Fees and non-payment

New registration process

See page 9 for information about dates and times.

All class fees must be paid by the stated deadline or students will be dropped from classes. Fee payment deadlines are on page 12. Student Financial Aid information is on pages 6 & 87.

Available in alternate formats

¡Aplique en Español por Internet ahora!
Informacion en espanol, paginas 18-26.

Schedule Sections

Ben Clark Training Center
Page 27

Moreno Valley College
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Norco College
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Riverside City College
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Rubidoux Annex
Page 72

Innovative Learning Center, Stokoe Elementary
Page 73

Open Campus (Online Courses)
Page 74
STEM Center
(Science, Technology, Engineering and Math Center)
Open to all science, technology, engineering and math
students to provide information and support leading to
university transfer and careers in STEM fields.

Riverside City College
Martin Luther King Building, Rm 222
Tutoring by Faculty and STEM Mentors
Monday - Thursday:
  8:00am - 7:00pm
  Friday:
  8:00am - 3:00pm

Health Care Orientations
Health Care Technician
HET-80 and HET-82
January 7  11 a.m.-12:30 p.m.
January 12  2-3:30 p.m.
January 19  4-5:30 p.m.
(Moreno Valley College – HM 129
Phone: 951/571-6391)

EMT
EMS 50 and 51
Winter:
  December 8  2-4 p.m.
  December 13  1-3 p.m.
Spring:
  January 24  10 a.m.-12 p.m.
  January 27  10 a.m.-12 p.m.
  January 31  10 a.m.-12 p.m.
(Ben Clark Training Center Auditorium,
16930 Bundy Avenue, Riverside 92518
Phone: 951/571-6395)

Physician Assistant
January 25  6-7:30 p.m.
(Moreno Valley College – HM 227
Phone: 951/571-6166)
Welcome to Riverside Community College District

Welcome to the 2011 winter session at Riverside Community College District. In this fast-paced session, you will find classes to help you fulfill transfer requirements, progress in your degree or certificate work, or meet a course requisite. Your time in the classroom is compressed so I encourage you to take advantage of all the learning and study services available at the colleges. Regardless of whether you choose to attend classes at Moreno Valley College, Norco College or Riverside City College, you will find the same high teaching standards and the same opportunities for intellectual growth and practical skills development.

During your time on an RCCD campus you will see construction activity on most days. We regret any inconvenience this may cause, but know that you understand how important it is for our colleges to keep pace with changes in technology, to increase access to popular academic and career technical programs, and to provide the student and support services you need to be successful.

Thank you for choosing Riverside Community College District to meet your higher education needs. We are committed to your future.

Gregory W. Gray
Chancellor

District Mission Statement

Riverside Community College District is dedicated to the success of our students and to the development of the communities we serve. To advance this mission, our colleges and learning centers provide educational and student services to meet the needs and expectations of their unique communities of learners. To support this mission, District Offices provide our colleges with central services and leadership in the areas of advocacy, resource development, and planning.

The Riverside Community College District complies with all federal and state rules and regulations and does not discriminate on the basis of race, religion, gender, disability, medical condition, marital status, age or sexual orientation. This holds true for all students who are interested in participating in educational programs, including career and technical education programs, and/or extracurricular school activities. Limited English speaking skills will not be a barrier to admission or participation in any programs. Harassment of any employee or student with regard to race, religion, gender, disability, medical condition, marital status, age or sexual orientation is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to the District’s Title IX Officer/Section 504/ADA Coordinator.

The Title IX Officer/Section 504/ADA Coordinator for the District is Ms. Chani Beeman, 3845 Market St., Riverside, CA 92501. Telephone Number: (951) 222-8039.

Open Enrollment

It is the policy of the Riverside Community College District that, unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to Title V of the California Administrative Code.

Board of Trustees

Virginia Blumenthal - President
Janet Green - Vice President
Mark Takano - Secretary
Jose Medina - Member
Mary Figueroa - Member
Alexis Amor - Student Trustee, 2010-11
Gregory Gray, RCCD Chancellor

Every effort has been made to ensure that information contained in the Schedule of Classes is accurate at the time of printing; however, the District reserves the right to update/revise information at a later date to correct errors and/or omissions.

This publication is prepared several months in advance of the term to meet printing deadlines. It does not reflect classes that have been newly added to the schedule after the publication date. Students are encouraged to visit the Riverside Community College District website at: www.rcc.edu for a current and comprehensive listing of available classes.
### Calendar for Winter 2011

#### January 3 - February 10

**January 2 – February 12 (Weekend Classes)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 4</td>
<td>Winter registration appointments can be viewed on WebAdvisor at <a href="http://www.rcc.edu">www.rcc.edu</a>.</td>
</tr>
<tr>
<td>November 22</td>
<td>Registration begins for continuing students who attended in 10FAL. Registration dates are based on the number of completed units in the Riverside Community College District. New and returning students register after continuing students.</td>
</tr>
<tr>
<td>November 30</td>
<td>High school students: Last day application packets are accepted for 11WIN classes; information and required forms are online at <a href="http://www.rcc.edu">www.rcc.edu</a>.</td>
</tr>
<tr>
<td>December 21</td>
<td>Fee payment deadline: Students who registered on or before December 14 must have all fees paid or they will be dropped from unpaid classes.</td>
</tr>
<tr>
<td>January 2</td>
<td>First day of the winter term (weekend classes).</td>
</tr>
<tr>
<td>January 3</td>
<td>First day of the winter term (Monday – Thursday classes).</td>
</tr>
</tbody>
</table>

#### Add, Drop and Refund Deadlines:

**Most deadlines to add for winter are the 5th or 6th day of the class.**

**Deadline to drop and receive a refund is 10% of the class meetings; check WebAdvisor at [www.rcc.edu](http://www.rcc.edu) for these and other deadlines.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 3</td>
<td>Graduation applications: First day to apply for a degree or certificate in the 11WIN or 11SPR terms. The last day applications accepted during winter term is February 1.</td>
</tr>
<tr>
<td>January 17</td>
<td>Holiday: Classes not in session.</td>
</tr>
<tr>
<td>February 1</td>
<td>Graduation applications: Last day to apply online for an associate degree or certificate during the winter term (applications will be accepted online again February 14).</td>
</tr>
<tr>
<td>February 10</td>
<td>Last day of term for Monday-Thursday classes.</td>
</tr>
<tr>
<td>February 12</td>
<td>Last day of term for weekend classes.</td>
</tr>
<tr>
<td>February 17</td>
<td>Grades are available on WebAdvisor at <a href="http://www.rcc.edu">www.rcc.edu</a>. If grades are not posted by this date, contact the instructor or the academic department. Grades may be available earlier, but please do not call prior to this date.</td>
</tr>
</tbody>
</table>

#### Add, Drop, & Refund Deadlines

Refer to WebAdvisor at [www.rcc.edu](http://www.rcc.edu) for add, drop and refund deadlines

(Click on Class Name/Deadlines)

or check the Schedule of Classes for add deadlines.

**Note Regarding Fees:**

STUDENTS WILL BE DROPPED FROM UNPAID CLASSES PER DEADLINES

(See Step 7)
Steps to Becoming a Student at RCCD

Step 1 – Apply to RCCD - Page 5
- Online at www.rccd.edu. Help is available at our Admissions Offices.

Step 2 – Apply for Financial Aid - Page 6
- Online at www.fafsa.ed.gov. Help is available at each college location.

Step 3 – Mail Your Transcripts (if needed for credit or prerequisite validation) - Page 6
- Check on WebAdvisor at www.rccd.edu to see if received.
- Fill out a Prerequisite Validation form if you want credit for classes taken at another institution.

Step 4 – Complete Assessment, Orientation and Counseling - Page 7
- RCCD placement tests are available by appointment or on a walk-in basis depending on the type of test, college and time of year.
- Testing dates and times are viewable at www.rccd.edu/services/assessment/dates.cfm.
- To make an appointment or learn more, contact one of the assessment centers and follow the prompts:
  Moreno Valley - (951) 571-6492; Norco - (951) 372-7156; Riverside - (951) 222-8451.
- Online orientation is now available through WebAdvisor at www.rccd.edu.

Step 5 – Activate Your RCCD Email Account - Page 8

Step 6 – Register for Classes - Pages 9-11
- Log into WebAdvisor at www.rccd.edu to check your registration date/holds.
- Manage your class schedule, adds, drops, waitlist, etc. on WebAdvisor.

Step 7 – Pay Enrollment Fees – Page 12
- Observe deadlines for payment and refunds.
- Students will be dropped for non-payment from unpaid class.

Step 8 – Get Your Free RCCD Student Photo/College ID Card - Page 13

Step 9 – Buy Your Textbooks - Page 13
- Take a copy of your schedule to the bookstore to find out what book you need to purchase for your classes or go online to get important textbook information, including ISBN numbers and pricing, and reserve for in-store pickup or delivery to your home: www.rccmoreno.bncollege.com
  www.rccnorco.bncollege.com
  www.rcc.bncollege.com

Step 10 – Attend Class the First Day – Page 14
- If enrolled in an online class, go to www.opencampus.com.
- Arrive early to find parking; consider commuting alternatives.
Step 1 – Apply for Admission~
(Para informacion en Español, visite la pagina www.rcc.edu.)

Winter Term Dates: January 2 - February 12
Apply early for the best selection of classes. Late applications may experience delays in registration and limited class availability.

You may apply for admission to RCCD if you:
- Have graduated from high school or
- Have passed the CA High School Proficiency Exam or
- Have passed the GED examination or
- Did not graduate from high school but are 18 years of age or older or
- Are an eligible high school student who has satisfied concurrent enrollment admissions requirements or
- Are an international student who has satisfied specific international student admissions requirements.

Who must submit an application?
New or returning students must submit an application. Continuing students do not need to reapply.

When are applications accepted?
We generally begin accepting applications for summer and fall on March 1 and applications for winter and spring on October 1.

High School Students
Policies, procedures and forms are available only on the web at www.rcc.edu. Click on Going to College and then on High School Students.

Deadlines to Submit Documents
- Fall Term: Mar 1–Aug 15
- Winter Term: Oct 1–Nov 30
- Spring Term: Oct 1–Jan 31
- Summer Term: Mar 1–May 31

Students who miss these deadlines can apply for short-term or late-start classes two weeks after the term has begun. Students who plan to continue attending RCCD after exiting high school must submit a new RCCD application as a First-Time Student.

International Students
You must apply for admission through the International Student Program located at Riverside City College. More information is available at (951) 222-8160 or online at www.rcc-int.us.

Students with Limitations
Students with learning, physical, psychological, or other health limitations are encouraged to contact:
- Moreno Valley Disabled Student Services. (951) 571-6138/TTY/6140
- Norco Disability Resource Center. (951) 372-7070
- Riverside City Disabled Student Services. (951) 222-8060

Apply Online~
Go to www.rcc.edu and click on Going to College to apply online.*
Applications are processed within 24 hours (weekends and holidays excluded)
Print confirmation page and keep for your records. Do not mail to RCCD.

- After you submit the application you will receive a confirmation email.
- A second email will be sent to your personal email account after your application is processed. It will contain your Student ID number, WebAdvisor User Name, RCCD Email Address and information on next steps. This is the last college email that will go to your personal email account. Your RCCD account is the ONLY approved method of formal communication from the District to the student. Set up your email account as soon as you receive your RCCD email address.

*Computers and staff are available in our Admissions lobbies to assist you.
**Step 2 – Apply for Financial Aid~**

How to Apply For Financial Assistance in Four Easy Steps!

1. You must have a current admissions application on file with RCCD Admissions and Records Department. You can submit an admissions application online at [www.rcc.edu](http://www.rcc.edu). Make sure your correct social security number is listed on the application. All students are communicated with via RCCD email. You MUST activate your assigned RCCD email account to receive our communications.

2. Complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Be sure to list the college’s Title IV school code in the school section of the FAFSA application. Riverside City is 001270. Please check the website for Norco’s and Moreno Valley's newly issued 2011/2012 school codes.

3. After RCCD receives your information from the U.S. Department of Education, we will notify you via RCCD email requesting additional document(s) necessary to complete your file. Required documents may also be found on WebAdvisor under Financial Aid - Required Documents. Submit your document(s) in a timely manner to your home college.

4. Your financial aid file will be reviewed for eligibility and you will be notified of the results via RCCD email. Once you receive the email notifying you of your award, you will then be able to go to WebAdvisor to view your awards online.

**Important Facts…**

- Need help with your financial aid application? Attend a financial aid FAFSA workshop on the web. Workshop times and locations can be found on our website at [www.rcc.edu/studentfinancialservices](http://www.rcc.edu/studentfinancialservices) or in any SFS Office.
- For information on grants, the BOG Waiver, Federal Work-Study, scholarships, loans and workshops, look under “Need Money for College?” in the table of contents or go online to [www.rcc.edu/studentfinancialservices](http://www.rcc.edu/studentfinancialservices) for more information.
- Any student who withdraws from all his classes, is dropped by all of his instructors, or receives a 0.00 GPA for the fall, spring and/or summer semester may be subject to repayment of federal financial assistance funds including the Federal Pell Grant, FSEOG Grant, ACG Grant and FFELP Stafford loans. If you have a reduction in units after receiving a disbursement, you may enter into an overaward status which will result in financial assistance funds having to be repaid.

**Step 3 – Mail Your Transcripts~**

Please provide official transcripts from any college or high school you have attended only if you need to meet prerequisites or want credit for courses taken at another learning institution.

All transcripts should be official, sealed, and printed no more than 90 days/3 months ago. Students who have completed a course at another institution for which they would like credit must fill out a Prerequisite Validation form in order to have coursework on official transcripts validated for math, English or other prerequisites. The form is available in our Counseling Offices.

Request one copy of your official transcript from each institution you have attended.

<table>
<thead>
<tr>
<th>Mail transcripts to one of the colleges:</th>
<th>Incoming Transcripts</th>
<th>Incoming Transcripts</th>
<th>Incoming Transcripts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Riverside City College</td>
<td>Moreno Valley College</td>
<td>Norco College</td>
<td></td>
</tr>
<tr>
<td>4800 Magnolia Avenue</td>
<td>16130 Lasselle Street</td>
<td>2001 Third Street</td>
<td></td>
</tr>
<tr>
<td>Riverside, CA 92506</td>
<td>Moreno Valley, CA 92551</td>
<td>Norco, CA 92860</td>
<td></td>
</tr>
</tbody>
</table>

You can check the status of incoming transcripts on WebAdvisor at [www.rcc.edu](http://www.rcc.edu)
4 – Complete Assessment, Orientation and Counseling

If you are a first time student you need to participate in the assessment process if you:

- Plan to earn an associate degree
- Plan to earn a certificate
- Plan to transfer
- Explore career options
- Improve basic skills
- Are undecided about your educational goal

In addition, all students who need to validate a prerequisite for math, reading, English or ESL classes need to participate in the assessment process.

If you have questions about these requirements, please contact Counseling at one of the following locations:

- Moreno Valley - (951) 571-6104
- Norco - (951) 372-7101
- Riverside - (951) 222-8440

Preparing for Assessment

To take an assessment a student must:

1. Complete an application for admission.
   - Apply online at www.rcc.edu and obtain clearance to take an RCCD placement test 24 hours after your application is submitted (not including weekends or holidays).
   - View test details, preparation tips and sample questions online at www.rcc.edu/services/assessment/testpreparation.cfm.

2. Take RCCD’s placement test.
   - Bring a current picture ID to the test. Students will NOT be permitted to take the placement test without a current picture ID. A state-issued driver’s license or federal ID is preferred, but passports and high school ID are also acceptable.
   - The placement test is not timed, but typically takes 1½ to 2 hours to complete. Anyone who arrives before the closing time has approximately 1½ hours of lab time to complete as much of the test as possible.
   - To ensure a distraction free environment, children are not permitted in the Assessment Center.
   - Food or drink is not permitted in the Assessment Center.

Veterans:

Riverside Community College District is proud to have you choose us as your community college. To take full advantage of your benefits, please call one of the following numbers to get started:

- Moreno Valley - (951) 571-6178
- Norco - (951) 372-7156
- Riverside - (951) 222-8451

RCCD placement tests are available by appointment or on a walk-in basis depending on the type of test, campus and time of year. It is advisable to confirm lab hours before driving to the college.

Assessment hours and information are posted at:

www.rcc.edu/services/assessment/dates.cfm
or by calling one of our assessment centers:

- Moreno Valley - (951) 571-6492
- Norco - (951) 372-7156
- Riverside - (951) 222-8607

What should I do if I am a student with special needs?

If you believe you may need more time or have special needs (e.g. enlarged text, audio tapes, Braille tests or a reader), please contact the Assessment Center on your college campus BEFORE you take the assessment test.

Have Questions about RCCD?

Visit our website at www.rcc.edu. It contains valuable information on:

- Admission Eligibility
- Athletics
- Counseling
- Disabled Student Services Program
- Financial Aid
- Schedule of Classes
- And much, much more!

Orientation and Counseling

Would you ever take a trip to an important destination without a map? You might, but your chances of getting lost are high. Orientation is your map to college success.

Online orientations are offered to all incoming students and are required as part of the matriculation process. Orientation introduces students to the college experience in general. Whether you plan to complete a certificate, a degree, transfer, or take a course or two for self-improvement, orientation is designed to provide informative, yet practical advice.

Students complete orientation and their first-term Student Education Plan (SEP) online through WebAdvisor at www.rcc.edu.
As a student of the Riverside Community College District you are provided with free student email via Windows Live by Microsoft; all you need to do is activate it! RCCD email gives you access to important notices, new classes, class changes, wait list status, notices from Student Financial Services, faculty correspondence and more. **Personal email addresses will not be used by RCCD. Your RCCD account is the ONLY approved method of formal communication from the District to the student.**

You should have received your RCCD email address in the mail a few days after applying. You may also find it by going to WebAdvisor and clicking on *What’s My Email Address?*

When you activate your account you will be asked to provide an alternate email address in case you forget your RCCD email password and need to be reminded of what it is. If you do not have an alternate or personal email account it is strongly advised that you get one before activating your RCCD email account. Hotmail.com, Yahoo.com and Gmail.com all offer free email accounts.

To activate your email:

1. Go to [mail.live.com](http://mail.live.com) to SIGN IN (not SIGN up) with your RCCD email address. Your temporary password will be your 6-digit date of birth (ex: 061078). You will be asked to change it to a private password.
2. Follow the Microsoft prompts to set up and activate your account. This is where it’s a good idea to be able to provide an alternate email address.
3. You can also forward your RCCD email to another personal email account.

If you need help, view the tutorial at [www.rcc.edu/students/email.cfm](http://www.rcc.edu/students/email.cfm). If you are having difficulty and you cannot resolve your problem using the tutorial visit Admissions & Records or call one of the colleges: Riverside (951) 222-8574 or (951) 222-8601, Moreno Valley (951) 571-6101, or Norco (951) 372-7003. You can also go to the Digital Library at Riverside City College for in-person help.

Need tech help with your WebAdvisor username/password or with activating your RCCD email account? You can email studenttechhelp@rcc.edu for online tutorials or go to the Digital Library at Riverside City College for in-person help. For in-person assistance at Norco College, please visit the Career/Transfer Center located in the Center for Student Success. At Moreno Valley College, please visit the Admissions and Records lobby located in the Student Services building.
On **November 4** students may go to WebAdvisor at [www.rcc.edu](http://www.rcc.edu) to view their registration date and see if they have any holds that may restrict their registration. **Please note: Students will be given a date and time to register.** Students can register on or after their assigned date and time. Registration dates are available approximately 6-8 weeks before the start of the term. After that time you may find out your registration date approximately 24 hours after your application is processed (weekends and holidays excluded).

## And
## Register for Classes~

Students can register on WebAdvisor at [www.rcc.edu](http://www.rcc.edu).

Registration begins **November 22** for continuing students who attended in fall 2010. Registration date is based on number of completed RCCD units; new and returning students register after continuing students. Manage your class schedule, adds, drops, waitlist, etc. on WebAdvisor. If you decide not to attend class and are not dropped from the class, you will receive and "F" in the class and owe fees. It is your responsibility to drop yourself from classes that you decide not to attend.

**Observe Payment Deadlines! Students will be dropped for non-payment from unpaid classes.**

Students with special needs, including students on academic dismissal and approved high school students, must register in person on or after their assigned registration appointment date.

### How to Read the Schedule of Classes

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Instructor</th>
<th>Days</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT-10</td>
<td>PRECALCULUS</td>
<td>4.00 UNITS</td>
<td>G Edward</td>
<td>MW</td>
<td>LFSC 204</td>
</tr>
</tbody>
</table>

- **PREREQUISITE:** MAT-36.
- The college level algebra and trigonometry preparation for calculus.
- **DATES CLASS MEETS:** 01/02/07 - 02/08/07
- **SECTION NUMBER:** 11028
- **TIME CLASS MEETS:** 10:20AM - 12:40PM
- **DAYS CLASS MEETS:** MW
- **BLDG/ROOM NUMBER:** LFSC 204
- **LAST DAY TO ADD CLASS:** 01/08/07

(The above class is an 8-week class. Please note the above dates.)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Instructor</th>
<th>Days</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT-10</td>
<td>PRECALCULUS</td>
<td>4.00 UNITS</td>
<td>G Edward</td>
<td>TTH</td>
<td>PS 108</td>
</tr>
</tbody>
</table>

- **PREREQUISITE:** MAT-36.
- The college level algebra and trigonometry preparation for calculus.
- **DATES CLASS MEETS:** 06/07/07 - 06/22/07
- **SECTION NUMBER:** 11016
- **TIME CLASS MEETS:** 06:00PM - 08:20PM
- **DAYS CLASS MEETS:** TTH
- **BLDG/ROOM NUMBER:** PS 108
- **LAST DAY TO ADD CLASS:** 07/01/07

(The above class is an 8-week class. Please note the above dates.)

<table>
<thead>
<tr>
<th>M</th>
<th>Monday</th>
<th>T</th>
<th>Thursday</th>
<th>SU</th>
<th>Sunday</th>
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<tbody>
<tr>
<td>T</td>
<td>Tuesday</td>
<td>F</td>
<td>Friday</td>
<td>TTH</td>
<td>Tuesday and Thursday</td>
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<tr>
<td>W</td>
<td>Wednesday</td>
<td>S</td>
<td>Saturday</td>
<td>SSU</td>
<td>Saturday and Sunday</td>
</tr>
</tbody>
</table>
Registration Worksheet

Things to do before you register...
• Check WebAdvisor for your registration appointment date and to view any holds.
• Complete steps 1-5 in Steps to Becoming a Student at RCCD (available in the Schedule of Classes).
• Complete this worksheet and keep for your own records. Do not mail this worksheet.
• Ensure that all past-due fees and holds are cleared.
• Be sure your financial aid is processed.

Things to check for as you make your class selections...
• Is the class still open? Check WebAdvisor for open classes and waitlist options (new sections may be added and classes may re-open if students drop).
  If the class is closed, refer to Adding Classes in the Schedule of Classes or select other options.
• Have you met all necessary prerequisites for each class? These are listed in the Schedule of Classes and online.
• Do any of your classes overlap? You must have an Approval for Overlapping Classes form signed by the instructor and the Dean of Instruction, and add in person.

Things to know when using WebAdvisor to register...
• To access WebAdvisor go to www.rcc.edu and log in to WebAdvisor.
• You will NOT be able to register prior to your assigned registration date and time, or if you have holds on your record.
• You will need your RCCD ID or social security number to access your registration. Click on Log-In Help on the WebAdvisor menu for assistance.
• WebAdvisor is always available except during maintenance.
• Confirm that you are registered for classes.
• Click on Class Name/Deadlines; print out the deadlines for adding or dropping classes and refunds.
• Print My Class Schedule from WebAdvisor.
• See Waitlist information on the next page.

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Class Name</th>
<th>Units</th>
<th>Days</th>
<th>Time</th>
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</table>

Alternate Class Selections (in case any of your first choice classes are closed)

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Class Name</th>
<th>Units</th>
<th>Days</th>
<th>Time</th>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remember:

• Pay fees (check fee payment deadlines)
  You will be dropped from classes if payment is not received by the payment deadline. Please note that if you are applying for financial aid but it has not yet arrived at the time of registration, you will be responsible for fees due until any financial award comes through.

• Be sure to check WebAdvisor or your RCCD email to see if there have been changes to scheduled classes prior to the first class meeting.

• Personal email addresses will not be used by RCCD.
  Your RCCD account is the ONLY approved method of formal communication from the District to the student.

• If you waitlist a class and space becomes available, you will be automatically enrolled.
  If you do not intend to remain in the class, you must drop yourself by the drop and refund deadlines.
It is your responsibility to ensure that you are officially registered in courses by the add deadline and that your fees are paid. Students will be dropped for non-payment from unpaid classes.

**Deadline Dates**
Specific add deadlines are included with the class information in this publication and on WebAdvisor at www.rcc.edu. Refund and drop deadlines can be viewed/printed from WebAdvisor at www.rcc.edu. Click on Class Name/Deadlines.

**Dropping Classes**
Print out the page on WebAdvisor that confirms that the class has been dropped from your class schedule. Instructors maintain the right to drop students for lack of attendance, beginning the first day of class and ending on the 75% date.

It is the student's responsibility to drop classes on WebAdvisor or in person by the deadlines. Failure to drop a class may result in a permanent “F” grade on your academic record and may still require payment. Do not rely on an instructor or others to drop you!

**Adding Closed Classes**
Make sure to check the deadline to add classes in this publication or on WebAdvisor (click on Class Name and Title).

A class is closed beginning the first meeting day of that class or earlier if it is full. In order to add a closed class, you must receive permission from the instructor. This is typically done by attending the first day of class. See www.opencampus.com in order to add online classes.

When registering on WebAdvisor, you will be asked to give your unique 4-digit authorization code which must be obtained from the instructor. Authorization codes are not valid on WebAdvisor until the first day of the class.

When registering in person, you must have an authorization code from the instructor. Fees are due at time of registration.

**Waitlists**
Before the beginning of the semester, if a class is closed, you may place your name on a waitlist (if available). If a seat becomes available, you will automatically be added and your student account will be charged with the enrollment fees. Please check your schedule regularly online with WebAdvisor and/or your RCCD email account* to confirm your status. Personal email addresses will not be used by RCCD. Your RCCD account is the ONLY approved method of formal communication from the District to the student.

Waitlisting ends late in the day on the day prior to the first class meeting. You must drop yourself from the class by the drop and refund deadlines if you do not intend to remain in the class. Students registered from the waitlist must attend the first day of class. Students not registered from the waitlist are encouraged to attend class the first day to see if space is available and the instructor is willing to add them.

You can manage your waitlist on WebAdvisor by doing the following:
- Log in to WebAdvisor at www.rcc.edu
- Click on “Register and Drop Classes”
- Then click on “Manage My Waitlist”
- The waitlist is visible only to the instructor on the first day of class

*To activate your RCCD email account –
- Go to www.rcc.edu and click on Students.
- Click the Student Email link on right side of the page.

**Maximum Unit Load**
The maximum number of units a college student may enroll in is 18 for fall/spring and 9 for summer/winter. Students will not be permitted to enroll in more units without authorization from a counselor. The maximum units for high school concurrent students is 8 units for fall/spring and 5 units for summer/winter. High School students will not be permitted to enroll in more units without authorization from the Dean of Admissions and Records or the Director of Enrollment Services.
In the event of a fee increase by the state legislature, please refer to the website, www.rcc.edu, for updated information.

### What fees will I need to pay?

*Any fee may change without notice subject to changes issued by the State of California and/or changes in RCCD Board policies.*

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Fee</td>
<td>$26 per unit</td>
</tr>
<tr>
<td>Nonresident Tuition and Enrollment Fee</td>
<td>$183 + $26 per unit</td>
</tr>
<tr>
<td>Out-of-Country Nonresident Surcharge</td>
<td>$24 per unit</td>
</tr>
<tr>
<td>(Nonrefundable if student drops classes)</td>
<td></td>
</tr>
<tr>
<td>Health Services*</td>
<td>$17</td>
</tr>
<tr>
<td>Student Services – ID Card (optional-see Student Services)</td>
<td>$10</td>
</tr>
<tr>
<td>Parking Permit – Auto (optional)**</td>
<td>N/A</td>
</tr>
<tr>
<td>Parking Permit – Auto (optional-students with Board of Governors Waiver (BOGW))**</td>
<td>N/A</td>
</tr>
<tr>
<td>Parking Permit – Motorcycle (optional)</td>
<td>N/A</td>
</tr>
<tr>
<td>Transportation Fee (Norco College students are exempt)</td>
<td></td>
</tr>
<tr>
<td>Over 6 Units</td>
<td>$5.50</td>
</tr>
<tr>
<td>6 Units and under</td>
<td>$5.00</td>
</tr>
<tr>
<td>Audit Fee</td>
<td>$15 per unit</td>
</tr>
<tr>
<td>PHP-30 First Aid &amp; CPR Fees</td>
<td>$15.50</td>
</tr>
<tr>
<td>PHP-42 Life Guard &amp; Water Safety Certification</td>
<td>$24</td>
</tr>
<tr>
<td>Diploma Fee (see Graduation for application deadlines)</td>
<td>$5</td>
</tr>
<tr>
<td>Non-sufficient Funds/Stop-payment Fee</td>
<td>$20</td>
</tr>
</tbody>
</table>

### Scholarships

If you are receiving a scholarship from an outside source, you must submit a Scholarship Action Form to your home college before the drop deadline. Check your RCCD email or contact Student Services for the form.

### Additional Fees

Variable

Some classes require an additional fee for materials, tools, technical and miscellaneous supplies for certain programs (70902(s) of the Educational Code). The charge is noted under the appropriate class. Additional fees must be paid at registration and are not covered by the Board of Governors Waiver (BOGW).

* Required fee – (Title V state regulations) supports general and emergency services provided by RCCD’s Health Services; not covered by BOGW waiver. Students attending under an approved apprenticeship program are exempt from this fee. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization are exempt from this fee. Students must apply for this waiver by submitting a Health Services Fee Waiver request and supporting documentation to the Health Services office. The Health Services Fee Waiver form can be obtained from Admissions and Records.

**A $3.00 shipping/handling charge applies to online orders. Fee waived if the order is placed from an RCCD computer and paid for at the cashier’s window.**

### Refunds~

**When do I need to drop to receive a refund?**

Refund deadlines can be viewed/printed from the WebAdvisor menu at www.rcc.edu. Click on Class Name and Title. The deadline to drop full-term classes and receive a refund is generally two weeks. The deadline to drop short-term classes is 10% of the class meetings.

You are eligible for a refund of fees if you withdraw from classes within the specified deadlines. Refunds are issued to students approximately 6-8 weeks after the last day for refunds. No immediate refunds are available.

If, for short-term classes, you add the class after the first day you may be adding past the refund date. Students who pay with cash or a check will receive a refund check in the mail. Students who pay with credit card on WebAdvisor will have their refund credited back to their credit card.

Students who drop all classes within the refund period and wish to receive a refund for a parking permit must turn the permit in to Parking Services.

If you are receiving a refund due to an adjustment in your financial aid, please notify Student Accounts in the Bradshaw building at Riverside City College.

For questions regarding your account and refunds call (951) 222-8604.

**To be sure of a refund, students must drop themselves within refund deadlines.**

### How do I pay?

1. WebAdvisor: Visa, Master Card, American Express, Discover Card
2. Mail or Drop Boxes: Check or Money Order  
   - Norco College: Inside and outside Student Services Building  
   - Riverside City College: Outside Admissions and Bradshaw buildings  
3. All RCCD Colleges: Cash, Visa, MasterCard, American Express, Discover, Check, or Money Order

Make check or money order payable to ‘RCC’ and be sure to include your RCCD ID.

---

**Winter 2011 Payment Due Dates**

Fees are based on when you register in each class. Students **WILL BE DROPPED** from unpaid classes per deadlines below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
</table>
| On or before December 14 | Fees* are due no later than:  
| December 21 at 5:00 pm | December 21 at 5:00 pm or you will be dropped for non-payment from unpaid classes  
| December 15 to the end of the term | Enrollment and other fees are due at the time of registration. Students who do not pay will have a hold placed on their record and will not be able to register for classes or receive grades, transcripts, verifications, certificates or diplomas.  

* Fees may be paid on campus up until the end of business hours at each college location. Fees may also be paid online via WebAdvisor at www.rcc.edu. Payments made online on the deadline date must be completed by 5:00PM. If you decide not to attend class and are not dropped from the class, you will receive an "F" in the class and owe fees. It is your responsibility to drop yourself from classes that you decide not to attend.

- It is the student’s responsibility to verify that all classes have been added or dropped accordingly.
- Be sure that financial aid is processed prior to registration.
- See the table of contents for Residency for Tuition Purposes and AB540 Non-resident Fee Waiver information.
When can I get my books?
Books are available approximately two weeks prior to the start of the term. For the best chance at USED books, reserve your texts online.

To receive a refund:
Books must be returned in original condition within the 1st week of classes. An original sales receipt is required for all refunds and exchanges. Refunds will be given after the first week of class with proof of schedule change for the first 30 days of classes.

Methods of payment at the bookstore:
- Cash
- VISA *
- Master Card *
- Discover *
- American Express *

Credit Card Policy:
All RCCD bookstores will gladly accept credit cards with a valid RCCD or state-issued ID. If the credit card is not in your name, you MUST have an authorization letter from the card holder with a signature on both the letter and the card as well as your own I.D.

* Student ID number required

Save Time!
Get important textbook information, including ISBN numbers and pricing, and reserve your books online for in-store pickup or delivery to your home!
- Moreno Valley College: www.rccmoreno.bncollege.com
- Norco College: www.rccnorco.bncollege.com
- Riverside City College: www.rcc.bncollege.com

Save Money!
Shop early for the best selection of USED texts!

Cash for Books!
When you are done with your books, bring them back to the bookstore to sell for up to 50% of the purchase price. A valid RCCD student ID is required.

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General Education Student Learning Outcomes

Every student who graduates from RCCD with an A.A. or A.S. degree is unique—almost no two take exactly the same courses. But to be educated is to possess some values in common, some shared competencies and modes of thought. Thus all graduates meet a 23-unit general education requirement that gives them broad exposure to ideas and skills outside their own areas of special interest. After successfully completing the GE requirement, all RCCD students should be able to:

Critical Thinking
- Analyze and solve complex problems across a range of academic and everyday contexts
- Construct sound arguments and evaluate arguments of others
- Consider and evaluate rival hypotheses
- Recognize and assess evidence from a variety of sources
- Generalize appropriately from specific cases
- Integrate knowledge across a range of contexts
- Identify one’s own and others’ assumptions, biases, and their consequences

Information Skills
- Demonstrate computer literacy
- Locate, evaluate, and use information effectively

Communication Skills
- Write with precision and clarity to express complex thought
- Read college-level materials with understanding and insight
- Listen thoughtfully and respectfully to the ideas of others
- Speak with precision and clarity to express complex thought

Breadth of Knowledge
- Understand the basic content and modes of inquiry of the major knowledge fields
- Analyze experimental results and draw reasonable conclusions from them
- Use the symbols and vocabulary of mathematics to solve problems and communicate results
- Respond to and evaluate artistic expression

Application of Knowledge
- Maintain and transfer academic and technical skills to workplace
- Be life-long learners, with ability to acquire and employ new knowledge
- Set goals and devise strategies for personal and professional development and well being

Global Awareness
- Demonstrate appreciation for civic responsibility and ethical behavior
- Participate in constructive social interaction
- Demonstrate teamwork skills
- Demonstrate understanding of ethnic, religious, and socioeconomic diversity
- Demonstrate understanding of alternative political, historical, and cultural viewpoints

Step 10 – Attend Class the First Day

- Arrive early to find a parking space, consider commuting alternatives.
- If enrolled in an online class go to www.opencampus.com.
- If your plans change and you cannot attend, please be sure to officially drop your class(es).
Continuing @ RCCD~

Continue Taking Classes
All continuing students are assigned a new registration appointment date each term. If you are not a continuing student, you must submit a new admissions application in order to register again.

Re-apply For Financial Aid
The Free Application for Federal Student Aid (FAFSA) is available for the next academic year on January 2nd or the first day of the winter term. The priority filing date is March 2nd of each year. If you are receiving a Board of Governors Waiver (BOGW), you must reapply each academic year, beginning with the summer term.

Continue To See a Counselor
Students should meet with a counselor during their first term to develop a 2-year SEP (Student Educational Plan).

It is advisable that students meet with a counselor once a semester to review their educational goals, because general education and lower division major requirements are always subject to change.

If you change your educational goal, it is important to see a counselor to obtain a revised SEP.

