Wolde-Ab Isaac, Ph.D.
Chancellor
Riverside Community College District

Robin Steinback, Ph.D.
President, Moreno Valley College

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All information contained in the 2019-2020 Student Handbook is current as of summer 2019. Although every effort has been made to ensure accuracy of the information, students and others who use this handbook should consult with a counselor, dean, department chair or program directors for recent additions, deletions or changes. Updates can also be found online at www.mvc.edu/services/ar/StudentHandbook.cfm.

The Riverside Community College District complies with all federal and state rules and regulations and does not discriminate on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, 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 (1) of Section 422.6 of the California Penal Code, or any other status protected by law. This holds true for all students who are interested in participating in 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 ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, 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 (1) of Section 422.6 of the California Penal Code, or any other status protected by law is strictly prohibited. Inquiries regarding compliance, and/or grievance procedures may be directed to the District's Title IX Officer/Section 504/ADA Coordinator, Georgina Villasenor, 450 E. Alessandro Blvd., Riverside, CA 92508. (951) 222-8039. Alternate formats for this material are available to individuals requiring disability accommodation. Please contact Dyrell Foster, Vice President, Student Services at (951) 571-6120 or the office of Diversity, Equity and Compliance at (951) 222-8039.
Dear Student,

Welcome to Moreno Valley College for the 2019-2020 academic year. Whether you are new to the College or a continuing student, I want you to know that our faculty, staff and administrators are here for one clearly defined purpose: To do all we can to make your time here productive and successful. In doing that, we will need one urgently needed partner, you.

Your interest is best served when you are able to get good advice, the right classes, needed help, and complete your educational objective in the least time necessary for entering a productive career or advancing your next educational objective. Our counseling and instructional faculty and staff are here to guide and prepare you for entering your chosen university or assisting you in planning for an appropriate career.

Your choices and opportunities are many. Your success defines our success. We celebrate as you succeed.

Warm wishes for a successful year ahead!

Robin L. Steinback, Ph.D.
President

About Moreno Valley College:

Moreno Valley College is a two-year public institution of higher education, one of three colleges in the Riverside Community College District (RCCD). It is the 111th community college in the state of California. It is governed by the RCCD Board of Trustees and offers locally and state approved certificates and associate degrees as well as transfer options to students.

Mascot: Lions          Colors: Teal, White and Black

Addresses:

Moreno Valley College
16130 Lasselle Street
Moreno Valley, CA 92551
(951) 571-6100

Ben Clark Training Center (BCTC)
Law Enforcement
16791 Davis Avenue
Riverside, CA 92518
(951) 571-6300

EMS/Fire Technology
16888 Bundy Avenue
Riverside, CA 92518
(951) 571-6197

Mission Statement

Moreno Valley College inspires, challenges, and empowers our diverse, multicultural community of learners to realize their goals; promotes citizenship, integrity, leadership, and global awareness; and encourages academic excellence and professionalism.

To accomplish this mission, we provide comprehensive support services, developmental education, and academic programs leading to:

• Baccalaureate Transfer
• Associate Degrees in Arts and Sciences
• Certificates in Career and Technical Education Fields
• Post-employment Opportunities
Welcome From the Vice President of Student Services

Dear MVC Student,

Welcome to Moreno Valley College! Congratulations for taking the initiative to attend MVC; we are committed to supporting you in achieving your educational goals. The most important thing for you to know is that you are not alone on your educational journey; you have the MVC faculty, staff and administrators here to assist and support you! Our College is committed to helping you feel welcomed, directed, focused, nurtured, engaged, connected and valued during your time as a MVC student.

Here are some tips that may help you to be successful as an MVC student:

• Choose your educational path early on (program of study and career goal) and work with a counselor to develop a clear and complete educational plan to achieve it.
• Manage your time wisely; use a planner or calendar to schedule study time and to keep track of important assignments, exams, dates and deadlines. Develop a study plan and stick to it.
• Stay on your educational path. Meet with an academic counselor each semester to ensure that you are taking the classes you need to achieve your educational goal in a timely manner.
• Get connected, engaged and involved on campus while you are here. Seek out and use college resources. We know that students who are involved on campus are more successful in reaching their goals, so please take advantage of the excellent programs, services and resources that we have available.
• Be a full-time student. Successfully complete at least 12 units every semester. Take at least one class during the summer and winter sessions. This will allow you to earn a degree, certificate and/or transfer much faster than if you enroll part time. Work with a counselor to balance your course load so your workload is manageable.

Please explore our website and learn about the excellent programs, services and resources that are available to you. Our MVC team is excited to meet you and assist you in your journey. We wish you much success and we know that you will enjoy your college experience at MVC!

Sincerely,
Dyrell Foster, Ed.D.
Vice President, Student Services

Letter From the Student Body President

Dear Moreno Valley College Students,

My name is Juan Hernandez and I will be serving as your 2019-2020 Student Body President. It is with great pleasure that I welcome you to this magnificent school. I wish I could personally welcome you all to Moreno Valley College. You are about to embark into a world filled with endless possibilities, thanks to higher education. I applaud you for furthering your education. Throughout the year, you will discover that our college is diverse, that our faculty, staff and administration are always striving to help you achieve your educational and professional goals.

As a member of the Associated Students of Moreno Valley College, I would like to encourage you to get involved while you are here. We have amazing clubs and organizations on this campus, some of which have been recognized statewide. You will gain amazing memories and experiences if you do decide to get involved.

I again would like to commemorate you on deciding to further your education. Just by deciding to attend college you have showed everyone that you are capable of anything you put your mind to, and for that I applaud you.

I would like to offer you some advice as you prepare for the start of the school year. You are probably someone who is going through your own battles, fighting your own ghosts, trying to cover your own scars, and stressing about your own stresses. But rather than wallowing in them, you got up, you put on an awesome outfit, and decided to come to school. I realize that every day you may look in the mirror, and your mind could tell you all the things you’re not. If those things are you’re not cool enough, you’re not pretty enough, you’re not successful enough, you’re not special, you’re not unique — you are not those things. Let me tell you the things that you are. You are your own definition of beautiful and worthwhile, and no one else’s definition. You are wiser, stronger and smarter because you made mistakes in your life, not damaged.

On behalf of the Associated Students of Moreno Valley College, I welcome you to our astonishing college. I look forward to meeting you this upcoming school year. I wish you the best of luck.

Juan Hernandez
2019-2020 Moreno Valley College Student Body President
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MORENO VALLEY COLLEGE STUDENT HANDBOOK 2019-2020 5
### Riverside Community College District

**2019-2020 ACADEMIC CALENDAR**

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### Required Day for New Faculty
- August 20

### FLEX Days
- Fall: August 21, 22 and 23
- Spring: February 7

### Part-time Faculty Orientation
- to be arranged by college

### Legal Holiday/Day of Observance
- Commencement (June 12)
- Classes Not in Session

### Summer Session 2019
- June 17 - July 25 (6 weeks)
- Weekend Classes: June 22 - July 21

### Fall 2019
- August 26 - December 14
- Weekend Classes: August 31 - December 14

### Winter Session 2020
- January 6 - February 13 (6 weeks)
- Weekend Classes: January 11 - February 9

### Spring 2020
- February 18 - June 12
- Weekend Classes: February 22 - June 7

### Final Exams
- Fall: December 8 - 14
- Spring: June 5 (evening) - June 12 (morning)
Riverside Community College District Locations

**Moreno Valley College**
16130 Lasselle Street
Moreno Valley, CA 92551-2045
(951) 571-6100

**Norco College**
2001 Third Street
Norco, CA 92860-2600
(951) 372-7000

**Riverside City College**
4800 Magnolia Avenue
Riverside, CA 92506-1299
(951) 222-8000

**Centennial Plaza:**
- Center for Social Justice and Civil Liberties
  3855 Market Street
  Riverside, CA 92501
- Coil School for the Arts
  3890 University Avenue
  Riverside, CA 92501
- RCC Culinary Arts Academy & RCCD District Offices
  3801 Market Street
  Riverside, CA 92501

**Ben Clark Training Ctr.**
16791 Davis Avenue
Riverside, CA 92518
(951) 571-6300

**RCCD Economic Development**
152 East Sixth Street
Corona, CA 92879
(951) 571-6474

**Rubidoux Annex**
4250 Opal Street
Jurupa Valley, CA 92509
(951) 328-3790

*Map not to scale*
Deadline Questions ANSWERED!
Campus Confusion SOLVED!

GradGuru keeps YOU organized at Moreno Valley College with daily deadlines, events and tips straight to your phone.

Download the FREE app now.

Register with your college ID for daily customized messages.

Personalized for you by

MORENO VALLEY COLLEGE
Departments & Programs

Academic Counseling and Educational Support (ACES) .......................... (951) 571-6275
Science & Technology 159
www.mvc.edu/aces
Academic Counseling and Educational Support offers qualifying students an academic support system that assists them in mastering their college transitions.

Admissions & Records ..................... (951) 571-6101
Student Services 2nd floor
www.mvc.edu/services/ar/
Admissions & Records plays a valuable role in your college education by taking students from application to graduation.

Adult Education Block Grant ............. (951) 571-6942
Administrative Annex
http://www.mvc.edu/services/adulteducation/
The Adult Education Program at Moreno Valley College, in partnership with Moreno Valley Community Adult School and Val Verde Adult School, provides support to adult school students in their successful transition to Moreno Valley College.

Assessment Center ....................... (951) 571-6427
Student Services 108
www.mvc.edu/services/assessment/
Assessment helps you determine your placement in subjects such as English, Math and Spanish to assist you on your pathway to achieving your educational goals.

Ben Clark Public Safety Training Center .... (951) 571-6197
16888 Bundy Avenue, Riverside, CA 92518
www.mvc.edu/bbtc/
The Ben Clark Training Center is an off-site center located approximately 10 miles west of Moreno Valley College that provides training in EMS, Fire Technology and Law Enforcement.

Bookstore .................................... (951) 571-6107
www.mvc.edu/bookstore
You can rent or purchase textbooks, classroom supplies, school spirit gear, snacks and novelty items at the bookstore.

CalWORKs ................................... (951) 571-6154
Humanities 233-B
www.mvc.edu/services/cw/
CalWORKs is designed to promote self-sufficiency through advocacy, education, labor market linkages, and College and community collaborations. Other services include federal work study; career pathway planning; and academic, personal and financial aid counseling.

Career & Technical Education ............ (951) 571-6292
Parkside Complex (PSC) – 15
mvccte.com
Moreno Valley College CTE offers associate of science degrees and certificated programs with an occupational emphasis. CTE programs can assist individuals in securing employment or developing skills needed to advance employment leading to better paying jobs.

Career and Transfer Center ............... (951) 571-6205
Student Services 301
www.mvc.edu/services/ctc/
The Career and Transfer Center is firmly committed to assisting students to be successful and achieve their academic and career goals.

Counseling .................................... (951) 571-6104
Student Services 301
www.mvc.edu/services/counseling/
The counselors are committed to providing students with a broad range of options as well as specific guidance in career planning, evaluation, academic choices and direction.

Disability Support Services ............... (951) 571-6138
Library 230
www.mvc.edu/services/dsp/dsp
The office of Disability Support Services (DSS) provides appropriate, comprehensive, reliable and accessible services to students with documented disabilities who request such services.

EOPS/CARE ................................... (951) 571-6253
Student Services 303
www.mvc.edu/services/eops/
Funded by the state of California, the Extended Opportunity Programs & Services provides academic support services for financially and educationally disadvantaged students.

Financial Aid ............................... (951) 571-6139
College Code 041735
Student Services 200
www.mvc.edu/services/sfs/
The Student Financial Services department strives to assist students in reaching their educational goals by providing information and applications for financial assistance programs.
First-Year Experience. (951) 571-6334
Administration Annex
www.mvc.edu/fye
The First-Year Experience (FYE) program integrates academic enrichment and student support services to enable students to successfully transition from high school to college and ensure success during their first year of college. FYE is open to recent high school graduates - first-time college students attending the College commencing with the Summer Bridge program. FYE students receive an abundance of support and services during their first year.

Food Bank/Clothing Closet (951) 571-4307
Parkside Complex (PSC) – 17
http://mvccte.com/foodbank/
The Food Bank/Clothing Closet is located in PSC 17 and is operated through the Human Services Program. Hours of operation are Monday – Thursday 1 - 5 pm.

Guardian Scholars Program (951) 218-0061
Parkside Complex (PSC) 17
www.mvc.edu/services/fyss/
The Guardian Scholars Program serves foster youth as they pursue their education.

Honors (951) 571-6948
Humanities 205B
www.mvc.edu/honors
The primary goal of the Moreno Valley College Honors Program is to provide an educational experience that allows students to stretch themselves intellectually and to work actively with fellow students and faculty to cultivate an awareness and understanding of the diverse points of view necessary for a rich and productive intellectual environment. The Honors Program is committed to drawing a diverse group of students and faculty together, representative of our community as a whole, and providing learning opportunities and services to prepare students to be competitive in reaching their future goals.

Library Circulation Services: (951) 571-6356
Reference Desk: (951) 571-6447
Library 200
www.mvc.edu/library/
To support the mission of the College, the library provides student access to a wide range of books, multimedia collections and electronic resources, including academic journals, magazines, newspapers, ebooks and more. The library provides research instruction; quiet study areas; access to printers and photocopies; media playback equipment; and computers. Computers are equipped with internet access and software for word processing, spreadsheets and presentations. The MVC college card functions as the library card for students, faculty and staff. Community members may purchase a library card for $5 per session. Library faculty are available at the Reference Desk during hours of operation to provide research assistance and instruction to students and other library users.

Learning Center (951) 571-6944
Humanities 219
• Math Lab www.mvc.edu/mathlab
  Drop-in math tutoring is available to all Moreno Valley College students needing assistance with their math courses.
• Writing And Reading Center www.mvc.edu/wrc
  The Writing and Reading Center (WRC) supports learning in reading and writing for all registered Moreno Valley College students at all levels and at any stage of the writing process.

Outreach (951) 571-6273
Administration Annex
www.mvc.edu/services/ar/outreach/
The Outreach department is prepared to assist the community, as well as current and incoming students, become better acquainted with Moreno Valley College.

Puente Program (951) 571-6240
www.mvc.edu/services/puente/
The Puente Program is an academic preparation and community leadership program with the mission to increase the number of disadvantaged students who enroll in four-year colleges and universities, earn college degrees, and return to the community as mentors and leaders of future generations.

Second Chance Program (951) 571-6250
The Second Chance Program offers individuals who were formerly incarcerated the opportunity to enroll at MVC and earn either a certificate or degree.
Departments & Programs

STEM Counseling ....................... (951) 571-6258
Humanities 104
www.mvc.edu/stem/

STEM Counseling offers students interested in pursuing careers in Science, Technology, Engineering and Math access to tools and resources to help them complete their STEM programs of study, graduate and transfer to a four-year university.

Student Activities ..................... (951) 571-6105
Student Activities Center
www.mvc.edu/services/asmv/

Student Activities offers students opportunities to become involved in campus life, whether joining student government or becoming a member of campus clubs.

Student Employment ................... (951) 571-6252
Student Services 2nd Floor
www.mvc.edu/services/se/

Student Employment is dedicated to provide students with meaningful work experience aimed at enhancing college and career goals, while providing supplemental financial support.

Student Health and Psychological Services . . (951) 571-6103
Parkside Complex 6
www.mvc.edu/services/hs/

Health Services provides a caring place where health education and services are available to improve student retention and success in college.

Tutorial Services .................... (951) 571-6167
Student Academic Services 206
www.mvc.edu/services/ts/

Tutorial Services provides a learning environment to students seeking academic support. The staff strives to help students better prepare for classes and develop the skills necessary for a successful college career.

Umoja Community ..................... (951) 571-6446
Science & Technology 105A
www.mvc.edu/services/umoja/

The Umoja program is dedicated to increase the number of African American and people of color who enroll in our institution earn their degrees, transfer to four-year colleges or universities, and return to the community as leaders and mentors to future generations.

Veterans Resource Center ............... (951) 571-6247
Parkside Complex (PSC) 13
www.mvc.edu/services/veterans/

The Veterans Resource Center assists Veterans and active duty military members and their dependents in obtaining and utilizing their VA educational benefits.
Reading the Class Schedule

After you have given some thought to the number and types of classes you would like to take, you are ready to organize your semester of classes using the Class Schedule which is published online for fall, winter, spring and summer. It is important to note that classes may vary in length. Some courses are offered off campus. Evening courses are designated by bold print. Be aware that some classes may require a lab course, which must be taken simultaneously.

Waitlists and Add Codes

Waitlists

Before the beginning of the term, 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 (provided you do not have any student holds and have met any pre/corequisites) and your student account will be charged with the enrollment fees. Please check regularly as well as monitor your RCCD email account or WebAdvisor.

The evening prior to the first class meeting, the waitlist system ends. All registered students must attend the first day of class to avoid being dropped.

If you do not intend to remain in a class, you must drop the class by the drop and refund deadlines.

Add Codes

If you are not registered prior to the start of the term, you are encouraged to attend class the first day to see if the instructor is willing to add you. If authorization to add is approved, the instructor will provide a 4-digit authorization code. Authorization codes are not valid on WebAdvisor until the first day of the class and expire on the course add deadline. You may use the authorization code to register on WebAdvisor or in person. Fees are due at the time of registration.
Early Alert

Each term, faculty have the opportunity to participate in Early Alert. This process enables instructors teaching an eight week or greater course to identify students in their courses who are showing early signs of academic difficulty. Studies show that early interventions help to promote student success. By completing the Early Alert roster, faculty make recommendations for students to visit with their instructor, a counselor, and/or a tutor. The next day students are sent an email message encouraging them to take advantage of the recommended services within the next two weeks.

If you receive an Early Alert from your instructor, please do not ignore it. Take advantage of the opportunity to talk with your instructor and access resources on campus.

Remember, we are here for your success!

Rule for Course Repetition

Students are limited to a maximum of three (3) allowable attempts for most courses, including any combination of withdrawals (Ws) or substandard grades (D, F, FW, NC, or NP). Withdrawals due to military orders (MWs) are not included in the number of allowable attempts. Courses enrolled in prior to the summer 2012 term are included.

