>181</td>
<td><a href="mailto:HR@acct.edu">HR@acct.edu</a></td>
</tr>
<tr>
<td>Library</td>
<td>431</td>
<td><a href="mailto:Cathy.Robinson@acct.edu">Cathy.Robinson@acct.edu</a></td>
</tr>
<tr>
<td>Marketing &amp; PR</td>
<td>452</td>
<td><a href="mailto:Cheri.Schipper@acct.edu">Cheri.Schipper@acct.edu</a></td>
</tr>
<tr>
<td>President Assistant-Academics</td>
<td>161</td>
<td><a href="mailto:O.Iwuanyanwu@acct.edu">O.Iwuanyanwu@acct.edu</a></td>
</tr>
<tr>
<td>President Assistant-Business</td>
<td>303</td>
<td><a href="mailto:Bill.Schipper@acct.edu">Bill.Schipper@acct.edu</a></td>
</tr>
<tr>
<td>Registrar</td>
<td>421</td>
<td><a href="mailto:Registrar@acct.edu">Registrar@acct.edu</a></td>
</tr>
<tr>
<td>RFE Advising</td>
<td>114</td>
<td><a href="mailto:Agnes.Ginoba@acct.edu">Agnes.Ginoba@acct.edu</a></td>
</tr>
<tr>
<td>Technical Support</td>
<td>441</td>
<td><a href="mailto:Support@acct.edu">Support@acct.edu</a></td>
</tr>
<tr>
<td>Undergraduate Studies</td>
<td>454</td>
<td><a href="mailto:John.Bozeman@acct.edu">John.Bozeman@acct.edu</a></td>
</tr>
</tbody>
</table>

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**American College of Commerce and Technology**  
803 West Broad Street, Suite 100  
Falls Church, VA 22046  
**Telephone:** (703) 942-6200  
**Fax:** (703) 942-8791  
[www.acct.edu](http://www.acct.edu)
### Terms to Know

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>ACCT</td>
<td>American College of Commerce and Technology</td>
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<tr>
<td>CGPA</td>
<td>Cumulative Grade Point Average</td>
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<tr>
<td>CIS</td>
<td>Computer Information Systems</td>
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<tr>
<td>CPT</td>
<td>Curricular Practical Training</td>
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<tr>
<td>DHS</td>
<td>U.S. Department of Homeland Security</td>
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<tr>
<td>DSO</td>
<td>Designated School Official</td>
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<tr>
<td>EAD</td>
<td>Employment Authorization Document</td>
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<tr>
<td>ESL</td>
<td>English as a Second Language</td>
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<tr>
<td>GIS</td>
<td>Geographic Information System</td>
</tr>
<tr>
<td>GPA</td>
<td>Grade Point Average</td>
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<tr>
<td>ID</td>
<td>Identification</td>
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<tr>
<td>IT</td>
<td>Information Technology</td>
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<tr>
<td>LOA</td>
<td>Leave of Absence</td>
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<tr>
<td>OPT</td>
<td>Optional Practical Training</td>
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<tr>
<td>RFE</td>
<td>Request for Evidence</td>
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<tr>
<td>SAP</td>
<td>Satisfactory Academic Progress</td>
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<tr>
<td>STEM</td>
<td>Science, Technology, Engineering and Mathematics</td>
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<tr>
<td>TC</td>
<td>Transfer Credit</td>
</tr>
<tr>
<td>USCIS</td>
<td>U.S. Citizenship and Immigration Services</td>
</tr>
</tbody>
</table>

**Do you know what ACCT means?**

American College of Commerce and Technology

*By AcronymsAndSlang.com*
Making the world a better place,
One student at a time

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