Veterans:
Riverside Community College District is proud to have you attend one of our community colleges. To take full advantage of your benefits, please call one of the following locations to get started or check our website at www.rcc.edu:

- Moreno Valley College Veterans ....... (951) 571-6104
- Norco College Veterans ............ (951) 372-7142
- Riverside City College Veterans .. (951) 222-8607

Moving on from RCCD~

Apply For Certificates and Diplomas
In order to receive an associate degree or certificate, all RCCD fees must be paid in full. You must submit an application online for an associate degree or certificate in the academic year in which you anticipate you will complete the requirements. Applications are available online at www.rcc.edu. Click on Students, on Admissions and Records, and then on Graduation/ Certificate Applications. There is a $5.00 diploma fee for each associate degree application. Students planning to participate in the commencement ceremony on June 9, 2011 must file their degree or certificate applications by April 1, 2011. See the college catalog for further details and requirements.

Students may apply for degrees and certificates for any term in the 2010-2011 year during the following four applications periods:

Deadlines:
- Summer – First day of summer term through July 15 to apply to graduate in summer, fall, winter, spring
- Fall – First day of fall term through October 15 to apply to graduate in fall, winter, spring
- Winter – First day of winter term through February 1 to apply to graduate in winter, spring
- Spring – First day of spring term to April 1 to apply to graduate in spring

Order Transcripts
(Now available online at www.rcc.edu)

Unofficial transcripts are also available on Web-Advisor at www.rcc.edu for no fee.

Official transcripts can be ordered on Web-Advisor at www.rcc.edu, by mail (printable forms available on our website), in Admissions (Riverside City College), or in the Student Service Office (Moreno Valley and Norco Colleges). Your first two official transcripts are free. Each additional official transcript is $5, effective October 1, 2010. For same day service there is an additional $10 fee for each transcript, effective October 1, 2010. All transcripts are mailed first class.

In order to receive a transcript, all RCCD fees must be paid in full. At the end of each term, it may take 3-4 weeks before grades are posted on WebAdvisor and updated transcripts are mailed. Ordering transcripts on WebAdvisor will always be faster! For more information visit www.rcc.edu or call:

- Moreno Valley Career/Transfer Center ........................... (951) 571-6205
- Norco Career/Transfer Center ................................. (951) 372-7043
- Riverside City Career/Transfer Center ........................... (951) 222-8446

Transfer To Other Institutions
Be sure to verify that courses transfer to your desired institution prior to taking the course. Information about transferring, including specific requirements for UC and CSU transfer, is available in the college catalog, student handbook, Schedule of Classes, at www.rcc.edu, and in the Transfer/Career Center in Admissions and Counseling. You can contact the Transfer/ Career Center at (951) 222-8446 with any questions:

- Moreno Valley Career/Transfer Center ........................... (951) 571-6200
- Norco Career/Transfer Center ................................. (951) 372-7043
- Riverside City Career/Transfer Center ........................... (951) 222-8446

Official transcripts must be submitted to your desired institution in order to transfer units.
WebAdvisor

Log in to:

• Complete online new student orientation and Student Ed Plan
• View your registration date      • Search and register for classes
• View/print class schedule
• Update your personal profile     • Apply for graduation
• Take the online skills workshop  • Pay fees
• View your financial aid award letter
• Order: transcripts, enrollment verifications, and parking permits
• And much more!

GET CONNECTED @ WWW.RCC.EDU

Moreno Valley College
Norco College
Riverside City College

Your academic record at your fingertips

Need Help?
• Click on Log-in tutorial on the WebAdvisor menu
• See Log-in Help to retrieve your username & to reset your password
• You may also click on FAQ for additional information

Email:
studenttechhelp@rcc.edu
admissionsmorenovalley@rcc.edu
admissionsnorco@rcc.edu
admissionsriverside@rcc.edu

Your WebAdvisor user name is the first letter of your first name and the first letter of your last name combined with your seven digit RCCD ID.

Example: Jane Smith ID# 1234567 = js1234567
Be sure to enter your user name in lower case.

Your temporary password is your six digit birth date.
Example: if your birth date is April 02, 1980, your password is 040280.

After logging in your temporary will expire causing you to change your password. Your new password must be 6-9 characters and include both letters and numbers.
Online Services at RCCD

(Use this sheet to keep track of your username and passwords for all services offered at RCCD.)

Need tech help with your WebAdvisor username/password or with activating your RCCD email account? You can email studenttechhelp@rcc.edu for online tutorials or visit one of our college locations for in-person help.

### Online Application

Access the online application from RCCD homepage at www.rcc.edu.

If it is your first time completing an application, create an account by clicking on New User. Remember to write down your username and password for future reference.

If you have already created an account click on: Returning User

For help retrieving your username or password, click on Log In Help or call 1-800-468-6927

Remember to submit an application every time you miss a major term (fall or spring)

User ID: ________________  Password: ________________

### WebAdvisor

Access WebAdvisor from the RCCD homepage: www.rcc.edu.

Use WebAdvisor to check registration date, search, register, manage your waitlist and drop classes, view financial aid information, order parking permits and transcripts, pay fees and more.

Log In: Click on Log In Help and What's My User ID. Also see: What's My Password. For additional assistance, view the Log In Video.

Your initial password is your 6-digit date of birth (mm/dd/yy).

Once you have logged in, be sure to view the registration video.

If you forget your password you can reset it anytime through Log In Help.

WebAdvisor ID: ________________  Password: ________________

### RCCD Email

Activate your RCCD email account immediately and read it often so that you don’t miss important notices! See Step 5 in this publication for more information. Personal email addresses will not be used by RCCD. Your RCCD account is the ONLY approved method of formal communication from the District to the student.

If you know your RCCD email address (Windows Live ID) you can type in mail.live.com from your browser. Follow the Microsoft prompts to set up and activate your account. Your initial password is your 6-digit birthdate.

If you need help in activating your RCCD email account go to www.rcc.edu, click on Students and then click on Student Email. There is a tutorial there to help you.

If you just need to know your RCCD email address go to www.rcc.edu, click on WebAdvisor, and click on What's My RCC Email Address?

You may forward your RCCD email to your own personal email account. Log in and click on Options. The tutorial referred to above will help you.

Windows Live ID: ________________  Password: ________________

### Blackboard CE 8

(Open Campus online-based classes)

Access online-based courses from the Open Campus homepage: www.opencampus.com.

- Click the log-in link or
- Click on Credit Course Login (green button).
- Your username: first and last initial w/Student ID (example: md1234567)
- Your password first time logging in: student

For additional assistance contact the Open Campus Help Desk toll free at 1-866-259-7271 for 24 hour support or check www.opencampus.com for course updates.

If you forget your password, contact the Help Desk to have it reset.

Username: ________________  Password: ________________
## Calendario para el invierno 2011

3 de enero - 10 de febrero (clases que ocurren durante la semana)
2 de enero - 12 de febrero (clases que ocurren durante el fin de la semana)

<table>
<thead>
<tr>
<th>Fecha</th>
<th>Descripción</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 de noviembre</td>
<td>Citas para matricularse/registrarse para el invierno se muestran en WebAdvisor, <a href="http://www.rcc.edu">www.rcc.edu</a>.</td>
</tr>
<tr>
<td>22 de noviembre</td>
<td>Matricularse/registrarse en clases para estudiantes que asistieron en RCCD en el otoño 2010 – “Continuing Students.” Las fechas de registración se basan en el número de unidades que se han completados en el distrito de Riverside Community College. Estudiantes Nuevos – “New Students” y estudiantes que han regresado a RCCD después de un tiempo, se matricularan después que los estudiantes que asistieron en RCCD en el otoño – “Continuing Students.”</td>
</tr>
<tr>
<td>30 de noviembre</td>
<td>Estudiantes de la Secundaria/“High School” -- el último día que se acepta el “paquete de aplicación” para clases del invierno 2011. Para más información y las formas requeridas vayan al Internet a <a href="http://www.rcc.edu">www.rcc.edu</a>.</td>
</tr>
<tr>
<td>21 de diciembre</td>
<td>Fecha Limite de Pago -- Estudiantes que se registraron el 14 de diciembre o antes, deben pagar todo los costos o serán omitidos de sus clases por no haber pagado.</td>
</tr>
<tr>
<td>2 de enero</td>
<td>Primer día de clases (Clases que ocurren durante el fin de semana).</td>
</tr>
<tr>
<td>3 de enero</td>
<td>Primer día de clases (Clases que ocurren de lunes a viernes).</td>
</tr>
<tr>
<td><strong>Fecha de Límite</strong></td>
<td>La mayoría de fechas de límite para agregar un curso son el quinto o sexto día de las clases. Fecha de límite para omitir un clase y recibir reembolsos es diez por ciento del tiempo que las clase se ha reunido. Hay que confirmar con “WebAdvisor” a <a href="http://www.rcc.edu">www.rcc.edu</a> para fechas de límite para agregar clases, omitir clases, y reembolsos.</td>
</tr>
<tr>
<td>3 de enero</td>
<td>Aplicar para Graduación -- Primer día para una licenciatura o un certificado en el invierno 2011 o la primavera 2011- el último día para aceptar aplicaciones es el 1 de febrero durante el semestre de invierno.</td>
</tr>
<tr>
<td>17 de enero</td>
<td>Día de vacación: “Martin Luther King Day” -- todas las oficinas en RCCD estarán cerradas.</td>
</tr>
<tr>
<td>1 de febrero</td>
<td>Aplicaciones para Graduación -- Ultimo día para aplicar para una licenciatura de asociado/associate degree o un certificado/certificate durante el semestre de invierno. Aplicaciones se aceptarán otra vez el 14 de febrero.</td>
</tr>
<tr>
<td>10 de febrero</td>
<td>Clases durante la semana del invierno terminan (lunes a viernes).</td>
</tr>
<tr>
<td>12 de febrero</td>
<td>Clases durante el fin de semana del invierno terminan.</td>
</tr>
<tr>
<td>17 de febrero</td>
<td>Las calificaciones están disponibles en WebAdvisor a <a href="http://www.rcc.edu">www.rcc.edu</a>. Si las calificaciones no aparecen en esta fecha, hay que comunicarse con el/la el departamento académico. Es posible que las calificaciones estén disponibles antes de esta fecha, pero el favor de no comunicarse con el/la antes de la fecha.</td>
</tr>
</tbody>
</table>

**Fechas de Límite Para Matricularse, Omitir Clases y Reembolsos**

Hay que confirmar con “WebAdvisor” a [www.rcc.edu](http://www.rcc.edu) para fechas de límite para agregar clases, omitir clases, y reembolsos.

Nota sobre pagos: Es la responsabilidad del estudiante para saber las fechas de límite y/o agregar y omitir clases a tiempo.

Estudiantes serán retirados de las clases por falta de pagos.
Para empezar en RCCD~

Paso 1: Aplicar a RCCD en la red/Internet a www.rcc.edu. Hay ayuda disponible en la Oficina de Matrícula/Registración (Admissions Office). La aplicación sobre el Internet está disponible en Español.


Paso 3: Llame al Centro de Evaluación Preliminar (Assessment Center) para hacer una cita para completar la Evaluación Preliminar de (ESL) Inglés como Segundo Idioma (PTESL).
Moreno Valley (951) 571-6492 • Norco (951) 372-7156 • Riverside (951) 222-8451

Paso 4: Llame al Centro de Consejería para hacer una cita para asistir a una sesión (en grupo) de Orientación y Consejería.
Moreno Valley (951) 571-6104 • Norco (951) 372-7101 • Riverside (951) 222-8440

Paso 5: Revise su propia fecha para registrarse y regístrese en sus clases de (ESL) Inglés Como Segundo Idioma en una de las siguientes maneras:
• Vaya a www.rcc.edu y seleccione ‘WebAdvisor’ (Hay ayuda disponible en el sitio web)
• Vaya a la Oficina de Matrícula/Registración en cualquier plantel de RCCD—Moreno Valley, Norco y Riverside

Paso 6: Asegurar que paguen todos los costos antes de las fechas de limite. Puede ser retirado por falta de pagos.

Paso 7: Compre sus libros. Se pueden comprar los libros por el Internet en www.rcc.bncollege.com o en la librería del plantel donde se dan sus clases.

Paso 8: Obtenga su identificación estudiantil. Es gratis.

Paso 9: Hay que asistir a sus clases el primer día de clase. Traigan su materia y prepárense para empezar a aprender.
Clases de Inglés como segundo idioma son para personas que tienen conocimiento del Inglés pero no tienen instrucción académica en hablar, escribir, o leer el idioma.

Si usted habla o entiende muy poco Inglés, se le recomienda que primero tome clases en un Centro de Educación para Adultos antes de matricularse en RCCD. Si usted vive en el área de Riverside, llame al Centro Palm al 788-7185. Si usted vive en el área de Corona-Norco, llame al Centro Buena Vista al 736-3325 o al 736-3364. Si usted vive en el área de Moreno Valley, llame al 697-4216 o al 485-5700.

Preguntas Generales

¿Cuáles son los requisitos?  
Usted es elegible para asistir a RCCD si:
- Ha cumplido 18 años de edad o
- Tiene diploma de estudios secundarios o su equivalente (GED) o,
- Asiste a una preparatoria (high school) local

¿Debo tomar un examen para matricularme en RCCD?  
Sí, se requiere que los estudiantes tomen el examen PTESL para personas con Inglés limitado. Este examen se usa solamente para asegurar que se inscriban la clase apropiada. El examen es gratis.

¿En cuál clase debo matricularme?  
Utilizando los resultados del examen PTESL, se recomendará las clases apropiadas para su nivel académico.

¿Qué tipo de clases ofrece RCCD?  
Se ofrecen clases de ESL en gramática/escritura, lectura, y conversación. Estas clases se ofrecen a nivel básico, intermedio, y avanzado. En cada nivel, el énfasis es principalmente en gramática, escritura, y lectura de Inglés. Se, puede repetir cada clase.

¿Cuándo empiezan las clases?  
El día y la hora que empiezan las clases están indicados en el Horario de Clases (Schedule of Classes). Estas revistas se envían a todos los residentes que viven en el Distrito de RCC, o también puede adquirir una copia gratis en cualquiera de las tres librerías del colegio: Riverside, Moreno Valley, o Norco.

¿Cómo puedo matricularme?  
1. Complete la solicitud que se encuentra en el Horario de Clases (Schedule of Classes). Estas revistas se envían a todos los residentes que viven en el Distrito de RCC, o también puede adquirir una copia gratis en cualquiera de las tres librerías del colegio: Riverside, Moreno Valley, o Norco.

2. Tome el examen PTESL y reciba los resultados inmediatamente. Vea el Horario de Clases para ver la fecha del próximo examen y llame a la Oficina de Consejería al 222-8440 para hacer cita.

AB540  
Desde el 1° de enero de 2002, la ley AB540 de California permite que todos los estudiantes (menos los extranjeros que no sean inmigrantes) que cumplan con los siguientes requisitos, asistan a las universidades públicas del estado de California, que son los Colegios Comunitarios de California/California Community Colleges (CCC), las Universidades de California (UC) y las Universidades Estatales de California (CSU).

El estudiante tiene que haber asistido a una escuela secundaria (High School) pública o privada, al menos durante tres años.

El estudiante tiene que haberse graduado de una Escuela Secundaria (High School) de California, o haber terminado el equivalente a esos estudios (por ejemplo haber aprobado el GED o el Examen de Graduación de la Escuela Secundaria de California).

El estudiante tiene que entregar una petición para la excepción con la universidad, incluyendo una declaración legal firmada, en la cual confirma haber cumplido con todos los requisitos.

Los estudiantes que completen 3 años en una escuela de adultos y/o consigan su GED podrían calificar para AB 540 si el Colegio Comunitario/Community College al que desean asistir lo considera equivalente a la Escuela Secundaria (High School).

Los estudiantes no residentes que cumplan con estos requisitos, podrán pagar las mismas cuotas que los residentes; sin embargo no se podrán considerar “residentes” de California.
¿Cuánto cuesta asistir a Riverside Community College District?

El Colegio Comunitario de Riverside (RCCD) cobra por unidad y no por clase. Cada unidad cuesta veintiséis dólares ($26) para residentes de California. Más aparte, residentes de otro estado pagan ciento ochenta y uno dólares ($181) por cada unidad, más veintiséis ($26) dólares si es residente de otro país. Todos los cargos pueden cambiar debido a acción legislativa del estado o a cambios de póliza del Consejo de RCCD. La mayoría de las clases de Inglés como segundo idioma (ESL) son cuatro (4) unidades. Para ser considerado como estudiante de tiempo completo, necesita completar 12 unidades.

Servicios de Salud
El estado de California requiere que la institución cobre la quota de Servicios de Salud, no importa si el estudiante tiene aseguranza de salud o no. El costo es diecisiete dólares ($17) por cada semestre de otoño y primavera y catorce dólares ($14) por cada sesión de invierno y verano. Estudiantes que califican para el Board of Governors Waiver (BOGW), todavía tienen que pagar la quota de servicios de salud.

Servicios Estudiantiles
La quota de Servicios Estudiantiles es opcional. Por favor consulte la página de Servicios Estudiantiles, en la revista de clases, referente a los beneficios de pagar esta quota.

¡Riverside Community College District es para usted!

Riverside Community College District (RCCD) está aquí para servir a nuestra comunidad y se compromete a servir a adultos de todas edades. La institución hace todo lo posible por lograr que los estudiantes terminen sus estudios y continúen con las metas que se hayan propuesto. Continuando con nuestro esfuerzo por lograr que todos los estudiantes tengan éxito, ofrecemos servicios de asesoría académica, asistencia económica, tutoría, y servicios de salud.

SERVICIOS ESTUDIANTILES

Consejeros Académicos-El colegio ofrece servicios de Consejería Académica para todos los estudiantes que necesitan consejo y ayuda sobre que clases tomar para obtener un certificado vocacional, un título de asociado, y sobre el proceso de transferencia a una universidad. Los consejeros ayudan a los estudiantes a establecer una meta educativa y les proporcionan servicios adicionales para ayudarles a alcanzar esta meta. Para hacer cita con un consejero llame al 222-8440 para Riverside, 571-6104 para Moreno Valley, y 372-7001/7102 para Norco.

Asistencia Financiera-RCCD ofrece asistencia financiera que cubre los gastos de matriculación para ciudadanos y residentes de California. Las solicitudes están disponibles en la Oficina de Servicios Financieros (Student Financial Services) en el campus de Riverside y las oficinas de Servicios Estudiantiles (Student Services) en los campus de Moreno Valley y Norco. Para mas información por favor llame al 222-8712.

EOPS (Programa de Asistencia Académica y Financiera)-EOPS es un programa financiado por el estado y está diseñado para facilitar el éxito de los estudiantes con desventajas económicas y académicas. Esto incluye estudiantes que se han graduado con un promedio general (G.P.A.) menos de 2.5. Los servicios pueden incluir: ayuda financiera para algunos de sus libros, consejeros académicos, servicios de tutoría, y prioridad de matrícula. Para más información por favor llame al 222-8045.

Al tener un buen conocimiento académico del Inglés, puede obtener un certificado vocacional, un título de asociado, y/o transferirse a una universidad. Se ofrecen más de cuarenta (40) programas vocacionales, por ejemplo, Administración de Empresas, Asistente de Médico, Computación, Construcción, Cosmetología, Enfermería, Electrónica, Fotografía, Estudios de la Niñez, Imprenta, Ingeniería, Mecánica Automotriz, Soldadura, Técnica en Aire Acondicionado, Técnica Dental. Si desea transferirse a una universidad, puede transferir sus créditos académicos a las Universidades de California (UC), las Universidades del Estado de California (CSU), o a la mayoría de otras universidades.
<table>
<thead>
<tr>
<th>Spanish Line</th>
<th>Staff</th>
<th>951-222-8107</th>
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| **ACADEMIC AFFAIRS / ASUNTOS ACADÉMICOS**
  Tish Chavez | Executive Administrative Assistant | 951-222-8057 |
| **ACADEMIC SUPPORT / APOYO ACADÉMICO**
  Marilyn Martinez-Flores Ph.D. | Dean, Academic Support | 951-222-8644 |
| **ADMISSIONS & RECORDS / DEPARTAMENTO DE REGISTRO Y MATRICULACIÓN**
  Michelle Dassow | Student Services Technician | 951-222-8947 |
  Daisy Figueroa | Transcripts | 951-222-8603 |
  Johanna Vasquez | Administrative Assistant III | 951-222-8538 |
  Rosa Vargas | Student Services Technician | 951-222-8605 |
| **ADMINISTRATIVE SUPPORT CENTER / CENTRO DE APOYO ADMINISTRATIVO**
  Juan Lopez | Admin Support Center Supervisor | 951-222-8796 |
| **BUSINESS SERVICES / OFICINA DE SERVICIOS FINANCIEROS**
  Michelle Davila | Administrative Assistant IV | 951-222-8400 |
| **COLLEGE SAFETY & POLICE / DEPARTAMENTO DE POLICÍA Y SEGURIDAD**
  Mary Varela | Administrative Assistant | 951-222-8502 |
| **COUNSELING / OFICINA DE LOS CONSEJEROS**
  Patricia Avila | Counselor | 951-222-8725 |
  Arturo Dassow | Counselor | 951-222-8722 |
  Sinar Lomeli | Adjunct Counselor | 951-222-8440 |
  Ashley Martinez | Educational Advisor | 951-328-3660 |
  Lily Martinez | Counseling Clerk | 951-222-8812 |
  Elizabeth Yglecias | Counselor | 951-222-8437 |
| **COMMUNITY EDUCATION / EDUCACIÓN PARA LA COMUNIDAD**
  Irene Reyes | Community Relations Specialist | 951-222-8090 |
| **DISABLED STUDENT SERVICES / SERVICIOS DE ESTUDIANTES CON DISCAPACIDADES**
  David Dileo | Senior Interpreter | 951-328-3681 |
## Spanish-Speaking Personnel

"¡Hola! ¿En que le puedo ayudar?"

<table>
<thead>
<tr>
<th>Department / Departamento</th>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
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<tr>
<td>INFORMATION SERVICES</td>
<td>Gloria Aguilar</td>
<td>Administrative Assistant IV</td>
<td>951-222-8383</td>
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<tr>
<td>INSTITUTIONAL RESEARCH</td>
<td>Leeshawn Moore Ph.D.</td>
<td>Institutional Research Specialist</td>
<td>951-222-8784</td>
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<tr>
<td>OPEN CAMPUS</td>
<td>Connie Hagar</td>
<td>Educational Technologies Trainer</td>
<td>951-222-8098</td>
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<tr>
<td>OUTREACH</td>
<td>Tony Ortiz</td>
<td>Outreach Specialist</td>
<td>951-222-8402</td>
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<td>PUBLIC AFFAIRS</td>
<td>Diana Meza</td>
<td>Community Relations Specialist</td>
<td>951-222-8958</td>
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<tr>
<td>RUBIDOUX ANNEX</td>
<td>Claudia Castro</td>
<td>Educational Advisor</td>
<td>951-222-8167</td>
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<tr>
<td>STUDENT EMPLOYMENT</td>
<td>Carmen Parra</td>
<td>Student Employment Specialist</td>
<td>951-372-7190</td>
</tr>
<tr>
<td>STUDENT FINANCIAL SERVICES</td>
<td>Ana Arriaza</td>
<td>SFS Specialist</td>
<td>951-372-7065</td>
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<td></td>
<td>Nelya Castro</td>
<td>SFS Outreach Specialist</td>
<td>951-372-7813</td>
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<td></td>
<td>Monica Delgadillo-Flores</td>
<td>Counselor</td>
<td>951-222-8108</td>
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<tr>
<td>WORKFORCE PREPARATION</td>
<td>Michael Arellano</td>
<td>Job Development Specialist</td>
<td>951-222-8432</td>
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<td></td>
<td>Peggy Gutierrez</td>
<td>ILP Emancipation Coach</td>
<td>951-222-8965</td>
</tr>
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<td></td>
<td>Miguel Contreras</td>
<td>Educational Advisor</td>
<td>951-222-2089</td>
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EL PROPOSITO DE LA RESOLUCION INFORMAL:

El propósito del proceso en una resolución informal es permitir que un individuo, el cual cree ha sido ilegalmente discriminado en contra, pueda resolver la situación por medio de un proceso de mediación en lugar de un proceso de queja formal. Tipicamente, el proceso informal será invocado cuando haya un simple malentendido, o usted no desee presentar una queja formal. La resolución de una queja informal puede que no requiera más que una aclaración del malentendido o una disculpa por parte del supuesto ofensor y una declaración de que el comportamiento ofensivo cesará. Usted será notificado acerca del resultado de la investigación, del proceso informal, y también será notificado de la resolución propuesta por el Distrito.

Si usted da seguimiento al proceso informal, deberá tomar en cuenta los siguientes puntos importantes:

• Usted necesitará firmar un documento el cual indique que usted ha elegido el proceso de la resolución informal.
• El Distrito completará su investigación en el periodo de tiempo requerido por la política de la Junta Directiva Escolar, a menos que usted voluntariamente rescinda su queja antes de ser terminada la investigación.

El propósito del proceso en una resolución informal es permitir que usted puede presentar una queja basada en el rehuso de

COMO PRESENTAR UNA QUEJA FORMAL:


La queja debe declarar discriminación ilícita bajo el Título 5, sección 59300.

La queja debe de ser presentada por la persona que declara que ella/el ha sufrido personalmente discriminación ilícita o por aquella persona que se ha enterado de tal discriminación ilícita en su función oficial como miembro de la facultad o administrador.

En cualquier queja que no involucre un empleo, la queja deberá ser presentada en el espacio de un año a partir de la fecha de la presunta discriminación ilícita o en el espacio de un año a partir de la fecha en la cual usted se enteró o debió haberse enterado de los hechos que fundamentan el incidente específico o los incidentes de la presunta discriminación ilícita.

En situaciones en que la queja afirme discriminación en el empleo, la queja deberá ser presentada en el espacio de 180 días a partir de la fecha en que la presunta discriminación ilícita ocurrió, con la excepción de que este periodo será extendido por no más de 90 días seguido a la fecha de expiración de los 180 días, si usted se enteró o tuvo conocimiento de los hechos de la supuesta discriminación después de la fecha de expiración de los 180 días.

Usted puede presentar una queja con el:

Director
Diversity, Equity and Compliance
Riverside Community College District
3845 Market Street
Riverside, CA 92501-3244
(951) 222-8039

o con:

Legal Affairs Division
Office of the Chancellor
California Community Colleges
1102 Q Street
Sacramento, CA 95811-6549
¿QUE SUCede CUANDO UNA QUEJAA FORMAL ES PRESENTADA?
El Distrito entonces conducirá una investigación. A partir de 90 días de haber recibido la queja de la presunta discriminación bajo el Título 5, secciones 59300 et seq., el Distrito completará la investigación y le enviará una copia del reporte investigativo, o un resumen a usted, junto con la notificación de su derecho a apelar la decisión ante la Junta Directiva Escolar del Distrito y la oficina del Rector del Estado. Este reporte es la Determinación Administrativa del Distrito.

DERECHOS DE APELACION DE LA PERSONA AFECTADA
Usted, como persona afectada, tiene derechos que puede ejercer para solicitar si usted no está satisfecho con los resultados de la Determinación Administrativa del Distrito. En el momento en que el resumen investigativo y/o el resumen le sea enviado a usted por correo, el oficial responsable del Distrito y/o su designado/a le notificará a usted acerca de los derechos que tiene para solicitarle una apelación de la siguiente manera:

TODAS LAS APELACIONES DEBERAN SER HECHAS POR ESCRITO
(El correo electrónico no es un método satisfactorio.)

Primer Nivel de Apelación: Usted tiene el derecho de solicitar una apelación a los Miembros de la Junta Directiva Escolar en el espacio de 15 días del calendario a partir de la fecha en que la Determinación Administrativa fue hecha. Los Miembros de la Junta Directiva Escolar revisarán la queja original, la Determinación Administrativa y la apelación.

Por favor envíe una petición hecha por escrito para poder solicitar una apelación a los Miembros de la Junta Directiva Escolar en el período de tiempo indicado, dirigido con atención de:

District Board of Trustees  
c/o Diversity, Equity and Compliance  
Riverside Community College District  
3845 Market Street  
Riverside, CA 92501-3244

Los miembros de la Junta Directiva Escolar darán una decisión final del Distrito acerca del asunto en el espacio de 45 días del calendario, después de haber recibido la apelación. Alternativamente, los Miembros de la Junta Directiva Escolar pueden elegir no tomar ninguna acción en el espacio de 45 días del calendario, en este caso la decisión original en cuanto a la Determinación Administrativa será considerada afirmativa y será la decisión final del Distrito en este asunto. Usted recibirá una copia de la decisión final retendida por los Miembros de la Junta Directiva Escolar del Distrito y otra copia será enviada a la oficina del Rector del Estado.

Segundo Nivel de Apelación: Usted tiene el derecho de solicitar una apelación a la oficina del Rector de Colegios Comunitarios de California en cualquier caso que no involucre discriminación relacionada con el empleo, en el espacio de 30 días del calendario a partir de la fecha en que los Miembros de la Junta Directiva Escolar dictaminen la Decisión final del Distrito o permitan que la Determinación Administrativa sea la Decisión final al no tomar ninguna acción el el espacio de 45 días del calendario. La apelación debe ser acompañada de una copia de la decisión de los Miembros de la Junta Directiva Escolar del Distrito o evidencia mostrando la fecha en que el afectado solicitó una apelación a la Junta Directiva Escolar del Distrito en el espacio de 45 días del calendario a partir de esa fecha.

En cualquier caso que involucre discriminación con el empleo, usted tiene derecho a solicitar una apelación en el Departamento de Igualdad de Empleo y Vivienda o la Comisión de Estados Unidos de Oportunidad de Igualdad en el empleo.

PARA MAS INFORMACION CONTACTAR

Director  
Diversity, Equity and Compliance  
Riverside Community College District  
3845 Market Street  
Riverside, CA 92501-3244  
(951) 222-8039  
www.rcc.edu

Department of Fair Employment and Housing (DFEH)  
Santa Ana District Office  
2101 East 4th Street, Suite 255-B  
Santa Ana, CA 92705  
(800) 884-1684  
TTY (800) 700-2320  
www.dfeh.ca.gov

Equal Employment Opportunity Commission (EEOC)  
555 West Beech Street, Suite 504  
San Diego, CA 92101  
(800) 669-4000  
www.eeoc.gov

U.S. Department of Education Office for Civil Rights (OCR)  
50 Beale Street, Suite 7200  
San Francisco, CA 94105  
(415) 486-5555  
www.ed.gov

State Chancellor’s Office  
California Community Colleges (CCCO)  
1102 Q Street  
Sacramento, CA 95811-6549  
(916) 445-4826  
www.cccc.edu
Cómo Denunciar Discriminación u Hostigamiento

La oficina de Diversidad, Igualdad y Cumplimiento (DEC por sus siglas en inglés) del Distrito está disponible para asistir a los estudiantes, profesores, empleados o visitantes con problemas o preguntas relacionadas a la discriminación y hostigamiento. Para mayor información sobre los procedimientos para denunciar o para transferir el Internet una copia del formulario de quejas del Distrito, por favor visite nuestra página web al: www.rcc.edu/administration/dec.cfm o llame al: (951) 222-8039.

CÓMO DENUNCIAR
Si usted experimenta o presencia lo que usted cree ser discriminación u hostigamiento ilícito, por favor documente la siguiente información:

- Fecha, hora y ubicación del incidente;
- Nombres e información para ponerse en contacto con personas involucradas y posibles testigos, si se conocen;
- Información detallada referente al/a los incidente(s) que observó;
- Reporte sus preocupaciones y problemas llamando al (951) 222-8039.

La discriminación o el hostigamiento van en contra de la misión de educación superior de RCCD y es contra la ley. La política del Distrito prohíbe las prácticas discriminatorias (reales, percibidas, o por asociación con otras personas) basadas en el/la:

- Identificación de Grupo Étnico • Nacionalidad • Religión • Edad• Sexo/Género
- Raza • Color • Ascendencia • Orientación Sexual • Discapacidad Física o Mental
- O cualquier característica enumerada o definida en la sección 11135 del Código Gubernamental o cualquier característica contenida en la prohibición de crímenes de odio contenidos en la subdivisión (a) de la sección 422.6 del Código Penal.

El Hostigamiento Sexual no tiene cabida en un ambiente académico o de trabajo. RCCD está comprometido a proveer un ambiente positivo y seguro para todos los estudiantes, empleados y visitantes. A continuación hay una lista parcial de actividades de hostigamiento sexual prohibidas:

- Propuestas sexuales inesperadas;
- Ofrecimiento de empleo o de beneficios de calificaciones a cambio de favores sexuales;
- Represalias, reales o en forma de amenaza, por no participar;
- Miradas impúdicas; hacer gestos sexuales; o mostrar o exhibir objetos, fotos, caricaturas o carteleros que sugieran sexualidad;
- Hacer difamaciones, bromas o comentarios despectivos, o usar apodos;
- Hacer comentarios sexuales, incluyendo comentarios gráficos, sobre el cuerpo de una persona;
- Usar palabras sexualmente degradantes para describir a una persona; o cartas, notas o invitaciones sugestivas u obscenas;
- Tocar o atacar físicamente, como también impedir o bloquear movimientos.

La Resolución se puede lograr por un proceso, ya sea formal o informal. La opción del proceso la determina la persona que plantea la queja. El propósito del proceso de resolución informal es de permitir a la persona que cree que ha sido discriminada ilícitamente o ha sido hostigada sexualmente, resolver el problema a través de un proceso de mediación en lugar de un proceso formal de queja. Típicamente, el proceso informal es utilizado cuando existe un simple malentendido o la persona procura solamente una aclaración del malentendido o la persona que tiene hecho el malentendido a través de un proceso de mediación en lugar de un proceso formal.

Las Quejas Informales se pueden citar en la oficina de RCCD DEC del Distrito llamando al (951) 222-8039. Las quejas informales requieren que la persona que reporta la queja lo haga por escrito. Escoger el proceso informal no le impide el derecho a reportar una queja formal durante el periodo que tiene para reportar quejas.

Las Quejas Formales se pueden reportar en la oficina de DEC del Distrito llamando al (951) 222-8039 o a la oficina del Rector del Estado (California Community Colleges Chancellor’s Office, 1102 Q Street, Sacramento, CA 95811). Las quejas formales deben ser presentadas por escrito en el formulario de queja requerida. Las quejas formales pueden ser reportadas solamente por la persona que alega que ha sufrido discriminación u hostigamiento ilícito o por una persona que se ha dado cuenta de esta discriminación u hostigamiento ilícito en su capacidad oficial de maestro o administrador del Distrito.

El formulario de queja esta disponible en las siguientes páginas web:

- www.rcc.edu/administration/hr/files/Discrim_Complaint_2006.pdf

El formulario del Distrito recibirá confirmación del mismo. Cuando se reciba el formulario completo, el Distrito conducirá una investigación dentro del tiempo requerido por las políticas de Distrito y la sección 59300 del Título 5 del Código de Regulaciones de California. El demandante y la persona acusada de la conducta recibirán notificación de los resultados de la investigación.

El Plazo para Reportar una Queja en casos que no involucran discriminación u hostigamiento en el empleo se dan durante un año de la última fecha en que ocurrió la conducta presunta. Quejas que involucran discriminación u hostigamiento en el empleo se reportarán dentro de 180 días de la última fecha en que ocurrió la conducta presunta. Una extensión puede estar disponible si el conocimiento de los hechos de la queja se presenta dentro de 180 días de la última fecha en que ocurrió la conducta presunta. En casos que no involucran discriminación u hostigamiento en el empleo, se pueden reportar en la oficina de DEC del Distrito llamando al (951) 222-8039 o a la oficina del Rector del Estado (California Community Colleges Chancellor’s Office, 1102 Q Street, Sacramento, CA 95811). Las quejas formales deben ser presentadas por escrito en el formulario de queja requerida. Las quejas formales pueden ser reportadas solamente por la persona que alega que ha sufrido discriminación u hostigamiento ilícito o por una persona que se ha dado cuenta de esta discriminación u hostigamiento ilícito en su capacidad oficial de maestro o administrador del Distrito.