Examples of the course repetition rule:

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<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th</td>
<td>No Enrollment Allowed</td>
<td>No Enrollment Allowed</td>
<td>No Enrollment Allowed</td>
<td>No Enrollment Allowed</td>
</tr>
</tbody>
</table>
Moving through Math at Moreno Valley College

MAT-52 Elementary Algebra
5 units

MAT-53 Geometry
3 units

STEM
Science, Technology, Engineering, & Math

MAT-10* Pre-Calculus
5 units

MAT-1A* Calculus I
4 units

MAT-1B* Calculus II
4 units

MAT-1C* Calculus III
4 units

MAT-2* Diff. Equations
4 units

MAT-3* Linear Algebra
3 units

MAT-35 Intermediate Algebra
5 units

MAT-36** Trigonometry
4 units

MAT-136 Support for Math 36
2 units

MAT-26* Math for Elementary Teachers
4 units

MAT-11* College Algebra
4 units

MAT-112 Support for Math 12
2 units

MAT-12* Statistics
4 units

MAT-105 Support for Math 5
2 units

MAT-5* Calculus for Business & Life Sciences
4 units

SLAM
Statistics & Liberal Arts Mathematics

MAT-52
Elementary Algebra
5 units

Please visit the Counseling Department or Assessment Center if you have questions.
951.571.6104 - Student Services 301 (3rd Floor) Counseling
951.571.6427 - Student Services 108 (1st Floor) Assessment Center
You can also make an appointment to see a counselor at
http://mvc.edu/services/counseling/esars.cfm

Non Degree Applicable
Minimum AA/AS Degree Applicable
STEM = Science, Technology, Engineering & Math
Business STEM
SLAM = Liberal Arts/Social Science Majors
*UC/CSU Transferable
**CSU Transferable (only)

Please visit the Counseling Department or Assessment Center if you have questions.
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Non Degree Applicable
Minimum AA/AS Degree Applicable
STEM = Science, Technology, Engineering & Math
Business STEM
SLAM = Liberal Arts/Social Science Majors
*UC/CSU Transferable
**CSU Transferable (only)
Moving through English and Reading

Moving through English, ESL and Reading

English Composition at MVC: Choosing the Best Path for You

Every student has the right to enroll directly into English 1A without taking English 91. If you would like more information on enrolling directly into English 1A without 91, see the challenge/opt in process (http://www.mvc.edu/academicdepts/comm/english/#challenge).

- **ENG-1A* English Composition**
- **ENG-1A* + ENG 91 English Composition & Academic Support for English 1A**
- **ENG-18* Critical Thinking and Writing**

*Note: Research shows that taking even one class below college-level composition (such as English 50) will make it less likely for students to complete English 1A. However, MVC may offer sections of English 50 for students who wish to opt into this pathway. No students will be placed into English 50 automatically.

Moving Through Reading

- **REA-83 College Reading & Thinking**
- **REA-3* Reading for Academic Success**

Reading 83 reviews reading and writing skills and strategies to get you to reading competency and prepare you for English 1A and other content area courses in STEM, Social Sciences, and Humanities.

REA 3 provides students with a study of fundamental academic and content-area specific reading skills and strategies needed for success in college and beyond. This course meets the reading competency graduation requirement.

Transferable Reading Courses

- **REA-3* Reading for Academic Success**
- **REA-4* College Reading as Critical Thinking**

REA 3 provides students with a study of fundamental academic and content-area specific reading skills and strategies needed for success in college and beyond. This course meets the reading competency graduation requirement.

REA 4 satisfies the critical thinking requirement at CSU. This course centers on reading persuasive writing and argument. Students use critical thinking to analyze and evaluate ideas encountered in academic reading.

Shaded areas indicate possible course placements

* Indicates CSU Transferable course
** Satisfies CSU Critical Thinking requirement

English as a Second Language

- **Oral Communication**
  - **ESL-92 Intermediate**
  - **ESL-93** Advanced
- **Reading & Vocabulary**
  - **ESL-72 Intermediate**
  - **ESL-73** High Intermediate
- **Writing & Grammar**
  - **ESL-53 Intermediate**
  - **ESL-54** High Intermediate
  - **ESL-55** Advanced

* Indicates UC/CSU transferable course
** Associate Degree applicable only
Moving through English as a Second Language (ESL)

**Writing & Grammar**

- **ESL-51**
  - Basic Writing & Grammar
  - 4 units
  - Prerequisite: None

- **ESL-52**
  - Low-Intermediate Writing & Grammar
  - 4 units
  - Prerequisite: ESL-51 or placement level

- **ESL-53**
  - Intermediate Writing & Grammar
  - 4 units
  - Prerequisite: ESL-52 or placement level

- **ESL-54***#**
  - High-Intermediate Writing & Grammar
  - 5 units
  - Prerequisite: ESL-53 or placement level

- **ESL-55***#**
  - Advanced Writing & Grammar
  - 5 units
  - Prerequisite: ESL-54 or placement level

**Reading & Vocabulary**

- **ESL-71**
  - Basic Reading & Vocabulary
  - 4 units
  - Prerequisite: None

- **ESL-72**
  - Intermediate Reading & Vocabulary
  - 4 units
  - Prerequisite: None

- **ESL-73***
  - High-Intermediate Reading & Vocabulary
  - 4 units
  - Prerequisite: None

- **ESL-91**
  - Oral Skills I: Beginning
  - 3 units
  - Prerequisite: None

- **ESL-92**
  - Oral Skills II: Intermediate
  - 3 units
  - Prerequisite: None

- **ESL-93***
  - Oral Skills III: Advanced
  - 3 units
  - Prerequisite: None

Courses in colored boxes indicate possible course placements.

Please see a counselor to develop your Comprehensive Student Educational Plan (COMP-SEP) which contains a list of all ESL and other courses you need for your program of study.

* = associates degree applicable course
** = associates degree applicable & CSU transferable course
*** = associates degree applicable & CSU & UC transferable course
# = maximum UC credit for any and all ESL courses is 8 units
Note: No asterisk (*) = non-degree applicable course
Applying for Graduation

You can apply for your associate degree and certificate through WebAdvisor by following the steps listed below:

2. Login to your account.
4. Submit your application.

Students may apply for degrees and certificates in the 2019-2020 academic year during the four application periods:
- First day of summer term though July 15 to graduate in summer, fall, winter or spring
- First day of fall term through October 15 to graduate in fall, winter or spring
- First day of winter through February 1 to graduate in winter or spring
- First day of spring term through April 1 to graduate in spring

Students completing an associate degree or certificate in Career & Technical Education must also adhere to these instructions and deadlines in addition to program specific requirements.

Locations for Student Support

Computer Lab ................................................................. Humanities, 219
Counseling ........................................................................... Student Services, 301
Disability Support Services .............................................. Library, 200
Financial Aid ........................................................................... Student Services, 200
Food Bank/Clothing Closet .................................................. Parkside Complex (PSC), 17
Math Lab .............................................................................. Humanities, 219
The Learning Center ............................................................ Humanities, 219
Student Center ........................................................................ Library, 3rd Floor
Student Employment .............................................................. Student Services, 2nd Floor
Student Government/All Student Clubs .......................... Student Activities Center
Tutoring ................................................................................... Student Academic Services, 206
Veterans Services ................................................................. Parkside Complex (PSC), 13
Work Force Preparation Lab ................................................ Humanities, 223-A
Writing/Reading Center ........................................................ Humanities, 219
Welcome Center ................................................................ Administration Annex
Academic Success Tips

Tips for classroom learning:
1. Be prepared. Have your textbook, paper, pencil and highlighter.
2. Write notes in the textbook and highlight important topics with your highlighter if the instructor refers to information in the textbook.
3. When taking notes from the instructor’s lecture, write down the main points. Avoid writing every word down; rather, be concise and to the point when taking notes.
4. Listen carefully and do not be afraid to ask questions if you do not understand the material.
5. Actively participate in classroom discussions.
6. Read your assignments before the next class meets. You will then be able to ask questions about the information which you do not understand.
7. Set up a study schedule and follow it. Allow enough time for all your classes. Keep up with your assignments daily or weekly at the very least. This will help you avoid having to “cram” at the last minute.

Tips for studying:
1. Select the best time for you to study. Develop a study plan and follow it.
2. Select a quiet place to study. Be aware of proper lighting and ventilation. Sit upright at a desk.
3. Avoid all interruptions (TV, phone, radio, conversations).
5. Keep a list of things you have to do with their corresponding deadlines in a calendar. Update the list when projects are accomplished.
6. Review class notes the day you write them. Rewrite your notes if they are not clearly organized and underline important information.
7. Survey the chapter you are about to read in order to get an overview of the content and where the author is headed.
8. Be strict with your study time. It takes discipline and determination to stick to your study time.
9. Reread information you do not understand until it becomes clear. If you still have problems comprehending the information, ask your instructor or see a tutor.
10. Participate in Supplemental Instruction (SI) sessions to help you succeed in your classes.

Tips for preparing for a test:
1. Find out as much information about the test as possible from the instructor:
   • Type of test (objective, essay, true/false, etc.).
   • The number of questions and how many points they are worth.
   • The material to be covered.
   • The value of the test toward the final grade.
2. Set up an exam study schedule so that you will not be overwhelmed at testing time.
3. Know your own best time to study. Most people learn best during the daylight hours.
4. Review as actively as possible. Write down information you wish to remember and highlight key concepts in your textbook. Make flash cards to assist in memorization of test material.
5. Make up an exam as if you were the instructor and then take the exam.
6. Pay attention to troublesome points. Make another list for these areas on separate flash cards.
7. Organize your thoughts for possible essay questions. Know the concept about which you are writing.
8. Avoid “cramming” for tests. This is only a temporary measure and is seldom effective.

Tips for taking a test:
1. Get to class early.
2. Be prepared with pen and other materials requested by the instructor (for example: blue book, scantron answer sheet, etc.).
3. Understand the test instructions. Ask questions for clarification before the test begins.
4. Be aware of how much time you have to complete the test.
5. Skim the entire test first. Note the point value and the types of questions.
6. Answer the easier questions first, leaving appropriate time for the rest.
7. Look for key words on true/false questions such as always, sometimes, never, usually.
8. On multiple choice questions, eliminate the obviously incorrect answer first.
9. On matching questions, answer those items which you are sure of and check them off.
10. On essay questions, outline in your mind how to organize your answer before you begin writing.
11. If you have time at the end of the test, reread all of your answers.
12. Be confident and think positively. Do not let anxiety determine the outcome.
Important College Terms

• CALIFORNIA COMMUNITY COLLEGES
The California Community Colleges system is the largest higher education system in the nation. It is comprised of 72 districts, 112 colleges, and enrolls more than 2.4 million students. Community colleges provide basic skills education, workforce training, and courses that prepare students for transfer to four-year universities. The colleges also offer opportunities for personal enrichment and lifelong learning.

• THE CALIFORNIA STATE UNIVERSITY
Bakersfield, Channel Islands, Chico, Dominguez Hills, East Bay, Fresno, Fullerton, Hayward, Humboldt, Long Beach, Los Angeles, Maritime, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, and Stanislaus comprise the California State University educational system.

• THE UNIVERSITY OF CALIFORNIA
Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara, and Santa Cruz.

• INDEPENDENT CALIFORNIA COLLEGES (Private College)
Approximately 75 colleges/universities affiliated with an association of the same name (AICCU).

• SEMESTER SYSTEM
15-18 weeks of instruction offered twice a year during the fall and spring.

• QUARTER SYSTEM
10 weeks of instruction offered three times a year during the fall, winter and spring.

• FULL TIME/PART TIME
Based on a number of units a student is considered either full time (12 units or more) or part time (11 units or less). The number of units is used to determine fees.

• LOWER DIVISION
Courses offered for freshman/sophomore level credit.

• UPPER DIVISION
Courses offered for junior/senior class level credit.

• UNDERGRADUATE
Courses offered for freshman/senior level credit. Also, students who have not completed a bachelor’s degree.

• TRANSFER PROGRAM
A community college that provides the first two years of transferable credits (60-70 units). Preparation for a bachelor’s degree.

• MAJOR
A specialized field of study that a student chooses to pursue which leads to a degree and preparation for a career.

• MINOR
A secondary field of study outside of the major field. Some degree programs require a minor.
- **UNITS/CREDITS**
  What a student receives when completing a college course. Units are based upon the amount of hours spent in class.

- **DROP/ADD**
  A student is allowed to drop a course during the first week of the semester and enroll in another course if there is space. Students are required to obtain an authorization code in order to add a class. No signature is required to drop a class. Refer to your schedule for Drop/Add deadlines.

- **PASS/NO PASS**
  A system where you do not receive a letter grade for taking a course. Depending upon the student’s achievement in the class, Pass (P), No Pass (NP) will appear on his/her transcripts. Deadlines for selecting pass/no pass are in the class schedule.

- **TRANSCRIPT**
  The compilation of the student’s grades, credits, honors, etc. received throughout his/her college career.

- **IMPACTED PROGRAM**
  Some majors at colleges may be declared impacted because they receive more applications than program space allows. Impacted program applicants must normally apply during a specified time period and participate in a competitive selection process.

- **GENERAL EDUCATION/BREADTH REQUIREMENT**
  Students are expected to meet course requirements regardless of major. The UC, CSU and many independent colleges have articulation agreements with Moreno Valley College, allowing students to complete their general education at MVC before transferring to a university. More information can be obtained through the Transfer Center.

- **SEP**
  A Student Educational Plan (SEP) identifies the courses necessary to accomplish your goals. See the Counseling department.
**APPLICATION DATES & DEADLINES**

<table>
<thead>
<tr>
<th></th>
<th>Summer 19</th>
<th>Fall 19</th>
<th>Winter 20</th>
<th>Spring 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Admissions Applications beginning</td>
<td>Oct. 1</td>
<td>Oct. 1</td>
<td>July 1</td>
<td>July 1</td>
</tr>
<tr>
<td>New/Returning student deadline for Order of Registration appointments</td>
<td>Apr. 24</td>
<td>Apr. 24</td>
<td>Oct. 23</td>
<td>Oct. 23</td>
</tr>
<tr>
<td>Admission Application Deadline (thru 11:59 pm)</td>
<td>June 17</td>
<td>Aug. 26</td>
<td>Jan. 6</td>
<td>Feb. 18</td>
</tr>
<tr>
<td>Regular high school concurrent students deadline to submit packet (see Concurrent Enrollment website for more information)</td>
<td>June 10</td>
<td>Aug. 12</td>
<td>Dec. 16</td>
<td>Feb. 10</td>
</tr>
</tbody>
</table>

**TERM DATES**

<table>
<thead>
<tr>
<th>Summer 19 (6 week)</th>
<th>Fall 19 (16 week)</th>
<th>Winter 20 (6 week)</th>
<th>Spring 20 (16 week)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Begins</td>
<td>June 17</td>
<td>Aug. 26</td>
<td>Jan. 6</td>
</tr>
<tr>
<td>Term Ends</td>
<td>July 25</td>
<td>Dec. 14</td>
<td>Feb. 13</td>
</tr>
<tr>
<td>Add Deadline for MOST classes Elect Pass/No Pass option (most classes)</td>
<td>Check WebAdvisor for deadlines</td>
<td>Sept. 6</td>
<td>Check WebAdvisor for deadlines</td>
</tr>
<tr>
<td>Refund Deadlines for MOST classes Full term classes: two weeks</td>
<td>Check WebAdvisor for deadlines</td>
<td>Sept. 6</td>
<td>Check WebAdvisor for deadlines</td>
</tr>
<tr>
<td>Short term classes: 10% of class mtgs.</td>
<td>Check WebAdvisor for deadlines</td>
<td>Sept. 8</td>
<td>Check WebAdvisor for deadlines</td>
</tr>
<tr>
<td>Drop without a “W” for MOST classes (20% of Term)</td>
<td>Check WebAdvisor for deadlines</td>
<td>Nov. 15</td>
<td>Check WebAdvisor for deadlines</td>
</tr>
<tr>
<td>Drop with a “W” for MOST classes (75% of Term)</td>
<td>Check WebAdvisor for deadlines</td>
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</table>

**REGISTRATION APPOINTMENTS**

<table>
<thead>
<tr>
<th>Summer 19</th>
<th>Fall 19</th>
<th>Winter 20</th>
<th>Spring 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule of classes and Regular Registration appointments on WebAdvisor</td>
<td>Apr. 20</td>
<td>July 5</td>
<td>Nov. 2</td>
</tr>
</tbody>
</table>

**REGISTRATION**

<table>
<thead>
<tr>
<th>Summer 19</th>
<th>Fall 19</th>
<th>Winter 20</th>
<th>Spring 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Student Registration Begins (based on Order of Registration implemented beginning 12fall)</td>
<td>May 14</td>
<td>July 23</td>
<td>Nov. 19</td>
</tr>
</tbody>
</table>

**PARKING PERMITS**

<table>
<thead>
<tr>
<th>Summer 19</th>
<th>Fall 19</th>
<th>Winter 20</th>
<th>Spring 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking permits available for sale on WebAdvisor</td>
<td>May 6</td>
<td>May 6</td>
<td>N/A</td>
</tr>
<tr>
<td>Last day to purchase parking permits</td>
<td>July 25</td>
<td>Dec. 13</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**STUDENTS WILL BE DROPPED FOR NON-PAYMENT**

<table>
<thead>
<tr>
<th>Summer 19</th>
<th>Fall 19</th>
<th>Winter 20</th>
<th>Spring 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>For classes registered on or before:</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Deadline to pay online is 5 pm on: In person payments must be made by close of business - see A&amp;R website for most current hours</td>
<td>Cancelled</td>
<td>Cancelled</td>
<td>Cancelled</td>
</tr>
<tr>
<td>For classes registered on or before:</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Deadline to pay:</td>
<td>N/A</td>
<td>Cancelled</td>
<td>N/A</td>
</tr>
<tr>
<td>No Drops for non-payment if registered on or after:</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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</tbody>
</table>

**GRADUATION: STUDENTS MAY APPLY FOR DEGREE & CERTIFICATES IN THE 2019-2020 YEAR DURING THE FOLLOWING APPLICATION PERIODS:**

| Summer 2019 degree and/or certificate completion | April 2 - July 15 |
| Fall 2019 degree and/or certificate completion | July 16 - October 15 |
| Winter 2020 or Spring 2020 degree and/or certificate completion | October 16 - February 1 |
| Spring 2020 degree and/or certificate completion | October 16 - April 1 |
| Commencement information emailed to applicants | May 2020 |
| Commencement Ceremony | June 12, 2020 |
# Your Guide to Success

## Moreno Valley College’s Path to Earning an AA/AS degree

### Getting Started…
Complete the following: Online Application ➔ Placement ➔ Orientation ➔ First Semester Ed Plan

<table>
<thead>
<tr>
<th>Units</th>
<th>0 – 14 units</th>
<th>15 – 29 units</th>
<th>30 – 44 units</th>
<th>45 – 59 units</th>
<th>60 units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>View your registration date in WebAdvisor</td>
<td>Student Educational Plan</td>
<td>Update Student Educational Plan</td>
<td>Make revisions to Educational Plan</td>
<td>Apply for Certificate(s)/Degree(s)</td>
</tr>
<tr>
<td></td>
<td>View your student email account and establish new password</td>
<td>Unofficial Degree Audit</td>
<td>Explore College Major Requirements</td>
<td>Grad Check</td>
<td>Submit letter of intent to University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Career Websites</td>
<td></td>
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</tr>
</tbody>
</table>

### Explore Student Support Programs ~ EOPS, Umoja, Honors, Puente, DSS, ACES

<table>
<thead>
<tr>
<th></th>
<th>Register for Classes</th>
<th>Undecided on a Major/Career? Make an appt. with a counselor. Enroll in Gui 47</th>
<th>Transfer Center - Explore Universities/Majors</th>
<th>Apply for Scholarships</th>
<th>Attend Job Fair</th>
</tr>
</thead>
<tbody>
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</table>

### Visit a Counselor each term to make sure you are on track

<table>
<thead>
<tr>
<th></th>
<th>Goal Exploration</th>
<th>Declare a major</th>
<th>Decide on where you want to transfer - College/University</th>
<th>Attend Job Fair</th>
<th>Remember to request your official Moreno Valley College transcripts and send to chosen universities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Submit all official College transcript(s), AP transcript(s), high school transcript</td>
<td>Apply for Scholarships</td>
<td>Apply to transfer to CSU/UC/Private University</td>
<td></td>
<td>Notes: ____________________</td>
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</table>
California Higher Education Degree Ladder

**DOCTORAL DEGREES**
JD/MD/Ph.D./Ed.D./D Pharm
- Law, Medicine, Pharmacy, Research, Professorship
- 4-10 additional years after the BA/BS depending on the degree.
- May include internships, residencies, and competency exams.