En casos donde no se involucran discriminación u hostigamiento relacionados con el empleo, además de la oficina del Rector del Estado arriba mencionada, tiene el derecho de reportar una queja con las siguientes agencias externas:

U.S. Department of Education, Office of Civil Rights (OCR)
50 Beale Street, Suite 7200
San Francisco, CA 94105
(415) 486-5555
www.ed.gov

En casos donde no se involucran discriminación u hostigamiento relacionados con el empleo, tiene el derecho de reportar una queja con las siguientes agencias externas:

Department of Fair Employment and Housing (DFEH)
Santa Ana District Office
2101 East 4th Street, Suite 255-B
Santa Ana, CA 92705
(800) 884-1684
www.dfeh.ca.gov

Equal Employment Opportunity Commission (EEOC)
555 West Beech Street, Suite 504
San Diego, CA 92101
(800) 669-4000
www.eeoc.gov

Las Represalias en contra de cualquier persona que presente una queja de discriminación u hostigamiento, o refiera el asunto para investigación, son ilegales.

La Confidencialidad se mantiene hasta la medida que sea posible por ley.
Welcome to Riverside Community College District's unique and vital public safety training located at the Ben Clark Training Center (BCTC). In association with local, state and federal agencies, Riverside Community College District (RCCD) offers one of the largest public safety training programs in Southern California. Each year, the college prepares hundreds of students to work as law enforcement officers, firefighters, probation officers, dispatchers, and correctional officers.

Most of the training occurs at the BCTC, located adjacent to March Air Force Reserve Base. RCCD at the BCTC is recognized nationally for its innovative, interagency programs that emphasize state-of-the-art training for law enforcement and firefighting personnel to function as a team.

Several major public agencies participate in public safety training, including the Riverside County Sheriff's Department, the Riverside County Fire Department, the California Department of Forestry, the Department of Corrections and the Department of Probation. Working in conjunction with these agencies, RCCD is able to offer the following intensive programs in Law Enforcement and Fire Technology:

**Law Enforcement**
- Peace Officer Training
- Probation Officer Training
- Correctional Officer Training
- Dispatcher Training

**Fire Technology**
- A.S. Degree in Fire Science
- Basic Firefighter Academy
- Hazardous Materials Academy
- Fire & Chief Officer Training
- Technical Rescue
- Wildland Firefighting

If you have any questions, call the phone number listed in each course description in the schedule of classes or call the Ben Clark Training Center Office at the numbers below. For additional information regarding registration for Riverside County Sheriff's Department courses, Riverside County Fire Department courses, or Riverside County Training Officer's Association courses, visit the Riverside Community College District website at www.rcc.edu for specific registration details.

To assure open enrollment, class availability and scheduling flexibility while meeting the training needs of law enforcement, fire technology, and other public safety agencies, classes are scheduled on an as-needed basis. Please note that many of the listed classes have a prerequisite requirement.

**Code** | **Hours** | **Days** | **Room** | **Instructor**
--- | --- | --- | --- | ---
** ADMINISTRATION OF JUSTICE **

**ADJ-A8A FIELD TRAINING OFFICER** 1.50 UNITS

Designed to provide an understanding of the purpose of the field training program. For information regarding enrollment procedures, call 486-2797.

- **PREREQUISITE:** None.

20465 08:00AM 02:25PM MTWTHF BCTC CLAS T Wood 03:25PM 05:00PM MTWTHF BCTC CLAS 01/24/11 01/28/11 Last day to add: 01/27/11

**ADJ-A10A VICE OPERATIONS** 0.25 UNITS

This course is designed as an overview of vice operations for law enforcement personnel. For information regarding enrollment procedures, call 486-2797.

- **PREREQUISITE:** ADJ-B1B.

20463 08:00AM 12:00PM F BCTC CLAS T Wood 01:00PM 05:00PM F BCTC CLAS Z Hall 01/07/11 01/11/11 Last day to add: 01/07/11

**WARNING!**

**REGISTRATION WILL BE BLOCKED IF YOU HAVE NOT MET THE PREREQUISITE!**

**ADJ-A14A SEARCH WARRANT PREPARATION** 0.25 UNITS

Instructs law enforcement personnel in the proper techniques used in the preparation of search warrants. For information regarding enrollment procedures, call 486-2797.

- **PREREQUISITE:** None.

20464 08:00AM 02:00PM T BCTC CLAS T Wood 03:00PM 05:00PM T BCTC CLAS 01/11/11 01/11/11 Last day to add: 01/11/11

**ADJ-A14B SEARCH WARRANT EXECUTION** 0.25 UNITS

Presents the elements needed in formulating a proper search warrant entry plan. For information regarding enrollment procedures, call 486-2797.

- **PREREQUISITE:** None.

20466 08:00AM 10:00AM W BCTC CLAS T Wood 11:00AM 05:00PM W BCTC CLAS 01/12/11 01/12/11 Last day to add: 01/12/11

**ADJ-A33A PUBLIC SAFETY SEMINAR A** 0.25 UNITS

Designed to address legislative requirements for fire, law enforcement or corrections personnel.

- **PREREQUISITE:** None.

20467 08:00AM 12:00PM T BCTC CLAS T Wood 01:00PM 05:00PM T BCTC CLAS 01/18/11 01/18/11 Last day to add: 01/18/11

20468 08:00AM 12:00PM T BCTC CLAS J Wood 01:00PM 05:00PM T BCTC CLAS 01/25/11 01/25/11 Last day to add: 01/25/11

20469 08:00AM 12:00PM TH BCTC CLAS J Wood 01:00PM 05:00PM TH BCTC CLAS 01/27/11 01/27/11 Last day to add: 01/27/11
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<td>BASIC INVESTIGATOR’S COURSE</td>
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**ADJ-B11B BASIC PEACE OFFICER ACADEMY 18.00 UNITS**

Intensive basic instruction designed to meet the minimum requirements of a peace officer as established by State Law. For information regarding enrollment procedures, call 814-8038.

- **PREREQUISITE:** Completion of the POST reading and writing skills examination. Completion of POST physical fitness assessment. Possession of a valid California driver’s license. Successful completion of a medical examination. Fingerprint clearance through the California State Department of Justice.

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<td>20489</td>
<td>08:00AM - 12:00PM MT BCTC CLAS</td>
<td>G Raya</td>
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**WARNING! REGISTRATION WILL BE BLOCKED IF YOU HAVE NOT MET THE PREREQUISITE!**
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**EVENING**

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<td>ADJ-T1A</td>
<td>TRAFF COLLISION INVEST: BASIC</td>
<td>1.50 UNITS</td>
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<td>01/12/11 02/04/11</td>
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<td>01/04/11 01/06/11</td>
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<td>ADJ-T2A</td>
<td>RADAR OPERATIONS</td>
<td>1.00 UNITS</td>
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<td>T Wood</td>
<td>01/24/10 12/24/10</td>
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<tr>
<td>ADJ-T3A</td>
<td>MOTOR VEHIC INSPECTIONS-BASIC</td>
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<td>03/15/10 03/25/10</td>
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<td>ADJ-W10A</td>
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<tr>
<td>20502</td>
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<td>01/10/11 01/10/11</td>
<td>Last day to add: 01/10/11</td>
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### EMERGENCY MEDICAL SERVICES

This is a specialized program. For information regarding entry into the program go to [www.rcc.edu/academicprograms/ems](http://www.rcc.edu/academicprograms/ems) or call 951-571-6395. In order to enroll in EMS-50 and EMS-51, you must attend one of the mandatory orientation program dates listed below. Prompt attendance is required at the orientation and NO late admissions will be allowed. If you have a disability requiring accommodation, please call 951-222-8060 at least one week prior to the date of the event in order to assure accommodation.

#### Winter Orientation Dates for EMS-50 and 51

<table>
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<tr>
<th>Code</th>
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<tbody>
<tr>
<td>20348</td>
<td>06:45AM-12:45PM</td>
<td>MTW</td>
<td>BCTC L</td>
<td>R Fontaine</td>
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<tr>
<td>01/03/11</td>
<td>Last day to add: 01/07/11</td>
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Concurrent enrollment in EMS-51-20348 is required.

### EMS-50 EMS-BASIC

Introduces the student to all basic information to be able to, in combination with EMS-51, work in the pre-hospital setting as an EMT.

- **PREREQUISITE:** None.
- **COREQUISITE:** EMS-50.
- **LIMITATION ON ENROLLMENT:** American Heart Association CPR Certification (Healthcare Provider level) current throughout the length of the program. Must be 18 years of age. Attendance is required at the EMS Orientation prior to the start of class. Student must purchase a uniform and complete a background check and healthcare screening prior to the start of the program. Before taking any of these steps, students must attend program orientation.

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Concurrent enrollment in EMS-50-20350 is required.

### EMS-50 EMS-BASIC CLINICAL/FIELD

Provides supervised, structured and safe clinical practice alongside trained health care professionals in the clinical/field setting.

- **PREREQUISITE:** None.
- **COREQUISITE:** EMS-50.
- **LIMITATION ON ENROLLMENT:** American Heart Association CPR Certification (Healthcare Provider level) current throughout the length of the program. Must be 18 years of age. Attendance is required at the EMS Orientation prior to the start of class. Student must purchase a uniform and complete a background check and healthcare screening prior to the start of the program. Before taking any of these steps, students must attend program orientation.

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Concurrent enrollment in EMS-51-20348 is required. First meeting: Monday, 1/3/11, 6:45AM, Ben Clark Training Center.

### EMS-70 TRAUMA MANAGEMENT

Second term course focusing on preparing the paramedic student to deal with traumatic injuries in the pre-hospital setting.

- **PREREQUISITE:** EMS-60, 61, 62 and 63.
- **LIMITATION ON ENROLLMENT:** Acceptance into the Paramedic Program. Students must enroll in EMS-70 concurrently.

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<td>BCTC K</td>
<td>C Nollette</td>
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<td>Last day to add: 01/07/11</td>
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### EMS-70 CLINICAL MED SPECIALTY I

Provides supervised clinical practice in a wide variety of patient care activities to enable paramedic students to apply theory and skills for dealing with emergency patients in a hospital setting.

- **PREREQUISITE:** EMS-60, 61, 62 and 63.
- **LIMITATION ON ENROLLMENT:** Acceptance into the Paramedic Program. Students must enroll in EMS-70 concurrently.

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### FIRE TECHNOLOGY

#### FIT-A1A FIRE INVESTIGATION 1A

Provides the participants with an introduction and basic overview of fire scene investigation. Designed for in-service fire personnel who desire to promote to Company Officer level. Visit [www.rctoa.org](http://www.rctoa.org) for enrollment information.

- **PREREQUISITE:** None.

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<td>MTWTHF</td>
<td>BCTC CLAS</td>
<td>M Jennings</td>
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#### FIT-C1A COMMAND 1A

Provides instruction and simulation to first-in incident commanders or company officers. Designed for in-service fire personnel who desire to promote to Company Officer level. Visit [www.rctoa.org](http://www.rctoa.org) for enrollment information.

- **PREREQUISITE:** None.

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<td>BCTC CLAS</td>
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#### FIT-C1B COMMAND 1B

Provides instruction in scene management principles for incidents involving hazardous materials. Designed for in-service fire personnel who desire to promote to Company Officer level. Visit [www.rctoa.org](http://www.rctoa.org) for enrollment information.

- **PREREQUISITE:** FIT-C1A.

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<td>08:00AM-12:00PM</td>
<td>MTWTHF</td>
<td>BCTC CLAS</td>
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<td>01/31/11</td>
<td>Last day to add: 02/03/11</td>
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</table>

#### FIT-C1C I-ZONE FIREFIGHTING

Designed around the responsibilities of the company officer at a wild lands/urban interface incident. Designed for in-service fire personnel who desire to promote to Company Officer level. Visit [www.rctoa.org](http://www.rctoa.org) for enrollment information.

- **PREREQUISITE:** FIT-C1A.

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<tr>
<td>20512</td>
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<td>BCTC CLAS</td>
<td>K Norton</td>
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<td>3.00</td>
<td>08:00AM-12:00PM</td>
<td>MTW</td>
<td>BCTC CLAS</td>
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</tbody>
</table>

**FIT-C30** INTERMEDIATE I/O (I-300) 0.50 UNITS

This course provides public safety managers and supervisors with the terminology, duties and responsibilities of positions within the Incident Command System. Organizational relationships, flow of information, and emergency incident action planning are topics of discussion.

- **PREREQUISITE:** FIT-C20.

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</table>

**FIT-C40** ADVANCED ICS (I-400) 0.50 UNITS

This course provides public safety managers with the knowledge and skills associated with executive-level authority and decision making within the Incident Command System. Visit www.rctoa.org for enrollment information.

- **PREREQUISITE:** FIT-C20 and C30.

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**FIT-I2A** INST 2A-EVAL TECHNIQUES 2.00 UNITS

Prepares fire service personnel for advanced instructor positions within their respective departments.

- **PREREQUISITE:** FIT-I1A and I1B.

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**FIT-M2A** ORG DEVELOP/HUMAN RELATIONS 2.00 UNITS

Organizational behavior around three levels of analysis—individual, group and full complexity of organizational behavior.

- **PREREQUISITE:** FIT-M1.

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**FIT-P1A** PREVENT 1A: INSPECT PRAC 2.00 UNITS

Provides broad, technical overview of fire prevention codes, ordinances, key hazards and fire prevention practices. Designed for in-service fire personnel who desire to promote to Company Officer level. Visit www.rctoa.org for enrollment information.

- **PREREQUISITE:** None.

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**FIT-S2** TRUCK OPERATIONS 3.00 UNITS

Focuses on aerial apparatus (truck) operations. Participants must bring all appropriate PPE, an in-service SCBA and proof of current FIT test. For enrollment information please visit www.rctoa.org or call 571-6323.

- **PREREQUISITE:** None.

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**FIT-S3** BASIC FIRE FIGHTER ACADEMY 19.00 UNITS

Provides students with the necessary training required for most entry-level fire fighter positions, and is accredited through the California State Fire Marshal’s office. For enrollment information please call 571-6315.

- **PREREQUISITE:** EMS-50, 51, FIT-1 and S3A.
- **ADVISORY:** ENG-50, MAT-52 and REA-82 or qualifying test scores.
- **LIMITATION ON ENROLLMENT:** Successful completion within one year of a certified physical abilities test and fire academy medical clearance (once student has been offered a position in the program).

**EVENING**

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**FIT-TI1A** TRAINING INSTRUCTOR 1A 1.50 UNITS

The first of a three-course series designed to prepare fire and training officers for the delivery of cognitive lessons. This course is required to become a certified California State Certified Fire Service Training Instructor.

- **PREREQUISITE:** None.

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<td>08:00AM-12:00PM</td>
<td>MTWTHF</td>
<td>BCTC CLAS</td>
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**FIT-TI1B** FIRE TRAINING INSTRUCTOR 1B 1.50 UNITS

The second of a three-course series designed to teach fire service instructors and training officers the methods and techniques of instruction.

- **PREREQUISITE:** FIT-TI1A.

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<td>20525</td>
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<td>BCTC CLAS</td>
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**WARNING!**

REGISTRATION WILL BE BLOCKED IF YOU HAVE NOT MET THE PREREQUISITE!
### ANATOMY & PHYSIOLOGY

**AMY-2A ANATOMY & PHYSIOLOGY I**  
4.00 UNITS  
An integrated study of body organization and terminology, cells and tissues, skeletal and muscular systems, and eye and ear.  
- **PREREQUISITE:** None.  
  
  20313  
  07:35AM 01:25PM MTWTH SCI 250  
  S Wagner  
  Last day to add: 01/07/11

**AMY-10 SURVEY HUMAN ANAT/PHYSIO**  
3.00 UNITS  
A survey of the structure and function of human cells, tissues and systems- for Allied Health majors.  
- **PREREQUISITE:** None.  
  
  20312  
  09:50AM 11:55AM MTWTH SCI 157  
  S Marshall  
  Last day to add: 01/07/11

### BUSINESS ADMINISTRATION - Also See Accounting, Management, Marketing, Paralegal or Real Estate

**BUS-10 INTRO TO BUSINESS**  
3.00 UNITS  
Considers scope, function and organization of business, including principles and practices, with an integrated global perspective.  
- **PREREQUISITE:** None.  

  ONLINE  
  20319  
  J Duran  
  Last day to add: 01/08/11  
  
  The above section is an online class. Computer with Internet access required. See www.opencampus.com.

---

**For more information, see “How to Read the Schedule of Classes.”**
COMPUTER INFORMATION SYSTEMS

CIS-1A  INTRO TO COMP INFO SYS  3.00 UNITS
Introduction to computer concepts, theory and computer applications. Functions and capabilities of word processors, spreadsheets, databases, presentation graphics and the Internet are covered through lecture, discussion and hands-on computer assignments.
•  PREREQUISITE: None.
20320  09:50AM 11:55AM MTWTH HM 129 R Allahyari
12:05PM 02:10PM MTWTH SCI 261 R Allahyari
Last day to add: 01/07/11
20321  09:50AM 11:55AM MTWTH HM 129 R Allahyari
02:20PM 04:25PM MTWTH SCI 261 R Allahyari
Last day to add: 01/07/11

CIS-54A  INTRO TO FLASH  3.00 UNITS
Prepares students to learn Flash, an animation and interactivity tool for the web and training mediums. (Same as CAT-54A)
•  PREREQUISITE: None.
•  ADVISORY: Competency in the use of a computer and familiarity with the Internet; CIS-95A.
20324  09:50AM 11:55AM MTWTH HM 324 M Barboza
Last day to add: 01/07/11

DENTAL ASSISTANT

DEA-30  INT. CHAIRSIDE DENT ASSISTING  2.00 UNITS
This course includes clinical chair-side skills necessary for temporary crowns, bleaching splints, sports mouth guard, and sealants.
•  PREREQUISITE: DEA-20, 23 and 24.
•  LIMITATION ON ENROLLMENT: Enrollment in the Dental Assistant Program.
20326  09:00AM 12:00PM W MDEC 2 Staff
01:30PM 04:30PM T MDEC 2 Staff
01/04/11 02/09/11 Last day to add: 01/08/11
20327  09:00AM 12:00PM W MDEC 2 Staff
01:30PM 04:30PM T MDEC 2 Staff
01/05/11 02/10/11 Last day to add: 01/09/11

DEA-31  RADIOLOGY-DENTAL ASSISTANTS  1.50 UNITS
This course involves advanced radiography techniques including panoramic films and digital radiography.
•  PREREQUISITE: DEA-20 and 21.
•  LIMITATION ON ENROLLMENT: Enrollment in the Dental Assistant Program.
20328  09:00AM 12:00PM W MDEC 2 Staff
01:30PM 04:30PM T MDEC 2 Staff
01/04/11 02/09/11 Last day to add: 01/08/11
20329  09:00AM 12:00PM W MDEC 2 Staff
01:30PM 04:30PM T MDEC 2 Staff
01/05/11 02/10/11 Last day to add: 01/09/11

DEA-32  INT. SUPERVISED EXTERNSHIPS  1.00 UNITS
This course provides the student the ability to practice clinical dental assisting in general dentistry practices.
•  PREREQUISITE: DEH-20, 22 and 24.
•  LIMITATION ON ENROLLMENT: Enrollment in the Dental Assistant Program.
20331  08:00AM 12:00PM M MDEC 3 Staff
01:00PM 05:00PM M MDEC 3 Staff
05:30PM 06:30PM M MDEC 3 Staff
01/03/11 02/07/11 Last day to add: 01/03/11

COMMUNICATION STUDIES (SPEECH)

SPE-1  PUBLIC SPEAKING  3.00 UNITS
Prepare, present and evaluate a variety of speeches.
•  PREREQUISITE: None.
•  ADVISORY: SPE-51 and/or qualification for ENG-1A.
20455  07:35AM 09:40AM MTWTH LIB 124 D White
Last day to add: 01/07/11
20456  07:35AM 09:40AM MTWTH LIB 124 D White
Last day to add: 01/07/11

SPE-9  INTERPERSONAL COMMUNICATION  3.00 UNITS
Analyzes the dynamics, components and ethics of the two-person communication process in relationships.
•  PREREQUISITE: None.
•  ADVISORY: SPE-51 and/or qualification for ENG-1A.
20458  09:50AM 11:55AM MTWTH PSC 9 T Berry
Last day to add: 01/07/11

EVENING

20454  05:30PM 07:45PM MW LIB 120 C Christian
01/03/11 02/09/11 Last day to add: 01/07/11
20457  05:30PM 07:45PM TTH LIB 120 D Mann
01/04/11 02/10/11 Last day to add: 01/08/11

CHEMISTRY

DO YOU NEED INFORMATION ON HOW TO VALIDATE YOUR HIGH SCHOOL CHEMISTRY TO MEET A PREREQUISITE? CALL THE PREREQUISITE HOTLINE AT 222-8808.

CHE-2A  INTRO CHEMISTRY I  4.00 UNITS
Introductory chemical concepts with health and environmental applications; fulfills the needs of non-science majors.
•  PREREQUISITE: MAT-52.
20320  09:50AM 11:55AM MTWTH HM 129 R Allahyari
12:05PM 02:10PM MTWTH SCI 261 R Allahyari
Last day to add: 01/07/11
20321  09:50AM 11:55AM MTWTH HM 129 R Allahyari
02:20PM 04:25PM MTWTH SCI 261 R Allahyari
Last day to add: 01/07/11

CIS-72A  INTRO WEB PAGE CREATION  1.50 UNITS
Introduction to webpage creation using XHTML to create pages with formatted text, hyperlinks, lists, images, tables, frames and forms.
•  PREREQUISITE: None.
•  ADVISORY: Competency in the use of a computer and familiarity with the Internet; CIS-95A.
20325  08:35AM 09:40AM MTWTH HM 324 M Barboza
Last day to add: 01/07/11

MORENO VALLEY COMPUTER LAB HOURS

SCI 151
Monday - Thursday: 7:30AM - 9:30PM
Friday - Sunday: CLOSED
### DENTAL HYGIENE

**DEH-10B PRE-CLINICAL DENTAL HYGIENE #2 1.00 UNITS**

Continues to introduce the student to the basic clinical skills and techniques needed to perform clinical dental hygiene services.

- **PREREQUISITE:** None.
- **COREQUISITE:** DEH-19.
- **LIMITATIONS ON ENROLLMENT:** Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.

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<td>MDEC 2 Staff</td>
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### DENTAL TECHNOLOGY

**DEN-70 INTRO TO DENTAL TECH 2.00 UNITS**

Introduction to the field of dental laboratory technology. Successful completion necessary for program admission.

- **PREREQUISITE:** None.

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<tr>
<td>20473</td>
<td>08:00AM-03:30PM WTH</td>
<td>MDEC 2 D Beckstrom</td>
<td>01/05/11 02/10/11 Last day to add: 01/09/11</td>
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### EARLY CHILDHOOD EDUCATION

**EAR-19 OBSERVATION METHODS-ECE 3.00 UNITS**

Overview of observation and assessment approaches in order to develop, design, and implement curriculum that is responsive to and supportive of children’s typical and atypical developmental needs.

- **PREREQUISITE:** EAR-20.

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<tr>
<td>20461</td>
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<td>ECEM 115 K Metcalfe</td>
<td>Last day to add: 01/07/11</td>
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### EMERGENCY MEDICAL SERVICES

This is a specialized program. For information regarding entry into the program go to www.rcc.edu/academicprograms/ems or call 951-571-6395.

In order to enroll in EMS-50 and EMS-51, you must attend one of the mandatory orientation program dates listed below. Prompt attendance is required at the orientation and NO late admissions will be allowed.

If you have a disability requiring accommodation, please call 951-222-8060 at least one week prior to the date of the event in order to assure accommodation.

Winter Orientation Dates for EMS-50 and 51

<table>
<thead>
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<th>Date</th>
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<tbody>
<tr>
<td>12/8/2010</td>
<td>2:00PM-4:00PM</td>
<td>Ben Clark Training Center</td>
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<td>12/13/2010</td>
<td>1:00PM-3:00PM</td>
<td>Ben Clark Training Center</td>
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**ENG-1A  ENGLISH COMPOSITION  4.00 UNITS**

Teaches college-level critical reading, academic writing, and research skills.

- **PREREQUISITE:** ENG-50 or qualifying placement level.

**ENG-1B  CRITICAL THINKING/WRITING  4.00 UNITS**

Through a study of argument and literature, this course develops students’ critical thinking, reading, and writing skills beyond the level achieved in ENG-1A.

- **PREREQUISITE:** ENG-1A or 1AH.

**ENG-50  BASIC ENGLISH COMP  4.00 UNITS**

Prepares students for college-level reading and academic writing.

- **PREREQUISITE:** ENG-60B, ESL-55 or qualifying placement level.
- **ADVISORY:** REA-82 or qualifying placement level.

**ENG-60A  ENGL FUND: SENT TO PARAGRAPH  4.00 UNITS**

This course instills basic writing, reading, and grammar skills via sentence and paragraph. (Non-degree credit course. Pass-No Pass only.)

- **PREREQUISITE:** None.

**EMS-50  EMS-BASIC  6.00 UNITS**

Introduces the student to all basic information to be able to, in combination with EMS-61, work in the pre-hospital setting as an EMT.

- **PREREQUISITE:** None.
- **COREQUISITE:** EMS-51.
- **LIMITATION ON ENROLLMENT:** American Heart Association CPR Certification (Healthcare Provider level) current throughout the length of the program. Must be 18 years of age. Attendance is required at the EMS Orientation prior to the start of class. Students must purchase a uniform and complete a background check and healthcare screening prior to the start of the program. Before taking any of these steps, students must attend program orientation.

**EMS-51  EMS-BASIC CLINICAL/FIELD  1.00 UNITS**

Provides supervised, structured and safe clinical practice alongside trained health care professionals in the clinical/field setting.

- **PREREQUISITE:** None.
- **COREQUISITE:** EMS-50.
- **LIMITATION ON ENROLLMENT:** American Heart Association CPR Certification (Healthcare Provider level) current throughout the length of the program. Must be 18 years of age. Attendance is required at the EMS Orientation prior to the start of class. Students must purchase a uniform and complete a background check and healthcare screening prior to the start of the program. Before taking any of these steps, students must attend program orientation.

**EMS-52  TRAUMA MANAGEMENT  4.00 UNITS**

Second term course focusing on preparing the paramedic student to deal with traumatic injuries in the pre-hospital setting.

- **PREREQUISITE:** EMS-60, 61, 62 and 63.
- **LIMITATION ON ENROLLMENT:** Acceptance into the Paramedic Program. Students must enroll in EMS-71 concurrently.

**EMS-53  CLINICAL MED SPECIALTY I  2.50 UNITS**

Provides supervised clinical practice in a wide variety of patient care activities to enable paramedics to apply theory and skills for dealing with emergency patients in a hospital setting.

- **PREREQUISITE:** EMS-60, 61, 62 and 63.
- **LIMITATION ON ENROLLMENT:** Acceptance into the Paramedic Program. Students must enroll in EMS-70 concurrently.

**ENG-1A  ENGLISH COMPOSITION  4.00 UNITS**

Teaches college-level critical reading, academic writing, and research skills.

- **PREREQUISITE:** ENG-50 or qualifying placement level.

**ENG-1B  CRITICAL THINKING/WRITING  4.00 UNITS**

Through a study of argument and literature, this course develops students’ critical thinking, reading, and writing skills beyond the level achieved in ENG-1A.

- **PREREQUISITE:** ENG-1A or 1AH.

**ENG-50  BASIC ENGLISH COMP  4.00 UNITS**

Prepares students for college-level reading and academic writing.

- **PREREQUISITE:** ENG-60B, ESL-55 or qualifying placement level.
- **ADVISORY:** REA-82 or qualifying placement level.

**ENG-60A  ENGL FUND: SENT TO PARAGRAPH  4.00 UNITS**

This course instills basic writing, reading, and grammar skills via sentence and paragraph. (Non-degree credit course. Pass-No Pass only.)

- **PREREQUISITE:** None.
### English as a Second Language

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<td>MTW</td>
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</table>

*Indicates UC/CSU transferable course
**Associate Degree applicable only

Shaded areas indicate possible course placements

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### Moving through English, ESL and Reading

#### English Composition
- **ENG-60A**: Fundamentals: Sentence to Paragraph
- **ENG-60B**: Fundamentals: Paragraph to Essay
- **ENG-50**: Basic Composition
- **ENG-57**: Optional non-transferable
- **ENG-1A**: Composition
- **ENG-18**: Critical Thinking & Writing

#### Reading
- **REA-81**: Reading Level I
- **REA-82**: Reading Level II
- **REA-83**: Reading Level III

It is recommended that students take English and Reading classes at the same time. Check placement score for the appropriate reading class.

---

### Moreno Valley Writing/Reading Center Hours

**HM 232**

- Monday - Thursday: 7:00AM - 9:00PM
- Friday - Sunday: CLOSED

### English as a Second Language Winter 2011

EOL ONE-STOP DATES

NEW ESL STUDENTS MUST TAKE PTESL TEST

We offer “ESL One-Stop” sessions. You can take the ESL placement test and attend a college orientation on the same date. An ESL One-Stop session takes about 3 hours. Complete testing schedules are available at www.rcc.edu/services/assessment/dates.cfm. Making an appointment will guarantee you a seat for the test. If you walk in without an appointment, you may not be able to test.

Moreno Valley College: Call 951--571-6492 for an appointment.

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<tr>
<td>December 15</td>
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<td>STU 301</td>
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</table>

*Schedule subject to change.

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This course advances basic reading, writing, and grammar skills via the production of paragraph and short essays. (Non-degree credit course. Pass-No Pass only.)

*PREREQUISITE: ENG-60A or qualifying placement level.

All sections of ENG-60B have an 18 hour laboratory requirement to be arranged, either on an RCCD campus or online.

- PREREQUISITE: ENG-60A or qualifying placement level.
**ESL-55  ADVANCED WRITING/GRAMMAR  5.00 UNITS**
An advanced English as a Second Language course for non-native speakers of English focusing on college-level grammar and academic writing skills, especially essay development. (Degree credit course. Letter Grade, or Pass-No Pass option.)
- **PREREQUISITE:** Qualifying placement level on a state-approved placement instrument, or successful completion of ESL-54.

**EVENING**
20372  06:00PM 09:30PM  MTWTH  PSC 9  R Rader
Last day to add: 01/07/11

**GUIDANCE**
**GUI-47  CAREER EXPLOR/LIFE PLANNING  3.00 UNITS**
Designed to assist those students considering the transition of a career change or undecided about the selection of a college transfer major. Required materials fee will be charged to the student and is not covered by BOGW.
- **PREREQUISITE:** None.

20373  07:35AM 09:40AM  MTWTH  LIB 130  A Ygloria
01/04/11 02/10/11  Last day to add: 01/07/11
The above section is designed for students in the Middle College High School Program.

20374  09:50AM 11:55AM  MTWTH  LIB 130  L Parker
01/04/11 02/10/11  Last day to add: 01/07/11
The above section is designed for students in the Middle College High School Program.

**HEALTH SCIENCE**
**HES-1  HEALTH SCIENCE  3.00 UNITS**
- **PREREQUISITE:** None.

20377  07:35AM 09:40AM  MTWTH  HM 129  S Marshall
01/04/11 02/10/11  Last day to add: 01/07/11

**EVENING**
20376  06:00PM 08:50PM  TWTH  STU 101  R Kahns
01/04/11 02/10/11  Last day to add: 01/07/11

**HISTORY**
**HIS-7  POL SOC HISTORY OF US  3.00 UNITS**
A history of the United States from 1877 to the present.
- **PREREQUISITE:** None.
- **ADVISORY:** Qualification for ENG-1A.

20381  09:50AM 11:55AM  MTWTH  HM 106  A Pfeifle
Last day to add: 01/07/11

**EVENING**
20382  05:30PM 09:45PM  TTH  HM 106  K Bowyer
01/04/11 02/10/11  Last day to add: 01/08/11

**HUMAN SERVICES**
**HMS-16  PUBLIC ASSISTANCE/BENEFITS  1.00 UNITS**
Overview of federal, state and local public benefits for persons in need, including availability, eligibility requirements and entitlements.
- **PREREQUISITE:** None.

20383  06:00PM 08:50PM  T  HM 209  Staff
01/04/11 02/08/11  Last day to add: 01/08/11

**HUMANITIES**
**HUM-10  WORLD RELIGIONS  3.00 UNITS**
Concepts of major religions including Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam.
- **PREREQUISITE:** None.
- **ADVISORY:** Qualification for ENG-1A.

20391  09:50AM 11:55AM  MTWTH  STU 101  W Knight
Last day to add: 01/07/11
The above section is a web-enhanced class. Internet access may be required.

**ONLINE**
20392  09:50AM 11:55AM  MTWTH  STU 101  C Rocco
01/04/11 02/08/11  Last day to add: 01/08/11
The above section is an online class. Computer with Internet access required. See www.opencampus.com.

**SUPERVISED TUTORING**
**ILA-800  SUPERVISED TUTORING  0.00 UNITS**
Supervised tutoring, study skills development, and assistance in understanding college course assignments. Students receive individualized tutoring and small group instruction outside of class-time to improve learning and study skills in specific subject matter. Students must have a referral from an instructor or counselor in order to enroll.

**ILA-800  SUPERVISED TUTORING  0.00 UNITS**
Supervised tutoring, study skills development, and assistance in understanding college course assignments.
- **PREREQUISITE:** None.
- **COREQUISITE:** Must be enrolled in one other non-tutoring course.
- **LIMITATION ON ENROLLMENT:** Student must have a referral from an instructor or counselor.

20394  09:50AM 11:55AM  MTWTH  HM 106  A Pfeifle
Last day to add: 01/07/11

20396  09:50AM 11:55AM  MTWTH  HM 106  J Rhyne
Last day to add: 01/07/11

20397  09:50AM 11:55AM  MTWTH  HM 106  O Dumer
Last day to add: 01/07/11

20395  09:50AM 11:55AM  MTWTH  HM 106  F Johnson
Last day to add: 01/07/11

20398  09:50AM 11:55AM  MTWTH  HM 106  L Ogata
Last day to add: 01/07/11

**WARNING!**
REGISTRATION WILL BE BLOCKED IF YOU HAVE NOT MET THE PREREQUISITE!

www.rcc.edu
### MATHEMATICS

**MAT-11 COLLEGE ALGEBRA** 4.00 UNITS
- College-level algebra.
- **PREREQUISITE:** MAT-35 or qualifying placement level.
  - 20399 10:00AM 12:50PM MTWTH LIB 120 J Namekata
  - Last day to add: 01/07/11

**MAT-12 STATISTICS** 3.00 UNITS
- A study of statistical methods and their application to hypothesis testing and estimation of population parameters.
- **PREREQUISITE:** MAT-35 or qualifying placement level.
  - 20400 12:05PM 02:10PM MTWTH HM 338 F Johnson
  - Last day to add: 01/07/11

**MAT-35 INTERMEDIATE ALGEBRA** 5.00 UNITS
- Algebra preparation for college-level mathematics.
- **PREREQUISITE:** MAT-52 or qualifying placement level.
  - 20401 09:50AM 01:15PM MTWTH HM 104 N Baciuna
    - Last day to add: 01/07/11
  - 20402 01:30PM 04:55PM TTH HM 104 S Drake
    - Last day to add: 01/07/11

The above section is a hybrid class. Computer with Internet access required. See www.opencampus.com.

**MAT-36 TRIGONOMETRY** 4.00 UNITS
- An introduction to the trigonometric functions, their identities and relationships, graphs and applications, accompanied by essential topics of geometry.
- **PREREQUISITE:** MAT-35 and MAT-53 or qualifying placement level.
  - 20403 10:00AM 12:50PM MTWTH HM 209 S Drake
    - Last day to add: 01/07/11

### ENGLISH

**ENG-11ENGLISH I** 4.00 UNITS
- Composition I or Advanced English.
- **PREREQUISITE:** MAT-35 or qualifying placement level.
  - 20404 10:00AM 12:50PM MTWTH HM 105 K Richards-Dinger
    - Last day to add: 01/07/11

**ENG-109 ENGLISH II** 4.00 UNITS
- Composition II or Advanced English.
  - 20405 09:50AM 11:55AM MTWTH PSC 3 C Yao
    - Last day to add: 01/07/11

### MUSIC

**MUS-1 TEACHING MUSIC-YOUNG CHILDREN** 3.00 UNITS
- Instruction in teaching music and young children.
- **PREREQUISITE:** None.
  - EVENING
    - 20508 05:30PM 09:45PM TTH PSC 4 B Gulihammer-Beals
      - Last day to add: 01/07/11
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**PHYSICAL EDUCATION**

**MUS-19 MUSIC APPRECIATION**
- Study of musical style, form and materials, organized to acquaint the student with representative musical literature through listening, reading and writing.
  - **PREREQUISITE:** None.

**MUS-25 JAZZ APPRECIATION**
- A comprehensive study of jazz from its origins to the present day.
  - **PREREQUISITE:** None.

**PHP-30 FIRST AID AND CPR**
- Earn “American Red Cross Responding to Emergencies” and “American Heart Association Healthcare Professional” certificates. First Aid and CPR fees totaling $15.50 are also required and are not covered by BOGW. Drop deadlines for non-payment apply.
  - **PREREQUISITE:** None.

**PHP-A40 KARATE, BEGINNING**
- Develops basic skills needed for unarmed self-defense by using shifting, blocking, punching and kicking.
  - **PREREQUISITE:** None.

**PHP-A75 WALKING FOR FITNESS**
- Provides instruction in walking technique and fitness, nutrition, and weight control as it relates to a walking program.
  - **PREREQUISITE:** None.

**PHP-A81 PHYSICAL FITNESS**
- Provides concepts for total fitness and develops personalized exercise programs for cardiovascular endurance, strength and flexibility.
  - **PREREQUISITE:** None.

**PHYSICIAN ASSISTANT**

This is a specialized program. For information regarding entry into the program go to www.rcc.edu/physicianassistant or call 571-6166.

Hours subject to change due to guest lecturer and/or faculty availability. Year two clinical assignments are made by PA Program Clinical Coordinator.

**PHT-4 APPLIED CLINIC SKILLS II**
- Principles and practice of electrocardiography and 12-lead EKG interpretation. Principles and practice of diagnostic imaging and advanced imaging modalities.
  - **PREREQUISITE:** None.
  - **LIMITATION ON ENROLLMENT:** Acceptance into the Physician Assistant Program.

**PHT-11 INTERNAL MEDICINE I**
- Under supervision, assigned to patients for medical history review, physical examination, diagnostic testing and, within limitation imposed by education and experience, patient management.
  - **PREREQUISITE:** None.
  - **LIMITATION ON ENROLLMENT:** Advanced standing in The Physician Assistant Program, including completion of all first-year courses.

**PHT-12 INTERNAL MEDICINE II**
- Under supervision, students participate in a wide variety of patient care activities in internal medicine and the Intensive and Coronary Care Units.
  - Students are assigned to medical history review, physical examination, diagnostic testing, technical procedures and patient management.
  - **PREREQUISITE:** None.
  - **LIMITATION ON ENROLLMENT:** Advanced standing in the Physician Assistant Program, including completion of all first-year courses.

**PHT-13 GENERAL SURGERY**
- Under supervision, assigned to patients to elicit medical history, perform physical examination diagnostic testing, surgical and technical procedures and management of the surgical patient.
  - **PREREQUISITE:** None.
  - **LIMITATION ON ENROLLMENT:** Advanced standing in the Physician Assistant Program, including completion of all first year courses.

**PHT-14 SURGERY II**
- Continuation of Surgery Internship and the surgical subspecialties in orthopedics.
  - **PREREQUISITE:** None.
  - **LIMITATION ON ENROLLMENT:** Advanced standing in the Physician Assistant Program, including completion of all first year courses.

**PHT-15 PEDIATRICS**
- Under supervision, students participate in a wide variety of patient care activities in the outpatient and inpatient clinical settings. Students are assigned to patients for medical history review, physical examination, diagnostic testing, and patient management.
  - **PREREQUISITE:** None.
  - **LIMITATION ON ENROLLMENT:** Advanced standing in the Physician Assistant Program including completion of all first-year courses.

**PHT-16 OBSTETRICS/GYNECOLOGY**
- Under supervision, participate in a variety of patient care activities emphasizing patients with reproductive tract abnormalities and normal or complicated pregnancies. Assigned to patients for medical history review, physical examination and diagnostic testing in preparation for supportive role during labor and delivery or gynecologic surgery.
  - **PREREQUISITE:** None.
  - **LIMITATION ON ENROLLMENT:** Advanced standing in the Physician Assistant Program, including completion of all first-year courses.
Under supervision, assigned to patient for medical history review, physical examination, diagnostic testing and, within limitation imposed by education and experience, patient management.

**PREREQUISITE:** None.

**LIMITATION ON ENROLLMENT:** Advanced standing in the Physician Assistant Program, including completion of all first-year courses.

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**PHT-17**  
**FAMILY PRACTICE**  
6.00 UNITS

Under supervision, perform psychiatric history and mental status examinations and participate in discussions and formulations of basic therapeutic plans.

**PREREQUISITE:** None.

**LIMITATION ON ENROLLMENT:** Advanced standing in the Physician Assistant Program, including completion of all first-year courses.

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**PHT-18**  
**PSYCHIATRY/MENTAL HEALTH**  
4.00 UNITS

Under supervision, assigned to patients in the Emergency Department for medical history review, physical examination, diagnostic testing, minor surgical procedures, ACLS, BCLS, and patient management in emergency situations.

**PREREQUISITE:** None.

**LIMITATION ON ENROLLMENT:** Advanced standing in the Physician Assistant Program, including completion of all first-year courses.

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**PHT-19**  
**EMERGENCY MEDICINE**  
4.00 UNITS

Under supervision, assigned to patient for medical history review, physical examination, diagnostic testing, and, within limitation imposed by education and experience, patient management. Under supervision, perform psychiatric history and mental status examinations and participate in discussions and formulations of basic therapeutic plans.

**PREREQUISITE:** None.

**LIMITATION ON ENROLLMENT:** Advanced standing in the Physician Assistant Program, including completion of all first-year courses.

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**PSYCHOLOGY**

**PSY-1**  
**GENERAL PSYCH**  
3.00 UNITS

Survey of scientific study of behavior, including learning, emotion, motivation, emotional problems and therapy.

**PREREQUISITE:** None.

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**PSY-9**  
**DEVELOPMENTAL PSYCH**  
3.00 UNITS

A survey of biological, cognitive and psychosocial development throughout the human life cycle from conception to death.

**PREREQUISITE:** None.

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**READING**

**REA-82**  
**READING, LEVEL II**  
3.50 UNITS

Intended for students who experience significant difficulty in reading college-level materials. (Non-degree credit course.)

**PREREQUISITE:** REA-81 or qualifying placement level.

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The above section is a hybrid class. Computer with Internet access required. See www.opencampus.com.

**REA-83**  
**READING, LEVEL III**  
3.00 UNITS

Intended for students who experience moderate difficulty in reading college-level materials. (Non-degree credit course.)

**PREREQUISITE:** REA-82 or ESL-73 or qualifying placement level.

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The above section is a hybrid class. Computer with Internet access required. See www.opencampus.com.

**SOCIOLOGY**

**SOC-1**  
**INTRO TO SOCIOLOGY**  
3.00 UNITS

An introduction to the basic concepts of societal organization.

**PREREQUISITE:** None.

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The above section is an online class. Computer with Internet access required. See www.opencampus.com.

**SPANISH**

**DO YOU NEED INFORMATION ON HOW TO VALIDATE YOUR PREREQUISITE? CALL THE PREREQUISITE HOTLINE AT 222-8808. (FOR CHEMISTRY AND FOREIGN LANGUAGES ONLY.)**
Spanish Placement Testing
The Spanish placement test measures competency levels for non-native speakers of Spanish who wish to enroll in Spanish courses but need to determine the appropriate starting level. The results show a recommendation of the appropriate Spanish class. Students can enroll in a level lower than their placement, but not higher.

Moreno Valley College: Call 951-571-6492 to make an appointment.

October 13 4:00PM STU 301
November 5 8:30AM STU 301
November 13 8:30AM Ben Clark Assessment Ctr
November 24 4:00PM STU 301
December 4 8:30AM Ben Clark Assessment Ctr
December 9 5:00PM Ben Clark Assessment Ctr
December 17 8:30AM STU 301

*Schedule subject to change.

SPA-1 SPANISH 1 5.00 UNITS
Develops basic skills in understanding, reading, communicating and writing in Spanish.
• PREREQUISITE: None.
20452 07:35AM 11:50AM MTWTH HM 233 G Decker
Last day to add: 01/07/11

SPA-2 SPANISH 2 5.00 UNITS
Further development of basic skills in understanding, reading, communicating and writing in Spanish.
• PREREQUISITE: SPA-1, 1H or 1B.
EVENING
20453 05:00PM 09:15PM MW HM 233 M Vega Sanchez Last day to add: 01/07/11
The above section is a hybrid class. Computer with Internet access required. See www.opencampus.com.

SENIOR CITIZEN EDUCATION/YOUNG@HEART - These classes are listed in the current Community Education schedule. Call (951) 328-3811 for a copy.

SPEECH – See Communication Studies

WARNING!
REGISTRATION WILL BE BLOCKED IF YOU HAVE NOT MET THE PREREQUISITE!

Moving through English, ESL and Reading

English as a Second Language

Oral Communication
ESL-91 Beginning
ESL-92 Intermediate
ESL-93** Advanced

Reading & Vocabulary
ESL-71 Basic
ESL-72 Intermediate
ESL-73** High Intermediate

Writing & Grammar
ESL-51 Basic
ESL-52 Low Intermediate
ESL-53 Intermediate
ESL-54* High Intermediate
ESL-55* Advanced

Shaded areas indicate possible course placements

English Composition
ENG-60A Fundamentals: Sentence to Paragraph
ENG-60B Fundamentals: Paragraph to Essay
ENG-50 Basic Composition
ENG-57 Optional non-transferable
ENG-1A* Composition
ENG-1B* Critical Thinking & Writing

Reading
REA-81 Reading Level I
REA-82 Reading Level II
REA-83 Reading Level III

It is recommended that students take English and Reading classes at the same time. Check placement score for the appropriate reading class.
ACCOUNTING - Also See Business Administration

**ACC-1A**  PRINCIPLES OF ACCOUNTING I  3.00 UNITS
An introduction to accounting principles and procedures. Course geared to accounting and business majors.

- **PREREQUISITE:** None.
- **ADVISORY:** BUS-20.

**ONLINE**
30210  08:00AM 11:30PM  MTWTH  ST 211  P Worsham
Last day to add: 01/08/11

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

ANATOMY & PHYSIOLOGY

**AMY-2A**  ANATOMY & PHYSIOLOGY I  4.00 UNITS
An integrated study of body organization and terminology, cells and tissues, skeletal and muscular systems, and eye and ear.

- **PREREQUISITE:** None.

30211  08:00AM 01:30PM  MTWTH  ST 211  P Campo
Last day to add: 01/07/11

The above section is a web-enhanced class. Internet access may be required.

ANTHROPOLOGY

**ANT-1**  PHYSICAL ANTHROPOLOGY  3.00 UNITS
Examination of human biological evolution and physical diversity, incorporating genetics, primates, fossils, and relationship to the animal world.

- **PREREQUISITE:** None.

30299  09:50AM 11:55AM  MTWTH  HUM 111  A Gray
Last day to add: 01/07/11

The above section is a web-enhanced class. Internet access may be required.

**ART**

**ART-6**  ART APPRECIATION  3.00 UNITS
An introductory course for the non-art major. An overview of the creative process and various art forms.

- **PREREQUISITE:** None.
- **ADVISORY:** Qualification for ENG-1A.

**EVENING**
30213  06:00PM 10:15PM  MW  ATEC 114  S Vandermeiden
ATEC 114 S Vandermeiden
Last day to add: 01/07/11

**ONLINE**
30291  09:50AM 11:55AM  MTWTH  HUM 111  A Gray
Last day to add: 01/08/11

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

**BIOLOGY**

**BIO-1**  GENERAL BIOLOGY  4.00 UNITS
A study of life as revealed in biological systems using cellular, organismic and ecological approaches. The basic principles of cellular biology, biochemistry, genetics, evolution, ecology and the social implications of biology are included.

- **PREREQUISITE:** None.

**EVENING**
30284  07:35AM 11:45AM  MTWTH  IT 128  B Moore
Last day to add: 01/07/11

30214  05:30PM 09:40PM  MTWTH  IT 128  M Smith
Last day to add: 01/07/11

Norco College provides educational programs, services, and learning environments for a diverse community. We equip our students with the knowledge and skills to attain their goals in higher, career/technical, and continuing education; workforce development; and personal enrichment. To meet the evolving community needs Norco College emphasizes the development of technological programs. As a continuing process we listen to our community and respond to its needs while engaging in self-examination, learning outcomes assessment, ongoing dialogue, planning, and improvement.
**BUSINESS ADMINISTRATION - Also See Accounting, Management, Marketing, Paralegal or Real Estate**

**BUS-10  INTRO TO BUSINESS  3.00 UNITS**
Consider scope, function and organization of business, including principles and practices, with an integrated global perspective.
- **PREREQUISITE:** None.

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The above section is an online class. Computer with Internet access required. See www.opencampus.com.

**BUS-18A  BUSINESS LAW I  3.00 UNITS**
Legal and ethical environment of business torts, contracts, sales and principles of employment.
- **PREREQUISITE:** None.

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The above section is an online class. Computer with Internet access required. See www.opencampus.com.

**BUS-20  BUSINESS MATH  3.00 UNITS**
Review of basic math and its application to business, percentages, pricing, depreciation and inventory.
- **PREREQUISITE:** None.

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**CHEMISTRY**

**DO YOU NEED INFORMATION ON HOW TO VALIDATE YOUR HIGH SCHOOL CHEMISTRY TO MEET A PREREQUISITE? CALL THE PREREQUISITE HOTLINE AT 222-8808.**

**CHE-2A  INTRO CHEMISTRY I  4.00 UNITS**
Introductory chemical concepts with health and environmental applications; fulfills the needs of non-science majors.
- **PREREQUISITE:** MAT-52.

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The above section is a web-enhanced class. Internet access may be required.

**COMMUNICATION STUDIES (SPEECH)**

**SPE-1  PUBLIC SPEAKING  3.00 UNITS**
Prepare, present and evaluate a variety of speeches.
- **PREREQUISITE:** None.

- **ADVISORY:** SPE-51 and/or qualification for ENG-1A.

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**SPE-9  INTERPERSONAL COMMUNICATION  3.00 UNITS**
- Analyzes the dynamics, components and ethics of the two-person communication process in relationships.
- **PREREQUISITE:** None.

- **ADVISORY:** SPE-51 and/or qualification for ENG-1A.

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**COMPUTER APPLICATIONS/OFFICE**

**CAT-78A  INTRO ADOBE PHOTOSHOP  3.00 UNITS**
Introduction to Adobe Photoshop including selecting, layers, masks, channels and vector art for manipulating images. (Same as CIS-78A)
- **PREREQUISITE:** None.

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The above section is a web-enhanced class. Internet access may be required.

**COMPUTER INFORMATION SYSTEMS**

**CIS-1A  INTRO TO COMP INFO SYS  3.00 UNITS**
Introduction to computer concepts, theory and computer applications. Functions and capabilities of word processors, spreadsheets, databases, presentation graphics and the Internet are covered through lecture, discussion and hands-on computer assignments.
- **PREREQUISITE:** None.

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The above section is an online class. Computer with Internet access required. See www.opencampus.com.

**CIS-1B  ADV CONCEPTS IN CIS  3.00 UNITS**
Advanced computer concepts, theory and applications. Advanced word processing, spreadsheets, presentation graphics. The Internet and database skills are covered through lecture, discussion and hands-on computer assignments.
- **PREREQUISITE:** CIS-1A.

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**CIS-39  CURRENT TECHNIQUES IN GAME ART  4.00 UNITS**
Introduction to the fundamental techniques, concepts, and vocabulary of advanced sculpting for game art, animation, concept art, and digital illustration.
- **PREREQUISITE:** None.

- **ADVISORY:** Ability to manipulate graphics including layers and textures with PhotoShop or concurrent enrollment in CIS-78A or ADM-71.

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**CIS-78A  INTRO ADOBE PHOTOSHOP  3.00 UNITS**
Introduction to Adobe Photoshop including selecting, layers, masks, channels and vector art for manipulating images. (Same as CAT-78A)
- **PREREQUISITE:** None.

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**NORCO COMPUTER LAB HOURS**

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<tr>
<td>IT 108</td>
<td>Tuesday and Thursday: 8:00AM - 5:00PM</td>
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The Computer Lab is closed all other days.

**WARNING! REGISTRATION WILL BE BLOCKED IF YOU HAVE NOT MET THE PREREQUISITE!**
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### DRAFTING - See Architecture & Engineering

### EARLY CHILDHOOD EDUCATION

**EAR-20 CHILD DEVELOPMENT 3.00 UNITS**
A comprehensive overview of concepts, issues and theories of human development from conception through adolescence.
- **PREREQUISITE:** None.

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**EAR-45 ADMIN ECE PROGRAMS II 3.00 UNITS**
Examines the dynamics of management behavior and responsibilities, the communication process within the organization, and the characteristics of program quality as they are related to the leadership role of the manager.
- **PREREQUISITE:** EAR-44.

### ENGINEERING

**ENE-10 INTRO TO ENGINEERING 1.00 UNITS**
An introduction to various engineering fields, kinds of work done by engineers and experimental methods used in engineering.
- **PREREQUISITE:** None.

### ENGLISH

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### PLACEMENT GUIDELINES: ENGLISH COMPOSITION COURSES

**ENGLISH 1A. One of the following:**
1. Qualifying preparation score based on the DTLS or Accuplacer test and academic background.
2. A grade of C or better in ENG-50.

**ENGLISH 1B:**
A grade of C or better in ENGLISH 1A.

**ENGLISH 50:** One of the following:
1. Qualifying preparation score based on the DTLS or Accuplacer test and academic background.
2. Successful completion of ENG-60B or ESL-55.

**ENGLISH 60A:**
There is no prerequisite; the course is open to all students.

It is strongly recommended that students register in an appropriate composition course (ENG-1A, 50, 60A, or 60B) during their first semester of enrollment.

See "Moving through English" for more details.
ENG-60A  ENGL FUND: SENT TO PARAGRAPH  4.00 UNITS
This course instills basic writing, reading, and grammar skills via sentence and paragraph. (Non-degree credit course. Pass-No Pass only.)
• PREREQUISITE: None.

All sections of ENG-60A have an 18 hour laboratory requirement to be arranged, either on an RCCD campus or online.

30234  07:00AM 09:50AM  MTWTH LIBR 110  L Steele
Last day to add: 01/07/11
30236  10:00AM 12:50PM  MTWTH LIBR 110  N Capps
Last day to add: 01/07/11

EVENING
30235  05:30PM 09:20PM  TWTH IT 209  B Wolcott
Last day to add: 01/08/11

ENG-60B  ENGL FUND: PARAGRAPH TO ESSAY  4.00 UNITS
This course advances basic reading, writing, and grammar skills via the production of paragraph and short essays. (Non-degree credit course. Pass-No Pass only.)
• PREREQUISITE: ENG-60A or qualifying placement level.

All sections of ENG-60B have an 18 hour laboratory requirement to be arranged, either on an RCCD campus or online.

30238  07:00AM 09:50AM  MTWTH IT 111  A Elizalde
Last day to add: 01/07/11
30237  10:00AM 12:50PM  MTWTH IT 111  A Elizalde
Last day to add: 01/07/11
30239  01:15PM 04:05PM  MTWTH IT 111  J Ray
Last day to add: 01/07/11

NORCO WRITING/READING CENTER HOURS
LIBR 113
Monday-Thursday: 8:00AM-5:30PM
Friday-Sunday: CLOSED

Shaded areas indicate possible course placements

English Composition
- ENG-60A
  - Fundamentals: Sentence to Paragraph
- ENG-60B
  - Fundamentals: Paragraph to Essay
- ENG-50
  - Basic Composition
- ENG-1A*
  - Optional non-transferable
- ENG-1B*
  - Composition
- ENG-57
  - Critical Thinking & Writing

Reading
- REA-81
  - Reading Level I
- REA-82
  - Reading Level II
- REA-83
  - Reading Level III

It is recommended that students take English and Reading classes at the same time. Check placement score for the appropriate reading class.

Moving through English, ESL and Reading

English as a Second Language
- Oral Communication
  - ESL-91
    - Beginning
  - ESL-92
    - Intermediate
  - ESL-93**
    - Advanced
  - ESL-71
    - Basic
  - ESL-72
    - Intermediate
  - ESL-73**
    - High Intermediate
- Reading & Vocabulary
  - ESL-51
    - Basic
  - ESL-52
    - Low Intermediate
  - ESL-53
    - Intermediate
  - ESL-54*
    - High Intermediate
  - ESL-55*
    - Advanced
  - ESL-56
    - Reading & Vocabulary
  - ESL-57
    - Optional non-transferable
- Writing & Grammar
  - ESL-58
    - Advanced
  - ESL-59
    - Advanced
  - ESL-60
    - Advanced

* Indicates UC/CSU transferable course
** Associate Degree applicable only
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**SUPERVISED TUTORING**

ILA-800 courses are self-paced open-entry/open-exit classes that provide supervised tutoring, study skills development, and assistance in understanding college course assignments. Students receive individualized tutoring and small group instruction outside of class-time to improve learning and study skills in specific subject matter. **Students must have a referral from an instructor or counselor in order to enroll.**

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**LOGISTICS – See Business Administration**

**MACHINE SHOP TECHNOLOGY**

MAC-55 OSHA STANDARDS FOR INDUSTRY 2.00 UNITS

This course covers OSHA policies, procedures and standards, as well as safety for general industry and health principles. Topics include scope and application of the OSHA standards for general industry. **(Same as MAN-55)**

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**WARNING!**

REGISTRATION WILL BE BLOCKED IF YOU HAVE NOT MET THE PREREQUISITE!
**MANAGEMENT**

**MAG-53  HUMAN RELATIONS  3.00 UNITS**

Practical application of basic psychology in building better employer-employee relationships.

- **PREREQUISITE:** None.

**ONLINE**

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The above section is an online class. Computer with Internet access required. See www.opencampus.com.

**MANUFACTURING TECHNOLOGY**

**MAN-55  OSHA STANDARDS FOR INDUSTRY  2.00 UNITS**

This course covers OSHA policies, procedures and standards, as well as safety for general industry and health principles. Topics include scope and application of the OSHA standards for general industry. (Same as MAC-55)

- **PREREQUISITE:** None.

**EVENING**

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Last day to add: 01/08/11

**MATHEMATICS**

**MAT-1A  CALCULUS I  4.00 UNITS**

Plane analytic geometry, functions, differentiation with applications and basic integration.

- **PREREQUISITE:** MAT-10 or qualifying placement level.

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</table>

Last day to add: 01/07/11

**MAT-10  PRECALCULUS  4.00 UNITS**

College-level algebra and trigonometry preparation for calculus.

- **PREREQUISITE:** MAT-36 or qualifying placement level.

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Last day to add: 01/07/11

**MAT-11  COLLEGE ALGEBRA  4.00 UNITS**

College-level algebra.

- **PREREQUISITE:** MAT-35 or qualifying placement level.

**EVENING**

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Last day to add: 01/07/11

**MAT-12  STATISTICS  3.00 UNITS**

A study of statistical methods and their application to hypothesis testing and estimation of population parameters.

- **PREREQUISITE:** MAT-35 or qualifying placement level.

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Last day to add: 01/07/11

**MAT-35  INTERMEDIATE ALGEBRA  5.00 UNITS**

Algebra preparation for college-level mathematics.

- **PREREQUISITE:** MAT-52 or qualifying placement level.

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Last day to add: 01/07/11

The above section is a hybrid class. Computer with Internet access required. See www.opencampus.com.

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The above section is a hybrid class. Computer with Internet access required. See www.opencampus.com.

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Last day to add: 01/07/11

**MAT-36  TRIGONOMETRY  4.00 UNITS**

An introduction to the trigonometric functions, their identities and relationships, graphs and applications, accompanied by essential topics of geometry.

- **PREREQUISITE:** MAT-35 and MAT-53 or qualifying placement level.

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Last day to add: 01/08/11

The above online section requires proctored exams, either on an RCCD campus or by an off-site proctor approved by the instructor. Computer with Internet access required. See www.opencampus.com.
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**MAT-52  ELEMENTARY ALGEBRA  4.00 UNITS**
An introduction to the concepts of algebra.
- **PREREQUISITE:** MAT-64 (formerly 50), 65, 90F or qualifying placement level.

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**COMMERICAL MUSIC**
**MUC-3  INTRO TO PROTOOLS  3.00 UNITS**
An introduction to MIDI and digital audio using the industry-standard Pro Tools software.
- **PREREQUISITE:** None.

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**MUSIC**
**MUS-19  MUSIC APPRECIATION  3.00 UNITS**
Study of musical style, form and materials, organized to acquaint the student with representative musical literature through listening, reading and writing.
- **PREREQUISITE:** None.

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**PHILOSOPHY**
**PHI-10  INTRO TO PHILOSOPHY  3.00 UNITS**
Introduction to the major questions of Western philosophy and their answers.
- **PREREQUISITE:** None.

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**PHYSICAL EDUCATION**
**PHP-4  NUTRITION  3.00 UNITS**
Principles of basic nutrition and their application to health and diseases.
- **PREREQUISITE:** None.

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**PHYSICAL EDUCATION**
**PHP-A40  KARATE, BEGINNING  1.00 UNITS**
Develops basic skills needed for unarmed self-defense by using shifting, blocking, punching and kicking.
- **PREREQUISITE:** None.

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**PHYSICAL EDUCATION**
**PHP-A46  HATHA YOGA, BEGINNING  1.00 UNITS**
Develops physical and mental wellness by exercises for breathing, concentration, flexibility, strength and relaxation.
- **PREREQUISITE:** None.

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NORCO MATH LAB HOURS
**ST 101**
Monday-Thursday: 8:45AM – 6:15PM
Friday-Sunday: CLOSED

Get important textbook information, including ISBN numbers and pricing, and reserve for in-store pickup or delivery to your home! [www.rccnorco.bncollege.com](http://www.rccnorco.bncollege.com)
# The World Is Yours
Seeking a unique, challenging and rewarding educational experience? Interested in world affairs, international employment, transferring to quality universities and travel?
RCCD will role-play a foreign nation at simulations of the United Nations including a foreign conference in fall and New York in April, attended by 5000 students from around the world. Minimal costs. Get a head start and attend the team meetings Friday afternoons in fall or enroll in POL-10A in the winter session.

For more information:
On Facebook, search Model United Nations Riverside Community College or email: Ward.Schinke@rcc.edu.

## Political Science

### POL-1 American Politics 3.00 UNITS
The principles, institutions, policies and critical issues in American politics.

**Advisory:** Qualification for ENG-1A.

### Evening

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The above section is a hybrid class. Computer with Internet access required. See www.opencampus.com.

## Psychology

### PSY-1 General Psych 3.00 UNITS
Survey of scientific study of behavior, including learning, emotion, motivation, emotional problems and therapy.

**Prerequisite:** None.

### Evening

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The above section is a web-enhanced class. Internet access may be required.

### PSY-9 Developmental Psych 3.00 UNITS
A survey of biological, cognitive and psychosocial development throughout the human life cycle from conception to death.

**Prerequisite:** None.

### Evening

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The above section is a web-enhanced class. Internet access may be required.

## English as a Second Language

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<th>Reading &amp; Vocabulary</th>
<th>Writing &amp; Grammar</th>
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<td>ESL-91 Beginning</td>
<td>ESL-71 Basic</td>
<td>ESL-51 Basic</td>
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<tr>
<td>ESL-92 Intermediate</td>
<td>ESL-72 Intermediate</td>
<td>ESL-52 Low Inter</td>
</tr>
<tr>
<td>ESL-93** Advanced</td>
<td>ESL-73** High Inter</td>
<td>ESL-53 Inter</td>
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<td></td>
<td>ESL-54** High Inter</td>
<td>ESL-55* Advanced</td>
</tr>
</tbody>
</table>

* Indicates UC/CSU transferable course
** Associate Degree applicable only

Shaded areas indicate possible course placements

## Moving through English, ESL and Reading

### English Composition

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<tbody>
<tr>
<td>ENG-57 Optional non-transferable</td>
<td>ENG-50 Basic Composition</td>
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<tr>
<td>ENG-60A Fundamentals: Sentence to Paragraph</td>
<td>ENG-60B Fundamentals: Paragraph to Essay</td>
</tr>
<tr>
<td>ENG-1A* Composition</td>
<td>ENG-1B* Critical Thinking &amp; Writing</td>
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### Reading

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<tr>
<td>REA-81 Reading Level I</td>
<td>REA-82 Reading Level II</td>
</tr>
<tr>
<td>REA-83 Reading Level III</td>
<td>REA-81 Reading Level I</td>
</tr>
</tbody>
</table>

It is recommended that students take English and Reading classes at the same time. Check placement score for the appropriate reading class.

www.rcc.edu
REAL ESTATE
RLE-80  REAL ESTATE PRINCIPLES  3.00 UNITS
Fundamental course covering the basic laws, principles and terminology of California real estate practice.
• PREREQUISITE: None.

SOCIOLOGY
SOC-1  INTRO TO SOCIOLOGY  3.00 UNITS
An introduction to the basic concepts of societal organization.
• PREREQUISITE: None.

SPANISH
SPA-1  SPANISH 1  5.00 UNITS
Develops basic skills in understanding, reading, communicating and writing in Spanish.
• PREREQUISITE: None.

SPA-2  SPANISH 2  5.00 UNITS
Further development of basic skills in understanding, reading, communicating and writing in Spanish.
• PREREQUISITE: SPA-1, 1H or 1B.

ENROLLMENT GUIDELINES: SPANISH COURSES
1. If you have taken Spanish in high school or in another college or university, you must have official transcripts on file and request evaluation of the course(s). Additionally, we highly recommend that you take the Spanish competency test so that an accurate determination of your skills can be made prior to registration.
2. If you have acquired knowledge of Spanish outside of a formal educational institution, you must file a matriculation appeals petition and take the Spanish competency test.

WARNING! REGISTRATION WILL BE BLOCKED IF YOU HAVE NOT MET THE PREREQUISITE!
### Riverside City College

**MISSION STATEMENT**

Riverside City College provides a high-quality, affordable education, including comprehensive student services, student activities, and community programs, and empowers and supports a diverse community of learners as they work toward individual achievement and life-long learning. To help students achieve their goals, the College offers learning support services, pre-college and transferable courses, and career and technical programs leading to certificates or associate degrees. Based on a learner-centered philosophy, the College fosters critical thinking, develops information and communication skills, expands the breadth and application of knowledge, and promotes community and global awareness.

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<table>
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<tr>
<th>Code</th>
<th>Hours</th>
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<th>Room</th>
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<tbody>
<tr>
<td>ACC-1A</td>
<td>3.00</td>
<td>PRINCIPLES OF ACCOUNTING I</td>
<td></td>
<td>An introduction to accounting principles and procedures. Course geared to accounting and business majors.</td>
</tr>
<tr>
<td>PREREQUISITE: None.</td>
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<td>40589</td>
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<td>MW</td>
<td>BE 210</td>
<td>M Chaks</td>
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<td>M Chaks</td>
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<tr>
<td>ACC-1B</td>
<td>3.00</td>
<td>PRINCIPLES OF ACCOUNTING II</td>
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<td>A study of managerial accounting principles and information systems.</td>
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<tr>
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<tr>
<td>ADJ-1</td>
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<td>INTRO ADMIN OF JUSTICE</td>
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<td>The history and philosophy of administration of justice in America.</td>
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<td>M Reid</td>
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<tbody>
<tr>
<td>AML-1</td>
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<td>07/11</td>
<td>QD 128</td>
<td>J Mowrey</td>
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All sections of AML-1 have an 18 hour laboratory requirement to be arranged.

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<tbody>
<tr>
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<tr>
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<td>07/11</td>
<td>QD 108</td>
<td>T Shaw</td>
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ANTHROPOLOGY

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AMERICAN SIGN LANGUAGE COURSES

ENROLLMENT GUIDELINES:

1. If you have taken American Sign Language in high school or in another college or university, you must have official transcripts on file and request evaluation of the course(s) in order to enroll above level 1.

2. If you have acquired knowledge of American Sign Language outside of a formal educational institution, you must file a matriculation appeals petition in order to enroll above level 1.

ARABIC COURSES

DO YOU NEED INFORMATION ON HOW TO VALIDATE YOUR PREREQUISITE? CALL THE PREREQUISITE HOTLINE AT 222-8808. (FOR CHEMISTRY AND FOREIGN LANGUAGES ONLY.)

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<td>ARA-11</td>
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<td>QD 127</td>
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ART

ART-2  HIST ART: RENAISS/CONTEMP  3.00 UNITS
Survey of the history of Western art: Renaissance through Contemporary.
- PREREQUISITE: None.
- ADVISORY: Qualification for ENG-1A.
40612  09:00AM-11:50AM  TWTH  QD 216  J Leung
01/04/11 02/10/11  Last day to add: 01/08/11

ART-6  ART APPRECIATION  3.00 UNITS
An introductory course for the non-art major. An overview of the creative
process and various art forms.
- PREREQUISITE: None.
- ADVISORY: Qualification for ENG-1A.
EVENING
40617  06:00PM-08:50PM  TWTH  QD 216  B Bosworth
01/04/11 02/10/11  Last day to add: 01/08/11

ART-17  BEGINNING DRAWING  3.00 UNITS
Introduction to drawing in a variety of media. Exploration of the elements
of art, composition, perspective, including development of observational,
motor and creative skills.
- PREREQUISITE: None.
40610  09:00AM-02:50PM  TWTH  AR 101  N Greenhodges
01/04/11 02/10/11  Last day to add: 01/08/11

EVENING
40611  05:00PM-09:15PM  MTWTH  AR 201  J Ramirez
Last day to add: 01/07/11

ART-22  BASIC DESIGN  3.00 UNITS
Introduction to the fundamentals of two-dimensional design. The practice
of the organization of the visual elements, according to the principles of design.
- PREREQUISITE: None.
EVENING
40613  09:00AM-02:50PM  TWTH  AR 201  C Sweeney
01/04/11 02/10/11  Last day to add: 01/08/11

ART-30  PRINTMAKING  3.00 UNITS
Introduction to printmaking, using a variety of techniques, such as
screen-printing, mono-printing, relief and intaglio. A materials fee of $15 will
be charged at the time of registration.
- PREREQUISITE: None.
- ADVISORY: ART-17 and 22.
40614  10:00AM-03:50PM  TWTH  AR 102  D Kraemer
01/04/11 02/10/11  Last day to add: 01/08/11

ART-49  STUDIO PRINTMAKING  3.00 UNITS
Continued studio work in printmaking with emphasis on individual art
problems for the self-motivated student. Intended for non-art majors. A
materials fee of $15 will be charged at the time of registration.
- PREREQUISITE: ART-30.
40616  10:00AM-03:50PM  TWTH  AR 102  D Kraemer
01/04/11 02/10/11  Last day to add: 01/08/11

AUTOMOTIVE TECHNOLOGY

AUT-50  AUTOMOTIVE PRINCIPLE  4.00 UNITS
General theory, component identification and basic functions of the modern automobile.
- PREREQUISITE: None.
EVENING
40618  06:00PM-10:00PM  MTWAT 108  D Slocum
01/03/11 02/09/11  Last day to add: 01/07/11

BIOL-1  GENERAL BIOLOGY  4.00 UNITS
A study of life as revealed in biological systems using cellular, organismic
and ecological approaches. The basic principles of cellular biology, biochemistry, genetics, evolution, ecology and the social implications of
biology are included.
- PREREQUISITE: None.
40619  08:00AM-10:05AM  MTWTH  LFSC 104  G Burchett
10:30AM-12:35PM  MTWTH  LFSC 104  G Burchett
01/07/11

40960  01:00PM-03:05PM  MTWTH  LFSC 104  H Smith
03:15PM-05:20PM  MTWTH  LFSC 104  H Smith
01/07/11

BUS-10  INTRO TO BUSINESS  3.00 UNITS
Considers scope, function and organization of business, including principles
and practices, with an integrated global perspective.
- PREREQUISITE: None.
40623  07:45AM-09:52AM  TTH  BE 206  C Wyckoff
12:15PM-02:20PM  MTWTH  LFSC 107  T Huff
Last day to add: 01/07/11

BUS-18B  BUSINESS LAW II  3.00 UNITS
Commercial paper, business organizations, government regulations,
protection of property rights and international law.
- PREREQUISITE: None.
ONLINE
40626  01:00PM-03:05PM  TTH  BE 206  D Wilcoxson
01/03/11 02/09/11  Last day to add: 01/08/11

The above section is an online class. Computer with Internet access required. See

ONLINE
40622  07:45AM-09:52AM  TTH  BE 206  C Wyckoff
Last day to add: 01/08/11

The above section is an online class. Computer with Internet access required. See

BUS-10  INTRO TO BUSINESS  3.00 UNITS
Considers scope, function and organization of business, including principles
and practices, with an integrated global perspective.
- PREREQUISITE: None.
40623  07:45AM-09:52AM  TTH  BE 206  C Wyckoff
12:15PM-02:20PM  MTWTH  LFSC 107  T Huff
Last day to add: 01/07/11

The above section is an online class. Computer with Internet access required. See

ONLINE
40622  07:45AM-09:52AM  TTH  BE 206  C Wyckoff
Last day to add: 01/08/11

The above section is an online class. Computer with Internet access required. See

BUS-18A  BUSINESS LAW I  3.00 UNITS
Legal and ethical environment of business torts, contracts, sales and
principles of employment.
- PREREQUISITE: None.
ONLINE
40625  01:00PM-03:05PM  M  BE 206  L Judon
01/03/11 02/09/11  Last day to add: 01/08/11

The above section is an online class. Computer with Internet access required. See

ONLINE
40626  01:00PM-03:05PM  M  BE 206  L Judon
Last day to add: 01/08/11

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www.rcc.edu
CHEMISTRY
DO YOU NEED INFORMATION ON HOW TO VALIDATE YOUR HIGH SCHOOL CHEMISTRY TO MEET A PREREQUISITE? CALL THE PREREQUISITE HOTLINE AT 222-8808. (FOR CHEMISTRY AND FOREIGN LANGUAGES ONLY)

CHE-1A GENERAL CHEMISTRY I 5.00 UNITS
Simple chemical systems—gas laws, weight relations, thermodynamics, atomic structure and bonding.
• PREREQUISITE: CHE-2A or 3 and MAT-35.
40637 07:35AM 09:40AM MTWTH PS 203 P Richardson Last day to add: 01/07/11
09:50AM 11:50AM MTWTH PS 205 J Williamson Last day to add: 01/07/11

CHE-2A INTRO CHEMISTRY I 4.00 UNITS
Introductory chemical concepts with health and environmental applications; fulfills the needs of non-science majors.
• PREREQUISITE: MAT-52.
40638 09:50AM 11:55AM MTWTH PS 203 B Grey Last day to add: 01/07/11
12:00PM 02:10PM MTWTH PS 207 B Grey Last day to add: 01/07/11

CHE-2B INTRO CHEMISTRY II 4.00 UNITS
Introduction to organic and biochemistry; meets requirements for nursing, allied health, and physical education programs.
• PREREQUISITE: CHE-2A.
40639 07:35AM 09:40AM MTWTH PS 206 E Kime-Hunt Last day to add: 01/07/11
09:50AM 11:55AM MTWTH PS 202 E Kime-Hunt Last day to add: 01/07/11

CHE-12A ORGANIC CHEMISTRY I 5.00 UNITS
Structure and reactivity of the compounds of carbon for pre-professional programs and science majors.
• PREREQUISITE: CHE-1B or 1BH.
40636 09:50AM 11:55AM MTWTH PS 206 D Bernier Last day to add: 01/07/11
07:35AM 09:40AM MTWTH PS 202 D Bernier Last day to add: 01/07/11

COMMUNICATION STUDIES (SPEECH)
SPE-1 PUBLIC SPEAKING 3.00 UNITS
Prepare, present and evaluate a variety of speeches.
• PREREQUISITE: None.
• ADVISORY: SPE-51 and/or qualification for ENG-1A.
40931 07:35AM 09:40AM MTWTH QD 227 M Wiggs Last day to add: 01/07/11
09:30AM 11:35AM MTWTH QD 103 W Norris Last day to add: 01/07/11
09:50AM 11:55AM MTWTH QD 227 M Wiggs Last day to add: 01/07/11
09:50AM 11:55AM MTWTH QD 103 C Ruth Last day to add: 01/07/11

EVENING
40930 06:00PM 08:05PM TWTH QD 227 E Romero Last day to add: 01/08/11

SPE-9 INTERPERSONAL COMMUNICATION 3.00 UNITS
Analyzes the dynamics, components and ethics of the two-person communication process in relationships.
• PREREQUISITE: None.
• ADVISORY: SPE-51 and/or qualification for ENG-1A.
40941 07:35AM 09:40AM MTWTH QD 111 A Millar Last day to add: 01/07/11
09:30AM 11:35AM MTWTH QD 111 J Whitton Last day to add: 01/07/11
12:05PM 02:10PM MTWTH QD 101 C Ruth Last day to add: 01/07/11

EVENING
40940 06:00PM 08:05PM TWTH QD 115 M Carroll Last day to add: 01/08/11

COMPUTER APPLICATIONS/OFFICE
CAT-30A BUSINESS ENGLISH 30A 1.00 UNITS
Develops grammar, punctuation, spelling, vocabulary, and business communication skills.
• PREREQUISITE: None.
• ADVISORY: Typing skills and familiarity with Microsoft Word.
40631 08:00AM 09:30AM MW BE 204 L Ramalingam Last day to add: 02/02/11
01/03/11 02/09/11

The above section is an individually paced web-enhanced class. Internet access may be required.