**TEACHER CREDENTIALS**
- Not a graduate degree.
- Includes: pedagogical (how to teach) coursework and student teaching. 1-2 additional years possibly as full-time student.

**MASTER’S DEGREES**
MA/MS/MFA
- 30-52 additional units, depending on the degree.
- 2 additional years as a full-time student.

**BACHELOR DEGREES**
BA/BS/BFA
- 120-132+ units, depending on the major.

**ASSOCIATE DEGREES**
AA/AS
- 60 units: General education & major preparation.

**VOCATIONAL CERTIFICATES**
- 17-30+ units: depending on the certificate.
- No general education required.

**TRANSFER CURRICULUM**
- Can be blended with associate degree
- 60 units: General education, major preparation and electives.

**SOPHOMORE**
- 2 years with 60 transferable units.

**FRESHMAN**
- 1 year with 30 transferable units.

These are the choices a student has after high school:
- Community College (CC)
- California State University (CSU)
- University of California (UC)
- Private Universities & Colleges (PVT)
Academic Counseling and the Educational Support Program

ACES is part of the federal TRIO programs designed to identify and provide services for individuals from disadvantaged backgrounds to help them graduate from college. TRIO programs have been in existence since 1964 and are funded through the US Department of Education.

The mission of the Academic Counseling and Educational Support (ACES) program at Moreno Valley College is to promote the retention, graduation and transfer of low-income, first-generation and students with disabilities through a variety of academic support services. ACES offers academic counseling, tutoring, mentoring, career and skill development, field experiences, and other services to empower students to graduate from Moreno Valley College and transfer to a four-year college/university. ACES serves 144 students annually. Students selected for the ACES program are eligible for priority registration.

ACES offers qualifying students a strong academic support system and learning community that will assist them in mastering their college transitions. The primary goal of the program is to increase the retention and graduation rates of students who are committed to transferring to a four-year institution by increasing their access and opportunity to higher education. For more information about ACES, eligibility requirements, or how to apply, please contact micki.clowney@mvc.edu or (951) 571-6275 or visit our website at http://www.mvc.edu/aces/.

Academic Counseling and the Educational Support (ACES) program participants benefit from:

- Academic and personal counseling
- Tutoring
- Career exploration and academic planning workshops
- Information on transferring to a four-year university
- Assistance completing four-year university admission applications
- Information on financial aid and assistance completing the FAFSA
- Fieldtrips to universities and cultural activities
- Money management workshops
- Professional network opportunities and connection to the national TRIO network
- Priority registration
- Individualized counseling exclusively for ACES Scholars

CONTACT ONE OF OUR ACES COUNSELORS

(951) 571-6275

Lorena Chavez  Richard Garcia
lorena.chavez@mvc.edu  richard.garcia@rccd.edu

Deanna Murrell
deanna.murrell@mvc.edu

Micki Poole Grayson
Director
(951) 233-3719, (951) 571-6382 or (951) 571-6275
Science and Technology Building, Room 101

Office Hours: Please check website for current office hours.

For information and eligibility requirements and how to apply, visit our website at: www.mvc.edu/aces
Admissions & Records

Admissions & Records Mission:
To provide accurate and effective services to students to meet their enrollment and registration needs.

Did you know that Admissions & Records offers an array of services online? Here are some of the things you can do right from your computer: Admission’s application – Go to www.mvc.edu and click on apply for college.

WebAdvisor:
- Learn your username and password
- View your registration date
- Register and search for classes
- Purchase your parking permit
- Print unofficial transcripts
- Order official transcripts*
- Order enrollment verifications
- Pay tuition and fees
- Update your personal profile (address, phone number, educational goal, release of directory information)
- Update your program of study
- Financial aid information
- Apply for graduation

*The first two official transcripts requested are free. There is a fee for each additional official transcript requested.

Still need more information? Contact us!
Phone: (951) 571-6101
Email: admissions@mvc.edu

For hours please check our website at www.mvc.edu/services/ar.

Admissions & Records is located in the Student Services Building, second floor.

Get your MVC College Card at Admissions & Records

Concurrent Enrollment

Effective Fall 2014, actively enrolled high school students who are capable of benefiting from advanced scholastic or vocational work are classified as highly gifted and/or talented, or are seeking educational opportunities not otherwise available to them, may be eligible for admission to Moreno Valley College as a special student.

For more information on Concurrent Enrollment including who qualifies, when to apply and what documents are required, check our website at www.mvc.edu/services/ar/HS_Concurrent.cfm or visit the Admissions office in Student Services, 2nd floor.
Adult Education Program

Are you a local adult school student…
• Thinking about entering college but just don’t know where, when or how to begin?
• Uncertain of career plans?
• Needing help with your academic success?
• Changing your career?
• Wanting to gain skills for the workforce?
• Looking for a supportive environment to help you attain your goals?

If you answered “Yes” to any of these questions, then Moreno Valley College Adult Education is here for you!

The Adult Education Program at Moreno Valley College, in partnership with Moreno Valley Community Adult School and Val Verde Adult School, provides support to adult school students in their successful transition to Moreno Valley College.

Our educational advisor is here to help you!
To make an appointment with an educational advisor to assist you along your educational pathway, please call (951) 571-6942 or email to anthony.alvarez@mvc.edu.
Assessment Center

Academic success in college is dependent on having strong basic skills in English and mathematics. The Assessment Center is here to help new and continuing students to choose the best classes and pathways in English and mathematics in order to be successful in their classes and ultimately graduate and transfer.

English and mathematics placement at Moreno Valley College is simple! Students are asked a short series of questions about their high school classes taken, grades received in those classes and overall cumulative GPA. Students will either provide this information in their CCCApply community college application at the time that they apply to the College or through the survey available in WebAdvisor. As of Fall 2018 assessment tests are no longer used to determine students’ placement. After placement, students can ask questions and discuss their placement with a staff or faculty member.

If you are a new student and/or need to determine your placement in English or mathematics, or have questions about your placement, please come to the Assessment Center and see a staff member for help.

You can also contact the Assessment Center via assessment@mvc.edu or call us at (951) 571-6100 or text an Assessment staff member at (951) 472-2176.

Quick Links:
Assessment Calendar:
www.mvcsp.com/assessment/

ESL Test Information:
www.mvc.edu/services/assessment/esl.cfm

Please feel free to contact one of our Assessment Center locations:
Ben Clark Training Center
P: (951) 571-6369
Location: 16888 Bundy Avenue, Riverside, CA 92518

Moreno Valley College
P: (951) 571-6247
Location: Student Services 107

Or email us at:
assessment@mvc.edu
Moreno Valley College’s unique and vital training opportunities at the Ben Clark Public Safety Training Center (BCTC) offers one of the largest public safety training curricula in Southern California. Each year, the College prepares hundreds of students to work as law enforcement officers, firefighters, paramedics, emergency medical technicians and correctional officers.

BCTC is a regional training site that provides basic and advanced training to public safety personnel. It is comprised of a partnership with Moreno Valley College, Riverside County Sheriff’s Department, California Department of Forestry and Fire Protection and Riverside County’s Fire Department. Moreno Valley College at BCTC provides subject area and general education courses leading to certificates and degrees in public safety education and training, as well as emergency medical services.

Find out if a career in Public Safety is for you!

**LAW ENFORCEMENT PRE-ACADEMY**

BCTC’s Law Enforcement Pre-Academy is a preparation course designed for the Basic, Modular and Correctional Deputy academies. It focuses on law enforcement topics such as report writing, cultural diversity, leadership, professionalism and ethics, criminal justice system and an overview of the background investigation process. Paired with a Guidance 48, the Pre-Academy assists students in obtaining study skills necessary to reach educational and career goals.

For more information, call (951) 571-6192

**FIRE TECHNOLOGY**

For individuals interested in a firefighting career, BCTC conducts two full-time Basic Firefighter Academies each year. Academies are 12 weeks in length and prepare students with the knowledge of fire service operations and entry-level skills required by fire departments. The Basic Fire Fighter Academy is 19 certificate and degree units.

For more information, call (951) 571-6197

**EMERGENCY MEDICAL SERVICES**

BCTC’s Emergency Medical Technician program prepares individuals to recognize illnesses and treat injuries. The program is 8.5 units. Students must attend the required orientation and hold an American Heart Association Healthcare Provider level CPR certification to register.

Moreno Valley College at BCTC offers one full-time Paramedic Program each year. The program is a 12-month, three-day a week program. Applications are accepted up to three months prior to the start of each academy. Applicants must hold a current Emergency Medical Technician (EMT) card, AHA Healthcare card, and completed 1,000 hours of EMT-1 experience.

For more information, call (951) 571-6395

**STUDENT SERVICES**

The Student Resource Center at BCTC offers a computer center for students and faculty, online library resources, career and transfer resources and services, enrollment assistance and outreach services for public safety programming.

For more information or an appointment, call (951) 571-6165
Bookstore

Textbook Choices:

**Rental:** Highlight, take notes and make them your own.

**Used:** Save 25% off the new price. Sell your used books back and get up to half back of the purchase price.

**E-Textbooks:** Save up to 60% instantly, download directly from the College bookstore website.

**New:** A fresh start to the new semester.

Easy ordering through WebAdvisor: select Order Textbooks under the registration menu.

Please note: The last day for a refund on textbooks is one week from the day the class starts or 30 days from the class start day with proof of withdraw.

Cash For Books:

1. Highlighting and notetaking is perfectly OK, but remember to keep the book in resalable condition.
2. Finals week is the best time to sell back your books for cash.
3. We’ll buy your books back year-round no matter where you bought them.
4. Bring your College Card to sell back your books.

We Are Your On-Campus Source for:

Scantrons and Bluebooks
School supplies
School spirit apparel & gear
Drinks, snacks & more

www.mvc.edu/bookstore

Graduation Announcements and Caps & Gowns

Announcements are available May 1st. Standard etiquette is to send out announcements as early as possible. Caps and gowns are available beginning the first week of May. For certificate recipients, a cap and gown are needed for the graduation ceremony. For associate degree recipients, a cap, gown, tassel, and hood are needed. Degree recipients achieving Distinction or Great Distinction are eligible to purchase a gold tassel or honor cord, respectively.

2020 Commencement
June 12, 2020
5:30 p.m.
College Park (Soccer Field)
Workforce Preparation offers the CalWORKs (California Work Opportunity & Responsibility to Kids) program, which is funded by the California Community College Chancellor’s Office. CalWORKs is designed to promote self-sufficiency through employment, education and community collaboration. Students receiving CalWORKs from a county welfare department are eligible, however as a result of the 1996 Welfare Reform Act, CalWORKs/TANF individuals face a four-year limit to receive assistance. As of January 2013, persons receiving cash aid from the CalWORKs program are eligible to receive supportive service to assist with college attendance for up to 24 months. Extension may be available on a case-by-case basis. Enrollment is ongoing with new CalWORKs students enrolling each week.

*Note: Due to the diverse needs of our office culture cell phone use is not permitted in the Workforce Preparation office. Students making or receiving phone calls must step out of the office to handle cell phone calls.

**Eligibility:**

Note: For initial eligibility students must:
1. Complete Riverside Community College District (RCCD) On Boarding Process
2. List Moreno Valley College (MVC) as the student’s home college
3. Receive CalWORKs (cash aid) from County Welfare Department for themselves
4. Submit completed MVC CalWORKs application and proof of cash aid

Note: for continued eligibility students must:
1. Maintain MVC as your home college
2. Enroll in at least one unit at MVC each semester
3. Provide proof of cash aid each semester
4. Attend an Orientation/Update Workshop each semester
5. Adhere to the Mutual Responsibility Contract

**Our Mission:**

The CalWORKs program provides academic, personal, career and financial aid counseling to assist students receiving CalWORKs. To achieve long-term, self-sufficiency through coordinated student services including: work study, job placement, child care coordination, instructional services, book loan and campus and community resources.

**Workforce Preparation/CalWORKs Goal:**

To increase employability of CalWORKs students through higher education, volunteering, community internships, career research, pathway planning, and work study experiences in order to transition from public assistance to sustained economic self-sufficiency.

**Workforce Preparation/CalWORKs Services:**

- Financial aid, academic, personal and career counseling
- Student Educational Plans (SEPs)
- Financial aid and GAIN approved SEPs
- Intensive case management
- Priority registration
- Book loan program
- Workshops
- Educational supplies
- Attendance verification
- Internship exploration and planning
- Coordination and advocacy on and off campus
- Educational and occupational assessments
- Computer lab with internet printing capability
- Work study and job placement
- Career pathway planning and labor market linkages
- Assistance with meeting the 20/35 GAIN activity hours
- Mock interviewing, resume writing
- Employment application assistance
CalWORKs Work Study Program

MVC teams up with employers to provide eligible students subsidized job training through the CalWORKs’ work study program. This program benefits employers as well as students.

Eligible students must:
- Maintain a current Welfare to Work (WTW) GAIN contract on file in the CalWORKs office each term
- Maintain eligibility for the CalWORKs program
- Receive CalWORKs (cash aid) through a county welfare department in California
- Meet eligibility for Federal Work Study including half-time enrollment each semester at MVC (FWS/DIST matched)

OR
- Maintain enrollment in one or more units each semester at MVC (outside employer funded only)
- Attend monthly career related workshops

Exposure to career planning and readiness is key to making the transition from college student to professional career. Workforce Preparation uses the following opportunities to expose students to the labor market.

- **Career Spotlight** - professional career panelists give first-hand knowledge about their professional journey.
- **Job Readiness** - resume writing, interviewing techniques, job search and transferrable skills.
- **Job Placement** - assist students to gain experience and connect to the labor market on and off campus.
- **Career Pathway Planning** - learning to plan for and document a career of your choice.
- **Career Experiences** - referrals and assistance in identifying and applying for community volunteer opportunities, internships and state certifications.
- **Career Research** - one-on-one, in-depth assistance with identifying and exploring careers that fit your personality, interest, skill set, the labor market and GAIN identified/approved demand occupations is the foundation of our program.

Collaborations

The Workforce Preparation/CalWORKs program provides a multitude of services by collaborating with a variety of college programs and services as well as various other college departments and community partners.

**County Welfare Department**

The CalWORKs program collaborates with the Department of Public Social Services to assist students in meeting requirements and receiving support services for GAIN such as books, fee waivers and required materials by providing the student with needed documents and advocating on student’s behalf with receiving services necessary to complete their educational goals and plans.

**County of Riverside**

The Workforce Preparation collaborates with the County of Riverside to offer off-campus work study positions that provide training at the Career One Stop Centers. The County DPSS office advertises county wide internships in a variety of departments through the CalWORKs office to students who complete 60 units.

**Student Financial Services**

Workforce Preparation provides Student Financial Services in the Workforce Preparation/CalWORKs office to serve students with inquiries relating to their financial aid files.
Distance Education offers online, hybrid, and web-enhanced courses through Open Campus. The goal of the Distance Education program is to make learning available anytime and anywhere for students who find it difficult to meet on campus at scheduled class times. Open Campus courses are academically equivalent to on-campus courses and fulfill general education, elective, and/or major requirements, with many classes transferable to four-year institutions.

**Online courses** are taken exclusively over the internet with no on-campus meetings required.

**Hybrid courses** meet on-campus and online; like traditional face-to-face courses except 50% of the on-campus class meetings are replaced with online assignments.

**Web-Enhanced** courses are traditional face-to-face classes that include course websites, online books and/or use of Blackboard for assignment submissions. Unlike hybrid courses, web-enhanced class meetings take place on-campus.

The **Open Campus (online)** courses deliver lectures online and are equivalent to the traditional on-campus courses requiring the same number of hours in attendance, homework and study time per week.

### Class Time for On-Campus and Open Campus 3 Unit Courses:

<table>
<thead>
<tr>
<th>Term</th>
<th>Hours per Week</th>
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</thead>
<tbody>
<tr>
<td>Fall &amp; spring semester</td>
<td>3 hours</td>
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<tr>
<td>Short-term courses (8 weeks)</td>
<td>7 hours</td>
</tr>
<tr>
<td>Summer term (6 weeks)</td>
<td>8.5 hours</td>
</tr>
<tr>
<td>Summer term (8 weeks)</td>
<td>7 hours</td>
</tr>
<tr>
<td>Winter term (6 weeks)</td>
<td>8.5 hours</td>
</tr>
</tbody>
</table>

Course units vary. To determine Open Campus class time for courses that are not three units, use the hours provided in the schedule of classes for an on-campus class with the same number of units.

### Study Time

The number of hours given for unsupervised study time (one hour per week for each hour of class time) is the same for both traditional and Open Campus courses. See above for number of hours in class. For supervised study time, RCCD recommends students have two to three hours per week of study time for every unit of class time.