CAT-34A INTRO MS WORD FOR WINDOWS 1.50 UNITS
Use of Microsoft Word for Windows word processing for business-related applications. (Same as CIS-34A)
• PREREQUISITE: None.
40632 12:20PM 01:25PM MTWTH BE 204 L Ramalingam Last day to add: 02/02/11
01/03/11 02/09/11

The above section is an individually paced web-enhanced class. Internet access may be required.
What are individually paced classes?
Individually paced courses are offered as open-entry/open-exit classes. Students are able to begin courses throughout the semester, and work at an individual pace to finish all required assignments by the course end date. The times listed for individually paced courses represent the time the instructor is available to work in person with students. Students may add on any day through the last day to add. All students must meet with the instructor for a brief orientation before they begin work. An orientation schedule will be posted on the class website in the Open Campus section and in the classroom. For more information, call 951-222-8974.

Please note: Individually paced sections are web-enhanced and may require Internet access.

CAT-80 WORD FOR WINDOWS 3.00 UNITS
Provides beginning, intermediate and advanced levels of skill applied to a variety of professional/business documents. (Same as CIS-80)
• PREREQUISITE: None.
• ADVISORY: Typing knowledge/skills of at least 40 wpm.
ONLINE
40634 J Lehr
Last day to add: 01/08/11
The above section is an online class. Computer with Internet access required. See www.opencampus.com.

CAT-98A INTRO TO EXCEL 1.50 UNITS
An introduction to electronic spreadsheets using Excel. (Same as CIS-98A)
• PREREQUISITE: None.
ONLINE
40635 S Torre
Last day to add: 01/08/11
The above section is an online class. Computer with Internet access required. See www.opencampus.com.

Most Computer Applications/Computer Information Systems/Computer Science courses have an 18 hour laboratory requirement to be arranged. Your instructor will have details on the first day of class.

COMPUTER INFORMATION SYSTEMS
CIS-1A INTRO TO COMP INFO SYS 3.00 UNITS
Introduction to computer concepts, theory and computer applications. Functions and capabilities of word processors, spreadsheets, databases, presentation graphics and the Internet are covered through lecture, discussion and hands-on computer assignments.
• PREREQUISITE: None.
40641 07:45AM 09:52AM MW BE 100 L Hall
Last day to add: 01/07/11
The above section is a hybrid class. Computer with Internet access required. See www.opencampus.com.
40640 10:00AM 12:07PM MW BE 100 M Lehr
Last day to add: 01/07/11
The above section is a hybrid class. Computer with Internet access required. See www.opencampus.com.
40642 10:00AM 12:07PM TTH BE 100 M Lehr
Last day to add: 01/07/11
The above section is a hybrid class. Computer with Internet access required. See www.opencampus.com.
40647 12:30PM 02:37PM TTH BE 100 P Herzig
Last day to add: 01/07/11
The above section is a hybrid class. Computer with Internet access required. See www.opencampus.com.

EVENING
40645 05:30PM 09:45PM W BE 200 J Cregg
01/03/11 02/09/11
Last day to add: 01/09/11
The above section is a hybrid class. Computer with Internet access required. See www.opencampus.com.

CIS-62 MS ACCESS DBMS: COMPREHENSIVE 3.00 UNITS
Use of Microsoft Access DBMS applications including database design, development of queries, forms, reports and macros. (Same as CSC-62)
• PREREQUISITE: None.
ONLINE
40644 S Torre
Last day to add: 01/08/11
The above section is an online class. Computer with Internet access required. See www.opencampus.com.

CIS-72A INTRO WEB PAGE CREATION 1.50 UNITS
Introduction to webpage creation using XHTML to create pages with formatted text, hyperlinks, lists, images, tables, frames and forms.
• PREREQUISITE: None.
• ADVISORY: Competency in the use of a computer and familiarity with the Internet; CIS-95A.
ONLINE
40650 J Cregg
Last day to add: 01/08/11
The above section is an online class. Computer with Internet access required. See www.opencampus.com.

COMPUTER SCIENCE
CSC-2 FNDMTLS SYSTEM ANALYSIS 3.00 UNITS
Structured analysis of user requirements related to information systems, for eventual design/development of the system. (Same as CIS-2)
• PREREQUISITE: None.
ONLINE
40952 S Bhatia
Last day to add: 01/07/11
The above section is an online class. Computer with Internet access required. See www.opencampus.com.

RIVERSIDE COMPUTER LAB HOURS
MLK 219
Monday and Tuesday: 8:00AM – 8:00PM
Wednesday: 8:00AM – 5:00PM
Thursday: 8:00AM – 3:00PM
Friday – Sunday: CLOSED

CULINARY ARTS
Classes are taught at the Culinary Academy, 1155 Spruce St., Riverside.

CUL-23 ADVANCED CAKE DECORATING 2.00 UNITS
Study of advanced professional baking and decorative work used by professional pastry chefs. To cover the cost of baking materials and supplies, a non-refundable lab fee of $65.00 will be collected at registration.
• PREREQUISITE: CUL-22.

EVENING
40651 05:00PM 09:30PM MW CULN ACAD M Williams
01/03/11 02/09/11
Last day to add: 01/07/11

www.rcc.edu
CUL-36 INTRO CULINARY ARTS 8.00 UNITS
Introduction to the hospitality industry and culinary arts. Hands on food preparation, breakfast cookery, food handling, sanitation, and operation of restaurant service area. Students required to purchase knife set and uniforms. Sanitation techniques and production standards are applied.

- PREREQUISITE: None.
- LIMITATION ON ENROLLMENT: None.

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<tr>
<th>Code</th>
<th>Hours</th>
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<th>Room</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>40652</td>
<td>08:30AM - 12:30PM</td>
<td>M</td>
<td>CULN ACAD</td>
<td>E Hartop</td>
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<tr>
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<td>08:15AM - 02:00PM</td>
<td>TWTHF</td>
<td>CULN ACAD</td>
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<td>01/03/11 - 04/15/11</td>
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<td>Last day to add: 01/18/11</td>
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</table>

Hours listed for the above section include breaks.

CUL-37 INTERMED CULINARY ARTS 8.00 UNITS
Intermediate level of food preparation utilizing all dry and moist methods of cooking; planning, preparation and service of catered events, baking production, garde manger, and garnishes. Sanitation techniques and production standards are applied.

- PREREQUISITE: CUL-36.
- LIMITATION ON ENROLLMENT: None.

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<tr>
<th>Code</th>
<th>Hours</th>
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<td>D Avalos</td>
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<td>CULN ACAD</td>
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<td>01/03/11 - 04/15/11</td>
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<td>Last day to add: 01/18/11</td>
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</tbody>
</table>

Hours listed for the above section include breaks.

CUL-38 ADVANCED CULINARY ARTS 8.00 UNITS
Advanced principles of classical, modern and international food preparation and cooking. Focus is on delivering a consistent quality standard-based restaurant experience to the public by preparing complete menu items for service in dining room.

- PREREQUISITE: CUL-37.
- LIMITATION ON ENROLLMENT: None.

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<tr>
<th>Code</th>
<th>Hours</th>
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<th>Room</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>40654</td>
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<td>CULN ACAD</td>
<td>R Baradaran</td>
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<td></td>
<td>08:15AM - 02:00PM</td>
<td>TWTHF</td>
<td>CULN ACAD</td>
<td>R Baradaran</td>
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<td>01/03/11 - 04/15/11</td>
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<td>Last day to add: 01/18/11</td>
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</table>

Hours listed for the above section include breaks.

DANCE
DAN-6 DANCE APPRECIATION 3.00 UNITS
A non-technical course leading to the appreciation and understanding of dance as communication, entertainment and art.

- PREREQUISITE: None.

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<th>Code</th>
<th>Hours</th>
<th>Days</th>
<th>Room</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>40957</td>
<td>09:50AM - 11:55AM</td>
<td>MTWTH</td>
<td>PLTS 101</td>
<td>R Chenoweth</td>
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<td>Last day to add: 01/07/11</td>
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</tbody>
</table>

DAN-D9 CONCERT DANCE ENSEMBLE 0.50 UNITS
Designed to provide students an opportunity for intensive preparation, performance and appraisal of choreography for public performance.

- PREREQUISITE: None.
- ADVISORY: None.
- LIMITATION ON ENROLLMENT: Audition on or before the first class meeting.

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<tr>
<th>Code</th>
<th>Hours</th>
<th>Days</th>
<th>Room</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>40958</td>
<td>05:30PM - 09:45PM</td>
<td>TTH</td>
<td>HG 102</td>
<td>J Dierdorff</td>
</tr>
<tr>
<td></td>
<td>05:30PM - 09:45PM</td>
<td>S</td>
<td>HG 102</td>
<td>J Dierdorff</td>
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<td></td>
<td>02/01/11 - 02/10/11</td>
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<td>Last day to add: 02/01/11</td>
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</tbody>
</table>

The above section has additional hours to be arranged. Auditions to be held on Sat, 11/20/10 from 2:00-4:00pm in HG 102. First class meeting: Tue., 2/1/11.

EVENING
DAN-D11 REHEARSAL AND PERFORMANCE 2.00 UNITS
Develop and rehearse material for lecture-demonstrations, master classes and mini concerts.

- PREREQUISITE: None.
- ADVISORY: DAN-D22, D33 or D38 or equivalent dance experience.
- LIMITATION ON ENROLLMENT: Audition on or before the first class meeting.

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<th>Code</th>
<th>Hours</th>
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<td>HG 102</td>
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<td>01/07/11 - 02/04/11</td>
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<td>Last day to add: 01/14/11</td>
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</table>

The above section has additional hours to be arranged.

DAN-D12 DANCE TOURING ENSEMBLE 2.00 UNITS
School performances of a repertory of various dance genres and choreographic styles for the RCC Dance Touring Ensemble season.

- PREREQUISITE: DAN-D11.

<table>
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<th>Code</th>
<th>Hours</th>
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<tr>
<td>40956</td>
<td>05:30PM - 09:45PM</td>
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<td>HG 102</td>
<td>J Dierdorff</td>
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<td>01/03/11 - 02/09/11</td>
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<td>Last day to add: 01/07/11</td>
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DAN-D32 JAZZ, BEGINNING 1.00 UNITS
Introduces the fundamentals of jazz dance skills and vocabulary through basic technique and styles.

- PREREQUISITE: None.

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<th>Code</th>
<th>Hours</th>
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<th>Instructor</th>
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<tbody>
<tr>
<td>40953</td>
<td>09:50AM - 11:55AM</td>
<td>MWTH</td>
<td>HG 102</td>
<td>D Donovan</td>
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<td>Last day to add: 01/07/11</td>
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DAN-D38 MODERN DANCE, INTERMED 1.00 UNITS
Develops intermediate level modern dance skills and vocabulary while increasing the sophistication of the dancer’s work.

- PREREQUISITE: None.
- LIMITATION ON ENROLLMENT: Audition on or before the first class meeting.

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<th>Code</th>
<th>Hours</th>
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<td>40955</td>
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<td>MW</td>
<td>HG 102</td>
<td>J Dierdorff</td>
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<td>01/03/11 - 02/09/11</td>
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<td>Last day to add: 01/07/11</td>
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DAN-D39 MODERN DANCE, ADVANCED 1.00 UNITS
Develops advanced level modern dance skills and vocabulary and the refinement of technical and artistic expression within the genre.

- PREREQUISITE: DAN-D38.

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<th>Code</th>
<th>Hours</th>
<th>Days</th>
<th>Room</th>
<th>Instructor</th>
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<tr>
<td>40956</td>
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<td>HG 102</td>
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<td>Last day to add: 01/07/11</td>
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DAN-D47 PILATES, BEGINNING 1.00 UNITS
Applies techniques developed by Joseph H. Pilates in mat work and exercises on the universal reformer at the beginning level.

- PREREQUISITE: None.

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<th>Code</th>
<th>Hours</th>
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<th>Room</th>
<th>Instructor</th>
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<tr>
<td>40660</td>
<td>07:35AM - 09:40AM</td>
<td>MTWTH</td>
<td>PLTS 102</td>
<td>S LeSueur</td>
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<td>Last day to add: 01/07/11</td>
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</table>

EVENING
DAN-D99 CONCERT DANCE ENSEMBLE 0.50 UNITS
Developed and rehearse material for lecture-demonstrations, master classes and mini concerts.

- PREREQUISITE: None.
- ADVISORY: None.
- LIMITATION ON ENROLLMENT: Audition on or before the first class meeting.

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<th>Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>40659</td>
<td>05:30PM - 09:45PM</td>
<td>TTH</td>
<td>PLTS 102</td>
<td>A Chavez</td>
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<td>01/04/11 - 02/10/11</td>
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<td>Last day to add: 01/08/11</td>
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</table>

EARLY CHILDHOOD EDUCATION
EAR-20 CHILD DEVELOPMENT 3.00 UNITS
A comprehensive overview of concepts, issues and theories of human development from conception through adolescence.

- PREREQUISITE: None.

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<th>Code</th>
<th>Hours</th>
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<tr>
<td>40661</td>
<td>12:30PM - 02:35PM</td>
<td>MTWTH</td>
<td>ECER 9</td>
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<td>Last day to add: 01/07/11</td>
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EVENING
40662  06:00PM - 10:15PM | TTH | TBA | S Edelbrock |
<p>|        | 01/04/11 - 02/10/11 |       |         | Last day to add: 01/08/11 |</p>
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<th>Code</th>
<th>Hours</th>
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<tr>
<td>EAR-24</td>
<td>3.00</td>
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<tr>
<td>EAr-24</td>
<td>Creative Activities</td>
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<tr>
<td></td>
<td>Integration of creative activity into various aspects of the curriculum.</td>
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<td>• PREREQUISITE: None.</td>
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<td>40663</td>
<td>06:00PM 10:15PM</td>
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<td>RXHS P5</td>
<td>B Kirby</td>
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<td>Last day to add: 01/08/11</td>
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<tr>
<td></td>
<td>The above section meets at Rubidoux Annex, 4250 Opal St., Riverside.</td>
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<tr>
<td>EAR-28</td>
<td>Principles/Practices</td>
<td>3.00</td>
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<tr>
<td>EAr-28</td>
<td>The effects of the different principles and practices used to educate young children.</td>
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<td>• PREREQUISITE: None.</td>
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<td>40664</td>
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<td>Last day to add: 01/07/11</td>
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<tr>
<td>EAR-34</td>
<td>Curriculum Infants, Toddlers</td>
<td>3.00</td>
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<tr>
<td>EAr-34</td>
<td>An introduction to organizing and developing age-appropriate activities and curriculum for infants and toddlers.</td>
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<td>• PREREQUISITE: None.</td>
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<td>• ADVISORY: EAR-33.</td>
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<td>Last day to add: 01/07/11</td>
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<tr>
<td>EAR-54</td>
<td>Contemporary Parent</td>
<td>1.00</td>
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<tr>
<td>EAr-54</td>
<td>This course examines factors affecting child-rearing in the changing social environment.</td>
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<td>Last day to add: 01/08/11</td>
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<td>The above section is an online class. Computer with Internet access required. See <a href="http://www.opencampus.com">www.opencampus.com</a>.</td>
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</tbody>
</table>

**ECONOMICS**

**ECO-7** MACROECONOMICS | 3.00 |
---|---|
**ECO-7** Economic theory and analysis as applied to the U.S. economy as a whole. |       |
• PREREQUISITE: None. |       |
• ADVISORY: Qualification for ENG-1A and MAT-52. |       |
40666  | 07:35AM 09:40AM | MTWTH | QD 208 | J Young |
|        | Last day to add: 01/07/11 |       |        |            |
| ONLINE  |         |       |        |            |
| 40667  |         |       |        | A Casolar | |
|        | Last day to add: 01/08/11 |       |        |            |
|        | The above section is an online class. Computer with Internet access required. See www.opencampus.com. |       |        |            |
| 40668  |         |       |        | A Casolar | |
|        | Last day to add: 01/08/11 |       |        |            |
|        | The above section is an online class. Computer with Internet access required. See www.opencampus.com. |       |        |            |
| 40669  |         |       |        | A Casolar | |
|        | Last day to add: 01/08/11 |       |        |            |
|        | The above section is an online class. Computer with Internet access required. See www.opencampus.com. |       |        |            |

**ECO-8** MICROECONOMICS | 3.00 |
---|---|
**ECO-8** Economic theory and analysis applied to consumer and producer behavior in markets. |       |
• PREREQUISITE: None. |       |
• ADVISORY: Qualification for ENG-1A and MAT-52. |       |
40670  | 09:50AM 11:55AM | MTWTH | QD 208 | J Young |
|        | Last day to add: 01/07/11 |       |        |            |

**ENGLISH**

**ENG-1A** ENGLISH COMPOSITION | 4.00 |
---|---|
**ENG-1A** Teaches college-level critical reading, academic writing, and research skills. |       |
• PREREQUISITE: ENG-50 or qualifying placement level. |       |
|        | All sections of ENG-1A have an 18 hour laboratory requirement to be arranged, either on an RCCD campus or online. |       |        |            |
| 40674  | 07:00AM 09:50AM | MTWTH | QD 24 | S Acharya |
|        | Last day to add: 01/07/11 |       |        |            |
| 40677  | 07:00AM 09:50AM | MTWTH | RXHS P3 | J Kollitz |
|        | Last day to add: 01/07/11 |       |        |            |
|        | The above section meets at Rubidoux Annex, 4250 Opal St., Riverside. |       |        |            |
| 40673  | 10:00AM 12:50PM | MTWTH | LVKN F8 | L Kraus |
| 40678  | 10:00AM 12:50PM | MTWTH | QD 26 | S Acharya |
|        | Last day to add: 01/07/11 |       |        |            |
| 40675  | 01:00PM 03:50PM | MTWTH | QD 24 | K Herr |
|        | Last day to add: 01/07/11 |       |        |            |
| EVENING |         |       |        |            |
| 40672  | 06:00PM 08:50PM | MTWTH | QD 24 | P Golder |
|        | Last day to add: 01/07/11 |       |        |            |
| ONLINE  |         |       |        |            |
| 40676  |         |       |        | J Spangler |
|        | Last day to add: 01/08/11 |       |        |            |
|        | The above section is an online class. Computer with Internet access required. See www.opencampus.com. |       |        |            |
| 40679  | 10:00AM 12:50PM | MTWTH | QD 102 | M Pfenninger |
|        | Last day to add: 01/07/11 |       |        |            |
| 40681  | 01:00PM 03:50PM | MTWTH | QD 103 | M Pfenninger |
|        | Last day to add: 01/07/11 |       |        |            |
| EVENING |         |       |        |            |
| 40680  | 06:00PM 08:50PM | MTWTH | QD 102 | D Hinckley |
|        | Last day to add: 01/07/11 |       |        |            |
| ONLINE  |         |       |        |            |
| 40682  |         |       |        | B Osgood-Treston |
|        | Last day to add: 01/08/11 |       |        |            |
|        | The above section is an online class. Computer with Internet access required. See www.opencampus.com. |       |        |            |

**ENG-1B** CRITICAL THINKING/Writing | 4.00 |
---|---|
**ENG-1B** Through a study of argument and literature, this course develops students’ critical thinking, reading, and writing skills beyond the level achieved in ENG-1A. |       |
• PREREQUISITE: ENG-1A or 1AH. |       |
|        | All sections of ENG-1B have an 18 hour laboratory requirement to be arranged, either on an RCCD campus or online. |       |        |            |
| 40679  | 10:00AM 12:50PM | MTWTH | QD 102 | M Pfenninger |
|        | Last day to add: 01/07/11 |       |        |            |
| 40681  | 01:00PM 03:50PM | MTWTH | QD 103 | M Pfenninger |
|        | Last day to add: 01/07/11 |       |        |            |
| EVENING |         |       |        |            |
| 40680  | 06:00PM 08:50PM | MTWTH | QD 102 | D Hinckley |
|        | Last day to add: 01/07/11 |       |        |            |

WARNING! REGISTRATION WILL BE BLOCKED IF YOU HAVE NOT MET THE PREREQUISITE!
### Course Descriptions

**ENG-50  BASIC ENGLISH COMP  4.00 UNITS**  
Prepares students for college-level reading and academic writing.  
- **PREREQUISITE:** ENG-60B, ESL-55 or qualifying placement level.  
- **ADVISORY:** REA-82 or qualifying placement level.

### Course Offerings

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Days</th>
<th>Room</th>
<th>Instructor</th>
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<td>MTWTH</td>
<td>RXHS P4</td>
<td>S Lansing</td>
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</tbody>
</table>

The above section meets at Rubidoux Annex, 4250 Opal St., Riverside.

### ENG-60A  ENGL FUND: SENT TO PARAGRAPH  4.00 UNITS

This course instills basic writing, reading, and grammar skills via sentence and paragraph. (Non-degree credit course. Pass-No Pass only.)

- **PREREQUISITE:** None.

### ENG-60A1  ENGL FUND: SENTENCE STRUCTURE  1.00 UNITS

This course instills basic sentence structure skills via individualized instruction. Successful completion of ENG-60A1, 60A2, 60A3, and 60A4 equals successful completion of ENG-60A. (Non-degree credit course. Pass-No Pass only.)

- **PREREQUISITE:** None.

### ENG-60A2  ENGL FUND: GRAMMAR AND USAGE  1.00 UNITS

This course instills basic grammar and usage skills via individualized instruction. Successful completion of ENG-60A1, 60A2, 60A3, and 60A4 equals successful completion of ENG-60A. (Non-degree credit course. Pass-No Pass only.)

- **PREREQUISITE:** None.

### ENG-60A3  ENGL FUND: MECHANICS AND SPELL  1.00 UNITS

This course instills basic mechanics and spelling skills via individualized instruction. Successful completion of ENG-60A1, 60A2, 60A3, and 60A4 equals successful completion of ENG-60A. (Non-degree credit course. Pass-No Pass only.)

- **PREREQUISITE:** None.

### ENG-60A4  ENGL FUND: P ARAGRAPH CONSTRUCT  1.00 UNITS

This course instills basic paragraph writing skills via individualized instruction. Successful completion of ENG-60A1, 60A2, 60A3, and 60A4 equals successful completion of ENG-60A. (Non-degree credit course. Pass-No Pass only.)

- **PREREQUISITE:** None.

### ENG-60B  ENGL FUND: PARAGRAPH TO ESSAY  4.00 UNITS

This course advances basic reading, writing, and grammar skills via the production of paragraph and short essays. (Non-degree credit course. Pass-No Pass only.)

- **PREREQUISITE:** ENG-60A or qualifying placement level.

### ENG-60B  ENGL FUND: PARAGRAPH TO ESSAY  4.00 UNITS

This course advances basic reading, writing, and grammar skills via the production of paragraph and short essays. (Non-degree credit course. Pass-No Pass only.)

- **PREREQUISITE:** ENG-60A or qualifying placement level.

### ENG-885  WRITING CLINIC  0.00 UNITS

A self-paced, open-entry/open-exit, Writing and Reading Center-based modular course designed for those who need concentrated attention in various areas of grammar, punctuation, and composition.

- **PREREQUISITE:** None.
Moving through English, ESL and Reading

**ESL ONE-STOP**

We offer "ESL One-Stop" sessions. You can take the ESL placement test and attend a college orientation on the same date. An ESL One-Stop session takes about 3 hours. Complete testing schedules are available at [www.rcc.edu/services/assessment/dates.cfm](http://www.rcc.edu/services/assessment/dates.cfm). Making an appointment will guarantee you a seat for the test. If you walk in without an appointment, you may not be able to test.

Riverside City College: Call 951-222-8451 for an appointment.

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* Schedule subject to change.

**ENGLISH AS A SECOND LANGUAGE**

**ESL-51** Basic

**ESL-52** Low Intermediate

**ESL-53** Intermediate

**ESL-54** High Intermediate

**ESL-55** Advanced

**ESL-52** LOW-INTERMEDIATE WRITING/GRAMMAR 4.00 UNITS

A low-intermediate ESL course for non-native speakers focusing on academic writing and grammar skills. (Non-degree credit course. Pass-No Pass only.)

- **PREREQUISITE:** Qualifying placement level on a state-approved placement instrument, or successful completion of ESL-51.

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Last day to add: 01/07/11

**ESL-53** INTERMEDIATE WRITING/GRAMMAR 4.00 UNITS

An intermediate ESL course for non-native speakers focusing on academic writing and grammar skills. (Non-degree credit course. Pass-No Pass only.)

- **PREREQUISITE:** Qualifying placement level on a state-approved placement instrument, or successful completion of ESL-52.

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<td>J Herman</td>
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</table>

Last day to add: 01/07/11

**ESL-54** HIGH-INTERMEDIATE WRITING/GRAMMAR 5.00 UNITS

A high-intermediate ESL course for non-native speakers focusing on academic grammar and writing skills, especially paragraph development. (Degree-credit course. Letter Grade, or Pass-No Pass option.)

- **PREREQUISITE:** Qualifying placement level on a state-approved placement instrument, or successful completion of ESL-53.

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Last day to add: 01/07/11

All sections of ESL-54 and 55 have an 18 hour laboratory requirement to be arranged.
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GUIDANCE

GUIDANCE

GUI-45 INTRODUCTION TO COLLEGE 1.00 UNITS
Introduction to programs, resources and personal factors that contribute to college success.

- PREREQUISITE: None.

40712 07:50AM 10:55AM MTWTHF LVKN F6 R Acosta
02/07/11 02/11/11 Last day to add: 02/07/11

The above section is designed for the Gateway to College Program.

40713 07:50AM 10:55AM MTWTHF LVKN F5 M Contreras
02/07/11 02/11/11 Last day to add: 02/07/11

The above section is designed for the Gateway to College Program.

40714 01:00PM 04:05PM MTWTHF LVKN F5 B Forsse
02/07/11 02/11/11 Last day to add: 02/07/11

The above section is designed for the Gateway to College Program.

40718 08:30AM 10:50AM MTWTH LVKN F6 R Acosta
01/03/11 02/02/11 Last day to add: 01/05/11

The above section is designed for the Gateway to College Program.

40719 08:30AM 10:50AM MTWTH LVKN F5 M Contreras
01/03/11 02/02/11 Last day to add: 01/05/11

The above section is designed for the Gateway to College Program.

40720 12:30PM 02:50PM MTWTH LVKN F5 B Forsse
01/03/11 02/02/11 Last day to add: 01/05/11

The above section is designed for the Gateway to College Program.

ONLINE

40717 E Brown
Last day to add: 01/08/11

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

HEALTH SCIENCE

HES-1 HEALTH SCIENCE 3.00 UNITS

- PREREQUISITE: None.

40721 07:35AM 09:40AM MTWTH LFSC 108 A Issa
01/03/11 02/02/11 Last day to add: 01/07/11

40723 01:00PM 03:05PM MTWTH LFSC 108 A Issa
01/03/11 02/02/11 Last day to add: 01/07/11

EVENING

40724 06:00PM 08:05PM MTW LFSC 108 M Torres
01/03/11 02/09/11 Last day to add: 01/07/11

The above section is an online class. Computer with Internet access required. See www.opencampus.com.
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**SUPERVISED TUTORING**

ILA-800 courses are self-paced open-entry/open-exit classes that provide supervised tutoring, study skills development and assistance in understanding college course assignments. Students receive individualized tutoring and small group instruction outside of class-time to improve learning and study skills in specific subject matter. Students must have a referral from an instructor or counselor in order to enroll.

**ILA-800 SUPERVISED TUTORING 0.00 UNITS**

Supervised tutoring, study skills development, and assistance in understanding college course assignments.

- **PREREQUISITE:** None.
- **COREQUISITE:** Must be enrolled in one other non-tutoring course.
- **LIMITATION ON ENROLLMENT:** Student must have a referral from an instructor or counselor.

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**WARNING!**

Registration will be blocked if you have not met the prerequisite!
## REGISTRATION REQUIREMENTS: MATHEMATICS COURSES

- All students who wish to enroll in a higher level math course than MAT-63 (formerly 51) or 65 or MAT-90A must take the Accuplacer test to register for classes.

  **OR**

- All students who feel they meet prerequisites based on coursework from other colleges or universities must have official transcripts on file and evaluated.

  See “Moving Through Math” for more details.

### MATHEMATICS

Any mathematics class may utilize computers or require Internet access. Please contact the instructor for more information.

#### MAT-1A CALCULUS I

Plane analytic geometry, functions, differentiation with applications and basic integration.

- **PREREQUISITE:** MAT-10 or qualifying placement level.

  40753 02:00PM 04:50PM MWFTH PS 102 G Mendoza
  05:05PM 06:00PM MWFTH MLK 305 G Mendoza

### REGISTRATION REQUIREMENTS:

- College-level algebra and trigonometry preparation for calculus.
- **PREREQUISITE:** MAT-36 or qualifying placement level.

### EVENING

- 40747 07:00AM 09:50AM MTWTH PS 102 S Houseman
  Last day to add: 01/07/11

- 40746 06:00PM 09:50PM TWTH LFSC 204 A Brown
  01/04/11 02/10/11

### MAT-11 COLLEGE ALGEBRA

- College-level algebra.
- **PREREQUISITE:** MAT-35 or qualifying placement level.

### EVENING

- 40749 07:00AM 09:50AM MTWTH LFSC 204 A Curtis
  01/07/11

- 40748 01:15PM 04:15PM MTWTH LVKN A3 D Moody
  01/07/11

### MAT-12 STATISTICS

- A study of statistical methods and their application to hypothesis testing and estimation of population parameters.
- **PREREQUISITE:** MAT-35 or qualifying placement level.

### EVENING

- 40752 07:35AM 09:40AM MTWTH PS 107 R Ruiz
  Last day to add: 01/07/11

- 40751 05:30PM 09:45PM TTH LFSC 205 E Buhr
  01/04/11 02/10/11

### MAT-35 INTERMEDIATE ALGEBRA

- Algebra preparation for college-level mathematics.
- **PREREQUISITE:** MAT-52 or qualifying placement level.

### EVENING

- 40757 07:35AM 11:00AM MTWTH LFSC 205 H Choi
  Last day to add: 01/07/11

- 40756 07:35AM 11:00AM TTH PS 103 H Morales
  Last day to add: 01/08/11

The above section is a hybrid class. Computer with Internet access required. See www.opencampus.com.

### MAT-36 TRIGONOMETRY

- An introduction to the trigonometric functions, their identities and relationships, graphs and applications, accompanied by essential topics of geometry.
- **PREREQUISITE:** MAT-35 and MAT-36 or qualifying placement level.

### EVENING

- 40761 07:00AM 09:50AM MTWTH LVKN A3 M Sanchez
  Last day to add: 01/07/11

- 40762 02:00PM 04:50PM MTWTH MLK 306 V Tran
  Last day to add: 01/07/11

### WARNING!
REGISTRATION WILL BE BLOCKED IF YOU HAVE NOT MET THE PREREQUISITE!
<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Days</th>
<th>Room</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>MAT-52</td>
<td>ELEMENTARY ALGEBRA</td>
<td>4.00 UNITS</td>
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</table>

An introduction to the concepts of algebra.

• PREREQUISITE: MAT-64 (formerly 50), 65, 90F or qualifying placement level.

40767 07:00AM 09:50AM MTWTH PS 104 S Bahk

Last day to add: 01/07/11

40763 10:00AM 12:50PM MTWTH RXHS P4 K Tseng

Last day to add: 01/07/11

The above section meets at Rubidoux Annex, 4250 Opal St., Riverside.

40765 10:00AM 12:50PM MW LVKN A3 K Nabours

Last day to add: 01/07/11

The above section is a hybrid class. Computer with Internet access required. See www.opencampus.com.

40766 11:00AM 01:50PM MTWTH LFSC 204 S Mills

Last day to add: 01/07/11

EVENING

40764 06:00PM 09:50PM TWTH LVKN A3 C Cochran

Last day to add: 01/08/11

MAT-53 COLLEGE GEOMETRY 3.00 UNITS

A course in the study of Euclidian geometry.

• PREREQUISITE: MAT-52 or qualifying placement level.

40769 07:35AM 09:40AM MTWTH PS 104 E Kim

Last day to add: 01/07/11

EVENING

40768 05:30PM 09:45PM MW LFSC 205 P Buchmann

Last day to add: 01/07/11

MAT-63 ARITHMETIC 3.00 UNITS

Study of the four basic operations applied to whole numbers, fractions, mixed numbers and decimals, with application to real-world problems.

(Non-degree credit course.)

• PREREQUISITE: None.

40770 07:35AM 09:40AM MTWTH MLK 306 R Parker

Last day to add: 01/07/11

40771 10:00AM 12:05PM MTWTH RXHS P3 A Sacdalan

Last day to add: 01/07/11

The above section meets at Rubidoux Annex, 4250 Opal St., Riverside.

40772 03:00PM 05:05PM MTWTH PS 104 P Buchmann

Last day to add: 01/07/11

Ready, Set, Math!

Complete MAT-63 at your own pace, one unit at a time. Enroll in MAT-90A-B-C or complete MAT-64 by enrolling in MAT-90D-E-F. Courses specialize in use of technology and individualized instruction. These are open entry/exit courses that students may add at any time up until the last day to add.

MAT-64 PRE-ALGEBRA 3.00 UNITS

Designed as a transition from arithmetic to elementary algebra.

(Non-degree credit course.)

• PREREQUISITE: MAT-63 or 90C.

40774 07:35AM 09:40AM MTWTH MLK 307 E Byun

Last day to add: 01/07/11

40773 10:00AM 12:05PM MTWTH RXHS P5 R Jow

Last day to add: 01/07/11

The above section meets at Rubidoux Annex, 4250 Opal St., Riverside.

MAT-65 ARITHMETIC & PRE-ALGEBRA 5.00 UNITS

Study of the four basic operations applied to whole numbers, integers, fractions, mixed numbers, and decimals, to include application to real-world problems along with an introduction to the notion of algebra and its uses.

(Non-degree credit course.)

• PREREQUISITE: None.

40775 10:00AM 12:50PM MTWTH MLK 306 G Mendoza

Last day to add: 01/07/11

EVENING

40776 06:00PM 09:30PM MTWTH PS 106 J Bellenger

Last day to add: 01/07/11

RIVERSIDE MATH LAB HOURS

MLK 305

Monday-Wednesday: 9:00AM – 5:00PM

Thursday: 9:00AM – 9:00PM

Friday-Sunday: CLOSED

MAT-90A WHOLE NUMBERS, INTRO FRACTIONS 1.00 UNITS

A course designed for students who wish an introduction to, or reinforcement in, basic mathematical concepts and applications involving whole numbers and fractions. (Non-degree credit course. Pass-No Pass only.)

• PREREQUISITE: None.

40777 LVKN F3 M Legner

Last day to add: 02/01/11

MAT-90B FRACTIONS, INTRO DECIMALS 1.00 UNITS

A course designed for students who wish an introduction to, or reinforcement in, basic mathematical concepts and applications involving fractions and decimals. (Non-degree credit course. Pass-No Pass only.)

• PREREQUISITE: MAT-90A.

40778 LVKN F3 M Legner

Last day to add: 02/01/11

MAT-90C DECIMALS 1.00 UNITS

A course designed for students who wish an introduction to, or reinforcement in, basic mathematical concepts and applications involving decimals. (Non-degree credit course. Pass-No Pass only.)

• PREREQUISITE: MAT-90B.

40779 LVKN F3 M Legner

Last day to add: 02/01/11

MAT 90 A-B-C are open-entry/open-exit courses which meet TTH in LVKN F3. Students may complete their class hours anytime between 10:00AM – 2:15PM. For more information call 951-222-8648.

MAT-90D INTEGERS, INTRO VARIABLES 1.00 UNITS

A course designed for students who wish an introduction to, or reinforcement in, basic mathematical concepts and applications involving integers. (Non-degree credit course. Pass-No Pass only.)

• PREREQUISITE: MAT-63, MAT-90C, or qualifying placement level.

40780 MLK 305 M Montano

Last day to add: 02/01/11

MAT-90E REAL NUMBERS, INTRO ALGEBRA 1.00 UNITS

A course designed for students who wish an introduction to, or reinforcement in, basic mathematical concepts and applications involving real numbers, proportions and percents. (Non-degree credit course. Pass-No Pass only.)

• PREREQUISITE: MAT-90D.

40781 MLK 305 M Montano

Last day to add: 02/01/11

MAT-90F ALGEBRAIC EXPRESSIONS 1.00 UNITS

A course designed for students who wish an introduction to, or reinforcement in, basic mathematical concepts and applications involving algebraic expressions. (Non-degree credit course. Pass-No Pass only.)

• PREREQUISITE: MAT-90E.

40782 MLK 305 M Montano

Last day to add: 02/01/11

MAT 90 D-E-F are web-enhanced open-entry/open-exit courses which meet TTH in MLK 305. Internet access may be required. Students may complete their class hours anytime between 10:00AM – 2:15PM. For more information call 951-222-8000, Ext. 4100.
### MUSIC

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Days</th>
<th>Room</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>MUS-8A</td>
<td>INTRO MIDI, DIGITAL AUDIO</td>
<td>3.00 UNITS</td>
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<tr>
<td>40796</td>
<td>09:50AM 10:15PM MTWTH MU 101 A Mega</td>
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The above section has additional hours to be arranged.

**PREREQUISITE:** None.

**MUS-19** MUSIC APPRECIATION 3.00 UNITS

Study of musical style, form, and materials, organized to acquaint the student with representative musical literature through listening, reading and writing.

**PREREQUISITE:** None.

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The above section is an online class. Computer with Internet access required. See www.opencampus.com.

**MUS-25** JAZZ APPRECIATION 3.00 UNITS

A comprehensive study of jazz from its origins to the present day.

**PREREQUISITE:** None.

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<td>Last day to add: 01/07/11</td>
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The above section is an online class. Computer with Internet access required. See www.opencampus.com.

**MUS-26** FILM MUSIC APPRECIATION 3.00 UNITS

A study of film music in the United States from 1927 to the present day.

**PREREQUISITE:** None.

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<th>Instructor</th>
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<tbody>
<tr>
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<td>Last day to add: 01/07/11</td>
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</table>

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

**MUS-59** WINTER MARCHING BAND CLINIC 1.00 UNITS

Group performance on band instruments and/or color guard as part of a winter intersession marching band program.

**PREREQUISITE:** None.

**LIMITATION ON ENROLLMENT:** Basic skills on a band instrument or color guard equipment.

**EVENING**

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<th>Code</th>
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<th>Room</th>
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</thead>
<tbody>
<tr>
<td>40793</td>
<td>06:00PM 10:00PM TWTH HG 101 G Locke</td>
<td></td>
<td>Last day to add: 01/08/11</td>
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</tbody>
</table>

The above section is designed specifically for Winter Drum Line and Fantasia.

**MUS-65** BASIC MUSICIANSHIP 2.00 UNITS

An introduction to the basic knowledge and skills necessary to develop the ability to read music.

**PREREQUISITE:** None.

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<th>Code</th>
<th>Hours</th>
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<th>Room</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>40794</td>
<td>09:50AM 11:05AM MTWTH MU 102 S Schmidt</td>
<td></td>
<td>Last day to add: 01/07/11</td>
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### NURSING

**NURSING**

This is a specialized program. For information regarding entry into the program go to www.rcc.edu/nursing or call 222-8405.

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<th>Code</th>
<th>Hours</th>
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<th>Room</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>NRN-6</td>
<td>NURS LEARNING LAB 0.50 UNITS</td>
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</table>

With nursing faculty guidance, provides self-paced opportunities to master clinical nursing skills.

**PREREQUISITE:** Enrollment in the Associate Degree Nursing Program or the Vocational Nursing Program.

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<th>Code</th>
<th>Hours</th>
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<th>Room</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>40800</td>
<td>08:00AM 10:15AM M DL 121</td>
<td></td>
<td>Last day to add: 02/01/11</td>
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</tbody>
</table>

The above section is a web-enhanced class. Internet access may be required.

**NRN-16** DIMENSIONS OF AD RN 1.50 UNITS

Assists in transition from student to Registered Nurse and employee status. Explores role of the Registered Nurse in the workplace and various healthcare issues impacting nursing practice.

**PREREQUISITE:** NRN-3.

**COREQUISITE:** Prior completion of or concurrent enrollment in NRN-4.

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<tbody>
<tr>
<td>40979</td>
<td>08:00AM 10:15AM M DL 121</td>
<td></td>
<td>Last day to add: 03/01/11</td>
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</tbody>
</table>

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

**NRN-91** NURSING WORK STUDY (BRN APPR) 0.50 UNITS

Provides additional opportunity for students to correlate instructional theory with related clinical experiences.

**PREREQUISITE:** NRN-2.

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<tbody>
<tr>
<td>40801</td>
<td>08:00AM 11:00AM T LFSC 207</td>
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<td>Last day to add: 01/07/11</td>
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</tbody>
</table>

The above section meets on Wed., 1/5/11, from 12:30PM to 3:30PM in LS202 and has additional hours to be arranged. Attendance at first and last class meetings is mandatory.

**NRN-93** CALCULATIONS FOR HEALTH PROV 1.00 UNITS

Systems of measurement and principles of dosage calculation for the administration of medications and fluids.

**PREREQUISITE:** None.

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<th>Code</th>
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<tbody>
<tr>
<td>40802</td>
<td>08:00AM 11:00AM T LFSC 207 Staff</td>
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<td>Last day to add: 01/08/11</td>
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</table>

The above section is a web-enhanced class. Internet access may be required.

**NRN-94** NURSING CLIN DEVEL PRACTICUM 2.00 UNITS

Provides nursing students the opportunity to strengthen and develop clinical skills and critical thinking.

**PREREQUISITE:** Enrollment in the Associate Degree or Vocational Nursing Program.

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<tbody>
<tr>
<td>40803</td>
<td>07:00AM 07:00PM T HOSP</td>
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<tr>
<td>40804</td>
<td>07:00AM 12:30PM W HOSP</td>
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</table>

First class meeting: 1/4/11 at 7:00AM in uniform in the cafeteria of RCRMC.

All NRN and VNPN class dates and times are subject to change. Please refer to the schedule in the Nursing Office.
### NURSING LVN

**Code:** NVN-50  
**Course Title:** INTRO VOC NURSING FOUN  
**Units:** 2.00

Examines history of nursing and functions, responsibilities, and ethical/legal aspects of the licenses vocational nurse.

- **PREREQUISITE:** None.

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<tbody>
<tr>
<td>40804</td>
<td>08:00AM 10:40PM</td>
<td>W</td>
<td>LFSC 208</td>
<td>L Howard</td>
</tr>
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<td>01/05/11 02/09/11</td>
<td>Last day to add: 01/09/11</td>
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</table>

The above section is a web-enhanced class. Internet access may be required.

**Code:** NVN-61  
**Course Title:** INTERMED VOCATIONAL NURSING  
**Units:** 6.00

Applies the nursing process to the care of mothers, infants, children and adolescents with age-related health problems.

- **PREREQUISITE:** NVN-52 and 60.

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<tr>
<td>40805</td>
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<td>LFSC 208</td>
<td>L Howard</td>
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The above section is a web-enhanced class. Internet access may be required.

Concurrent lab enrollment required - select from labs listed below:

**LABS:**

<table>
<thead>
<tr>
<th>Code</th>
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<tbody>
<tr>
<td>40807</td>
<td>07:00AM 06:00PM</td>
<td>TH</td>
<td>HOSP</td>
<td>A Fawson</td>
</tr>
<tr>
<td>07:00AM 07:00PM</td>
<td>F</td>
<td>HOSP</td>
<td>L Howard</td>
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<td>07:00AM 07:00PM</td>
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<td>S Alexander</td>
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### NURSING/CONTINUING ED

**Code:** NXN-84  
**Course Title:** PREPARE FOR SUCCESS-NRS SCHOOL  
**Units:** 1.50

Provides an introduction to and facilitates success in the RCCD nursing programs.

- **PREREQUISITE:** None.

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<td>LFSC 201</td>
<td>P Tutor</td>
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<td>01/06/11 02/10/11</td>
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The above section is a web-enhanced class. Internet access may be required.

### PARALEGAL STUDIES

**Code:** PAL-10  
**Course Title:** INTRO PARALEGAL STUDIES  
**Units:** 3.00

An overview of the role of the paralegal. Introduction to administrative, civil, criminal and business law and the court system.

- **PREREQUISITE:** None.

- **ONLINE**

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The above section is an online class. Computer with Internet access required. See www.opencampus.com.

**Code:** PAL-81  
**Course Title:** BANKRUPTCY LAW/PROCEDURE  
**Units:** 3.00

Covers bankruptcy law and procedures as related to the role of a paralegal, including rights and obligations of debtors and creditors.

- **PREREQUISITE:** None.

- **EVENING**

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### PHILOSOPHY

**Code:** PHI-10  
**Course Title:** INTRO TO PHILOSOPHY  
**Units:** 3.00

Introduction to the major questions of Western philosophy and their answers.

- **PREREQUISITE:** None.

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The above section is an online class. Computer with Internet access required. See www.opencampus.com.

**Code:** PHI-11  
**Course Title:** CRITICAL THINKING  
**Units:** 3.00

Introduction to critical thinking as it relates to everyday experience and general knowledge.

- **PREREQUISITE:** None.

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The above section is an online class. Computer with Internet access required. See www.opencampus.com.

### PHOTOGRAPHY

**Code:** PHO-8  
**Course Title:** INTRO TO PHOTOGRAPHY  
**Units:** 3.00

Theory and practice in the basic techniques of producing black and white photographs with technical proficiency and artistic merit. Students required to provide 35-mm camera with f-stop and shutter controls. Lab materials fee applies.

- **PREREQUISITE:** None.

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**Code:** PHO-20  
**Course Title:** INTRO DIGITAL STILL PHOTO  
**Units:** 3.00

Digital imaging processes. Explores digital image creation, retrieval, manipulation, printing and storage.

- **PREREQUISITE:** None.

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### PHYSICAL EDUCATION

**Code:** PHP-4  
**Course Title:** NUTRITION  
**Units:** 3.00

Principles of basic nutrition and their application to health and diseases.

- **PREREQUISITE:** None.

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**PHP-A11 TENNIS, BEGINNING** 1.00 UNITS
Develops basic skills of forehand, backhand, serve, volley strokes and strategies for doubles and singles in tennis.
- **PREREQUISITE:** None.

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**PHP-A12 TENNIS, INTERMEDIATE** 1.00 UNITS
Reviews basic tennis strokes, introduces more advanced strokes and develops intermediate skills.
- **PREREQUISITE:** None.
- **ADVISORY:** PHP-A11.

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**PHP-A13 TENNIS, ADVANCED** 1.00 UNITS
Emphasizes advanced tennis skills, strategy and competition.
- **PREREQUISITE:** None.
- **ADVISORY:** PHP-A12.

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**PHP-A30 SWIMMING, ADVANCED** 1.00 UNITS
Develops strength, endurance and skill in all swimming strokes with emphasis on using them for physical conditioning.
- **PREREQUISITE:** None.
- **ADVISORY:** It is recommended that the student demonstrate a proficiency in swimming 100 yards and performing two or more swimming strokes or have successfully completed PHP-A29.

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**PHP-A33 TRACK/FIELD-RUNNING EVENTS** 1.00 UNITS
Uses beginning and advanced techniques of training for sprints, middle distance, distance and hurdle events.
- **PREREQUISITE:** None.

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**PHP-A34 T/F-FIELD EVENT TECHNIQ** 1.00 UNITS
Uses beginning and advanced techniques of training for all field events.
- **PREREQUISITE:** None.

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**PHP-A50 BASEBALL, DEFENSIVE** 1.00 UNITS
Develops defensive baseball skills which may enable students to play varsity baseball.
- **PREREQUISITE:** None.

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**PHP-A51 BASEBALL, OFFENSIVE** 1.00 UNITS
Develops offensive baseball skills which may enable students to play varsity baseball.
- **PREREQUISITE:** None.

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**PHP-A54 FAST PITCH SOFTBALL** 1.00 UNITS
Provides advanced skills and strategy to prepare students for intercollegiate competition in fastpitch.
- **PREREQUISITE:** None.

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**PHP-A57 BASKETBALL** 1.00 UNITS
Introduces basic skills, techniques and strategy of basketball for leisure time activity.
- **PREREQUISITE:** None.

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**PHP-A64 SOCCER** 1.00 UNITS
Introduces rules, basic skills, offensive and defensive strategies, and competition in soccer.
- **PREREQUISITE:** None.

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<tr>
<td>PHP-A68</td>
<td>VOLLEYBALL, INTERMEDIATE</td>
<td>1.00</td>
<td>MTWTH</td>
<td>HG 100</td>
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<tr>
<td></td>
<td>Reviews basic volleyball skills and introduces intermediate skills and playing strategies.</td>
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<td>PREREQUISITE: None.</td>
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<tr>
<td>PHP-A69</td>
<td>VOLLEYBALL, ADVANCED</td>
<td>1.00</td>
<td>MTWTH</td>
<td>HG 100</td>
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<td></td>
<td>Introduces advanced techniques and improvement of serve, pass, dig, set, attack and block in volleyball and the utilization of advanced offensive and defensive strategies.</td>
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<td>WALKING FOR FITNESS</td>
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<td>MTWTH</td>
<td>HG FRON</td>
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<td>Provides instruction in walking technique and fitness, nutrition, and weight control as it relates to a walking program.</td>
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<td>PHP-A81</td>
<td>PHYSICAL FITNESS</td>
<td>1.00</td>
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<td>HG FRON</td>
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<td>Provides concepts for total fitness and develops personalized exercise programs for cardiovascular endurance, strength and flexibility.</td>
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<td>PREREQUISITE: None.</td>
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<tr>
<td></td>
<td>Students are required to attend registered section for orientation and baseline assessment during the first two weeks. Remaining lab hours can be completed anytime during fitness room hours of operation.</td>
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**WARNING!**
REGISTRATION WILL BE BLOCKED IF YOU HAVE NOT MET THE PREREQUISITE!
THE WORLD IS YOURS
Seeking a unique, challenging and rewarding educational experience? Interested in world affairs, international employment, transferring to quality universities and travel?
RCCD will role-play a foreign nation at simulations of the United Nations including a foreign conference in fall and New York in April, attended by 5000 students from around the world. Minimal costs. Get a head start and attend the team meetings Friday afternoons in fall or enroll in POL-10A in the winter session.

For more information:
On Facebook, search Model United Nations Riverside Community College or email: Ward.Schinke@rcc.edu.

POLITICAL SCIENCE

POL-1  AMERICAN POLITICS  3.00 UNITS
The principles, institutions, policies and critical issues in American politics.
- PREREQUISITE: None.
- ADVISORY: Qualification for ENG-1A.
40881  07:35AM 09:40AM  MTWTH  QD 215  W Schinke
Last day to add: 01/07/11

ONLINE
40877  D Haghighat
Last day to add: 01/07/11

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

40878  D Haghighat
Last day to add: 01/07/11

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

40879  D Haghighat
Last day to add: 01/07/11

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

40880  W Schinke
Last day to add: 01/07/11

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

POL-10A  INTERNATIONAL ORGANIZATIONS A  3.00 UNITS
Examines the development, impact and issues of international organizations with emphasis on the United Nations.
- PREREQUISITE: None.
- ADVISORY: Qualification for ENG-1A.
40882  09:50AM 11:55AM  MTWTH  QD 215  W Schinke
Last day to add: 01/07/11

40883  09:50AM 11:55AM  MTWTH  QD 215  W Schinke
Last day to add: 01/07/11

40884  09:50AM 11:50AM  MTWTH  QD 215  W Schinke
Last day to add: 01/07/11

40885  09:50AM 11:55AM  MTWTH  QD 215  W Schinke
Last day to add: 01/07/11

PSYCHOLOGY

PSY-1  GENERAL PSYCH  3.00 UNITS
Survey of scientific study of behavior, including learning, emotion, motivation, emotional problems and therapy.
- PREREQUISITE: None.
40886  07:35AM 09:40AM  MTWTH  QD 144  C Romero
Last day to add: 01/07/11

40887  09:50AM 11:55AM  MW  QD 144  C Romero
Last day to add: 01/07/11

The above section is a hybrid class. Computer with Internet access required. See www.opencampus.com.

40889  02:30PM 04:45PM  MTWTH  QD 229  W Micham
Last day to add: 01/07/11

EVENING
40890  05:30PM 09:45PM  TTH  RXHS P4  V Simmons
Last day to add: 01/08/11

The above section meets at Rubidoux Annex, 4250 Opal St., Riverside.

ONLINE
40891  R Ruiz
Last day to add: 01/07/11

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

40892  R Ruiz
Last day to add: 01/07/11

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

PSY-2  PHYSIOLOGICAL PSYCH  3.00 UNITS
A scientific study of the physiological determinants of behavior.
- PREREQUISITE: None.
EVENING
40893  09:50AM 11:55AM  MTWTH  QD 229  M Wolpoff
Last day to add: 01/07/11

The above section is a web-enhanced class. Internet access may be required.

PSY-9  DEVELOPMENTAL PSYCH  3.00 UNITS
A survey of biological, cognitive and psychosocial development throughout the human life cycle from conception to death.
- PREREQUISITE: None.
EVENING
40894  05:30PM 09:45PM  TTH  QD 201  M Akers-Woody
Last day to add: 01/08/11

The online sections below require proctored exams, either on an RCCD campus or by an off-site proctor approved by the instructor. Computer with Internet access required. See www.opencampus.com.

40895  P Matsos
Last day to add: 01/08/11

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

40896  P Matsos
Last day to add: 01/08/11

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

40897  P Matsos
Last day to add: 01/08/11

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

WARNING!
REGISTRATION WILL BE BLOCKED IF YOU HAVE NOT MET THE PREREQUISITE!
RECOMMENDED GUIDELINES AND SEQUENCE OF COURSES
Qualifying preparation score or successful completion of prerequisite course is required for REA-82 or 83:

**READING 81–LEVEL 1**: Basic skill level comprehension and vocabulary.

**READING 82–LEVEL 2**: Intermediate level. Skills include critical thinking and vocabulary building.

**READING 83–LEVEL 3**: Comprehension and vocabulary near college level. Focus on critical thinking and vocabulary.

See “Moving Through English” for more details.

**REVIEW**

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Days</th>
<th>Room</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>REA-81</td>
<td><strong>READING, LEVEL I</strong></td>
<td>3.50</td>
<td>MTWTH</td>
<td>V Sandoval</td>
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<tr>
<td>REA-82</td>
<td><strong>READING, LEVEL II</strong></td>
<td>3.50</td>
<td>TTH</td>
<td>S Cervin-Bates</td>
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<tr>
<td>REA-83</td>
<td><strong>READING, LEVEL III</strong></td>
<td>3.00</td>
<td>ONLINE</td>
<td>T Brown</td>
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</table>

It is recommended that students take English and Reading classes at the same time. Check placement score for the appropriate reading class.
<table>
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<th>Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>REA-887</td>
<td>0.00</td>
<td>40905</td>
<td>MLK 124</td>
<td>S Cervin-Bates</td>
</tr>
</tbody>
</table>

**READING CLINIC**
Individually prescribed learning plans for improvement in reading skills.

- **PREREQUISITE:** None.

**SENIOR CITIZEN EDUCATION/YOUNG@ HEART** - These classes listed in the current Community Education schedule. Call 328-3811 for current copy.

### SOCIOLOGY

**SOC-1**
**INTRO TO SOCIOLOGY** 3.00 UNITS
An introduction to the basic concepts of societal organization.

- **PREREQUISITE:** None.

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<td>QD 240</td>
<td>E Perez</td>
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<td>40908</td>
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<td>MTWTH</td>
<td>QD 240</td>
<td>F Vu</td>
</tr>
<tr>
<td>40915</td>
<td>02:30PM-04:35PM</td>
<td>MTWTH</td>
<td>QD 240</td>
<td>F Vu</td>
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<tr>
<td>EVENING</td>
<td>05:30PM-09:45PM</td>
<td>TTH</td>
<td>QD 229</td>
<td>J Simmers</td>
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**ONLINE**

- The above section is an online class. Computer with Internet access required. See www.opencampus.com.

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<tr>
<td>40919</td>
<td>07:30PM-09:45PM</td>
<td>TTH</td>
<td>QD 229</td>
<td>J Brown</td>
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</tbody>
</table>

**SOC-2**
**AMER SOCIAL PROB** 3.00 UNITS
Identification and analysis of major contemporary social problems.

- **PREREQUISITE:** None.

**SOC-3**
**AMERICAN SOCIETY** 3.00 UNITS
An introduction to the major aspects of contemporary American society.

- **PREREQUISITE:** None.

**ONLINE**

- The above section is an online class. Computer with Internet access required. See www.opencampus.com.

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</table>

**SOC-10**
**RACE/ETHNIC RELATIONS** 3.00 UNITS
An introduction to the theories, dynamics, history and present status of inter-group conflict in the United States.

- **PREREQUISITE:** None.

**ONLINE**

- The above section is an online class. Computer with Internet access required. See www.opencampus.com.

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</table>

**SOC-12**
**MARRIAGE FAMILY REL** 3.00 UNITS
Contemporary patterns in marriage and family relations.

- **PREREQUISITE:** None.

**ONLINE**

- The above section is an online class. Computer with Internet access required. See www.opencampus.com.

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<td>40921</td>
<td>ONLINE</td>
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<td>J Brown</td>
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**SOC-20**
**CRIMINOLOGY** 3.00 UNITS
A sociological analysis of crime, criminal law and criminality.

- **PREREQUISITE:** None.

**ONLINE**

- The above section is an online class. Computer with Internet access required. See www.opencampus.com.

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**WARNING!**

REGISTRATION WILL BE BLOCKED IF YOU HAVE NOT MET THE PREREQUISITE!
Spanish Placement Testing

The Spanish placement test measures competency levels for non-native speakers of Spanish who wish to enroll in Spanish courses but need to determine the appropriate starting level. The results show a recommendation of the appropriate Spanish class. Students can enroll in a level lower than their placement, but not higher.

Riverside City College: Call (951) 222-8451 or come to the Assessment Center to make an appointment.

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<thead>
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<td>November 24</td>
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<td>December 20</td>
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*Schedule subject to change.

Spanish Courses

DO YOU NEED INFORMATION ON HOW TO VALIDATE YOUR PREREQUISITE? CALL THE PREREQUISITE HOTLINE AT 222-8808. (FOR CHEMISTRY AND FOREIGN LANGUAGES ONLY)

SPA-1 SPANISH 1  5.00 UNITS

Develops basic skills in understanding, reading, communicating and writing in Spanish.

• PREREQUISITE: None.

All sections of SPA-1 have an 18 hour laboratory requirement to be arranged.

SPA-2 SPANISH 2  5.00 UNITS

Further development of basic skills in understanding, reading, communicating and writing in Spanish.

• PREREQUISITE: SPA-1, 1H or 1B.

All sections of SPA-2 have an 18 hour laboratory requirement to be arranged.

THEATER ARTS

THE-3 INTRO TO THE THEATER  3.00 UNITS

A survey of theatrical styles and forms intended for the general college student.

• PREREQUISITE: None.

THE-5 THEATER PRACTICUM  3.00 UNITS

A course in play production from casting to public performance.

• PREREQUISITE: None.

• ADVISORY: Acting and production skills desirable.

THE-6 ADVANCED THEATER PRACTICUM  3.00 UNITS

Advanced play production from casting to public performance.

• PREREQUISITE: THE-5.

ENROLLMENT GUIDELINES: SPANISH COURSES

1. If you have taken Spanish in high school or in another college or university, you must have official transcripts on file and request evaluation of the course(s).

   Additionally, we highly recommend that you take the Spanish competency test so that an accurate determination of your skills can be made prior to registration.

2. If you have acquired knowledge of Spanish outside of a formal educational institution, you must file a matriculation appeals petition and take the Spanish competency test.

Spanish Placement Testing

The Spanish placement test measures competency levels for non-native speakers of Spanish who wish to enroll in Spanish courses but need to determine the appropriate starting level. The results show a recommendation of the appropriate Spanish class. Students can enroll in a level lower than their placement, but not higher.

Riverside City College: Call (951) 222-8451 or come to the Assessment Center to make an appointment.

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SPA-1 SPANISH 1  5.00 UNITS

Develops basic skills in understanding, reading, communicating and writing in Spanish.

• PREREQUISITE: None.

All sections of SPA-1 have an 18 hour laboratory requirement to be arranged.

SPA-2 SPANISH 2  5.00 UNITS

Further development of basic skills in understanding, reading, communicating and writing in Spanish.

• PREREQUISITE: SPA-1, 1H or 1B.

All sections of SPA-2 have an 18 hour laboratory requirement to be arranged.

SPA-51 INTRO LISTENING COMP I  2.00 UNITS

Develops basic skills in listening to and understanding native spoken Spanish at the elementary level.

• PREREQUISITE: None.

ONLINE

ONLINE

ONLINE

ONLINE

ONLINE
RCCD classes will be held at Rubidoux Annex, 4250 Opal Street, Riverside in the morning, afternoon and evening. These classes are open to everyone! A health fee will be charged, but an RCCD parking permit is not required for classes held at RXHS. Visit the RCC Office, located at RXHS, Room T11. Staff are available five days a week to provide information, answer questions and most importantly, get you started as an RCCD student! For more information, call (951) 328-3790.

**ADMINISTRATION OF JUSTICE**

<table>
<thead>
<tr>
<th>Code</th>
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<tr>
<td>ADJ-1</td>
<td>3.00 UNITS</td>
<td>EVENING</td>
<td>RXHS P2</td>
<td>M Reid</td>
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</table>

The history and philosophy of administration of justice in America.

- **PREREQUISITE:** None.

**EARLY CHILDHOOD EDUCATION**

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<tbody>
<tr>
<td>EAR-24</td>
<td>3.00 UNITS</td>
<td>EVENING</td>
<td>RXHS P5</td>
<td>B Kirby</td>
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</tbody>
</table>

Integration of creative activity into various aspects of the curriculum.

- **PREREQUISITE:** None.

**ENGLISH**

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<tr>
<td>ENG-1A</td>
<td>4.00 UNITS</td>
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Teaches college-level critical reading, academic writing, and research skills.

- **PREREQUISITE:** ENG-50 or qualifying placement level.

**MATHEMATICS**

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<th>Hours</th>
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<th>Instructor</th>
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<tbody>
<tr>
<td>MAT-52</td>
<td>4.00 UNITS</td>
<td>EVENING</td>
<td>RXHS P4</td>
<td>K Tseng</td>
</tr>
</tbody>
</table>

An introduction to the concepts of algebra.

- **PREREQUISITE:** MAT-64 (formerly 50), 65, 90F or qualifying placement level.

**EARLY CHILDHOOD EDUCATION**

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Integration of creative activity into various aspects of the curriculum.

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**MATHEMATICS**

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**ENGLISH**

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<tr>
<td>ENG-50</td>
<td>4.00 UNITS</td>
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</table>

Prepares students for college-level reading and academic writing.

- **PREREQUISITE:** ENG-60B, ESL-55 or qualifying placement level.

**MATHEMATICS**

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<tbody>
<tr>
<td>MAT-63</td>
<td>3.00 UNITS</td>
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Study of the four basic operations applied to whole numbers, fractions, mixed numbers and decimals, with application to real-world problems.

- **PREREQUISITE:** None.

**PSYCHOLOGY**

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<tr>
<td>PSY-1</td>
<td>3.00 UNITS</td>
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Survey of scientific study of behavior, including learning, emotion, motivation, emotional problems and therapy.

- **PREREQUISITE:** None.

**PSYCHOLOGY**

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</table>

Survey of scientific study of behavior, including learning, emotion, motivation, emotional problems and therapy.

- **PREREQUISITE:** None.

**RUBIDOUX WRITING/READING CENTER HOURS**

RXHS T10

Monday-Thursday: 10:00am – 12:00pm
Friday-Sunday: CLOSED

**WARNING!**

REGISTRATION WILL BE BLOCKED IF YOU HAVE NOT MET THE PREREQUISITE!
RCC’s Innovative Learning Center at Stokoe Elementary

RCCD classes are now being offered at the Innovative Learning Center located on the Stokoe Elementary School campus at 4501 Ambs Drive, Riverside, CA 92505.

Day classes will require fingerprinting and background clearance. Please call Ann Chambers at (951) 328-3660, Monday-Friday for information on how to get started.

Please note that Riverside City College will not be offering courses during the winter intersession at the Innovative Learning Center at Stokoe Elementary. However, classes will be offered in spring 2011 beginning on February 14, 2011. Registration for continuing students will begin on Tuesday, January 18, 2011. New students are encouraged to apply prior to the beginning of registration.

If you would like more information or a list of tentative spring course offering at the Innovative Learning Center at Stokoe Elementary, please call 951-328-3660.
What are online, hybrid and web-enhanced courses?

- Online courses are taken exclusively over the Internet—there are no on-campus meetings required. However, some online classes require proctored exams, either on an RCCD campus or by an off-site proctor approved by the instructor. See www.opencampus.com.

- Hybrid courses meet both on-campus and online; think of them as traditional face-to-face courses where some of the on-campus class meetings are replaced with online assignments. In a hybrid course, you will attend meetings on-campus during the dates and times listed in this Schedule of Classes. Since the on-campus portion of hybrid classes could take place at any of our three colleges (Riverside, Norco or Moreno Valley), hybrid courses are listed according to the campus where the on-campus meetings take place. So, for example, if you’d like to take a hybrid course at Norco, you’d look under the Norco campus section of this schedule.

- Web-Enhanced courses are traditional face-to-face classes that are augmented with course websites. Unlike hybrid courses, all web-enhanced class meetings take place on-campus. The course website is an extra value!

Are you ready for online learning?

To take an online, hybrid, or web-enhanced class, here are a few things to keep in mind:

- You should have regular access to a personal computer that is connected to the Internet. Not sure whether your computer measures up? At www.opencampus.com, click on "Help", then click “Requirements Help" (near the top left, under "Help Links").

- You should be familiar with basic computer operations: for example, using a word processing program, logging onto the Internet, using a browser, and sending e-mail.

- You should have regular access to a personal computer that is connected to the Internet. Not sure whether your computer measures up? At www.opencampus.com, click on "Help", then click “Requirements Help" (near the top left, under "Help Links").

- You should be self-disciplined and have strong study skills. It’s easier to fall behind in an online class.

- Lastly, you shouldn’t believe the myth that online or hybrid courses are “easier” than face-to-face courses. In fact, online courses cover the same material as face-to-face courses, and many students say that their online courses actually require more of their time than their face-to-face courses. Set aside a few minutes and take the Open Campus Distance Learning quiz to help you decide.

Please note: To enable online-based students to communicate more effectively with their instructors, students need to activate and use their RCCD e-mail account. Please go to www.rcc.edu/students/email.cfm and follow the link to e-mail tutorial at www.rcc.edu/students/emailtutorial.cfm. Personal e-mail addresses will not be used so the RCCD account is the only approved method of formal communication from RCCD to the student.

What’s an online course like?

Sample an online course—go to www.opencampus.com and click on "Online Course". Under "Quick Links" in the left column, click on "Sample Class". Use the information provided to log-in.


This website provides:
- computer settings and requirements
- information about registration
- login information
- student and faculty help files
- course syllabi and textbook information
- an online course sample class

If you’ve visited our website and still have questions, please call the Open Campus Help Line at (866) 259-7271.

Are open campus distance learning courses for me?

1. Holding weekly class meetings face-to-face is:
   a. Not particularly necessary for me.
   b. Somewhat important to me.
   c. Very important to me.

2. I would classify myself as someone who:
   a. Often gets things done ahead of time.
   b. Needs reminding to get things done on time.
   c. Puts things off until the last minute or doesn’t complete them.

3. When an instructor hands out directions for assignments, I prefer:
   a. Figuring out the instructions myself.
   b. Trying to follow the directions on my own, then asking for help as needed.
   c. Having the instructions explained to me.

4. Considering my professional and personal schedule, the amount of time I have to work on a Distance Learning course is:
   a. More than enough time for an on-campus course.
   b. The same as for a class on-campus.
   c. Less than for a class on-campus.

5. As a reader, I would classify myself as:
   a. Good - I have no problem understanding textbook material.
   b. Average - I sometimes need help to understand the text.
   c. Slower than average.

6. Commuting to campus on a regular weekly schedule is:
   a. Extremely difficult for me - I have commitments.
   b. A little difficult, but I can rearrange my priorities for regular attendance on campus.
   c. Easy for me.

7. When I need help understanding the subject:
   a. I am comfortable approaching the instructor.
   b. I am uncomfortable approaching the instructor, but I do it anyway.
   c. I never approach an instructor to admit I don’t understand something.