---

**Contact CalWORKs**

Humanities Building, Room 233B  
Phone Number: (951) 571-6154  
Fax: (951) 571-6405

Terrie Hawthorne, MSW  
Counselor/Coordinator  
Email: terrie.hawthorne@mvc.edu

Visit our website:  
www.mvc.edu/service/cw/
Career & Technical Education (CTE)

Business and Information Technology Systems

- **Business Administration**
  - Accounting
  - General Business
  - Management
  - Marketing
  - Real Estate

- **Computer Information Systems**
  - Computer Programming
  - Cyber Security
  - Information Assurance Auditing
  - Simulation and Gaming
  - Office Technologies
  - Web Designer
  - Web Developer

- **Photography**
  - Business Practices for Photographers
  - Introduction to Digital Photography

CTE Employment Placement Services

- Job Search Assistance
- Job Resources
- Resume Review
- Mock Interviews

Health, Human and Public Services

- **Community Interpretation**
- **Dental Assistant**
- **Dental Hygiene**
- **Education Paraprofessional**

- **Early Childhood Education (ECE)**
  - ECE/12 Core Units
  - ECE Assistant Teacher
  - Early Childhood Intervention

- **Social Work, Human Services & Counseling Practices**
  - Human Services
  - Drug and Alcohol Studies
  - Careers in Social Work
  - Child Welfare

- **Medical Assisting**
  - Administrative/Clinical Medical Assisting
  - Medical Transcription

For more information

(951) 571-6292
mvccte.com
Parkside Complex, Room 15

FOLLOW CTE @ MVC: @mvccte @mvc_cТЕ @mvc_cTE
Career and Transfer Center

The Transfer Center is dedicated to increasing the number of students prepared for transfer to baccalaureate-level institutions. This is accomplished through coordination of transfer efforts, with an emphasis on the preparation and transfer of underrepresented students, including students with disabilities, low-income students, first-generation college students and other groups of students underrepresented in the transfer process with CSU, UC, private, and out-of-state university representatives.

Resources:

- Workshops on Steps to Transfer, Application Process, Personal Insight Statement, Scholarship Information, and Transfer Admission Guarantee Applications
- Appointments with university representatives
- Annual Transfer Fair
- Computer access to utilize internet resources, applications and view college/university information online
- Information on transfer requirements and major preparation
- Transfer Achievement Ceremony
- STEM career and transfer resources and services

Career Center Services:

Career Center’s mission is to provide encouragement and guidance to students in their various stages of the lifelong career development process. This will offer a framework for individuals to define and achieve their education and occupational goals, and prepare them for the diverse and changing economy.

Services and Information:

- Computer access
- Career assessment
- Career exploration
- Labor market statistics
- Web-based career search applications
- List of internships

Contact Information:

Carmen Perches
Associate Professor
Counselor/Coordinator
Email: carmen.perches@mvc.edu
Location: Student Services Room 301
Phone: (951) 571-6914
Office Hours: Visit our website for office hours www.mvc.edu/services/ctc/
College can be stressful and confusing. The Counseling staff and faculty at Moreno Valley College are here to help you reach your academic goals. We encourage you to make an appointment with a counselor, drop by the office for an open session with a counselor, or go to our website for general information.

**Academic Counseling**

- Assists students in developing a Student Educational Plan (SEP)
- Identifies requirements for a major

**Abbreviated and Comprehensive Student Educational Plans (SEP’s)**

One of the most important things that you can do in college is academic planning. When undertaking a long trip, you won’t get to your destination without a map. With the even longer trip which you are undertaking toward achieving your academic objectives, it is also difficult to arrive at your destination without a map. The Student Educational Plan (SEP) is your map. The SEP is a document you create with a counselor that maps out the combination of classes and services that will support you toward achieving completion of your educational objective. The abbreviated Student Educational Plan takes you through one semester, and the comprehensive Student Educational Plan takes you through graduation and/or transfer. If you are having trouble deciding on an educational objective, Counseling can also help you with a combination of appointments with counselors, Guidance classes, workshops, and referrals to the Career Transfer Center. All Moreno Valley College students are required to complete a comprehensive Student Educational Plan after completing 15 units or before completing three semesters. Please let Counseling help you to create the map toward achieving your educational dreams!

**Career/Life Planning**

- One-on-one personal counseling
- Career counseling
- Transfer services
- STEM counseling

**Student Development Classes**

- Guidance 45: Introduction to College
- Guidance 46: Introduction to the Transfer Process
- Guidance 47: Career Exploration/Life Planning
- Guidance 48: College Success Strategies

**Appointments and Open Sessions**

Counseling Appointments are 30-minute, one-on-one sessions with a counselor that are available to students who have completed the matriculation process by completing the admissions application, orientation and assessment. Appointments are usually available throughout the year, and are intended for student issues requiring longer, focused attention from a counselor, such as updating and developing a comprehensive Student Educational Plan, academic follow-ups, reviewing transcripts from other colleges, and support with academic challenges. Appointments are scheduled one week in advance in person or via telephone at (951) 571-6104. Questions or concerns that can be addressed during an appointment include developing or updating a Student Educational Plan and academic follow-ups.

Open Counseling Sessions are five-minutes and require no appointment. The open session schedule is based on counselor availability. Questions or concerns that can be addressed during a walk-in session include:

A. Course selection transfer issues
B. Graduation requirements
C. Dates and deadlines
D. Add/drop classes and consequences
E. Credit/no credit grading

The Counseling department is located in the Student Services Building, Room 303. For information or to schedule an appointment contact the Counseling department at:

(951) 571-6104
www.mvc.edu/services/counseling/

Counseling Services are also offered at the Ben Clark Training Center located at 16888 Bundy Avenue, Riverside, CA 92518
(951) 571-6165
BCTCCounseling@mvc.edu
Mission Statement

The Disability Support Services office is dedicated to providing equal access and reasonable accommodations for educational and programmatic opportunities to students with disabilities on campus while promoting self-advocacy and independence. Our mission commits Moreno Valley College to offer opportunities for students to develop their potential while also educating the campus community on disability related matters.

Applying to DSS

Prior to applying to receive DSS services, students must submit an application for admission through the Admissions & Records office online at http://mvc.edu/services/ar/apply.cfm.

After completing the application and the Assessment, Orientation and Counseling (AOC) process, students may apply for DSS services:

1. Contact the DSS office at (951) 571-6138 to make an appointment for an initial intake.

2. On the day of your intake appointment, please bring a copy of your last Individualized Educational Plan (IEP) and Psychological Educational report from high school. If your documented disability is health related, please bring documentation or print the Disability Verification from the DSS webpage: http://mvc.edu/files/DisabilityVerificationForm.pdf.

3. During the intake appointment, the Disability specialist will make you two appointments: The first appointment will be to see the DSS counselor to review what accommodations you qualify for and create a Student Educational Plan (if applicable). The second appointment will be with the Support Services specialist for a one-on-one tutorial on how to request accommodations.

4. Request your academic accommodations.

There are three unique checklists for requesting students: incoming students, current students and transferring students. To view the checklist that applies to you, log on to www.mvc.edu/services/dsps/newStudent.cfm.

Services include:

- Academic advising
- Adaptive computer technology
- Adaptive equipment loan
- Career counseling
- Disability-related counseling
- Interpreting services
- Learning disability testing
- Note taking assistance
- Priority registration
- Real time captioning
- Test accommodations

The College offers accommodations for the following disabilities:

- Acquired Brain Injury
- Attention Deficit Hyperactivity Disorder
- Autism
- Cardiac Issues
- Disabilities (lasting longer than 45 days)
- Developmentally Delayed Learner
- Health Impairments (cancer, diabetes, arthritis, etc.)
- Hearing Impairments (deaf & hard of hearing)
- Learning Disabilities
- Mental Health Disabilities
- Mobility Impairments
- Psychological Disabilities
- Visual Impairments
- And many other disabilities

Office

Location: Library 221
Phone: (951) 571-6138
Web: www.mvc.edu/services/dsps/
Visit the DSS website for current office hours.

Staff

Lawanda Hall .................................. Director
Brian Brautigam ......... DSS Counselor Learning Disabilities Specialist
Sofia Gianoutsos ...... Veteran Academic Support Services Counselor
Melody Save ......................... Disability Specialist
Joe Gonzales .............. Disability Specialist
Laura Coronel ............... Student Support Specialist Aide
Christina Arthur .......... Administrative Assistant II
Jennica Krause ............... Senior Interpreter
The Extended Opportunity Programs & Services (EOPS) is a specialized program that provides educational and financial support services to eligible students who have historically experienced economic and educational disadvantages. EOPS assists eligible students in obtaining their educational goals by providing additional support through counseling, tutoring, financial assistance, and transferring to a four-year college/university.

### EOPS Services
- Academic, career and personal counseling
- Priority registration
- Tutoring
- Transfer/career assistance
- Book service
- Cultural and personal enrichment activities

### EOPS Eligibility
- California resident, or AB540
- Enrolled in 12 units or more
- Completed less than 45 transferable units
- Qualify for California College Promise Grant (CCPG A or B)
- Demonstrate academic challenge

Full-load equivalency units of less than 12 units may be accepted for students with verified disabilities.

### Application Period:
- September 2019 for Spring 2020
- April 2020 for Fall 2020

* Note: If you are eligible for the program when you apply, your eligibility in the program will continue from one semester to the next if you comply with the program requirements outlined in the Mutual Responsibility Contract provided at a Mandatory Orientation.

### Documents to Submit with Application:
- Current two-year or one-semester Student Educational Plan from a counselor (students must submit a copy)
- California College Promise Grant (CCPG A or CCPG B) – Print out a copy of your Financial Aid Award from WebAdvisor
- Assessment test scores (all applicants, except transfer students, must take the assessment test). If the following apply to you, bring a copy of:
  - Official or unofficial college transcripts (if you have attended other colleges, universities, vocational or technical schools)
  - High school transcripts or GED (if your high school GPA was below a 2.5 or you received a GED)
  - DSS Verification Form (if you are a current DSS student and plan to enroll in less than 12 units)
  - A Readmit Contract (if you were on dismissal from the College)
  - Court Minute Order (if you are an Emancipated Foster Youth)

### Contact Information:
Phone: (951) 571-6253
Email: EOPS@mvc.edu
Website: mvc.edu/services/eops
EOPS Summer Bridge Program

The EOPS Bridge Program offers learning communities designed to increase students' academic and personal success through the structuring of the learning environment. Students participating in a learning community are enrolled in linked or clustered classes that are taught in a cooperative environment between instructors. Each learning community focuses on a specific academic need and has an assigned counselor to assist students. The Bridge Program is perfect for students who are underprepared academically, are economically disadvantaged, and need additional support in their first year at Moreno Valley. Bridge students also form lasting friendships. They tend to share educational goals, interests and similar backgrounds. We work with students to promote their transfer success to universities.

EOPS Summer Bridge Eligibility

To be eligible to apply for the EOPS Summer Bridge Program you must meet all of the following:

- High school graduate starting classes in the fall after graduation
- Be a legal resident of the state of California, or be an eligible AB540 student
- Be eligible for a California College Promise Grant (CCPG A or B)
- Have completed the College Assessment Test for Math and English

How To Apply

- Visit our EOPS website at: http://mvc.edu/services/eops/summerBridgeInfo.cfm and download the application. Once application is complete submit via email to EOPS@mvc.edu.

OR

- Apply in person at the EOPS office located in the Student Services Building, 3rd Floor, Room 303.

For further program information please visit the website at: mvc.edu/services/eops/care

OR

Contact the department directly at:
Phone: (951) 571-6253
Email: EOPS@mvc.edu
Located: Student Services, 3rd floor, Room 303
First-Year Experience

Moreno Valley College offers a First-Year Experience (FYE) program that integrates academic enrichment and student support services to enable students to successfully transition from high school to college and ensure success during their first year of college. FYE is open to first-time students attending the College commencing with the Summer Bridge program. The Summer Bridge program is designed to jump-start academic success by taking summer courses earning credits. FYE students receive one-on-one help with the enrollment process and additional benefits:

- Enrollment in the College’s Summer Bridge program
- Workshops that potentially save you money and time
- Guaranteed enrollment in math and English classes
- Guaranteed financial support during the freshman year*
- Priority registration for freshman year
- Guest speakers, tours and other success-focused events
- Year-long coaching and peer support

Guaranteed financial support during the freshman year is made possible by using a combination of possible state, federal and local funding resources. To join the First-Year Experience program or for more information, contact (951) 571-6334, email FYE@MVC.EDU or log on to www.mvc.edu/fye.

Contact Us

Location: Administration Annex (see map)

Hours

Monday and Wednesday: 9 am - 7 pm
Tuesday and Thursday: 9 am - 6 pm
Friday: 8 am - 12 pm

FYE Success Team

FYE Student Success Coach: Theresa Pham (theresa.pham@mvc.edu)
FYE Peers: FYE Peer Leaders (fye@mvc.edu)
FYE Counselor: Nikki Thurston (nikki.thurston@mvc.edu)
Director: Edward F. Alvarez (ed.alvarez@mvc.edu)
PROMISE INITIATIVE

INVESTING IN YOUR FUTURE

YOUR FIRST YEAR OF COLLEGE IS FREE!
The Moreno Valley College Promise Initiative covers the first year of a student’s college tuition.

**BENEFITS**

• Covers tuition and fees not paid for by financial aid*
• Receive textbook assistance during your first year*
• Increase student success through attendance in the MVC Summer Bridge program
• Priority registration ensures 12 - 15 units for the first year
• A Comprehensive Student Educational Plan (CSEP), providing students with a clear educational path to degree/certificate completion
• Individualize academic and integrated career planning services
• Access to student success coaches who provide educational support services as needed
• Connections with and support from peers on similar paths and timelines

**ELIGIBILITY**

• Be 18 years of age or older, have a high school diploma/GED, or be a graduating high school senior
• First-time college student
• Completed FAFSA or California Dream Act Application with Moreno Valley College school code listed (041735) on file (AB 540 students may be eligible for this program)
• Complete an application for MVC and the Summer Bridge program
• Enroll in 12 - 15 units as well as a math and English course each semester
• Note: priority is given to recent graduates of the Moreno Valley and Val Verde unified school districts

*Lone year of free tuition, related registration fees and textbook assistance using a combination of possible state, federal and local funding resources

LEARN MORE AT WWW.MVC.EDU/PROMISE

or call the First-Year Experience office at (951) 571-6334

The Riverside Community College District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies or practices: District Compliance Officer, 3801 Market Street, Riverside, CA 92501, or (951) 222-6635.
Food Bank/Clothing Closet

The Food Bank is available to any currently enrolled MVC student. Students are eligible to receive a weekly source of non-perishable items. Students must fill out a basic application to receive their allotment. The Food Bank is located in PSC 17 and is operated through the Human Services Program. Hours of operation are Monday – Thursday 1 - 5 pm.

The Clothing Closet is available to any currently enrolled MVC student. Students are eligible to receive professional attire for employment interviews. Casual clothes are also available for emergency situations. Students must fill out a basic application to receive clothing. The Clothing Closet is located in PSC 17 and is operated through the Human Services Program. Hours of operation are Monday – Thursday 1 - 5 pm.
Guardian Scholars and NextUp Program

The Guardian Scholars and NextUp Program provides resources, support and advising to students who come from the foster care system. Guardian Scholars and NextUp works in collaboration with the MVC's Extended Opportunity Programs & Services (EOPS), Riverside City College and the University of California, Riverside to provide a network of supportive services to foster youth who seek to meet their goals for post-secondary education. A designated staff member serves as a point of contact to assist students to help ensure their academic success.

Eligibility Requirements

- Current student
- MVC as student's home college
- Current or former foster youth, between the ages of 18 and 25

Services offered

- Transfer Success Workshops
- Academic advising
- Early registration for eligible students
- Financial assistance
- Tutoring
- Field trips to universities and cultural events
- Mentoring opportunities

Contact Us

Mashonda Salberry, Student Resource Specialist
Andrew Sanchez, Dean, Grants & Equity Initiatives
Parkside Complex (PSC) 17
(951) 218-0061
www.mvc.edu/services/fyss/
Honors Program

Riverside Community College District offers an Honors Program at each of the colleges. The Honors Program offers an enriched academic experience for motivated students aiming to transfer to a four-year institution. Honor classes are small (20 students) and taught seminar style. Students read challenging texts, write original arguments, participate actively in class, and present their research at statewide conferences. Classrooms are active and dynamic, and the faculty offers one-on-one mentoring. Honor students become part of a close-knit community, going on field trips, taking the same classes, and often transfer together.

Eligible for returning students is:
• 3.0 GPA in nine transferable units
• Completed Honors Program application
• Complete the Honors Program orientation during their first semester in the program
• Complete a Student Educational Plan

Eligibility for first-time college students is:
• 3.0 GPA (high school transcripts needed)
• Completed Honors Program application
• Complete the Honors Program orientation during their first semester in the program
• Complete a Student Educational Plan

Benefits:
• Transfer agreements to over 30 colleges and universities, including the University of California, Los Angeles (UCLA) TAP agreement.
• Smaller classes: Honors classes have a maximum of 20 students and are taught seminar style, emphasizing active student participation.
• Help in the transfer process: workshops, one-on-one mentoring, help from honors coordinators and faculty in preparing applications for university admissions and scholarships.
• Field trips, cultural activities, college visits, and other enrichment activities.
• Leadership opportunities. Students may serve as a class advocate on the Honors Advisory Council, as a director in the Honors Student Council, or as a volunteer in outreach activities.
• Honors Center, a place for gathering, allowing for informal study groups, personalized interaction with Honors professors, access to transfer advice and research materials, and a sense of belonging to a cohort of similarly-interested students.
• Scholarships and essay contests.

Website www.mvc.edu/honors
Location: Honors Center, Room HM-205B
Contact: (951) 571-6948
Library

- Research assistance
- Select course textbooks
- Lenovo laptops
- Chrome Books
- Graphing calculators
- Flatbed scanners
- Mobile chargers
- Group study Rooms
- Black and white printing and copying
- Color printing and copying

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.

Be sure to check the library’s website for hours, including Saturdays! http://www.mvc.edu/library

General Collection

Overdue fines will be levied at 20 cents per day, per item. Hourly Reserves Overdue fines will be levied at $1 per hour, per item.

Replacement Bills will be issued if materials are not returned, and 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 for out-of-print materials; 2) A processing fee of $10; and 3) Any overdue fines (the maximum overdue fine for reserve materials is $20 and the maximum overdue fines for circulating items are $10).
Learning Center

Math Lab

Welcome to the Math Lab, part of the MVC Learning Center! Please read the following information about the services and resources available. You can always contact us for more information.