SCORING: Are Distance Learning courses for you? Score your responses:
3 points for each “a”, 2 points for each “b”, and 1 point for each “c”. 14 or over—a Distance Learning course is a real possibility for you. Between 8 and 13—Distance Learning courses may work for you, but you may need to make adjustments in your schedule and study habits to succeed. 7 or less—Distance Learning courses may not currently be the best alternative for you; talk with your counselor.
## Online Courses

### Online course Limitation on Enrollment:
Enrollment in online courses offered through the Riverside Community College District is limited to students who have demonstrated competency in working in the online environment.

Before you can register for an online class, you must demonstrate that you have the computer and Internet skills you need to be successful. Your enrollment in online classes will be blocked until you have met this requirement.

You may demonstrate competency and meet the requirements of this limitation on enrollment in two ways:

1. **Successful completion of an online class (grade of “C” or better).**
   If you successfully completed an online course at Riverside Community College District prior to winter 2011, your record has already been cleared and you may register immediately (if you are unable to register, please contact the Matriculation Specialist at matric.specialist@rcc.edu).
   If you successfully completed an online course at another accredited college or university, please call the prerequisite hotline (951) 222-8808 for directions about how to provide documentation to clear this limitation on enrollment (since verification of your successful class completion will not be immediate, you are encouraged to simply complete the short Online Skills Workshop described in Item 2 below).

   **OR**

2. **Log into WebAdvisor and complete the “Online Skills Workshop”**:
   The Online Skills Workshop takes only a few minutes to complete and will verify your ability to perform the functions required in an online class, such as posting to a discussion board, uploading assignments, sending an e-mail, attaching a document, etc. Once you have successfully completed the workshop, you will be cleared to register for online classes.

### ACCOUNTING

**ACC-1A**  
**PRINCIPLES OF ACCOUNTING I**  
3.00 UNITS  
An introduction to accounting principles and procedures. Course geared to accounting and business majors.  
- **PREREQUISITE:** None.  
- **ADVISORY:** BUS-20.  

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Instructors</th>
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<tbody>
<tr>
<td>40591</td>
<td>01/03/11-02/10/11</td>
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<td>F Stearns</td>
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<tr>
<td>30210</td>
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**ACC-1B**  
**PRINCIPLES OF ACCOUNTING II**  
3.00 UNITS  
A study of managerial accounting principles and information systems.  
- **PREREQUISITE:** ACC-1A.  

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<tr>
<th>Course</th>
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### ADMINISTRATION OF JUSTICE

**ADJ-2**  
**PRINCIPLES OF JUSTICE SYSTEM**  
3.00 UNITS  
The role and responsibilities of each segment in the administration of justice system.  
- **PREREQUISITE:** None.  

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<tr>
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<td>O Thompson</td>
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### ANTHROPOLOGY

**ANT-1**  
**PHYSICAL ANTHROPOLOGY**  
3.00 UNITS  
Examination of human biological evolution and physical diversity, incorporating genetics, primates, fossils, and relationship to the animal world.  
- **PREREQUISITE:** None.  

<table>
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<td>40605</td>
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<td>S Mazur-Stommen</td>
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**ANT-2**  
**CULTURAL ANTHRO**  
3.00 UNITS  
An introduction to the anthropological concept of culture and to the methods and theories used in the comparative analysis of cultures.  
- **PREREQUISITE:** None.  

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<td>40608</td>
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### ART

**ART-6**  
**ART APPRECIATION**  
3.00 UNITS  
An introductory course for the non-art major. An overview of the creative process and various art forms.  
- **PREREQUISITE:** None.  
- **ADVISORY:** Qualification for ENG-1A.  

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<tr>
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<td>K Skiba</td>
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### BUSINESS ADMINISTRATION

**BUS-10**  
**INTRO TO BUSINESS**  
3.00 UNITS  
Considers scope, function and organization of business, including principles and practices, with an integrated global perspective.  
- **PREREQUISITE:** None.  

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<th>Instructors</th>
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<td>J Duran</td>
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<td>40624</td>
<td>01/03/11-02/10/11</td>
<td>C Ishihara</td>
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<tr>
<td>40622</td>
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<td>R Pardee</td>
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<tr>
<td>30215</td>
<td>01/03/11-02/10/11</td>
<td>G Zwart</td>
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**BUS-18A**  
**BUSINESS LAW I**  
3.00 UNITS  
Legal and ethical environment of business torts, contracts, sales and principles of employment.  
- **PREREQUISITE:** None.  

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<td>30216</td>
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<td>T Wagner</td>
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</tbody>
</table>

**BUS-18B**  
**BUSINESS LAW II**  
3.00 UNITS  
Commercial paper, business organizations, government regulations, protection of property rights and international law.  
- **PREREQUISITE:** None.  

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<th>Course</th>
<th>Dates</th>
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<td>L Judon</td>
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**BUS-20**  
**BUSINESS MATH**  
3.00 UNITS  
Review of basic math and its application to business, percentages, pricing, depreciation and inventory.  
- **PREREQUISITE:** None.  

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</table>

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BUS-22 MGMT COMMUNICATIONS 3.00 UNITS
Exames the dynamics of organizational communication including interpersonal, verbal, nonverbal and written.
  • PREREQUISITE: None.
  • ADVISORY: CAT-30.
40628 01/03/11 02/10/11 C Ishihara

COMPUTER APPLICATIONS/OFFICE

CAT-80 WORD FOR WINDOWS 3.00 UNITS
Provides beginning, intermediate and advanced levels of skill applied to a variety of professional/business documents. (Same as CIS-80)
  • PREREQUISITE: None.
  • ADVISORY: Typing knowledge/skills of at least 40 wpm.
40634 01/03/11 02/10/11 J Lehr
CAT-98A INTRO TO EXCEL 1.50 UNITS
An introduction to electronic spreadsheets using Excel. (Same as CIS-98A)
  • PREREQUISITE: None.
40635 01/03/11 02/10/11 S Torre

COMPUTER INFORMATION SYSTEMS

CIS-1A INTRO TO COMP INFO SYS 3.00 UNITS
Introduction to computer concepts, theory and computer applications. Functions and capabilities of word processors, spreadsheets, databases, presentation graphics and the Internet are covered through lecture, discussion and hands-on computer assignments.
  • PREREQUISITE: None.
30220 01/03/11 02/10/11 J Coverdale
40643 01/03/11 02/10/11 L Hall
40644 01/03/11 02/10/11 S Torre
CIS-1B ADV CONCEPTS IN CIS 3.00 UNITS
Advanced computer concepts, theory and applications. Advanced word processing, spreadsheets, presentation graphics. The Internet and database skills are covered through lecture, discussion and hands-on computer assignments.
  • PREREQUISITE: CIS-1A.
30288 01/03/11 02/10/11 C Brotherton
CIS-62 MS ACCESS DBMS: COMPREHENSIVE 3.00 UNITS
Use of Microsoft Access DBMS applications including database design, development of queries, forms, reports and macros. (Same as CSC-62)
  • PREREQUISITE: None.
40649 01/03/11 02/10/11 S Bhatia
CIS-72A INTRO WEB PAGE CREATION 1.50 UNITS
Introduction to webpage creation using XHTML to create pages with formatted text, hyperlinks, lists, images, tables, frames and forms.
  • PREREQUISITE: None.
  • ADVISORY: Competency in the use of a computer and familiarity with the Internet; CIS-95A.
40650 01/03/11 02/10/11 J Gregg

COMPUTER SCIENCE

CSC-2 FNDMTLS SYSTEM ANALYSIS 3.00 UNITS
Structured analysis of user requirements related to information systems, for eventual design/development of the system. (Same as CIS-2)
  • PREREQUISITE: None.
40952 01/03/11 02/10/11 S Bhatia

EARLY CHILDHOOD EDUCATION

EAR-54 CONTEMPORARY PARENT 1.00 UNITS
This course examines factors affecting child-rearing in the changing social environment.
  • PREREQUISITE: None.
40665 01/03/11 02/10/11 S Yates

ECONOMICS

ECO-7 MACROECONOMICS 3.00 UNITS
Economic theory and analysis as applied to the U.S. economy as a whole.
  • PREREQUISITE: None.
  • ADVISORY: Qualification for ENG-1A and MAT-52.
40667 01/03/11 02/10/11 A Casolari
40668 01/03/11 02/10/11 A Casolari
40669 01/03/11 02/10/11 A Casolari

ENGLISH

ENG-1A ENGLISH COMPOSITION 4.00 UNITS
Teaches college-level critical reading, academic writing, and research skills.
  • PREREQUISITE: ENG-50 or qualifying placement level.
30227 01/03/11 02/10/11 M Bader
20357 01/03/11 02/10/11 R Gurley
40676 01/03/11 02/10/11 J Spangler

ENG-1B CRITICAL THINKING/WRITING 4.00 UNITS
Through a study of argument and literature, this course develops students’ critical thinking, reading, and writing skills beyond the level achieved in ENG-1A.
  • PREREQUISITE: ENG-1A or 1AH.
40682 01/03/11 02/10/11 B Osgood-Treston

FILM, TELEVISION AND VIDEO

FTV-68 STORY DEVELOPMENT PROCESS 3.00 UNITS
An overview of the process involved in developing and pitching story ideas and scripts to studios, production companies and networks for production consideration.
  • PREREQUISITE: None.
40707 01/03/11 02/10/11 M Skerbelis

GUIDANCE

GUI-47 CAREER EXPLOR/LIFE PLANNING 3.00 UNITS
Designed to assist those students considering the transition of a career change or undecided about the selection of a college transfer major. Required materials fee will be charged to the student and is not covered by BOGW.
  • PREREQUISITE: None.
40717 01/03/11 02/10/11 E Brown

HISTORY

HIS-2 WORLD CIVILIZATIONS 2 3.00 UNITS
The development and interaction of world civilizations from the 16th century to the present.
  • PREREQUISITE: None.
  • ADVISORY: Qualification for ENG-1A.
40727 01/03/11 02/10/11 K Woods

HIS-6 POL SOC HIST OF US 3.00 UNITS
A history of the United States from Colonial time to 1877.
  • PREREQUISITE: None.
  • ADVISORY: Qualification for ENG-1A.
40730 01/03/11 02/10/11 A Parker
40731 01/03/11 02/10/11 A Parker
20380 01/03/11 02/10/11 L Riggin

HIS-7 POL SOC HISTORY OF US 3.00 UNITS
A history of the United States from 1877 to the present.
  • PREREQUISITE: None.
  • ADVISORY: Qualification for ENG-1A.
40735 01/03/11 02/10/11 A Parker

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### POLITICAL SCIENCE

**POL-1 AMERICAN POLITICS**  3.00 UNITS  
The principles, institutions, policies and critical issues in American politics.  
• **PREREQUISITE:** None.  
• **ADVISORY:** Qualification for ENG-1A.  

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<th>Course</th>
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<th>Instructor</th>
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<td>F Biancardi</td>
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<td>W Schinke</td>
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### PSYCHOLOGY

**PSY-1 GENERAL PSYCH**  3.00 UNITS  
Survey of scientific study of behavior, including learning, emotion, motivation, emotional problems and therapy.  
• **PREREQUISITE:** None.  

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<th>Course</th>
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<th>Instructor</th>
<th>Location</th>
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<tr>
<td>40891</td>
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<td>40969</td>
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<td>R Ruiz</td>
<td>RCCD campus</td>
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**PSY-9 DEVELOPMENTAL PSYCH**  3.00 UNITS  
A survey of biological, cognitive and psychosocial development throughout the human life cycle from conception to death.  
• **PREREQUISITE:** None.  

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<td>40895</td>
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<td>P Matsos</td>
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### READING

**REA-83 READING, LEVEL III**  3.00 UNITS  
Intended for students who experience moderate difficulty in reading college-level materials. (Non-degree credit course.)  
• **PREREQUISITE:** REA-82 or ESL-73 or qualifying placement level.  

<table>
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<th>Course</th>
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### REAL ESTATE

**RLE-80 REAL ESTATE PRINCIPLES**  3.00 UNITS  
Fundamental course covering the basic laws, principles and terminology of California real estate practice.  
• **PREREQUISITE:** None.  

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### SOCIOLOGY

**SOC-1 INTRO TO SOCIOLOGY**  3.00 UNITS  
An introduction to the basic concepts of societal organization.  
• **PREREQUISITE:** None.  

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</table>

### SPANISH

**SPA-11 CULTURE AND CIVILIZATION**  3.00 UNITS  
Introductory survey of Spanish culture and civilization. Class conducted in English.  
• **PREREQUISITE:** None.  

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>40928</td>
<td>01/03/11</td>
<td>D Gaylor</td>
<td>RCCD campus</td>
</tr>
</tbody>
</table>

**SPA-12 LAT AMER CULTURE, CIVILIZATION**  3.00 UNITS  
Introductory survey of Latin American culture and civilization. Class conducted in English.  
• **PREREQUISITE:** None.  

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>40928</td>
<td>01/03/11</td>
<td>D Gaylor</td>
<td>RCCD campus</td>
</tr>
</tbody>
</table>

**SPA-51 INTRO LISTENING COMP I**  2.00 UNITS  
Develops basic skills in listening to and understanding native spoken Spanish at the elementary level.  
• **PREREQUISITE:** None.  

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>40966</td>
<td>01/03/11</td>
<td>K Kelly</td>
<td>RCCD campus</td>
</tr>
</tbody>
</table>

### THEATER ARTS

**THE-3 INTRO TO THEATER**  3.00 UNITS  
A survey of theatrical styles and forms intended for the general college student.  
• **PREREQUISITE:** None.  

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
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<td>M Gourley</td>
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<td>40944</td>
<td>01/03/11</td>
<td>J Julian</td>
<td>RCCD campus</td>
</tr>
</tbody>
</table>

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**WARNING!**  
Registration will be blocked if you have not met the prerequisite!
What Every Student Should Know~

AB540 Non-Resident Fee Waiver

A student who qualifies for the Non-Resident Fee Waiver will be exempt from paying the out-of-state tuition fee and will pay the $26 per unit enrollment fee. The qualifications for the waiver are stated below:

Any student other than a non-immigrant alien within the meaning of paragraph (15) of subsection (a) of Section 1101 of Title 8 of the United States Code, who meets all of the following requirements shall be exempt from paying non-resident tuition at RCCD:

1. High school attendance in California for three or more years.
2. Graduation from a California high school or attainment of the equivalent thereof (equivalent considered GED or high school proficiency test) must be obtained in the state of California. Certificates of Completion may also qualify students for the waiver.
3. In the case of a person without lawful immigration status, the filing of an affidavit (available in the admissions office) stating that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so. Student information obtained in the implementation of this section is confidential. Students who are non-immigrants [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.

A student who meets the qualifications for the Non-Resident Fee Waiver is not a resident of the state of California until he or she meets physical presence and intent requirements as stated in the “Residence Classification for Tuition Purposes” section above. Students without lawful immigration status are not eligible for any federal or state supported financial aid such as the Board of Governors Waiver, etc. Please see Admissions and Records for the exemption request form. The Non-Resident Fee Waiver is available at the Admission and Records Office. This form can be printed out at www.rcc.edu/services/admissions/forms.cfm.

Academic Freedom

The District endorses the American Association of University Professor's Statement of Principles on Academic Freedom and Tenure: "Academic freedom is essential to these purposes and applied to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning" (BP 4030).

Academic Honesty

Academic honesty and integrity are core values of the Riverside Community College District. Students are expected to perform their work (except when collaboration is expressly permitted by the course instructor). Believing in and maintaining a climate of honesty is integral to ensuring fair grading for all students. Acts of academic dishonesty entail plagiarizing—using another's words, ideas, data, or product without appropriate acknowledgment—and cheating—the intentional use of or attempted use of unauthorized material, information, or study aids on any academic exercise. Students who violate the standards of student conduct will be subject to disciplinary action as stated in the “Standards of Student Conduct”, listed in the Student Handbook. Faculty, students, and administrators all share the responsibility to maintain an environment which practices academic integrity.

Academic Renewal

Academic Renewal allows previously recorded substandard course work taken at RCCD to be disregarded in the computation of RCCD grade point average after 24 subsequent units have been completed with a 2.0 GPA. The form and information is available online at www.rcc.edu/services/admissions/forms.cfm.

Americans with Disabilities Act

The Americans With Disabilities Act extends universal civil rights protection to individuals with disabilities. The implementation of the ADA provides greater access and opportunities for community college students and employees with disabilities. Riverside Community College District makes all programs and facilities accessible to persons with disabilities, and provides services to students with disabilities through the Disabled Student Services Office. For more information call 222-8060, TDD 222-8061.

Area of Emphasis Grade Requirements

Beginning in 2009, each course counted toward the unit requirement in an area of emphasis or a major or program of study must be completed with a grade of ”C” or better, or a “P” if the course is taken on a Pass/No Pass basis.

Attendance Policy

The student is expected to attend every meeting of all classes for which he/she is registered. Attending a class without being registered is contrary to Riverside Community College District policy and cannot be used as a basis for a petition to add a class. Students who have enrolled for a class and who do not attend or who are late or absent from the first meeting of the class may forfeit their right to a place in the class. Students should know and understand the attendance policy for each class in which they are enrolled.

Auditing

RCCD offers students the option of auditing courses. Instructions for auditing are as follows:
1. Students may not audit a class unless he/she has taken the course and has exhausted all possibilities to repeat the course.
2. No student will be allowed to enroll for audit prior to the first day of the course. The first day of the course refers to the actual course meeting.
3. Permission to audit a class is done at the discretion of the instructor and with instructor's signature.
4. When auditing, the student shall not be permitted to change his/her enrollment in that course to receive credit.
5. With the instructor's signature and permission, a student may switch from credit to audit.
6. With the instructor's signature and permission, a student may enroll in a course for audit at any time during the semester if he/she has not enrolled in that course for credit during the same semester.
7. Credit students have priority over auditors. If a course closes after an auditor has been admitted, the auditor may be asked to leave to make room for the credit student. Instructor's discretion is strongly recommended.
8. The audit fee is $15 per unit plus student services and health fees. Students enrolled in 10 or more semester units may audit 3 units of audit free (may be 3 one-unit courses.) The $15 per unit audit fee will automatically be charged if the student drops below 10 units.

Students wishing to audit should be aware that audited classes will not appear on an official transcript. Green audit cards are available at the Admissions counter at all RCCD college locations. Fees are due when the form is submitted. For more information, please contact Student Services at Moreno Valley (951) 571-6101 or Norco (951) 372-7003, or the Admissions and Records Office at Riverside (951) 222-8600.
Basic Skills Requirements
In 2009, the basic skills requirements changed from completion of ENG 50, 1A or 1AH and MAT 1-49, 52 or 53 with a "C" grade or higher, to completion of ENG 1A or 1AH or equivalent and MAT 1-49, 35, or equivalent.

Class Cancellation
Each college reserves the right to cancel any class in which the enrollment is insufficient to warrant its continuance.

Counseling
Counseling appointments are available at all three RCCD college locations. Schedule an appointment with Counseling if you have questions about which classes to take, transfer to another college, vocational programs, etc. The appropriate telephone numbers are:
- Moreno Valley College – (951) 571-6104
- Norco College – (951) 372-7101
- Riverside City College – (951) 222-8440

Course Grade Verification
Students enrolled in a course who are seeking to re-enroll in the same course the next term must get verification from the instructor that they will not receive a passing grade in order to be eligible to register for the same course next term. The form is available at www.rcc.edu/services/admissions/forms.cfm.

Credit By Exam
Credit may be granted to any student who satisfactorily passes an examination approved or conducted by the discipline or program in which a comparable course is offered. In the case of foreign languages, students must complete a higher level course in order to receive credit for a lower level language course. Forms are available at www.rcc.edu/services/admissions/forms.cfm.

Deadlines
Add deadlines are listed with each class in this publication and on WebAdvisor at www.rcc.edu. Drop deadlines and refund deadlines can be printed on WebAdvisor at www.rcc.edu. Click on Class Name/Deadlines.

Degree Change Alert!
The math and English competency requirements for the associate degree changed beginning fall 2009. All new students and all other students who are returning after a break in their continuous enrollment are required to get a "C" or better in ENG-1A and MAT-35 to complete an associate degree. Students who maintain continuous enrollment as defined in "Catalog Rights" in the college catalog will be able to fulfill this requirement by completing the prior requirements of ENG-50 and MAT-52.

Enrollment Limitations
RCCD offers some courses which place limitations on enrollment. These limitations may include successful completion of courses, successful completion of online tutorial to demonstrate computer skills, preparation levels for math and English, performance criteria or health and safety conditions. Students who do not meet the conditions imposed by these limitations will be blocked from enrolling in these classes. Refer to the Open Campus section for the online course limitation on enrollment.

Prerequisite - When a course has a prerequisite, it means that a student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (type 40 wpm), an ability (speak and write French fluently), a preparation level (placement test and prior academic background), or successful completion of a course (grade of C or better or P). Completion of the prerequisite is required prior to enrolling in the class. Successful completion of a prerequisite requires a grade of C or better or P (Pass). D, F, NP (No Pass) or I grades are not acceptable. Instructions for validating prerequisites taken at another college follow.

Corequisite - When a course has a corequisite, it means that a student is required to take another course concurrently with or prior to enrollment in the course. Knowing the information presented in the corequisite course is considered necessary in order for a student to be successful in the course (for example, completion of, or concurrent enrollment in MAT-1A is required for PHY-4A).

All course prerequisites and corequisites will be enforced. This means that a student’s registration will be blocked if he/she does not have the required prerequisites and corequisites.

Preparation scores for English, mathematics and reading will also be enforced. Students who previously took the ASSET, APS, DTLAS and/or MDTP test(s) and classes based on these test results must retest on the Accuplacer assessment test or show proof of prerequisites.

If you are currently enrolled in a prerequisite course at RCCD (i.e., MAT-52), you will be allowed to register for the succeeding class (i.e., MAT-35). However, if you do not pass the prerequisite course with at least a C grade, you will be dropped from the succeeding class.

Verifying Prerequisites/Corequisites - It is the student’s responsibility to know and meet the course prerequisites and corequisites before attempting to register for the class. These are stated in the course descriptions within the Schedule of Classes and a current RCCD catalog. When the student has completed the prerequisite at another institution, the student must request that an official transcript (in a sealed envelope, dated within 90 days) be sent to RCCD Admissions and Records. The student must also complete a Prerequisite Validation Request form, requesting a review of the prerequisites on that transcript before attempting to register for classes. The request form is available in our counseling offices.

Prerequisite/Corequisite Challenge Procedure - Any student who does not meet a prerequisite or corequisite, or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:
1. If space is available in a course when a student files a challenge to the prerequisite or corequisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course.
2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the students registers for that subsequent term.
Students wishing to utilize the challenge procedure must contact Counseling and complete the required Matriculation Appeals Petition. Prerequisites and/or corequisites may be challenged based on the following criteria:

1. The prerequisite or corequisite has not been established in accordance with the District’s process for establishing prerequisites and corequisites;
2. The prerequisite or corequisite is in violation of Title 5, Section 55003;
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available or such other grounds for challenge as may be established by the Board;
6. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students;
7. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others;

The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student’s challenge should be upheld are or ought to be in the District’s own records, then the District has the obligation to produce that information.

Unofficial transcripts may be submitted with the Matriculation Appeals Petition to temporarily validate a prerequisite. However, official transcripts must be received prior to registration for the next term for permanent validation.

**Advisory** - When a course has an advisory, it means that a student is recommended to have a certain preparation before entering the course. The preparation is considered advantageous to a student’s success in the course. Since the preparation is advised, but not required to meet the condition before or in conjunction with enrollment in the course (i.e., eligibility for ENG-1A is recommended), the student will not be blocked from enrolling in a class if he/she does not meet the advisory.

**Limitation On Enrollment** - are other restrictions that are stated in the course description such as “an audition or try out” or eligibility for a program like Honors which requires a specific GPA and qualification or completion of ENG-1A.

**Enrollment Verifications**
Enrollment verifications are available on WebAdvisor at www.rcc.edu or may be obtained at the Transcript Office at Riverside City College (951) 222-8603 or from Admissions and Records at Moreno Valley College (951) 571-6102 or Admissions and Records at Norco College (951) 372-7002. Students receive two free verifications. After that there is a $2.00 fee for each enrollment verification requested.

Requests for enrollment verification are accepted at each college location and are processed on a first-come, first-served basis. Students must pay all fees associated with their term enrollment and the $2.00 enrollment verification fee, if required, before the verification request can be processed.

**Final Examinations**
The final examination schedule for fall and spring semesters is published in the back of this publication. Final examinations for winter and summer classes are held on the last class meeting date at the regularly scheduled time.

**Grades**
Grades are available on WebAdvisor at www.rcc.edu (see calendar). If grades are not posted by this date, contact the instructor. If necessary, contact the appropriate academic department. Grades may be available earlier, but please do not call prior to this date. Students with financial holds cannot receive transcripts or diplomas.

**Grade Changes**
According to RCCD Board Policy: The student has one year following the semester in which the grade was recorded to request a change of grade. After the one-year limit, the grade is no longer subject to change. Students must file an Extenuating Circumstances Petition (ECP) and supporting documentation with the Admissions and Records Office at one of the three colleges.

**Honors Program**
The requirements for the Honors Program include:
- A 3.0 GPA in at least 9 units of transferable coursework
- A 3.0 GPA for incoming high school students (provide a transcript)
- Verification of eligibility for or completion of English 1A (we’ll check this for you)
- Completion of an Honors Program application (which is available on the website or from the program coordinators.)

If you’d like more information, please contact: Sheila McDonald at (951) 222-8571 or email: sheila.mcdonald@rcc.edu.

**Identification**
No student information will be given or changes made to a student’s records (other than filing an application) without photo identification. Changes cannot be made for another person.

**Military Credit**
Two physical education units are awarded upon presentation of DD214, NOBE or ID card for active military. Military tech schools are evaluated based on the recommendations of the ACE Guide. No credit is granted for MOSs, correspondence courses, internships or military-specific courses. A maximum of 15 units may be awarded (two of which may be the PE credit).

CCAF, SMARTS, AARTS transcripts, DD214 and Certificates of Completion are used to evaluate military credit. Request for evaluation of military credit should be submitted to the Veterans Office located at Riverside City College after the completion of 12 semester units. No more than 30 units may be granted for CLEP, military training, AP or credit by exam. Any military credit granted is usable toward your AA/AS degree at RCCD only and is not posted to your RCCD transcript. See Veterans’ Services for more information.

**Non-Credit Basic Skills Courses**
Non-credit basic skills courses are those courses in reading, writing, computation, and English as a Second Language which are designated as non-credit courses pursuant to Title 5, subdivision (c) of section 55002. These courses (English 885, Guidance 801 and Reading 887) are intended to provide students with skill remediation, development or proficiency but do not carry any unit value and are not degree-applicable.
Non-Degree Credit

Courses indicated as non-degree credit earn credit, but the credit is not counted toward the associate degree. These courses (Art 95 to 99; Computer Applications and Office Technology 99 ABCDE; English 60AB, 60A1, 60A2, 60A3, 604A, 85, 90B; English as a Second Language 51, 52, 53, 65, 71, 72, 90 A-K, 91, 92, 95, Guidance 95; Mathematics 63, 64, 65, 90 A-F, 98; Nursing - Continuing Education 81, 83; Reading 81, 82, 83, 86, 87, 95; Spanish 85) are intended to help students develop skills necessary to succeed in college level degree-applicable courses. Non-degree credit courses can be used toward the following: athletic eligibility, work study, financial aid, social security benefits, veteran’s benefits, associated student body office, and full-time status.

Notification of Rights under FERPA for Postsecondary Institutions

Riverside Community College District adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining education records. Although the District applies the provisions of FERPA in a strict manner, the law allows the District to release student directory information. RCCD, based on FERPA regulations, designates as directory information the following: student’s name, address, telephone listing, e-mail, major field of study, dates of attendance, enrollment status, (e.g., full-time/part-time) participation in officially recognized activities and sports, weight and height of members of athletic teams, degree and awards received, the most recent previous public or private school attended by the student, and any other information authorized in writing by the students.

Students have the opportunity to request that their directory information be maintained as confidential. In completing the admission application, students are provided this opportunity. Students who are continuing students with RCCD may go to the Student Services Office at Moreno Valley or Admissions and Records at Norco College or Riverside City College and request to have directory information withheld.

The student’s prior written consent is not required to disclose non-directory information under specific conditions according to FERPA regulations. Included under this provision is the ability to disclose education records to parents of a student under 18 years of age as defined in Section 152 of the Internal Revenue Code of 1986. Refer to www.rcc.edu/ferpa/ for more information.

The Family Educational Right and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day RCCD receives a request for access. Copies are not provided if the student has an outstanding financial or other hold on the records. The District may assess a charge pursuant to Board Policy Regulation 7045 for furnishing copies of any education record. Students should submit to Admissions and Records, the dean, head of the academic department, or other official written requests that identify the record(s) they wish to inspect. The RCCD official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the RCCD official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask RCCD to amend a record that they believe is inaccurate or misleading. They should write the RCCD official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If RCCD decides not to amend the record as requested by the student, RCCD will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by RCCD in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom RCCD has contracted (such as an attorney, auditor, collection agent or agents or organizations conducting studies on behalf of the college); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, RCCD discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RCCD to comply with the requirements of FERPA.

Overlapping Classes

If classes have overlapping meeting times, students must register in person with an approval for overlapping classes form including instructor and Dean of Instruction signatures. The form is available online at www.rcc.edu/services/admissions/forms.cfm.

Pass/No Pass

If a class is offered with a Pass/No Pass (formerly Credit/No Credit) grade option, students may elect to take the class on that basis; this option is available the first 30% of the course (see “Deadlines” for deadlines to elect Pass/No Pass). Pass (P) is equivalent to passing a class with a “C” or better. Requests for Pass/No Pass must be submitted to Admissions and Records at Riverside City College or to Student Services at Moreno Valley or Norco. Check a RCCD catalog for classes that are offered with a Pass/No Pass option.

Personal Profile Update

The Personal Profile Update link on WebAdvisor allows students to update their address, phone number, education goal, privacy, personal email address and home campus. Students can also submit a Change of Information form in Admissions to update all of these as well as a name change (with legal documentation), social security number (with valid SS card), date of birth (with legal documentation), educational goal or admit status. Students should speak to a counselor before changing their program of study (major) or educational goal, or for assessment and orientation/counseling questions. Personal email addresses will not be used by RCCD except in an emergency. Your RCCD account is the ONLY approved method of formal communication from the District to the student.

Probationary and Dismissal Students

If you are on academic probation or dismissal, contact Counseling for registration requirements and procedures. (Procedures for dismissal students can be viewed in WebAdvisor by selecting Check My Registration Dates/Holds.)

Probationary Students

Students who have attempted 12 or more term units will be placed on academic probation if their grade point average is below a 2.0. Students who have attempted 12 or more term units will be placed on progress probation if they have 50% or more of their units as withdrawals, incompletes, or no-credits. To learn more about probation, or if you are on academic/progress probation go to the online workshop at www.rcc.edu.
Dismissal Students
Students who maintain less than a 2.0 grade point average for two full-term
semesters after being on probation are subject to academic dismissal.
Students who exceed 50% of their units with withdrawals, incompletes, or
no-credit for two full-term semesters after being on probation are subject
to progress dismissal.

If you are a first-time dismissal student go to the online dismissal workshop at
www.rcc.edu and follow the instructions listed on the letter you receive. Walk-in
counseling is available at all three college locations during regular business
hours in Counseling. You will need to bring your printed verification of attending
www.rcc.edu and follow the instructions listed on the letter you receive. Walk-in
counseling is available at all three college locations during regular business
hours in Counseling. You will need to bring your printed verification of attending

Repeat Policy - Course Repetition
Non-Repeatable Classes
• Students are limited to a maximum of 5 attempts per course includingWs
and substandard grades (D,F,NP,NC);
• Students are limited to a maximum of four Ws per course;
• MWs (military withdrawals) are excluded from the W counts;
• Students are limited to a maximum of 3 attempts that result in a substandard
grade (D,F,NP,NC);

A Request for Course Repetition is required for all other requests: Go to www.
rcc.edu/services/admissions/forms.cfm for information on reasons to request
a course repetition. (Examples include legally mandated training requirements,
changes in course outline, recency requirements, extenuating circumstances.)

When course repetition occurs, the permanent academic records will be an-
notated in such a manner that all work remains legible ensuring and true and
complete academic history. For non–repeatable courses taken and repeated
at RCCD the most recent grade earned will be used to compute an adjusted
grade point average.

Repeatable Classes
Repeatable activity and performance classes may be taken up to a total of
four times without a Request for Course Repetition; these courses are identified
in the college catalog.

A Request for Course Repetition is required for all other requests: Go to www.
rcc.edu/services/admissions/forms.cfm, for information on reasons to request
a course repetition. (Examples include legally mandated training requirements,
significant lapse of time, special class for students with disabilities.)

Requests for Course Repetition must be submitted to the Dean of Instruction
at the student’s home campus. If approved, the student must bring the signed
form to Admissions and register in person. A Request for Course Repetition must
be approved prior to the beginning of the academic term. The form is available
at www.rcc.edu/services/admissions/forms.cfm.

Residency for Tuition Purposes
You are considered a California resident for tuition purposes if:
1. You verify physical presence one year and one day prior to the residency
determination date (the first day of the semester you plan to attend). The
one year period begins when you are not only present in California but also
have demonstrated clear intent to become a permanent resident of California.
2. You verify an intent to make California your permanent place of
residence. U.S. Citizens, Permanent Residents, and those with Refugee/ Asylee status or qualifying visas may establish residency for tuition purposes
based on the above criteria. Further questions may be directed to the Admis-
sions & Records Office.

Students who do not meet these requirements will be classified as non-
residents and will be required to pay non-resident fees. Non-resident students
pay both the $26 per unit enrollment fee and the $183 per unit non-resident
tuition. International students also pay the $24 per unit surcharge. Non-resident
students may be eligible to pay resident enrollment fees using the AB540 Non-
Resident Fee Waiver. See the AB540 section for additional information.

Military and Veteran Students and Family Members:
RCCD exempts students from non-resident tuition who are members of the
armed forces of the United States stationed in this state on active duty. A student
who is a natural or adopted child, stepchild, or spouse who is a dependent of a
member of the armed forces is also exempt from non-resident tuition.

Students who feel they are eligible for a fee exemption should contact
the Riverside County Dept of Veterans Services at (951) 955-6050 for more
information.

Student Right-to-Know Disclosure Statement
In compliance with the Student Right-to-Know and Campus Security Act of
1990, it is the policy of Riverside Community College District to make available
its completion and transfer rates to all current and prospective students. Begin-
ning in fall 2006, certificate-, degree- and transfer-seeking first-time students,
enrolled full-time in degree applicable courses, were tracked over a three-year
period. Their completion and transfer rates are listed below. These rates do not
represent the success rates of the entire student population in the Riverside
Community College District, nor do they account for student outcomes occurring
after this three-year tracking period.

Based upon the cohort defined above, 20.98% attained a certificate, degree
or became “transfer-prepared” during a three-year period (fall 2006 to spring
2009). Students who are “transfer-prepared” have completed 56 transferable
units with a GPA of 2.0 or better.

Based upon the cohort defined above, 16.48% transferred to another
postsecondary institution prior to attaining a degree, certificate or becoming
“transfer-prepared” during a five semester period (spring 2007 to spring 2009).
More information about Student Right-to-Know rates and how they should
be interpreted can be found at the California Community Colleges Student
Right-to-Know Information Clearinghouse website at srtk.cccco.edu/index.asp

Textbook Cost Containment
Effective July 1, 2010, institutions are required to disclose in their course
schedules, “to the maximum extent practicable,” the International Standard Book
Number (ISBN) of every required and recommended textbook and supplemental
materials, and retail price information. RCCD has worked with Barnes and Noble
to provide this information through each college location’s bookstore website,
which provides all of the pertinent information regarding course textbooks:

Moreno Valley College Bookstore: www.rccmoreno.bncollege.com
Norco College Bookstore: www.rccnorco.bncollege.com
Riverside City College Bookstore: www.rcc.bncollege.com

www.rcc.edu
Transfer Courses

You may obtain a list of RCCD classes which are transferable to the University of California and the California State University from the Career and Transfer Center at each RCCD college location. The information also appears in each college catalog.

UC or CSU Cross Enrollment

Undergraduate students enrolled at any RCCD college may enroll at a CSU or UC campus without formal admission to take a maximum of one course per academic term at a campus on a space-available basis at the discretion of the appropriate university authorities on both campuses.