**Location:** Humanities, Room 219  
**Hours of Operation:** Monday - Thursday: 9 am - 8 pm  
Friday: 9 am - 3 pm  
Saturday: 10 am - 1 pm  
**Phone Number:** (951) 571-6944

**What’s available in the Math Lab?**
- Computer workstations
- Testing hutches and work tables
- Walk-in support from peer tutors for mathematics classes

**Who can use the Math Lab?**
The Math Lab can be used by any MVC student who has registered for any Math class while working on the Math assignments/homework.

Writing and Reading Center

**Mission**
The Writing and Reading Center (WRC) at Moreno Valley College supports learning in reading and writing for all registered Moreno Valley College students at all levels and at any stage of the writing process. The WRC provides faculty and peer writing consultants for one-to-one instruction. The WRC positively encourages students’ growth as writers, their attitudes toward writing, and their overall academic success. The goal of the WRC is to help students become better writers. We provide a safe, supportive learning environment for all students, especially for students traditionally marginalized within higher education, with the goal of increasing access to and success in higher education for all students. By supporting all student writers at their individual levels, the WRC promotes literacy education and the democratization of higher education.

The WRC also acknowledges the writing needs of faculty and staff on campus and will help faculty and staff to grow as writers as well.

**Resources**
- Instructor or peer consultants available to help with any aspect of writing for any MVC class
- Small group work available also
- Reading paraprofessional to help with reading skills
- Printing
- Scheduled appointments with instructors or peer consultants

**Contact Us**
**Location:** Humanities Building, Room 219  
**Phone:** (951) 571-6944  
For hours of operation visit: [www.mvc.edu/learningcenter](http://www.mvc.edu/learningcenter)
The Outreach Department

Are you considering enrolling in college or returning to college? Do you want to learn more about what Moreno Valley College has to offer? The Outreach department is here to help!

Services provided and events we participate in are:
- Application Workshops
- Assistance with WebAdvisor/registering for classes/student email account/FAFSA
- Classroom/conference presentations
- College/career fairs
- College transfer information
- Community events
- Group and one-on-one college tours
- Information on college programs and departments

Reach Out To Us!
www.mvc.edu/outreach
Phone: (951) 571-6273
Email: outreach@mvc.edu

Adult Education Block Grant

Are you a local adult school student...
- Thinking about entering college but just don’t know where, when or how to begin?
- Uncertain of career plans?
- Needing help with your academic success?
- Changing your career?
- Wanting to gain skills for the workforce?
- Looking for a supportive environment to help you attain your goals?

If you answered “Yes” to any of these questions, then Moreno Valley College Adult Education is here for you!

The office of Adult Education supports adult learners who have recently completed their GED, high school diploma, or lower level ESL classes successfully transitioning to college. Moreno Valley College provides the following services at neighboring K-12 adult schools:
- Individual advising
- Application workshops
- MVC presentations
- Campus tours
- And other student support services

Our educational advisor is here to help you!
To make an appointment with an educational advisor to assist you along your educational pathway, please call (951) 571-6942 or email to anthony.alvarez@mvc.edu.
Puente Program

The Puente Program, a national-award winning program, is an innovative combination of accelerated writing instruction, intensive academic counseling, and mentoring by members of the professional community. Puente is co-sponsored by the University of California Office of the President and the California Community College Chancellor’s Office. The Puente Program has been active at Moreno Valley College since 2001 and has helped students achieve college success. Puente is open to all students and is committed to helping students develop strong writing skills, develop academic and personal goals, and transfer to four-year universities.

Mission

The mission of the Puente Program at Moreno Valley College is to increase the number of educationally underrepresented students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors of future generations.

Puente Components

Puente students commit to a rigorous two-semester English and Personal Development sequence. They work closely with a guidance counselor to prepare an academic plan to transfer to four-year institutions.

Students also meet regularly with a professional mentor from the community.

Intensive Writing Instruction

- Provides a supportive and stimulating environment.
- Conducts writing workshops allowing students to work in small groups.
- Introduces multicultural literature to provoke stimulating classroom discussions.
- Uses teaching methods to draw on the student's cultural and personal strengths.

Counseling

Puente students have access to direct counseling services. The Puente counselor coordinator works closely with Puente students and is available to meet with them on a one-on-one basis. Puente students in the program are expected to meet with the counselor for personal counseling, to complete or update a comprehensive student educational plan (SEP), to go over topics related to major requirements, life planning, career exploration, and transfer requirements, among other topics.

- Prepares students for transfer to four-year colleges and universities.
- Provides classroom activities to encourage personal development.
- Develops an academic educational plan and assists with career exploration and planning.
- Maintains contact with Puente students and continuous counseling is available until the student completes his/her academic goals.

Mentoring Professionals from the Community

- Share personal interests as well as academic and career experiences.

Transfer

Puente students have many transfer opportunities open to them including:

- Annual UC Transfer and Motivational Conference
- Transfer Fair - fall and spring semesters
- Southern CA University Visits (Examples: UC Riverside, UC Los Angeles, UC Irvine, CSU San Bernardino, UC San Diego, among others).
- Northern CA University Visits (Examples: UC Santa Barbara, San Jose State, San Francisco State, UC Berkeley, Stanford, among others).

Contact Us:

For more information, contact us at (951) 571-6240. www.mvc.edu/services/puente/
STEM CENTER

MVC’s STEM Center provides a learner centered environment where students have the opportunity to access academic and support services designed to increase STEM certificate and/or transfer degree rates. The STEM Center offers students interested in pursuing careers in Science, Technology, Engineering, and Math tools and resources to help them complete their STEM programs of study, graduate, and transfer to a four-year university.

STEM CENTER RESOURCES AVAILABLE

- STEM Counseling
- STEM Career and Transfer Services
- STEM Workshops and Activities
- University Representatives
- STEM Student Academic and Support Services

Location:
Student Academic Services Building, Room 202

Phone:
(951) 571-6363

Email:
mvcstem@mvc.edu

Website:
www.mvc.edu/stem

Office Hours:
Check website for office hours.

FOLLOW THE STEM CENTER:  
@stem.mvc  
@mvcstemcenter
Second Chance Program

The Second Chance Program offers individuals who were formerly incarcerated the opportunity to enroll in at MVC and earn either a certificate or degree in Human Services or another field. Individuals who are a part of this program are afforded individual counseling, financial aid assistance, and a guided educational pathway to achieve their respective career and academic goals. Students will actively be engaged in assisting other individuals who are still incarcerated to work toward their personal goals of achieved success.

For more information please contact:
Professor James Banks
Human Services Program
(951) 571-6250
Email: james.banks@mvc.edu
Student Activities

Clubs and Organizations

There are approximately twenty clubs and organizations representing a wide variety of academic and career pursuits, as well as special interests. Some of the clubs/organizations include: Active Minds; Dental Hygiene Organization; Emergency Medical Services Program; Fire Technology Organization; Guitar Ensemble; Human Services; Karate; Pride Alliance; Middle College High School Program; Music; MVC Choirs; Psychology; Puente; Umoja; Renaissance Scholars Program; Software Engineering; Spanish; and Student Government.

Athena Student Leadership Program

The ATHENA Student Leadership Program is designed to assist students in developing leadership, career skills and enhance and strengthen transferable skills. With a goal of preparing students for leadership in higher education and beyond, the ATHENA Student Leadership Program aims to provide a foundation for students to become confident, aware and engaged citizens facilitating academic success, civic responsibility, and the opportunity for achieving career goals. The ATHENA Student Leadership Program is offered during the fall term.

Learning Outcomes for Participants

Students...
- Learn how to be a leader with a focus on quality and character
- Gain leadership competence necessary for success in college and beyond
- Explore personal leadership attributes relative to the ATHENA Leadership Model
- Apply ATHENA leadership principles through experiential learning
- Map out a pathway for leadership growth in college and career
- Have the opportunity to build bridges across professional sectors and generations

Associated Students of Moreno Valley College (ASMVC) - Student Government

MVC has an active student government program, putting on such events as Homecoming and Halloween Valley as well as cultural events throughout the year.

The Associated Students of Moreno Valley College (ASMVC) is responsible for representing the social, political and educational concerns of students. The goal is to provide student leaders with skills beyond what they learn in the classroom. Interpersonal communication, budget control, leadership, entrepreneurial skills, creativity and activity planning are a few of the skills student leaders learn. The student government is comprised of three branches: the Executive Branch, the Legislative Branch, and the Judicial Branch. The coordinator of Student Activities serves as advisor to Student Government.

The Executive Branch consists of the student body president, vice president, student directors and co-directors of the Board of Commissioners, Inter-Club Council, and the Multicultural Advisory Council.

The Legislative Branch is composed of elected student senators. Meetings are held weekly in the Student Activities Center Conference Room. Student senators are responsible for passing legislation, proposing amendments, and initiating programs and activities.

The Judicial Branch consists of the Student Supreme Court. A Chief Justice presides over the Supreme Court. The Court rules on the constitutionality of legislation, conducts Associated Students of the Riverside Community College District (ASRCCD) Student Trustee Elections, College Student Body Elections, and coordinates forums.

The Inter-Club Council (ICC) is responsible for coordinating the activities of more than twenty campus clubs. The clubs are the foundation of the Student Activities Program. The Inter-Club Council student director presides over the Inter-Club Council meetings. The coordinator of Student Activities serves as advisor to this organization.

The Multicultural Advisory Council (MCAC) is comprised of students working together to encourage educational awareness, and provides cultural programming that represents the different ethnicities who make up Moreno Valley College and the community. The Council co-sponsors activities, assists clubs/organizations with advertising and promotions, and plans social and educational events to unite all clubs and people. The Multicultural Advisory Council fosters an appreciation for cultural differences. The coordinator of Student Activities serves as advisor to this organization.

The Board of Commissioners (BOC) aims to offer a wide variety of opportunities to students outside the classroom and helps develop a well-rounded college experience.
Student Activities

Student commissioners help participate in the development, planning and execution of activities for students and the neighboring communities.

The Student Trustee is the elected representative of the ASRCCD. The ASRCCD student trustee is a non-voting member of the RCCD Board of Trustees. The student trustee also chairs the Student District Consultation Council (SDCC).

How Can I Get Involved in Student Activities?

Nothing is stopping you! Get involved! You will get recognition as well as personal satisfaction for your involvement. Special recognition is awarded to those who are involved in on- or off-campus projects as volunteers. You are eligible for recognition if you volunteer 50 hours or more in a semester. Students are encouraged to organize blood drives, assist in research, visit Veterans community events, and organize fundraising projects.

ASMVC looks forward to having you as part of the team. To get involved, stop by the Student Activities Center.

Contact

Located behind the Lion’s Den and the Bookstore
Phone: (951) 571-6105
For more information go to www.mvc.edu/services/asmv
The Student Employment program assists students to earn money to pay for their educational expenses by working part time (up to 20 hours per week) while learning transferable job skills. Benefits to the student include:

- Flexible work schedule that works around classes
- Build up resume experience and enhance marketability
- Earn money while gaining work experience

Students can apply to work at a variety of jobs on campus pending their eligibility for student employment. Off-campus jobs are available as well under federal work study contracts (may include local elementary and high schools and other non-profit organizations). Students may be eligible for one or all of the programs which include:

1. **Federal Work Study (FWS).** The US Department of Education awards the College funding each year to allow students to supplement their education costs. To be eligible for FWS students are required to:
   - Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov, College code for Financial Aid: 041735
   - Select Moreno Valley as home college
   - Be enrolled in at least six units in the fall and spring semesters and three units during the winter and summer sessions
   - Maintain a 2.0 GPA
   - Meet the Student Financial Services Satisfactory Academic Progress standard
   - Have a Social Security card and picture ID

Students are limited to 16 semesters or four years of employment.

2. **District/Special Grants (non-federal work study) Employment.** Monies for District positions are paid from a department's budget and do not require the completion of the FAFSA. To be eligible to work for District funded positions, students are required to:
   - Be enrolled in at least six units in the fall and spring semesters and three units during the winter and summer sessions
   - Maintain a 2.0 GPA
   - Have a Social Security card and picture ID

3. **CalWORKs’ Work Study.** The CalWORKs’ Work Study program connects eligible students to part-time jobs on- and off-campus. To be eligible to work in the program, students are required to:
   - Be enrolled in at least one unit
   - Provide a valid welfare to work (WTW) contract to the MVC Workforce
   - Maintain a 2.0 GPA
   - Have a Social Security card and picture ID
   - Get clearance from the CalWORKs/Workforce Preparation department

For more information on CalWORKs, visit http://mvc.edu/services/cw/ or call (951) 571-6154.

To apply for a work-study program, students can view job postings at www.mvc.edu/se or inquire with a specific department or supervisor. Hourly pay rates vary but typically start at the current federal minimum wage.

For information on Student Employment programs visit www.mvc.edu/se or call (951) 571-6252. The Student Employment office is located in the Student Services Building, 2nd floor, window 3.
Financial Aid

The Student Financial Services (SFS) department strives to assist students in reaching their educational goals by providing information and assistance for financial aid programs. The SFS department will educate students on how to apply for various types of financial assistance, offer financial aid academic counseling, and will provide a variety of resources to students in order to inform them about financial aid. Through continual staff training and software updates, the SFS department strives to provide an accurate and efficient environment for staff and students. The SFS department staff will receive training regarding new policies and procedures through on- and off-campus sessions and conferences as well as visits to other community colleges to learn best practices.

The Free Application for Federal Student Aid

The initial application used in applying for financial assistance is the Free Application for Federal Student Aid (FAFSA). The FAFSA is available online at www.fafsa.gov and workshops are available throughout the year to assist students with completion of the FAFSA. For workshop times and dates, visit http://www.mvc.edu/sfs under workshops. The FAFSA application must be completed each academic year. The MVC Title IV code of 041735 must be listed on FAFSA record(s) in order for the department to receive your application. If you are a Riverside City College or Norco College student, please make sure to list the school code for your home college on the FAFSA. You can locate school codes by selecting the School Code Search link on the main page of the FAFSA website.

The FAFSA is available October 1 of each year and will determine eligibility for the following academic year. It is recommended that the FAFSA be completed prior to March 2 to ensure priority processing and to maximize your funding. Once you have completed your FAFSA, results will be sent to MVC.

You must have an RCCD admissions application on file in order for your FAFSA to be received by the College.

If you are considered a dependent student and cannot provide your parents’ information on the FAFSA, we ask that you first complete the FAFSA and submit it online. If, after completing the FAFSA, you are still required to provide your parents’ information and are not able to, please visit the SFS office at your home college and ask to speak to staff regarding a Petition for Independent Status (Dependency Override).

RCCD students will receive financial aid disbursements via BankMobile disbursement services. Students will have a choice on how they would like to receive their financial aid funds:

1. Direct deposit (ACH)
2. Deposit onto a debit card thru BankMobile Vibe or current Higher One My One cardholders. Students with the My One card will continue to use that card until it expires.
3. Paper check

Students must make a selection in order to avoid delay in their scheduled disbursement. Log on to www.refundselection.com to get to the BankMobile webpage.

California College Promise Grant
(formerly known as the BOG Fee Waiver)

The California College Promise Grant (CCPG) is a state program which waives enrollment fees for qualifying California resident students. If determined eligible, the CCPG will waive enrollment fees for the entire academic year, beginning with summer and ending the following spring. During the fall and spring semesters, the parking fee will be reduced to $30 per semester. The CCPG does not pay for books or other educational supplies, the student services or health fees or additional class fees (such as art and CPR fees as listed in the schedule of classes). To apply, complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov and list MVC (school code #041735) as your home college. You will receive an email in your RCCD student email account notifying you when your CCPG eligibility is available on WebAdvisor, under Your Award Letter. No other application is required.

If you are not a California resident, you may be eligible to apply for:
- A nonresident tuition exemption through the AB540 program if you meet specific requirements and are an undocumented immigrant student. See Admissions & Records for additional information or view our consumer guide online.
- A nonresident tuition deferment if you are eligible for financial aid. This deferment is to assist students in securing enrollment while waiting for student grants and/or student loans to credit their Admissions & Records account balance. Nonresident Tuition Deferment Forms must be submitted each semester and/or 30 days within disbursement of Stafford Direct Loan funds.

For more information, view the Information for Nonresident chapter in the consumer guide online at www.mvc.edu/sfs.
More Financial Aid Information

California College Promise Grant
Eligibility
(formerly known as the BOG Fee Waiver)

Under the new regulations of the Board of Governors’ Student Success Initiative, students will lose eligibility for the California College Promise Grant (CCPG) if they are on academic probation for two consecutive primary terms (fall and spring semesters are primary terms). Loss of eligibility will become effective at the first registration opportunity after such determination is made. Foster youth are exempt from this change and will not lose the CCPG eligibility based on academic probation. Students with extenuating circumstances will have the opportunity to appeal the loss of the CCPG.

Federal Pell Grant (up to $6,195 for the academic year, subject to change) is awarded to eligible undergraduate students to assist in paying for educational expenses and is awarded based on financial need. Unlike loans, Pell Grants do not have to be repaid (unless you withdraw from courses and owe a refund or do not successfully pass your courses). The information that you provide on the Free Application for Federal Student Aid (FAFSA) is used to produce an Expected Family Contribution (EFC). This EFC number will determine if you are eligible for the Pell Grant and for how much.

How much you receive will depend not only on your EFC but also on the number of units you are enrolled in and whether you attend school for a full academic year. Students enrolled less than half time (less than six units) may qualify for a Pell Grant. Once you have completed the application procedure with the SFS office, your Pell Grant eligibility will be determined. You will receive an award letter via your RCCD student email indicating that your award has been posted on WebAdvisor. The award letter on WebAdvisor will list how much financial aid you have been awarded. Award letters are based on full-time enrollment and disbursements are adjusted based on units.

Please note that you may not receive Pell Grant funds from more than one school for the same period of enrollment.

California Dream Act

The California Dream Act was signed into law on October 8, 2011 and became effective January 1, 2013. The California Dream Act program allows applicants, who do not have a Social Security number, to apply for state financial assistance, such as the CCPG (formerly called the BOGW), Cal Grants, Chafee Grant and scholarships. Applicants for these programs must meet the requirements for each program.

Students can apply for state financial assistance programs by filing a California Dream Act application at dream.csac.ca.gov. The above listed financial programs may require additional applications and/or information. For more information, visit the Consumer Guide at www.mvc.edu/files/sfs_Consumer_Guide.pdf.

Scholarships

Moreno Valley College offers scholarships through the RCCD Foundation office and various generous donors. Scholarships are based on a variety of majors, career goals, GPA, community service, and club involvement. RCCD scholarships for continuing and transferring students are available each fall semester, with a deadline of early January.

Information and instructions on how to apply are available at www.mvc.edu/sfs early each fall semester. Scholarship workshops are held prior to the scholarship deadline to assist students in the application process and are also available on the website. Applicants chosen for RCCD scholarships are notified in May. The scholarship funds for students continuing at MVC are disbursed during the following fall and spring semesters upon verification of eligibility.

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 with the transfer institution information. RCCD scholarships for high school seniors are available beginning in January with a deadline of early March. These scholarships are awarded to high school seniors who will be attending MVC the academic year after they graduate from high school. Information is available at www.mvc.edu/sfs in January and February and at each high school within the College’s high school zone.

A partnership between RCCD, California Baptist University, La Sierra University and the University of Redlands created the Community Scholars scholarship. This is a $7,000 scholarship offered to Riverside County high school seniors who will attend any college within the District for two years and transfer to one of the universities mentioned above for two years. The application is available at each high school and also at www.mvc.edu/sfs in January and February.

There are many resources and opportunities for students to find scholarships to use while attending MVC. It requires time and effort on the part of the student to locate and apply for outside scholarships.
A list of scholarships is available online at www.mvc.edu/sfs or in the SFS office. Additional scholarship resources can be found on the internet at free scholarship search sites such as www.fastweb.com, www.scholarshipexperts.com, www.scholarships.com, www.scholarsite.com and www.scholarshiphunter.com. If you are awarded a scholarship from an outside source, follow the donor's directions on how to have your scholarship funds sent to MVC. When outside scholarship funds are received at MVC, the student is notified by mail. Scholarship funds will be disbursed on the next disbursement date upon verification of enrollment and donor guidelines.

Computers are available in the SFS lobby to students receiving financial assistance for the following:
• Complete the FAFSA /Dream Act Application online
• Research and apply for scholarships online
• Other financial aid web assistance

Responsibilities and Requirements

Moreno Valley College follows federal, state and institutional regulations in administering financial assistance programs. Students must adhere to federal, state and institutional guidelines when applying for and receiving financial assistance. If students do not follow the requirements, eligibility may be rescinded. Please review the following guideline, Ability to Benefit Changes (ATB).

Federal and state financial aid requires students to have one of the following educational requirements to be eligible for financial aid:
1. High school diploma (not a certificate of completion)
2. GED
3. Approved home school completion
4. Passed the California High School Proficiency Exam (CHSPE)
5. Received an AA/AS degree from an accredited institution.
6. Were enrolled in an eligible program of study prior to July 1, 2012 and either passed the ability to benefit test or met ability to benefit unit requirements. For more information on Ability to Benefit, please review that section in our consumer guide online at www.mvc.edu/sfs

Courses Not Approved for Grant or Loan Funding

In order to receive grant or loan funds for a course, the program must be approved by the Department of Education for funding. The following courses fall under programs which ARE NOT approved to receive grant or loan funding.

If you are enrolled in one or more of the following courses, you will NOT receive grant or loan funds for these courses:
• Introduction to Security (ADJ-10)
• Straight Stick Baton Update for Reserves (ADJ-R5A)
• Oleoresin Capsicum for Reserves (ADJ-R6A)
• Critical Care Nursing (NXN-81)
• Basic Correctional Deputy Academy (ADJ-C1D)
• Basic Public Safety Dispatch Course (ADJ-D1A)
• Computer for Beginners (CIS/CAT-93)
• Level 1 Cosmetology Instructor Concepts (COS-61A or COS-61B)
• Level I & II Esthetician Concepts (COS-62A or COS-62B)
• Introduction to Quantitative Methods of Business (BUS/MAG 72)
• Keyboarding/Typing Fundamentals (CAT 53)
• Microsoft Access DBMS: Comprehensive (CIS/CSC 62)
• Microsoft Project (CIS/CSC 91)
• Introduction to Electrical Theory, Basic Math Concepts, and the National Electric Code (ELE-401)
• Advances DC Circuit Concepts, Introduction to 3-Phase AC Circuit Concepts, Test Equipment, and National Electric Code Applications (ELE-402)
• Digital Logic Circuits, Conductor Characteristics, Applications, and National Electric Code (ELE-404)
• Electrician Blueprint Reading with Code Applications for National Electrical CODE (NEC) (ELE-405)
• Grounding Systems, Advanced Blueprints and Specifications, Motor Design and Installation, and National Electric Code (ELE-406)
• Motor Control Principles, Generators and Power Supplies, with National Electric Code (ELE-407)
• Transformer Theory, Leadership, Management, and Test
More Financial Aid Information

Equipment (ELE-408)
• Electrician Specialty Systems (ELE-409)
• Work Experience Electrician Apprenticeship (WKX 499)
• Introduction to the Sound and Communication Trade Industry (ELE-420)
• Electrical Theory and Practices DC (ELE-421)
• Electrical Theory and Practices AC (ELE-422)
• Semiconductor Electronics (ELE-423)
• Introduction to Digital Electronics and Signaling Devices (ELE-424)
• Management/Alarms/Codes/Circuits (ELE-425)
• Work Experience in Electricians Apprenticeship (ELE-499)

*Please note that your CCPG will still cover the tuition charges for these courses.

If you have any questions regarding this information, please feel free to contact our office or send us an email at StudentFinancialServices@mvc.edu

For information regarding the Student Financial Services office and programs, visit the Consumer Guide at www.mvc.edu/sfs. Financial Aid staff is available to assist with your financial aid needs.

Satisfactory Academic Progress

A student on financial aid must meet the SFS Satisfactory Academic Progress (SAP) standard to maintain financial aid eligibility. A student failing to meet the SAP standard will become ineligible for most types of financial assistance, including the CCPG. A student, who is deemed ineligible for financial aid due to SAP, will have the right to appeal through the SFS appeal process. For information regarding the SAP Standard and the related components, please review the Satisfactory Academic Progress chapter in our Consumer Guide at www.mvc.edu/sfs.

Contact Information

Be sure to keep your mailing address, phone number, and email address current. This ensures the timely receipt of information regarding financial aid. Information can be updated through WebAdvisor or in person at Admissions & Records. Students should check RCCD email regularly as updates and communications are sent to your RCCD email account.

Social Security Number

Be sure your Social Security number is on file with the College. Although it is not required on the admissions application, it is required for federal financial aid applicants. The College cannot process most types of federal financial assistance without a valid Social Security number.

Disbursement and Deadline Information

Deadlines for turning in required documents are located on our disbursement schedule. Disbursement of financial assistance occurs after the completion of the FAFSA, documents requested by the SFS office have been submitted, and enrollment has been completed.

For dates of deadlines and disbursement, please view our Consumer Guide at www.mvc.edu/sfs. Disbursement schedule is also available in the Student Financial Services.

Applying for financial assistance through the FAFSA does not affect a Veterans GI Bill benefits. Veterans should apply for financial assistance by completing the FAFSA online at www.fafsa.gov.

Finding more information regarding Student Financial Services and access forms for download at www.mvc.edu/sfs. For questions, please contact us by email at studentfinancialservices@mvc.edu.
Student Health and Psychological Services

Mission

Student Health and Psychological Services uses clinic, education-based programs, and advanced technology to provide quality and reasonably priced health care. Our specialized and inclusive approach to health and wellness assists a diverse student population to achieve and maintain optimum physical and psychological health. This approach helps to promote academic success, and retention in the learning environment while focusing on the importance of lifelong wellness.

Purpose

The Student Health and Psychological Services team is made up of doctors, nurse practitioners, registered nurses, counselors, secretaries, and student workers who are trained to assist you in a professional and confidential manner.

Services

Student Health and Psychological Services is dedicated to promoting student success by assisting students to achieve and maintain optimum physical, mental and emotional health.

Medical Services

- Consultation for health concerns
- Evaluation and treatment of injuries and short-term illness
- Prescriptions as needed
- X-ray referrals
- Physical examinations
- First aid for injuries on campus

Nursing Services

- First aid and emergency care
- Medical resource information
- Health screening:
  - Vision/hearing
  - Blood pressure
  - Height/weight
  - Tuberculin skin testing
  - Immunization/status review

Counseling

If you are feeling overwhelmed, anxious, tired, stressed, sad, depressed, grades slipping, no appetite, life isn’t fun anymore, helpless or hopeless, our psychological services team made up of a licensed marriage family therapist, psychologist interns, nurses, and doctors can help you maintain balance in your family, school and work life through counseling and medical care. Crisis counseling covers emotional crisis, domestic violence, rape crisis, anxiety management, test anxiety management, anger management, relationship issues management, depression/anxiety counseling, sleep disorders, substance abuse/use counseling, eating disorders and more. Resource referrals are available for food and housing assistance, financial assistance, medication access assistance, community mental health counseling, on-campus academic accommodations and support services. All communications are strictly confidential unless you provide consent of record release, or as required by law.

Outreach Events

Outreach events are held on a bi-monthly basis in the Lion’s Den Patio area and monthly at Ben Clark Training Center (BCTC). The annual spring health fair/blood drive provides students with vendors who promote health and bring valuable community resources to campus.

Accident Reporting and Insurance

The health fee supports insurance for accidents on campus.

Other Services

- Laboratory testing
- Immunizations
- Free over-the-counter medications
- Community referrals
- Health literature and videos
- Peer health education program

Hours

Monday - Thursday: 8 am - 4 pm
Friday: 8 am - Noon

Location

Parkside Complex, Portable 6
Phone: (951) 571-6103
www.mvc.edu/services/hs/
Mission Statement

Tutorial Services is committed to embracing diversity in our students and our tutors by fostering a dynamic, effective learning atmosphere. We are dedicated to helping students seeking academic support recognize their full potential. We strive to help our students better prepare for classes and develop the skills necessary for a successful college career.

Why Do I Need Tutoring

- College tutoring is not necessarily a remedial function, but rather like having an academic personal trainer. Good students know how to take advantage of the possibilities of good tutoring early in the semester before trouble starts.
- Getting help with coursework and understanding important concepts or studying for a test can make a difference. However, starting early to work regularly with a tutor – especially for a difficult subject – can make a significant difference.
- Real learning takes time. Starting with a tutor early in the semester gives you a chance to learn concepts slowly and solidly.
- Early work with a tutor helps you grasp foundational concepts on which more difficult work may be built. Getting the basic building blocks early can prevent difficulty later in the semester; it’s a proactive approach.
- Early work with a tutor will mean homework assignments will be done correctly.
- Learn important study techniques of successful students. The tutor serves as an important role model as you learn how to do college work successfully.
- Receiving continual feedback from a tutor helps you stay on track.
- Build confidence in learning abilities as you successfully navigate work the tutor may assign. This may help with your motivation to continue to do well.
- Establish a relationship and make a new friend – a role model with good academic skills as well as a role model for helping others.

Tutoring

Tutorial Services provides free on-site group and one-on-one tutoring in most academic subjects to currently registered MVC students.

- Students are allowed two 50-minute sessions per subject per week.
- Appointments are available on a first-come, first-served basis (on the hour) with a maximum of two hours per week, depending on availability of tutor or subject.
- Scheduling for tutoring sessions begins one week in advance beginning Wednesday at 3 pm for the following week.
- Appointments can be made at the Tutorial Learning Center (TLC) located on the second floor in the Student Academic Services Building, Room 206.
- Scheduling for tutoring sessions can be made through the tutoring website at mvc.edu/ts.
- Students participating in the Extended Opportunities Programs & Services or ACES program receive an additional 50-minute session per week.
- We do not provide tutoring for English and reading courses. Call (951) 571-6944 or visit the Learning Center site for more information.

New! Online Tutoring Service is now available to all MVC students enrolled in online and hybrid courses free of charge through a link to NetTutor located in each Canvas course. Learn more about NetTutor Online Tutoring Service, or visit Open Campus.

Math Lab

(no appointment necessary)

Drop-in math tutoring is available in the Learning Center, Humanities 219. Call (951) 571-6944 for hours or www.mvc.edu/learningcenter.

This service is FREE to registered MVC students.
Subjects We Tutor In

(Subject to availability)

- Accounting 1A, 1B & 62
- Astronomy 1A
- Biology 1, 10, 11, 12 & 30
- Business 10 & 20
- Chemistry 1A, 1B, 2A, 2B, 12A & 12B
- Most Computer Information Systems classes
- Communication 1 & 9
- Economics 7 & 8
- Geography 1
- Health Science 1
- Math 52, 35, 36, 37, 10, 11, 12, 1A, 1B, 1C, 2 & 3
- Physics 10, 11, 4A & 4C
- Philosophy 10 & 11
- Political Science 1
- Psychology 1, 2 & 9
- Sociology 1
- Spanish 1, 2, & 3
- And much more!

Want to Become a Tutor?

Our tutors must:

- Be enrolled in at least six units in fall and spring or three units in summer and winter.
- Have previously completed the course(s) with a grade of A or B.
- Possess exceptional communication and people skills.
- Maintain a minimum GPA of 2.5.
- Apply in person at the Tutorial Services department OR apply online at www.mvc.edu/se/.

Our office is open:
Monday, Wednesday, and Thursday: 9 am - 5 pm
Tuesday: 10 am - 7 pm
Friday: 9 am - 4 pm
Phone: (951) 571-6167

Don’t hesitate to contact us. For more information visit our website at www.mvc.edu/services/ts.
What is the Umoja Program at Moreno Valley College?
The Umoja Program at Moreno Valley College is a student service program that is dedicated to enhancing the cultural and educational experiences of our Moreno Valley College students. The Umoja community serves at-risk educationally and economically disadvantaged students, believing that when the voices and histories of students are deliberately and intentionally recognized, students develop self-efficacy and a foundation for academic success. Umoja actively promotes student success for all students, with an emphasis on African American student success, through culturally responsive curricula and practices. It is our mission to increase the number of educationally underserved students who enroll in our institution, to earn their degrees, transfer to a four-year college or university, and return to the community as leaders and mentors for future generations.

What we offer:
- Umoja Counseling – Our Umoja counselors will help you navigate through the challenges you may face, to support you in your educational and career goals
- Community Building – You will be a part of a community to gain leadership and volunteer experience that will develop you as a community leader.
- Culturally-Enriching Activities – You will take part in life-changing experiences that will broaden your horizons and promote self-awareness, inspiration and community.
- Learning Community – By joining the Umoja Summer Bridge Program you will engage in a culturally-enriched learning environment, where you will work together with your peers and support each other through your academic endeavors.
- Motivational and Educational Workshops – Through our workshops, you will gain culturally relevant and informative knowledge on diverse subjects relating to your academics, career goals, community and personal life.

What are the benefits for Umoja students?
- Receive priority registration to register for classes early
- Complete a Comprehensive Student Educational Plan with a Umoja counselor
- Enhance your opportunity to graduate and transfer within two to three years
- Increase your opportunity to enroll in a higher math and/or English class
- Transition into the Umoja Learning Community during the fall and spring semesters
- Participate in Umoja streamlined courses:
  - Fall: Gui-46, Eng-1A (+Eng-91), Com-1, His-14, Kin-A81
  - Winter: Mat-12 or Mat-10, Hes-1 or Kin-4
  - Spring: Gui-47, Eng-1B, Soc-1, Mat-12
  - Summer: Pol-1, Ant-1, Art-6
- Receive community support through your peers, Umoja counselors and Umoja Allies
- Become a member of the Umoja Club and A2MEND Charter for community building and leadership development
- Attend tours at HBCUs, UCs, CSUs, and private universities; trips to Black History museums; conferences; networking events; golfing; bowling; and much more...

What are my obligations as a Umoja Student?
- You must attend an orientation and submit a signed Umoja Student Pledge
- You must schedule an appointment with a Umoja counselor to complete or update your Comprehensive Student Educational Plan (CSEP).
- Enroll in English 1A, English 91, Guidance 46, and other Umoja streamlined courses
Umoja

in the fall semester
• Enroll in English 1A, English 1B and Guidance 47, and other Umoja streamlined courses in the spring semester
• Attend a minimum of three counseling appointments each semester
• Participate in a minimum of five Umoja events and activities each semester (Umoja Hour, Umoja Club Meet-Ups, Umoja Excursions, Umoja Workshops, and other Umoja hosted events)
• Complete 25-50 hours of community service each semester

Steps to becoming a Umoja student:
1. Complete the online Umoja Application for Moreno Valley College.
2. Verify that your student email is activated.
3. Schedule an orientation meeting with the Umoja Coordinator Gertrude Lopez.
4. Meet with Umoja coordinator and sign the Umoja Student Pledge.
5. Schedule an appointment with a Umoja counselor
6. Meet with a Umoja counselor to complete or update your Comprehensive Student Educational Plan.

Umoja Program Components:

Umoja Learning Community
The Umoja Learning Community provides classes for students enrolled in the Umoja Program at Moreno Valley College. The Learning Community offers students a variety of advantages and a support system that can help create an extraordinary learning experience. The program provides students with tailored classes, faculty mentors, and an extensive academic advising system. A learning community enables students to hit the ground running once starting their academic journey.

Umoja Summer Bridge Program/College Promise
The Umoja Summer Bridge Program at Moreno Valley College offers a learning community designed to increase students’ academic and personal success through the structuring of a culturally-enriched learning environment. The Umoja Learning Community focuses on addressing the academic need of students by providing Umoja counselors to assist students. The Umoja Summer Bridge Program is perfect for students who are underprepared academically or economically disadvantaged and need additional support before their first year at Moreno Valley College. Summer Bridge students will experience course connected learning, leadership skills, life skills, and build student-to-student relationships. Students tend to share educational goals, interests, and similar backgrounds. We work with students to promote their success in transferring to a UC, CSU, HBCU, or a private university.

Umoja Club
Umoja Club students are committed to academic success, leadership development, community service and mentoring. It is also the goal of Umoja to assist students in developing competent life skills, social responsibility, build strong character, and moral standards while promoting professionalism and supporting one another academically. The Umoja Club provides an educational, cultural, social and intellectual environment that promotes positivity among its members, within the campus and the surrounding community.