An RCCD student is qualified to cross enroll if the following requirements are met:

- Completed at least one term at RCCD as a matriculated student
- Earned a grade point average of 2.0 (grade of “C”) for work completed
- Enrolled for a minimum of six units for the current term at RCCD and paid appropriate fees
- Completed appropriate academic preparation as determined by host campus (UC or CSU)
- Is a California resident

Cross Enrollment application forms are available online at www.rcc.edu/services/admissions/forms.cfm and at UC and CSU campuses. UC and CSU may charge a $10 or more administrative fee each term. See the application form for other important information.

Units for Full-Time Status

For full-time status, a student must be enrolled in at least 12 units of credit for the fall/spring semesters and 6 units of credit for the winter/summer terms. Students who are enrolled in less than 12 units for fall/spring terms or less than 6 units for winter/summer are considered to be part time. Specialized programs may have a different unit requirement for full-time status because of state mandates. The maximum amount of units a student may enroll in for fall/spring semesters is 18. Students wishing to enroll in more than 18 units must have an established GPA of 3.0 or higher. A counselor must sign an add card after verifying the GPA and the student must register in person for the over limit units.

Veterans' Services

Riverside Community College District provides assistance to veterans for the following benefit programs:

- Active Duty Educational Assistance Program – Montgomery GI Bill – Chapter 30
- Vietnam Era GI Bill – Montgomery GI Bill – Chapter 34/40
- Selected Reserve Educational Assistance Program – Montgomery GI Bill – Chapter 1606
- Vocational Rehabilitation – Chapter 31
- Post-Vietnam Era Veterans Educational Assistance Program (VEAP) – Chapter 32
- Survivors and Dependents Educational Assistance Program – Chapter 35
- Reserve Educational Assistance Program (REAP), Chapter 1607.
- Post-9/11 GI Bill – Chapter 33, refer to www.gibill.va.gov for updated information.

Veterans who are seeking to use VA Educational Benefits should apply online to the VA at www.gibill.va.gov. Allow 3-6 weeks for processing. Once processed, the VA will send applicants two copies of their Certificate of Eligibility. One copy must be given to the RCC Veterans’ Services Office in the Bradshaw Building at Riverside or to Student Services at Norco and Moreno Valley. For questions regarding pay, Certificate of Eligibility or benefits call 1-888-GIBILL-1.

While waiting for the Certificate of Eligibility veterans should continue with RCCD procedures in order to enroll and be certified for payment. Veterans apply to RCCD online at www.rcc.edu and complete assessment testing and/or counselor orientation (if applicable). Veterans may also be eligible for other financial aid and are encouraged to submit the FAFSA (Free Application for Federal Student Aid) online at www.fafsa.ed.gov. Veterans may meet with a counselor to discuss program options but before a VA Student Education Plan (SEP) can be developed, all transcripts must be sent or walked in to the college in order to have prior credit evaluated. Transcripts must be official, sealed and printed less than 90 days ago. After transcripts are received veterans can request a transcript evaluation and an SEP for a VA approved Program of Study. Veterans are referred to Counseling to make an appointment two weeks out to develop the VA Student Educational Plan (SEP). After completion of the SEP, veterans can register for approved classes. Check the VA website at www.gibill.va.gov for the listing of VA approved programs at RCCD.

After registering, veterans must turn in the Veteran’s Statement of Responsibility (Blue Sheet) to the Veterans’ Services Office at Riverside City College, or Student Services at Norco and Moreno Valley. This “Blue Sheet” is required in order for enrollment certification to be submitted to the VA and to avoid being dropped for non-payment by RCCD; this process may take 2-3 weeks. This form must be submitted to RCCD every term to request benefits.

Veterans are eligible for priority registration for two years after being discharged from active duty. In order to be eligible veterans must take a copy of their DD214 discharge papers to the Veterans’ Services or Admissions Office at Riverside City College, or to Student Services at Norco and Moreno Valley. Staff there will tell eligible veterans their priority registration dates. These dates are also posted on the VA website.

Veterans’ assistance is available at all three colleges. Contact the Veterans’ Office by phone:

- Moreno Valley College & Ben Clark Training Center . . . . . . . . . . . . (951) 571-6178
- Norco College . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (951) 372-7142
- Riverside City College . . . . . . . . . . . . . . . . . . . . . . . . (951) 222-8607

Or email veterans@rcc.edu for more information. Information is also available at www.rcc.edu. Click on Going to College and then on Veteran’s Assistance.

See the Military Credit and Residency for Tuition Purposes sections for more information.

Workforce Preparation

Workforce Preparation offers a wide range of services and programs to assist students with academic success, employment, and financial independence. The programs directed by Workforce Preparation include the CalWORKS Program, the Workforce Preparation Skills Classes, TANF-Child Development Careers Program (TANF-CDC), Foster and Kinship Care Education Program, Riverside Gateway to College Early College High School, and the Foster Youth Emancipation Program. Workforce Preparation offers Skills Classes to students interested in building a strong foundation of reading (REA-87 or 95), writing (ENG-60A-1), business English (CAT-30A-C), math (MAT-90A-F), computer keyboarding and applications (CAT-99A-C-D-E), and life management skills to enhance success in the workplace and in further college courses. Look for the Skills Classes in the schedule. The Skills Classes are open to all students at Riverside City College only. For more information, please call (951) 222-8648 or visit the Workforce Preparation Resource Center in Lovekin F2.
Matriculation

Matriculation at Riverside Community College District is intended to assist students to establish appropriate educational goals and to provide support services to help them achieve these goals. Students eligible for matriculation will be provided an evaluation of basic skills, orientation, counseling, completion of an educational plan and follow-up services. All new matriculants must complete assessment, freshman orientation and counseling prior to registering for classes.

Assessment of Basic Skills

Preparation levels are required for placement in English, ESL, mathematics, and reading courses. These placement levels are based on a combination of test scores and other academic experience. Assessment/placement testing is available in alternate format for individuals with disabilities. Because RCCD uses multiple measures placement criteria, placement levels are enforced as prerequisites to courses.

New students and continuing students who need placement levels for ESL courses should make an appointment for this test by calling the Assessment Center at any RCCD college location. RCCD placement tests are available by appointment or on a walk-in basis depending on the type of test, college and time of year. To hear more detailed information, call one of the assessment centers and follow the prompts: Moreno Valley (951) 571-6492; Norco (951) 372-7156; Riverside (951) 222-8451. Testing dates and times are also viewable online at www.rcc.edu/services/assessment/dates.cfm.

Orientation/Counseling Sessions

All first time college students must complete a freshman orientation/counseling session prior to enrolling in courses. During these sessions, counselors introduce students to services and educational programs at Riverside Community College District; provide students with information on registration procedures and placement results; and assist the students in developing their first semester educational plans. New students seeking to complete a freshman orientation/counseling session should log on to WebAdvisor at www.rcc.edu for the orientation link. New students should also register for GUI-45, Introduction to College.

Counseling for Continuing Students

Continuing matriculated students are entitled to see a counselor who can recommend appropriate coursework based on assessment results, review of past school records, and other information provided by the student. Due to a high demand for counseling appointments during the winter and summer sessions, it is highly recommended that continuing students see a counselor during the spring and fall semesters to complete a Student Educational Plan. Students who have attended other college(s) must request to have an official transcript(s) sent to RCCD before scheduling counseling appointments.

Student Educational Plan

Counselors are available to assist matriculated students in developing an educational plan that outlines the courses and services necessary to achieve their goals. All matriculated students must declare a specific educational goal by the time they complete 15 units. Students are required to have an educational plan on file within 90 days after declaring a goal. When goals or majors are changed, students should update their educational plan. To ensure this procedure, matriculated students are encouraged to make an appointment with a counselor during their first semester at RCCD (special support programs may have additional requirements).

Follow-up

Counselors and instructors will provide follow-up activities on behalf of matriculated students. These activities are designed to inform students of their progress early in the semester and to continue to assist students in accomplishing their educational goals. Referrals for appropriate support services will be made to on-campus and off-campus locations when appropriate.

Student Rights and Responsibilities

Prerequisite/Corequisite Challenge Procedure - Any student who does not meet a prerequisite or corequisite, or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

1. If space is available in a course when a student files a challenge to the prerequisite or corequisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course.
2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.

Students wishing to utilize the challenge procedure must contact Counseling and complete the required Matriculation Appeals Petition. Prerequisites and/or corequisites may be challenged based on the following criteria:

1. The prerequisite or corequisite has not been established in accordance with the District’s process for establishing prerequisites and corequisites;
2. The prerequisite or corequisite is in violation of Title 5, Section 55003;
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available or such other grounds for challenge as may be established by the Board;
6. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students;
7. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others;

The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student’s challenge should be upheld are or ought to be in the District’s own records, then the District has the obligation to produce that information.

Unofficial transcripts may be submitted with the Matriculation Appeals Petition to temporarily validate a prerequisite. However, official transcripts must be received prior to registration for the next term for permanent validation.
**Library Hours & Information**

**Overdue Fines:**
General Collection - overdue fines will be levied at 20¢ per day per item. Hourly Reserves - overdue fines will be levied at $1.00 per hour per item.

**Replacement Bills:**
If materials are not returned, they are declared “lost.” A bill will be issued for each lost item which will include: 1) the actual replacement cost of the item or $25.00 for out of print materials; 2) a processing fee of $10.00; and 3) any overdue fines (the maximum overdue fine is $20.00).

**Refunds:**
If the item is returned after the bill is issued (within one year) the replacement cost and processing fee will be waived or refunded; however, the overdue fines will still be charged.

**Library Card Fees:**
All currently registered students and currently employed faculty and staff receive a college card, which is used as the library card. Community members may purchase a library card for $5.00 per session upon proof of District residence and age of 16 years or older (California Driver’s License, California Identification Card or Military Identification Card).

**Hours of Operation:**
Special hours will be posted at each campus location for exam days, holidays and weekends. Reference librarians are available to assist with reference questions, library orientations and collection development. Library schedules for the three campuses are as follows:

### Winter Semester 2011
January 2 – February 12

**Moreno Valley College Library**
*Phone circulation (951) 571-6111; reference (951) 571-6447*
Monday - Thursday ..................................................... 8:00AM - 5:00PM
Friday, Saturday and Sunday ...................................................... CLOSED

**Norco College, Wilfred J. Airey Library**
*Phone circulation (951) 372-7019; reference (951) 372-7115*
Monday - Thursday ..................................................... 7:30AM - 4:00PM
Friday, Saturday and Sunday ...................................................... CLOSED

**Riverside City College, Digital Library/Learning Resource Center**
*Phone (951) 222-8650; circulation x8651; reference x8652*
Monday - Thursday ..................................................... 10:00AM - 4:00PM
Friday, Saturday and Sunday ...................................................... CLOSED

**ALL RCCD LIBRARIES WILL BE CLOSED:**
January 17
The Riverside Community College District offers a variety of financial assistance programs for eligible students consisting of the following:

### Need Money for College? We Can Help~

**Scholarships**
- Please view the Student Employment section.
- It also allows students to gain work experience and pay for a portion of their educational expenses. All positions require that students maintain half-time enrollment and a minimum 2.0 CGPA. When eligible to work, your supervisors will contact you. To view available jobs or for more information on employment.

**Federal Work Study (FWS)**
- The Federal Work Study (FWS) Program offers students the opportunity to earn additional funding through part-time employment.
- All positions require that students maintain half-time enrollment and a minimum 2.0 CGPA. When eligible to work, your supervisors will contact you. To view available jobs or for more information on FWS, please view the Student Employment section.

**Boards of Governors Fee Waiver (BOGW)**
- The Board of Governors Fee Waiver (BOGW) is a state program which waives enrollment fees and reduces parking fees for the fall and spring semesters for qualified students who are California residents. To apply for the BOGW, complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and list the RCCD Title IV school code #001270. Eligibility for the BOGW is determined automatically when the Student Financial Services office receives your FAFSA information from the Department of Education. The BOGW is valid for the entire academic year beginning with summer and ending with the following spring semester. The BOGW does not pay for books, student services or health fees, or additional class fees. If you are not a California resident, you may be eligible to apply for a non-resident tuition exemption through the AB540 program. See Admissions and Records for additional information or view our consumer guide online.

**Financial Aid Application Workshops**
- Workshops are available to assist you with the FAFSA application. Please refer to our website at [www.rcc.edu/studentfinancialservices](http://www.rcc.edu/studentfinancialservices) for workshop dates, times and locations. For more information, please refer to the Consumer Guide available on the SFS website listed above. Questions may be directed via email to studentfinancialservices@rcc.edu.

**Grants**
- Grants range from $400-$5550, subject to change. They are financial assistance awarded to students based on financial need and do not require repayment if you successfully complete your courses. Grants consist of the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG), the Academic Competitiveness Grant (ACG) and the Cal Grant. The ACG grant is for students who are enrolled full time in their first and second academic years and have graduated from a rigorous high school program of study. Completing the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) is the basis for all the grants and loans listed below. Make sure to add RCCD Title IV school code #001270. The Cal Grant GPA Verification form and FAFSA must be completed by March 2nd of each year in order to apply for the Cal Grant program. Certain certificate or short term programs may not qualify for grant or loan assistance; please visit one of our SFS Academic Counselors to inquire about your program's eligibility. Remember, apply early!

**Boards of Governors Fee Waiver**
- (waive fees from .5 units to maximum unit load) – The Board of Governors Fee Waiver (BOGW) is a state program which waives enrollment fees and reduces parking fees for the fall and spring semesters for qualified students who are California residents. To apply for the BOGW, complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and list the RCCD Title IV school code #001270. Eligibility for the BOGW is determined automatically when the Student Financial Services office receives your FAFSA information from the Department of Education. The BOGW is valid for the entire academic year beginning with summer and ending with the following spring semester. The BOGW does not pay for books, student services or health fees, or additional class fees. If you are not a California resident, you may be eligible to apply for a non-resident tuition exemption through the AB540 program. See Admissions and Records for additional information or view our consumer guide online.

**Federal Work Study**
- (earn up to $3000) – The Federal Work Study (FWS) Program offers students the opportunity to earn additional funding through part-time employment. It also allows students to gain work experience and pay for a portion of their educational expenses. All positions require that students maintain half-time enrollment and a minimum 2.0 CGPA. When eligible to work, your supervisors will contact you. To view available jobs or for more information on FWS, please view the Student Employment section.

**Scholarships**
- Students may utilize scholarships at RCCD in two ways: Scholarships from sources outside of RCCD or from scholarships offered through the RCCD Foundation. A list of scholarships available from outside sources, including free Internet scholarship search sites, is published throughout the year and is available at the Student Financial Services website at [www.rcc.edu/studentfinancialservices](http://www.rcc.edu/studentfinancialservices) and in the Student Financial Services office at all three college locations. When outside scholarship funds are received by RCCD, the student is notified by mail and must submit a Scholarship Action form in order to use the scholarship funds at RCCD. The RCCD Foundation scholarship brochure for continuing and transferring students is available during the fall semester with an application deadline in early December. Applicants chosen for RCCD scholarships are notified by May of each year. The scholarship funds for students continuing at RCCD are disbursed during the following fall and spring semesters upon verification of eligibility. The scholarship funds for students transferring to a university are disbursed to the transfer institution during the next fall semester. Transfer students must return the Transfer Notification form with the transfer institution information. RCCD Foundation Scholarship brochure and application for high school seniors who plan to attend RCCD are available during January and February of each year.

**Chafee Grant**
- (up to $5000) – Are you or were you a foster youth between the age of 16-22 years old? You may be eligible for this grant. This grant awards up to $5000 annually to eligible or current foster youths and does not have to be paid back. Applications can be found online at [www.chafee.csac.ca.gov](http://www.chafee.csac.ca.gov).

**Student Financial Services Counseling/Outreach**
- If you would like assistance to apply for financial assistance, search for scholarships over the Internet, or meet with our Student Financial Services (SFS) Academic Counselors, please visit our office located at Riverside City College behind the Bradshaw Student Center. You may also visit the SFS Office at Moreno Valley and Norco to make appointments to meet with our SFS Academic Counselors.

**Loans**
- Riverside Community College District (RCCD) strives to help students reach their educational goal with the least amount of student loan debt possible. RCCD participates in the Federal Family Education Loan (FFEL) program. We offer Subsidized and Unsubsidized FFEL Stafford loans to help students achieve their career goals. The loan applications are available during the fall and spring semesters in the SFS Office at each college location. FFEL loans must be repaid with interest and we encourage all students to exercise caution when borrowing any student educational loans. Federal Student Loans should be the last alternative to pay for a student's education, so plan ahead when determining the amount you request to borrow. Loan amounts are based on grade level, unmet financial need, annual and aggregate loan limits, loan history and satisfactory academic progress. Students applying for a loan are required to have a two year Student Educational Plan (SEP) on file with RCCD before applying for the loan and must be enrolled in 6 or more units on that SEP plan.

For specialized grants including Gear Up, Child Development Grant, SSS Grant, etc., please see any Student Financial Services Office for additional information or visit our consumer guide online.

If you are considered an out-of-state (non-resident) student, the SFS Office may be able to assist you with your fees. Please visit the SFS Office and inquire about our non-resident deferment policy.

### Not all RCCD courses are approved for financial assistance by the Department of Education. For a list of courses that are not approved to receive financial assistance, please visit the SFS Office.
Statement of Philosophy and Purpose

It is the intention of the Riverside Community College District to provide an environment that maximizes academic achievement and personal growth. The District recognizes that alcohol, tobacco and other drug use/drug abuse poses a significant threat to the health, safety and well-being of users and the people around them. Substance abuse also interferes with academic, cocurricular and extracurricular interests and can lead to health, personal, social, economic and legal problems.

Alcohol and other drug abuse addiction or dependency is a behavioral/medical problem. Because the District’s intent is to be helpful, not punitive, programs have been developed to deter alcohol and other drug abuse. First, education is provided. Second, a program of assistance and referral is available. Third, disciplinary procedures are applied to uphold the District policy regarding alcohol and other drug use and the Standards of Student Conduct as listed in the Student Handbook.

The District policy is that all use of alcohol, tobacco and other drugs is prohibited on the District property and at any college sponsored or related activity regardless of its location.

Education

The Riverside Community College District offers a wide variety of educational opportunities to its students and the community which address alcohol, tobacco and other drug related issues. Information about courses is available in the college catalog, class schedule and through the Counseling Center.

Additional educational opportunities include awareness activities, conferences, workshops, films/videos and lectures, some of which are available at the Health Service Office at each college location.

Assistance and Referral

Students can seek help through College Health Services. Health professionals provide assistance for students with alcohol, tobacco or drug related problems including crisis intervention, education and/or referral. Contact the Student Health Center at one of the following locations:

- Moreno Valley: 571-6103
- Norco: 372-7046
- Riverside City College: 222-8151

Regulations for Policy 3230/4230/6230, Smoking/Non-Smoking

Smoking of any form of tobacco or non-tobacco products is prohibited on District grounds, in all District vehicles, at any activity or athletic event and on all property owned, leased, or rented by or from the District.

Off-campus Services

For off-campus services call:

- Riverside County Substance Abuse Program .............. 955-2105
- 24-hr Detox Line ................................................. 955-2100
- After-hours (5pm) .............................................. 1-800-499-3008

For toll-free information call:

- For a local Al-Anon (Inland Empire Central Office) .. 909-825-4700
- Alcoholics Anonymous ........................................ 909-825-4700
- Assisted Recovery ............................................. 1-800-527-5344
- Assisted Recovery website ..................................... aca-usa.org
- Cocaine Anonymous .......................................... 951-359-3895
- Cocaine/Substance-abuse hotline ....................... 1-800-662-HELP
- National Council on Alcoholism ....................... 1-800-662-HELP

Medical Emergencies:

Dial 911 for life threatening or serious conditions.

Health Services available for enrolled students:

- First Aid/Urgent Care while on campus
- Physician/Nurse Practitioner visits by appointment
- Prescription medication, if needed
- Personal counseling — MFCC - by appointment
- Health education/counseling and literature
- Immunizations at low-cost student rate (Measles, Tetanus, Hep. A and B, TB testing, HPV, polio and influenza)
- Laboratory testing
- Community referrals
- Free vision and hearing screening
- Weight loss counseling
- Smoking cessation
- Substance-abuse counseling
- Over-the-counter medication

For more information call:

- Moreno Valley College (951) 571-6103
- Norco College (951) 372-7046
- Riverside City College (951) 222-8151

AlertU - Know First!

- College emergency notification service
- SMS messages direct to your mobile phone
- AlertU gets you up-to-date fast
- Stay connected, stay safe
- AlertU is FREE!
- It’s quick and easy!
- Sign up today @ www.rcc.edu/district/alertu.cfm
# Student Support Services Available at RCCD

## Telephone Numbers (Area Code 951)

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Discounts, Benefits and Services Provided Through Your Student Services Fees~

The following programs are supported by the Student Services fee. Participation and membership in these categories are contingent on payment of this fee. Please note: this is not an inclusive list of activities.

Student Savings:
- Photo ID
- Free Admission to Live Entertainment
- Eligible to Participate in Student Government
- Bookstore Discounts
- Free Admission to Campus Music Concerts
- Free Admission to Recognition Banquets (if being honored)
- Discounts at Local Merchants
- Free Barbecues and Food Giveaways
- Representation by ASRCCD Membership
- Free Admission to World Renown Speakers
- Free Admission to Athletic Events
- Discounts from Medieval Times, San Diego Zoo, and other Local California Attractions
- Discount Tickets to Knott’s Berry Farm, Universal Studios, Magic Mountain and Sea World
- Discount tickets to Cinema Star
- Field Trips–Use of College Vans

Services:
- Club/Organization Membership
- Dance Theatre and Touring Company
- Student Government
- Cosmetology Completion Ceremonies
- Student Scholarships from ASRCCD
- Nursing Program Pinning Ceremonies
- Organizational Conferences Funded by AS-RCCD
- Instrumental/Vocal Music Performance Groups
- Marching Band
- Membership in Multicultural Advisory Council
- Student Emergency Academic Loans from ASRCCD
- Athletic Teams

If you are not interested in these services or involved in the programs mentioned, a fee waiver may be obtained at Riverside City College in the Student Activities Office between 7:30 am-5 pm, Monday-Thursday and 7:30am-4pm on Friday, or in the Admissions Office when Student Activities office is closed. At Moreno Valley fee waivers are available at the Admissions and Records Office during the winter term only. At Norco the waivers are available in Student Activities in the Center for Student Success. Please refer to www.rcc.edu for Admission and Records hours.
Listed below are some of the most frequently asked questions by students regarding the parking rules on campus. If your specific questions are not addressed, please contact:

Moreno Valley College Safety and Police .................. (951) 571-6190
(located outside of the Warehouse)
Norco College Safety and Police ......................... (951) 372-7088
(located behind the Student Services building)
Riverside City College Safety and Police ................ (951) 222-8521
(located in Lot G, Lovekin Complex A-1)

We are here to help you understand the rules you will have to follow should you choose to bring a motorized vehicle to campus.

Q: The grace period is over and I still haven't received the parking permit I ordered. What should I do?
A: Parking permits are mailed within 1-3 days after payment (weekends & holidays excluded). If you haven't received your parking permit in the mail by the time the grace period is over, please contact Parking Services to find out why it may have been delayed.

Q: What are the hours permits are required?
A: Permits are required on all district property, Monday through Thursday from 7:00am-10:00pm, Friday 7:00am-4:00pm. RCCD ENFORCES ALL OTHER RULES OF THE CALIFORNIA VEHICLE CODE (i.e., posted time zones, red curbs, handicap spaces, expired registration, etc) 24 HOURS A DAY, 7 DAYS A WEEK. A parking permit is not required for the winter term so long as students park in student spaces.

Q: If I paid for a parking permit, can I park wherever I want, right?
A: NO! Parking permits allow students to park on district property in student spaces. THEY DO NOT GUARANTEE A SPACE AND THE INABILITY TO LOCATE A LEGAL PARKING SPACE IS NOT A VALID JUSTIFICATION FOR THE VIOLATION OF DISTRICT PARKING REGULATIONS OR THE CALIFORNIA VEHICLE CODE. YOUR PARKING PERMIT MUST BE PROPERLY DISPLAYED IN PLAIN, FULL VIEW, AND NUMBERS CLEARLY VISIBLE, ACCORDING TO THE INSTRUCTIONS ON THE PERMIT.

Q: I only have a couple of classes a week. Can I just park in the neighborhood close to campus?
A: NO! There is no parking available to students in the neighborhood adjacent to the campus. There are heavy fines for students doing so, and you subject your vehicle to being towed away at your expense.

Q: So where can I park on campus if I choose not to purchase a semester parking permit?
A: There are parking permit dispensers at each of the three RCCD college locations. The prices of the permits are: $1 for two hours, $2 for four hours and $3 buys an all day permit. Semester permits are more economical and convenient for most students. It is your responsibility to have a valid parking permit properly displayed on your vehicle.

Q: I ride a motorcycle. Do I have to purchase a parking permit?
A: Yes, if you plan to park on campus. Motorcycles are restricted to parking within designated spaces set aside on campus.

Q: What if I use a different car or forget my permit, can I just leave a note on the windshield stating so?
A: NO. If you forget your permit, call or stop by the College Safety and Police Office (see locations and phone numbers listed above). You will be required to supply your student ID number for verification that you have purchased a permit. You may receive only three (3) temporary permits per semester.

Q: I have a disabled placard. Do I have to purchase a parking permit?
A: YES. In addition to having a valid placard properly displayed or a license plate which signifies that you are disabled, your vehicle must display a current parking permit.

Q: If I lost my permit, can I get another one?
A: No. Parking permits are personal property. You wouldn't leave money lying around your unopened vehicle, and your parking permit should be treated the same way. If your vehicle is a convertible, or you are somehow prevented from locking your vehicle, visit Parking Services after you purchase your permit. We will help you in finding a solution. If you lost your permit contact Parking Services for the procedures for replacing your permit.

Q: I got a parking citation. Now what do I do?
A: No one enjoys getting a parking citation, but getting angry and rude will not make it go away. If you believe the citation was issued in error, you can contest the citation. Follow the directions on the back of the citation. You have twenty-one (21) calendar days from the date the citation was issued to do so. The appeal process is in accordance with California law.

Q: What happens if a citation is not paid?
A: If a citation is not paid or appealed within twenty-one (21) calendar days from the date it was issued, the citation will increase. Further failure to adjudicate the citation will ultimately result in a Department of Motor Vehicles hold being placed on the vehicles registration, and can also initiate a California state tax lien to be placed on the registered owner of the vehicle in violation.

Q: Why is parking such a challenge?
A: The first few weeks of a new semester are always the busiest. Students are still registering, paying fees, adding and dropping classes and buying parking permits. Riverside City College has a new multi-structured parking building on Magnolia Avenue that can be accessed from Magnolia or 15th Street. Additional parking is also available at 3rd and Magnolia/Market, Riverside. Find alternate transportation the first few weeks, i.e., walk, carpool with friends, take the bus, or ride a bicycle. Try searching for a parking space in the lower level of the Riverside campus first. REMEMBER, YOU ARE RESPONSIBLE FOR FINDING LEGAL PARKING.

NOTE: A parking permit is not required for winter so long as students park only in student spaces.

Department of Safety & Police Parking Services offers a variety of safety and basic services to the college community, and are available 24 hours a day, 7 days a week. Services include lockout service on non-automatic lock vehicles and jump-starts. Also available is an escort service to walk you to your vehicle in the evening. Program your cell phone with our dispatch center at (951) 222-8171. This number will work for all District properties.

If you need emergency services, each campus has several “Blue Light” emergency phones that will connect you directly to our 911 dispatch center. Please use these only in an emergency. You may also dial 911 from any campus inside desk telephone.
# Career and Technical Certificates and Degrees

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*50% or more of the certificate/degree may be completed online
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<th>Moreno Valley</th>
<th>Norco</th>
<th>Riverside</th>
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<tr>
<td>Jazz Performance</td>
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<td>MIDI</td>
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*50% or more of the certificate/degree may be completed online*
## Career and Technical Certificates and Degrees

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<th>Certificates and Degrees</th>
<th>Moreno Valley</th>
<th>Norco</th>
<th>Riverside</th>
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<td>Critical Care Nurse</td>
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*50% or more of the certificate/degree may be completed online*
# Career and Technical Certificates and Degrees

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*50% or more of the certificate/degree may be completed online

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Nondiscrimination, Commitment to Diversity &
Prohibition of Harassment and Retaliation Policies

Board Policy 7100 Commitment to Diversity
Board Policy 3410 Nondiscrimination
Board Policy 3430 Prohibition of Harassment and Retaliation

Commitment to Diversity

Riverside Community College District is committed to building a diverse and accessible environment that fosters intellectual and social advancement. All District programs and activities seek to affirm pluralism of beliefs and opinions, including diversity of religion, gender, ethnicity, race, sexual orientation, disability, age and socioeconomic class. Diversity is encouraged and welcomed because RCCD recognizes that our differences, as well as our commonalities, promote integrity and resilience that prepares our students for the evolving and changing community we serve.

Nondiscrimination

The Riverside Community College District Board of Trustees has adopted policies and procedures that comply with Federal and State laws relating to prohibition of discrimination and/or harassment on the basis of an actual, perceived or association with others': disability, sex/gender, nationality, race or ethnicity, age (40+), religion, sexual orientation, marital status, Vietnam Veteran status or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.

Prohibition of Harassment and Retaliation

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by State and Federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based upon an individual’s actual or perceived association with others': ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Retaliation may involve, but is not limited to, the making or threats of reprisals, intimidation, coercion, discrimination or harassment following the initiation of an informal or formal complaint. Such conduct is illegal and constitutes a violation of this policy.

Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint, who refers a matter for investigation or complaint, who participates in an investigation, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of unlawful discrimination or harassment.
Reporting Discrimination or Harassment

Riverside Community College District • Diversity and Human Resources

The RCCD Diversity, Equity and Compliance office is available to assist students, faculty, staff and visitors with problems or questions regarding discrimination or harassment. For more information on reporting procedures or to download a copy of the required form to file a formal complaint, please visit our web site at: www.rcc.edu or we may be reached by telephone at: (951) 222-8039.

How to Report

If you experience or witness what you believe to be unlawful discrimination or harassment please document the following information:

- Date, time and location of the incident;
- Names and contact information for those involved and possible witnesses, if known;
- Detailed information on what occurred;
- Report your concerns and problems to the District by calling (951) 222-8039.

Discrimination/Harassment is contrary to the RCCD mission of higher education and is against the law. District policy prohibits any discriminatory practice that is based upon an individual’s actual, perceived or association with others:

- Ethnic group identification
- National origin
- Religion
- Age
- Sex or Gender
- Race
- Color
- Ancestry
- Physical or Mental Disability
- Or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.

Sexual Harassment has no place in an academic or work setting. RCCD is committed to providing a positive and safe environment for all students, employees and visitors. The following is a partial list of prohibited activities that may be considered sexual harassment:

- Unwanted sexual advances;
- Offering employment or grade benefits in exchange for sexual favors;
- Actual or threatened retaliation for non-participation;
- Leering; making sexual gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters, sexual comments including graphic comments about an individual’s body;
- Making or using derogatory comments, epithets, slurs, or jokes;
- Sexually degrading words describing an individual; suggestive or obscene letters, notes, or invitations;
- Physical touching or assault, as well as impeding or blocking movements.

Resolution of complaints may be achieved by either formal or informal process. The choice of resolution process is determined by the individual raising the complaint. The purpose of the informal resolution process is to allow an individual who believes they have experienced discrimination or harassment to resolve the issue through a mediation process rather than the formal complaint process. Typically, the informal process is utilized when there is a simple misunderstanding or the individual seeks nothing more than a clarification of the misunderstanding or an apology from the other person and an assurance that the offending behavior will cease. Informal resolutions are to be reviewed by the Director of Diversity, Equity and Compliance. Formal complaints must be filed in writing using the required formal complaint form available on our web site, the State Chancellor’s web site or in the Diversity and Human Resources department. If a formal complaint is filed, the District conducts an investigation within required timeframes according to policy and law. During the formal process the complainant will not be required to confront, or work out problems with, the person accused of unlawful conduct.

Informal Resolutions may be arranged by contacting the RCCD Diversity, Equity and Compliance office at (951) 222-8039. Informal resolutions require written acknowledgement from the person raising the concern. Choosing the informal process does not hinder the right to file a formal complaint within the regulatory time period for formal complaints.

Formal Complaints may be filed by contacting the RCCD Diversity, Equity and Compliance office at (951) 222-8039 or the California Community Colleges Chancellor’s Office at 1102 Q Street, Sacramento, CA 95811. Formal complaints must be submitted in writing on the required complaint form. Formal complaints may only be filed by one who alleges they have personally suffered unlawful discrimination/harassment or by one who has learned of such unlawful discrimination in their official capacity as a District faculty member or administrator.

The complaint form is available from the following web sites:

www.rcc.edu/administration/hr/files/Discrim_Complaint_2006.pdf

Upon receipt of a completed complaint form, the District will conduct an investigation within the time period required by Board Policy and California Code of Regulations, Title 5, Section 59300. Both the complainant and person accused of the conduct will be notified of the investigative findings.

Timeline for Filing a Complaint in cases not involving employment discrimination/harassment is within one year of the last date the alleged conduct occurred. Complaints involving employment discrimination/harassment shall be filed within 180-calendar days of the last date the alleged conduct occurred. An extension may be available if knowledge of the facts of the alleged discrimination or violation occurs after the expiration date.

In cases not involving employment related discrimination/harassment, in addition to the State Chancellor’s office cited above, individuals have the right to file a complaint with the following external agency:

U.S. Department of Education, Office for Civil Rights (OCR)
50 Beale Street, Suite 7200
San Francisco, CA 94105
(415) 486-5555
www.ed.gov

In any case involving employment related discrimination/harassment, individuals have the right to file a complaint with the following external agencies:

Department of Fair Employment and Housing (DFEH)
Santa Ana District Office
2101 East 4th Street, Suite 255-B
Santa Ana, CA 92705
(800) 884-1684
www.dfeh.ca.gov/

Equal Employment Opportunity Commission (EEOC)
555 West Beech Street, Suite 504
San Diego, CA 92101
(800) 669-4000
www.eeoc.gov

Retaliation for filing a discrimination/harassment complaint or referring a matter for investigation is unlawful.

Confidentiality is maintained to the extent possible by law.
A  Student Services - (SSV)
B  Science & Technology - (ST)
C  Theater - (THTR)
D  Humanities - (HUM)
E  College Safety and Police
F  Central Plants
G  Wilfred J. Airey Library - (LIBR)
H  Head Start
I  Bookstore
J  Early Childhood Education Center - (ECEN)
K  Center for Applied and Competitive Technologies (CACT)
L  West End Quad - (WEQ)
M  Facilities
N  Applied Technology - (ATEC)
O  JFK Middle College High School - (JFK)
P  Portables A & B
Q  Industrial Technology (IT)
R  Sports Complex
S  Center for Student Success (CSS)
    The Corral (Cafeteria and Dining Room)

Symbols:
- Elevators
- Restrooms
- Smoking Area
- Amphitheater
- Disabled Parking
- Emergency Phones
- Disabled Ramps
- Telephone
- One Way Road
- Free Speech Area
Performing arts at Riverside City College, Norco College and Moreno Valley College offer outstanding student performances. Visit the colleges’ websites for the latest information about classes and upcoming performances and concerts.

Riverside City College Performing Arts
http://academic.rcc.edu/performingarts/

Riverside City College Dance Department
http://academic.rcc.edu/dance/

Riverside City College Music Department
http://academic.rcc.edu/music/

Norco College Music Department
http://academic.rcc.edu/musicatnorco/

Moreno Valley College
http://www.rcc.edu/morenovalley/hss.cfm

Grand Opening Celebration
Saturday, January 22
10 a.m. - 2 p.m.
Poolside at Riverside City College

A Few Spaces Available
Spring Semester in Beijing, China

Spend spring semester walking the streets of the magnificent Forbidden City and historical Monument to the People’s Heroes, Tiananmen Square, visiting the Temple of Heaven and the Great Wall of China in the ancient cultural citadel of Beijing. Now the political and economic center of China, Beijing welcomes our next generation of global students. Courses offered in Political Science, Philosophy and Mandarin Chinese.

Cost of all programs include roundtrip airfare, transfers, residence, orientation materials, breakfast and lunch daily, and English speaking guide.

Preview of our Summer Study Tour 2011 - Two weeks in Italy - Florence, Rome, Venice and the Amalfi Coast. Telephone for details.

For further information on study abroad programs, please telephone Jan Schall, Coordinator, International Education at (951) 222-8340. The Study Abroad Office is located in Quadrangle 100 at Riverside City College, 4800 Magnolia Avenue in Riverside. E-mail jan.schall@rcc.edu. Look for us in the Clock Tower corner!

Remember that life is not measured by the number of breaths we take but by the moments that take our breath away!