A2MEND Student Charter
Under the auspice and affiliation of the African-American Male Educational Network Development (A2MEND), the Student Charter of A2MEND at Moreno Valley College is a student support structure that seeks to establish an affirming environment where African American male students and other men of color are able to thrive. The aim of the A2MEND student organization is to improve academic success and to develop culturally competent servant student leaders. The Student Charter of A2MEND at Moreno Valley College is further designed to develop competent life skills, reaffirm the value of the African/African American cultural traditions, create awareness around issues of social justice, build grit, promote professionalism, and foster a culture of positive peer pressure. The Student Charter of A2MEND at Moreno Valley College will provide educational, cultural, social and intellectual programs that promote positivity and brotherhood among its members.
MORENO VALLEY COLLEGE STUDENT HANDBOOK 2019-2020

MVC welcomes Veterans of the US Armed Forces. Here are the VA Educational Benefits which are offered to Veterans and dependents:

- Chapter 33 Post 9/11 GI Bill
- Chapter 30 Active Duty Educational Assistance Program
- Chapter 31 Veterans Administration Vocational Rehabilitation
- Chapter 35 Dependent’s Educational Assistance
- Chapter 1606 Selected Reserve Educational Assistance Program

Veterans must apply for their educational benefits through the VA at www.gibill.va.gov and submit a Moreno Valley College application online at www.mvc.edu. Assessment and orientation are required for incoming college students; transfer students must submit official transcripts (including military) to the Counseling department. Transcripts must be official and sealed in an envelope less than 90 days old.

When the process is complete, a Veterans’ Counseling Referral Form will be processed in order to set up an appointment with the Veterans’ counselor and complete a VA Student Educational Plan. Once enrolled in classes, submit your Veterans’ Statement of Responsibility Form to the Veterans Services department which is available on the website at www.mvc.edu/services/veterans.

Cal Vet Fee Waiver

Dependent students eligible for a Cal Vet Fee Waiver, must submit an eligibility letter from the VA to the Student Financial Services office. This program is offered through California Veterans Certification Offices, located in counties throughout California. Under the California Education Code, dependents of Veterans whose death or disability was service-connected may be eligible for exemption from college and university registration fees.

Information on this program (eligibility information, application form, instructions on how to apply, locations of County Veterans Certification Offices) can be found at: www.cacvso.org.

Location: The Veterans Resource Center, Parkside Complex (PSC) 13
Phone: (951) 571-6247
Fax: (951) 571-6285
veterans@mvc.edu

Check website for information and office hours at www.mvc.edu/services/veterans.
Moreno Valley College Lions

Are known for Endurance, Leadership, Strength and Pride in our College

Code of Student Conduct Statement
This is a shared space that promotes learning, positive social interaction, and support services for members of our college community.

Each of us shares a responsibility in maintaining a respectful and collegial environment at our college.

Disruptive, obscene or vulgar behavior (including the use of profanity) has no place in an academic or work setting as it violates the rights of others.

Disruptive behavior is subject to disciplinary action (refer to your college catalog for Standards of Student Conduct).

Moreno Valley College has zero tolerance for harassing or discriminatory behavior.

Code of Student Conduct Statement for Career and Technical Education Programs
Students in public safety programs and other professional programs are expected to know and be held accountable to strict levels of professional conduct, ethics and performance standards in accordance with program certifications, rules and regulations. For more information, please contact the director of the program in which you’re interested.

Campus Police
The mission of the Campus Police is to ensure the safety of students, faculty, staff and visitors while on the property of the College, the District or involved in sponsored programs and activities. Access the College website and go to College and Safety Police for more information on parking, lost and found, and safety. All students parking on campus are required to purchase a parking pass or use the parking meters.

For College Safety & Police assistance, including our complimentary escort service, contact dispatch at (951) 222-8171.

In case of an emergency, call 911.
BP 5500 Standards of Student Conduct

References: Ed Code Section 66300, 66301, 76033; Accreditation Standard II.A.7.b
Health and Safety Code Section 11362.79
34 C.F.R. Part 86, et seq.

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion. The Board of Trustees shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board of Trustees on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog(s) and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, implying, or threatening to cause, harm to another person (whether or not the threat is in person, defined as, but not limited to, physical harm, harm to profession (defamation) or psychological harm.

2. Possessing, selling or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor.

3. Possessing, using, selling, offering to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5. It is also unlawful under federal law, to possess, use, sell, offer to sell, furnish, or be under the influence of, any controlled substance, including medical marijuana.

4. Committing or attempting to commit robbery, bribery, or extortion.

5. Causing or attempting to cause damage to District property or to private property on campus.

6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.

7. Willfully or persistently smoking in any area where smoking has been prohibited by law or by policy or procedure of the District.

8. Committing sexual harassment as defined by law or by District policies and procedures.

9. Engaging in harassing or discriminatory behavior toward an individual or group based on ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, 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 (1) of section 422.6 of the Penal Code, or any other status protected by law.

10. Engaging in willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.

11. Engaging in disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.

12. Engaging in dishonesty
Forms of Dishonesty include, but are not limited to:

a. Plagiarism, defined as presenting another person’s language (spoken or written), ideas, artistic works or thoughts, as if they were one’s own;

b. Cheating, defined as the use of information not
authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, recordings, internet resources and other students’ work;

c. Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents;

d. Forging, altering or misusing District or College documents, keys (including electronic key cards), or other identification instruments.

e. Attempting to bribe, threaten or extort a faculty member or other employee for a better grade;

f. Buying or selling authorization codes for course access.

13. Entering or using District facilities without authorization.

14. Engaging in lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.

15. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.

16. Engaging in persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

17. Preparing, giving, selling, transferring, distributing, or publishing, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure without authorization.

18. Using, possessing, distributing or being under the influence of alcoholic beverages, controlled substance(s), or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District off-site class, or during any District sponsored activity, trip or competition.

a. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.

19. Violating the District’s Computer and Network Use Policy and Procedure No. 3720 in regard to their use of any, or all, of the District’s Information Technology resources.

20. Using electronic recording or any other communications devices (such as MP3 players, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.

21. Eating (except for food that may be necessary for a verifiable medical condition) or drinking (except for water) in classrooms.

22. Gambling, of any type, on District property.

23. Bringing pets (with the exception of service animals) on District property.

24. Distributing printed materials without the prior approval of the Student Activities Office. Flyers or any other literature may not be placed on vehicles parked on District property.

25. Riding/using bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) outside of paved streets or thoroughfares normally used for vehicular traffic.

26. Riding/using any and all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, without prior approval.

27. Attending classrooms or laboratories (except for those individuals who are providing accommodations to students with disabilities) when not officially enrolled in the class or laboratories and without the approval of the faculty member.
28. Engaging in intimidating conduct or bullying against another person through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.

29. Abuse of process, defined as the submission of malicious or frivolous complaints.

30. Violating any District Board Policy or Administrative Procedure not mentioned above.

Responsibility

A. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. In this regard, please refer to Administrative Procedure 5520, which deal with matters of student discipline and student grievance.

B. The Vice President of Student Services of each College will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters contained in Administrative Procedure 5520.

C. The Vice President of Academic Affairs of each College will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters contained in Administrative Procedure 5522.

D. For matters involving the prohibition of discrimination and harassment, the concern should be referred to the District’s Diversity, Equity and Compliance Office.

E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be published in all schedules of classes, the college catalog, the student handbook, and the faculty handbook. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

Date Adopted: May 15, 2007 (Replaces the Standards of Student Conduct portion of Policy 6080) Revised: May 17, 2011 Revised: August 20, 2013
References: Education Code Sections 66017, 66300, 72122, 76030 and 76032

I. General Provisions

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120 and will not be used to punish expression that is protected.

II. Definitions

District -- The Riverside Community College District.

Student -- Any person currently enrolled as a student at any college or in any program offered by the District.

Instructor -- Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student’s educational program.

Short-term Suspension -- Exclusion of the student by the Vice President of Student Services or designee for good cause from one or more classes for a period of up to ten consecutive days of instruction.

Long-term Suspension -- Exclusion of the student by the Vice President of Student Services or designee for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.

Expulsion -- Exclusion of the student by the Board of Trustees from all colleges in the District for one or more terms.

Removal from class -- Exclusion of the student by an instructor for the day of the removal and the next class meeting.

Loss of privileges -- Loss of Privileges denies, for a designated period of time, a student’s attendance on District property to specified activities (library privileges, football game, club activities, or other non-instructional activities) and will be delineated in a written notification to the student.

Restitution -- This is financial reimbursement to the District for damage or misappropriation of property. Reimbursement may also take the form of appropriate service to repair or otherwise compensate for damage.

Written or verbal reprimand -- An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student’s permanent record at the District. A record of the fact that a verbal reprimand has been given may become part of a student’s record at the District for a period of up to one year.

Withdrawal of Consent to Remain on Campus -- Withdrawal of consent by the President or designee for any person to remain on campus in accordance with California Penal Code Section 626.4 where the President or designee has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

Day -- Days during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

III. Actions That May Be Taken Prior to Suspension or Expulsion

The following actions may be taken by appropriate personnel prior to considering suspension or expulsion:

1. Removal from Class (Education Code Section 76032)--
Any instructor may order a student removed from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the appropriate Department Chairperson and/or the Dean of Instruction, who will in turn notify the Dean of Student Services or designee. The Dean of Student Services or designee shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests it, the Dean of Student Services or designee shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Dean of Student Services or designee from recommending further disciplinary
action in accordance with these procedures based on the facts which led to the removal.

2. Immediate Interim Suspension (Education Code Section 66017) -- The President or designee may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days.

3. Withdrawal of Consent to Remain on Campus -- The President or designee may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn by the President or designee, a written report must be promptly made to the Chancellor. The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven (7) days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions.

In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn.

Any person for whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest. (Penal Code Section 626.4)

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

IV. Process Preceding Suspensions or Expulsions

Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

1. Notice -- The Vice President of Student Services or designee will provide the student with notice of the conduct warranting the discipline.

2. Time limits -- The notice must be provided to the student within five (5) days of the date on which the conduct becomes known to the Vice President of Student Services or designee; in the case of continuous, repeated or ongoing conduct, the notice must be provided within five (5) days on which the conduct becomes known to the Vice President of Student Services or designee.

3. Meeting -- Unless otherwise agreed upon, the student must meet with the Vice President of Student Services or designee within five (5) days after the notice is provided. During the meeting, the student will be given the following:
   - the facts leading to, and in support of, the accusation
   - the specific section of the Standards of Student Conduct that the student is accused of violating
   - the nature of the discipline that is being considered
   - an opportunity to respond verbally or in writing to the accusation

4. Potential Disciplinary Actions
   a. Short-term Suspension -- Within five (5) days after the meeting described above, the Vice President of Student Services or designee shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The Vice President's or designee's decision on a short-term suspension shall be final.
   b. Long-term Suspension -- Within five (5) days after the meeting described above, the Vice President of Student Services or designee shall decide whether to impose a long-term suspension. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of this policy describing the procedures for a hearing.
   c. Expulsion -- Within five (5) days after the meeting described above, the Vice President of Student Services or designee shall decide whether to recommend expulsion to the Chancellor. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before expulsion is imposed, and a copy of this policy describing the procedures for a hearing.

MORENO VALLEY COLLEGE STUDENT HANDBOOK 2019-2020
V. Hearing Procedures

1. Request for Hearing -- Within five (5) days after receipt of the President’s or designee’s decision regarding a long-term suspension, the student may request a formal hearing. The request must be made in writing to the President or designee.

2. Schedule of Hearing -- The formal hearing shall be held within ten (10) days (excluding weekends and holidays) after a formal request for hearing is received.

3. Hearing Panel -- The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member, and one student.

The President of the Academic Senate shall, at the beginning of the academic year, establish a list of at least five faculty who will serve on student disciplinary hearing panels. At the time that a hearing is requested, the President will notify the Associated Students President who will provide the name of a student to serve on the panel. This name shall be provided within 48 hours. The President or designee shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

4. Hearing Panel Chair -- The President or designee shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.

5. Conduct of the Hearing -- The hearing will comply with principles of due process, including the right to confront and cross examine witnesses. The following procedure will be followed:
   a. The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.
   b. The facts supporting the accusation shall be presented by the administrator who issued the disciplinary action.
   c. The administrator and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
   d. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
   e. Unless the hearing panel determines to proceed otherwise, the administrator and student shall each be permitted to make an opening statement. Thereafter, the administrator shall make the first presentation, followed by the student. The administrator may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the administrator to prove by substantial evidence that the facts alleged are true.
   f. The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. In that case, and if the student wishes to be represented by an attorney, a request must be presented not less than five (5) days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the administrator may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
   g. Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five (5) days prior to the date of the hearing.
   h. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.
   i. The hearing shall be electronically recorded by the District, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.
   j. All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not unavailable.
k. Within five (5) days following the close of the hearing, the hearing panel shall prepare and send to the President a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

VI. President’s Decision

Upon receipt of the hearing panel’s decision, the President of the College will consider the decision of the panel.

1. Long-term suspension -- Within five (5) days following receipt of the hearing panel’s recommended decision, the President shall render a final written decision. The President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the President modifies or rejects the hearing panel’s decision, the President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the President shall be final.

2. Expulsion - Within five (5) days following receipt of the hearing panel’s recommended decision, the President shall render a written decision. The President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the President modifies or rejects the hearing panel’s decision, the President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The President will forward his or her decision to the Chancellor with a copy to the hearing panel.

VII. Chancellor’s Decision

The Chancellor will review any recommended expulsions. Within five (5) days following receipt of the President’s recommended decision, the Chancellor shall render a written recommendation decision to the Board of Trustees. The Chancellor may accept, modify or reject the findings, decisions and recommendations of the President. If the Chancellor modifies or rejects the President’s decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The Chancellor’s decision shall be forwarded to the Board of Trustees with a copy to the President.

VIII. Board of Trustees Decision

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board of Trustees shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122)

The student shall be notified in writing, by registered or certified mail or by personal service, at least three days prior to the meeting of the date, time, and place of the Board’s meeting.

The student may, within two (2) days after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board of Trustees consider an expulsion recommendation in a public meeting, the Board of Trustees will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.

The Board of Trustees may accept, modify or reject the findings, decisions and recommendations of the Chancellor and/or the hearing panel. If the Board of Trustees modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board of Trustees shall be final. The final action of the Board of Trustees on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

Office of Primary Responsibility: Provost/Vice Chancellor, Educational Services
Administrative Approval: May 28, 2013
(Replaces discipline procedures in RCCD Regulation 6080)
AP 5522 Student Grievance Process for Instruction & Grade Related Matters

References: Education Code Section 76224, Title 5 Section 55024

I. General Provisions

1. Purpose: The purpose of the Student Grievance Procedure is to provide a means by which a student may pursue a complaint for an alleged violation of college or district policy concerning instruction or to appeal a grade. However, complaints regarding discrimination harassment or retaliation are to be handled in accordance with Administrative Procedure 3435 titled Handling Complaints of Discrimination, Harassment or Retaliation.

2. Scope: Student grievances for matters other than for discipline such as, but not limited to, grade challenges and academic or program issues, will be processed in the following manner. Please note: Per Education Code 76224, the instructor's grade is final except in cases of mistake, fraud, bad faith, or incompetency.

A grievable action is an action that is in violation of a written college or district policy or procedure, or an established practice. The basis of the grievance is that an action constitutes arbitrary, capricious, or unequal application of a written college or district policy or procedure or an established practice.

3. Confidentiality: To protect to the maximum extent possible, the privacy of individuals who in good faith file legitimate grievances, these procedures will be considered confidential throughout initial consultation, preliminary and final review, and appeal, unless required to be disclosed pursuant to a court order or state or federal law. Confidentiality will also be afforded the respondent to avoid unwarranted damage to reputation. Breach of confidentiality by any party to the grievance is considered unethical conduct and may be subject to disciplinary action. However, those involved in the hearing process may seek consultation and/or guidance from the District's General Counsel, or academic or student services administrators.

There may be cases where disclosure of part or all of the proceedings and final outcome must be considered to provide a remedy to the student, to correct misperceptions of the reputations of parties to the grievance, or for the best interests of the institution. In these cases, if, and only if, deemed appropriate by majority vote of the grievance committee in concurrence by the President, public disclosure will be directed through the President's office.

4. Protections for complainants: Any student has the right to seek redress under these procedures and to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.

5. Abuse of process: A student must proceed with a complaint in good faith. Abuse of process, malicious complaints or frivolous complaints may be grounds for disciplinary action.

II. Definitions

1. District -- The Riverside Community College District.
2. Student -- Any person currently enrolled as a student at any college or in any program offered by the District.
3. Instructor -- Any academic employee of the District in whose class a student is enrolled, or a counselor who is providing, or has provided, services to the student, or other academic employee who has responsibility for the student's educational program.
4. Day -- Days during which the District is in session and regular classes are held, excluding weekends and holidays.
5. Time Limits -- Any time specified in the above procedures may be shortened or lengthened if there is mutual agreement by all parties.

III. Informal Consultation Process

A student has 120 calendar days from the date of the incident giving rise to the grievance to initiate the informal consultation process, except in the case of a grade change. The time limit to initiate a change is one (1) year from the end of the term in which the grade in question was recorded. For further information on grade changes, see Board Policy/Administrative Procedure 4231.

1. A student will be encouraged to contact the faculty member and attempt, in good faith, to resolve the concern through the consultative process.
2. If consultation with the faculty member does not resolve the issue, the student may request a consultation with the department chair, assistant chair, or designee. The faculty member will be notified of the...
outcome of the meeting, by the party who meets with the student.
3. If the issue is not resolved with the department chair, assistant chair, or designee, the student may file a written Request for Consultation with the appropriate Dean. Forms will be available from the office of the appropriate Dean or Vice President. The Dean will convey a decision to all affected parties, as well as note that decision on the form.

IV. Grievance Process and Formal Hearing

If the issue is not resolved through informal consultation, the student may file a written grievance requesting a formal hearing within thirty (30) calendar days of the informal consultation with the Dean. The written request should contain a statement detailing the grievance to be resolved, and the action or remedy requested. The student will direct this grievance to the President. The student must notify the President at the time the student submits his/her request for a formal hearing if an accommodation for a disability will be needed at the hearing.

1. Upon receipt of a written request for a formal hearing, the President will, within three (3) days, excluding weekends and holidays, of receipt of the request for hearing, appoint an administrator (not the Vice President of Academic Affairs) to serve as chair of a grievance committee for the hearing.

2. A grievance withdrawn from the formal hearing stage will be deemed without merit and cannot be refiled.

3. The formal hearing will be conducted before a College Grievance Committee. This committee will be composed of the following individuals:
   a. Two (2) students appointed by the College Student Body President.
   b. Two (2) faculty members appointed by the College Academic Senate President.
   c. One (1) academic administrator (not the Vice President of Academic Affairs) appointed by the President of the College. The individual may be from another College in the District.
   d. The chair of the committee, which is selected by the President (see above), will be part of the committee, but will not vote in the final decision, except in the case of a tie.

4. The College Grievance Committee Chair will:
   a. Forward a copy of the request for hearing to the faculty member being grieved within seven (7) days (excluding weekends and holidays) of receipt of the request.
   b. Within a reasonable time period not to exceed twenty (20) days (excluding weekends and holidays) set a reasonable time and date for the hearing as well as a reasonable time limit for its duration. In the event the parties are not available within the 20 days, the Vice President has the discretion of extending the time period, with notification to the parties.
   c. Arrange for a disability accommodation if requested pursuant to the above.
   d. Within three (3) days, excluding weekends and holidays, after setting the hearing date, notify both parties that they are to provide to the Chair signed written statements specifying all pertinent facts relevant to the grievance. A copy of these statements will be given, by the Chair, to the other party, as well as the Grievance Committee members. At this time, both parties will also be invited by the Chair to submit a list of potential witnesses and the rationale for calling them. Each party’s witness list will be given to the other party and to the Grievance Committee. Witnesses will be called at the discretion of the Grievance Committee Chair. This signed statement and witness list is to be received by the Chair no later than 10 days prior to the hearing.

Individuals approached by either party to act as a witness for that party are not under any obligation to do so and may decline to be a witness. Any witness has the right to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.

   e. Notify the parties that they are entitled to bring a representative, from within the District, to assist them during the hearing. The representative’s role is restricted to assisting the party. He/she may not actively participate in the grievance hearing or engage in the proceedings. The representative must be an individual from within the District (student or employee). Legal representation is prohibited.

   f. Notify both parties as to who the members of the grievance committee will be. Each party will be allowed one (1) opportunity to request that a committee member be replaced with a different person because of perceived bias or conflict of interest. Any such requests must be directed
to the committee chair within two (2) days of notification of who the committee members will be and will state the perceived bias or conflict of interest. At that time, the committee chair may excuse that committee member and seek a replacement in accordance with IV.3 above.

g. Provide to the faculty, student and Grievance Committee, prior to the hearing, a copy of the document titled Grievance Hearing Protocol, which shall serve as a guideline during the hearing. Any requests for deviations from, or additions to, the hearing protocol, shall be addressed to the Committee Chair who will make the decision on whether or not the deviation or addition will be allowed.

h. Develop a list of questions, or intended areas of inquiry, to both parties and the Grievance Committee at least three (3) days (excluding weekends and holidays) in advance of the hearing.

i. Maintain an official recording of the proceeding which will be kept in a confidential file but be available for review by either party. Individual parties will not be allowed to have their own recording device.

j. Ensure that the formal hearing will be closed to the public.

5. The Grievance Committee will:
   a. Judge the relevancy and weight of testimony and evidence. The committee will make its findings of fact, basing its findings on the evidence presented. It will also reach a decision for disposition of the case.
   b. Submit its findings of fact and disposition to each party and the Vice President of Academic Affairs within ten (10) days (excluding weekends and holidays) of the completion of the formal hearing.

V. Appeals

1. Either party, within five (5) days (excluding weekends and holidays) of receipt of the Committee’s decision, may appeal the decision to the President. The President may:
   a. Concur with the decision of the Vice President, or
   b. Modify the Vice President’s decision.

   The President will submit his/her decision to each party within ten (10) days (excluding weekends and holidays) of receipt of the Vice President’s decision.

   In all cases, final decision will rest with the President.

After a student has exhausted all grievance rights at the College level, the student has the right to file a complaint with any of the following resources:

- The Accrediting Commission for Community and Junior Colleges (ACCJC) at www.accjc.org/complaint-process, if your complaint is associated with the institution’s compliance with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.
- The California Community College (CCC) Chancellor’s Office by completing the form(s) found on the link below, if your complaint does not concern CCC’s compliance with academic program quality and accrediting standards.
- To the State Attorney General using the forms available at http://ag.ca.gov/contact/complaint_form.php?cmplt=PL

VI. Responsibility

The Vice President of Academic Affairs will be responsible for the overall implementation of these procedures and will retain a file of all grievances for matters relative to this procedure for this college. This file may be maintained electronically.

Matters involving the prohibition of discrimination and the prohibition of sexual harassment and any concerns regarding these matters should be referred to the District’s Department of Diversity, Equity and Compliance.

Office of Primary Responsibility:
Provost/Vice Chancellor, Educational Services
College Vice President of Academic Affairs
Administrative Approval: May 28, 2013

(Replaces a portion of grievance procedures in RCCD Regulation 6080)
I. General Provisions

A. Purpose: The purpose of this procedure is to provide an equitable means by which a student may pursue a complaint for an alleged violation of College or District policy concerning any student service area program or staff such as, but not limited to, student financial services, disabled student programs and services, EOPS, Admissions & Records, counseling, library and learning resources, health/psychological services, and tutorial services.

Complaints regarding discrimination, harassment or retaliation are to be handled in accordance with Administrative Procedure 3435 titled Handling Complaints of Discrimination, Harassment or Retaliation.

Complaints regarding student discipline are to be handled in accordance with Administrative Procedure 5520 Student Discipline Procedures.

Complaints regarding instruction and/or grades are to be handled in accordance with Administrative Procedure 5522 Student Grievance Process for Instruction and Grade Related Matters.

B. A grievable action is an action that is in violation of a written College or District policy or procedure, or an established practice. The basis of the grievance is that an action constitutes arbitrary, capricious, or unequal application of a written College or District policy or procedure or an established practice.

C. Confidentiality: To protect to the maximum extent possible the privacy of individuals who in good faith file legitimate grievances, these procedures will be considered confidential throughout initial consultation, preliminary and final review, and appeal, unless required to be disclosed pursuant to a court order or state or federal law. Confidentiality will also be afforded to the respondent to avoid unwarranted damage to reputation. Breach of confidentiality by any party to the grievance is considered unethical conduct and may be subject to disciplinary action. However, those involved in the hearing process may seek consultation and/or guidance from the District’s General Counsel, or appropriate administrators.

II. Definitions

A. District -- The Riverside Community College District.
B. Student -- Any person currently enrolled as a student at any college or in any program offered by the District.
C. Instructor -- Any academic employee of the District in whose class a student is enrolled, or a counselor who is providing, or has provided, services to the student, or other academic employee who has responsibility for the student’s educational program.
D. Day -- Days during which the District is in session and regular classes are held, excluding weekends and holidays.
E. Time Limits -- Any time specified in the above procedures may be shortened or lengthened if there is mutual agreement by all parties.

III. Informal Consultation Process

A student has 120 calendar days from the date of the incident or situation giving rise to the grievance to initiate the informal consultation process.

A. A student will be encouraged to contact the individual responsible for the situation which is the subject of the grievance and attempt, in good faith and in a professional manner, to resolve the concern informally.
B. If the issue is not resolved with the individual who is the
subject matter of the grievance, the student may file a written Request for Consultation with the Dean/Director, or designee, responsible for the Department/individual that is the subject of the grievance. Forms will be available from the office of the Dean/Director or the appropriate Vice President. The Dean/Director will convey a decision to all affected parties, as well as note that decision on the form.

IV. Grievance Process and Formal Hearing

If the issue is not resolved through informal consultation, the student may file a written grievance, requesting a formal hearing, within thirty (30) calendar days of the informal consultation with the Dean/Director. The written request should contain a statement detailing the grievance to be resolved, and the action or remedy requested. The student will direct this grievance to the President. The student must notify the President at the time the student submits his/her request for a formal hearing if an accommodation for a disability will be needed at the hearing.

A student may withdraw a request for a formal hearing at any time by notifying the President by phone or email. However, a grievance withdrawn from the formal hearing process will be deemed without merit and cannot be refiled.

A. Upon receipt of the request for formal hearing, the President will, within three (3) days, excluding weekends and holidays, of receipt of the request for hearing, appoint an administrator (not the Vice President who oversees the individual or department that is the subject of the grievance) to serve as chair of a grievance committee for the hearing.

B. The formal hearing will be conducted before a College Grievance Committee. This committee will be composed of the following individuals:
   1. Two (2) students appointed by the College Associated Students President.
   2. One (1) faculty member appointed by the College Academic Senate President.
   3. One staff member appointed by the President.
   4. One Dean/Director level administrator (not connected with the individual or department that is the subject of the grievance) appointed by the President.
   5. One Vice President (not connected with the individual or department that is the subject of the grievance) appointed by the President.

C. The College Grievance Committee Chair will:
   1. Within a reasonable time period not to exceed twenty (20) days (excluding weekends and holidays) set a reasonable time and date for the hearing as well as a reasonable time limit for its duration. In the event the parties are not available within the 20 days, the Chair has the discretion of extending the time period with notification to the parties.
   2. Arrange for a disability accommodation if requested pursuant to the above.
   3. Within three (3) days, excluding weekends and holidays, after setting the hearing date, notify both parties that they are to provide to the Chair signed written statements specifying all pertinent facts relevant to the grievance. A copy of these statements will be given, by the Chair, to the other party, as well as the Grievance Committee members. At this time, both parties will also be invited by the Chair to submit a list of potential witnesses and the rationale for calling them. Each party's witness list will be given to the other party and to the Grievance Committee. Witnesses will be called at the discretion of the Grievance Committee Chair. This signed statement and witness list is to be received by the Chair no later than 10 days prior to the hearing. Individuals approached by either party to act as a witness for that party are not under any obligation to do so and may decline to be a witness. Any witness has the right to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.

4. Notify the parties that they are entitled to bring a representative, from within the District, to assist them during the hearing. The representative's role is restricted to assisting the party. He/she may not actively participate in the grievance hearing nor engage in the proceedings. The representative must be an individual from within the District (student or employee). Legal representation is prohibited.

5. Notify both parties as to who the members of the grievance committee will be. Each party will be allowed one (1) opportunity to request that a committee member be replaced with a different person because of perceived bias or conflict of interest. Any such requests must be directed to the
committee chair within two (2) days of notification of who the committee members will be and will state the perceived bias or conflict of interest. At that time, the committee chair may excuse that committee member and seek a replacement.

6. Provide, to the parties and Grievance Committee, prior to the hearing, a copy of the document titled Grievance Hearing Protocol, which shall serve as a guideline during the hearing. Any requests for deviations from, or additions to, the hearing protocol, shall be addressed to the Committee Chair who will make the decision on whether or not the deviation or addition will be allowed.

7. Develop a list of questions, or intended areas of inquiry, sending it to both parties and the Grievance Committee at least three (3) days (excluding weekends and holidays) in advance of the hearing.

8. Maintain an official recording (audio or video) of the proceeding which will be kept in a confidential file but be available for review by either party. Individual parties will not be allowed to have their own recording device.

9. Ensure that the formal hearing will be closed to the public.

D. The Grievance Committee will:

1. Judge the relevancy and weight of testimony and evidence. The committee will make its findings of fact, basing its findings on the evidence presented. It will also reach a decision by a simple majority vote for disposition of the case.

2. Submit its findings of fact and disposition to each party and the Vice President within ten (10) days (excluding weekends and holidays) of the completion of the formal hearing.

V. Appeals

A. Either party, within five (5) days (excluding weekends and holidays) of receipt of the Committee’s decision, may appeal the decision to the President. The President may:

1. Concur with the decision of the Committee, or

2. Modify the Committee’s decision.

The President will submit his/her decision to each party within ten (10) days (excluding weekends and holidays) of receipt of the Committee’s decision.

In all cases, final decision will rest with the President.

VI. Further Rights to File a Complaint

After a student has exhausted all grievance rights at the College level, the student has the right to file a complaint with any of the following resources:

A. The Accrediting Commission for Community and Junior Colleges (ACCJC) at http://www.accjc.org/complaint-process. ACCJC is the agency that accredits the academic programs of the California Community Colleges. A complaint associated with the District’s compliance with academic program quality and accrediting standards can be filed with this agency.

B. If your complaint does not concern the District’s compliance with academic program quality or accrediting standards, then a complaint may be filed with the California Community College (CCC) Chancellor’s Office by completing the form(s) found on the link below: http://californiacommunitycolleges.cccco.edu/complaintsForm.aspx

C. Any type of complaint may be filed with the California State Attorney General using the form available at: http://ag.ca.gov/contact/complaint_form.php?cmplt=PL7

VII. Responsibility

The Vice President will be responsible for the overall implementation of these procedures and will retain a file of all grievances for matters relative to this procedure for this college. This file may be maintained electronically.

Office of Primary Responsibility:
Vice Chancellor, Educational Services, Economic Development and Planning
College Vice President

Administrative Approval: November 25, 2013
(Replaces a portion of grievance procedures in RCCD Regulation 6080)
BP 3430 Prohibition of Harassment and Retaliation

References: Education Code Sections 212.5, 44100, 66250, et seq; 66271.1, 66281.5, 66700, 70901 and 72011; California Code of Regulations, Title 5, Sections 59320, et seq; Government Code Sections 11135-11139.5, and 12950.1; Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e; Title IX, Education Amendments of 1972; Penal Code Section 422.55 and 422.6; Title 20, United States Code, Section 1681; Title 29, United States Code, Section 794; Title 42, United States Code, Sections 6101, 2000d and 12100, et seq.

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 including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on actual, perceived or association with others’ ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, sexual orientation, physical or mental disability, genetic information, 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. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

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 of reprisals 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.

All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will pursue all measures within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

The Chancellor shall establish procedures that define harassment and establish reporting procedures for employees, students, and other members of the District community that provide for the investigation and resolution of complaints regarding discrimination and harassment.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435 titled “Handling Complaints of Unlawful Discrimination or Harassment”. A copy of the procedure is available at http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx, in each College library and all administrative offices in the District. Supervisors are required to report all incidents of harassment and retaliation that come to their attention.

To this end, the Chancellor shall ensure that the institution undertakes at least education and training activities to counter discrimination harassment and to prevent, minimize, and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment. However, because of their special responsibilities under the law, supervisors will also undergo mandatory training within six (6) months of assuming a supervisory position. This policy and related written procedures, including the procedure for making complaints, shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution.

Employees found in violation of this policy may be subject to disciplinary action up to and including termination. Students found in violation of this policy may be subject to disciplinary measures up to and including expulsion.

Date Adopted: February 26, 2008
Revised: November 18, 2008
Revised: September 18, 2012 (Replaces Policies 3110/4110/6110)
BP 3410 Nondiscrimination

References: Education Code Sections 200 et seq, 66250 et seq., 70901, 72010, et seq., and 87100 et seq.; Penal Code Sections 422.55 et seq.; Government Code Sections 11135 -11139.5, 12926.1 and 12940 et seq.; California Code of Regulations, Title 5 Sections 53000 et seq. and 59300 et seq.; Title 20, United States Code, Section 1681; Title 29, United States Code, Section 794; Title 42, United States Code Sections 6101, 12100 et seq., and 2000d; Accreditation Standard I.6; Veterans Employment Opportunity Act of 1998

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to actual, perceived or association with others’ ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, genetic information, ancestry, sexual orientation, or physical or mental disability, pregnancy, 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. In addition to these protected bases, the District additionally provides equal employment opportunities to all applicants and employees regardless of gender, medical condition, marital status, or status as a Vietnam-era veteran.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory.

The District shall comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve unlawful discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability.

Information regarding the filing of a complaint can be obtained from the Director, Diversity, Equity and Compliance, and is also included in Administrative Procedures 3410 and 3435.

Date Approved: May 15, 2007
Revised: February 26, 2008
Revised: November 18, 2008
Revised: September 18, 2012
Revised: October 15, 2012 (Replaces Policies 6100 and 6200)
Title IX

What is Title IX?

Title IX of the Educational Amendments of 1972 states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Examples of the types of conduct that violates Title IX include, but are not limited to:
- Sexual innuendos and comments
- Sexually explicit questions
- Requests for sexual favors
- Unwelcome touching, hugging, stroking, squeezing
- Spreading rumors about a person’s sexuality
- Sexual ridicule
- Displaying or sending sexually suggestive electronic content, including but not limited to emails, text messages, etc.
- Pervasive displays of pictures, cartoons, or other materials with sexually explicit or graphic content
- Stalking a person
- Attempted or actual sexual violence
- Acts of domestic or relationship violence

Title IX Coordinators
Lorraine Jones, District Compliance Officer
Lorraine.Jones@rcdd.edu
Phone: (951) 328-3874
District Office: 3801 Market St., Riverside, CA 92501

Deputy Title IX Coordinators
Moreno Valley College
Silvester Julienne, Human Resources Liaison
Silvester.Julienne@rcdd.edu
MVC Office Phone: (951) 571-6279

Riverside Community College District
Georgina Villasenor, Human Resources Analyst
Georgina.Villasenor@rcdd.edu
Phone: (951) 328-3725
District Office: (951) 222-8593

How to File a Title IX Complaint

Please call or e-mail a Title IX Coordinator, or complete the TITLE IX COMPLAINT FORM if you have a complaint involving sex discrimination, sexual harassment, or sexual violence. This complaint might be about your own personal experience or an experience you are aware of involving a member of the RCCD college community.

Complaints alleging sexual discrimination, sexual harassment, and sexual violence will be promptly and thoroughly investigated and resolved. The Title IX Coordinator will contact you to discuss your complaint and determine if there are any Title IX implications and may investigate regardless of your participation. For information about the complaint investigation and resolution process, refer to RCCD policy below:

BP/AP 3540 - SEXUAL AND OTHER ASSAULTS ON CAMPUS

It is unlawful to retaliate against anyone who files a complaint, participates in an investigation, hearing or proceeding, or who advocates for the rights of others. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

RCCD Policies

For District policies and procedures relating to discrimination, harassment, sexual assault, student rights, responsibilities and code of conduct, as well as discipline, refer to RCCD polices listed below:

- BP/AP 3410 - NONDISCRIMINATION
- BP/AP 3430 - PROHIBITION OF HARASSMENT AND RETALIATION
- AP 3435 - HANDLING COMPLAINTS OF UNLAWFUL DISCRIMINATION, HARASSMENT OR RETALIATION
- AP 5520 - STUDENT DISCIPLINE PROCEDURES
- AP 5524 - STUDENT GRIEVANCE PROCESS FOR MATTERS OTHER THAN INSTRUCTION, GRADES OR DISCIPLINE

Please visit the link below for further information on RCCD Policies and Forms. https://www.rccd.edu/administration/humanresources/titleix/Pages/about.aspx
Student Complaints

Student concerns are important to us. MVC strives to facilitate open communication and accountability and offers students a complaint form to share information regarding a concern or complaint they may have regarding an office on campus or an encounter with a college employee.

Complaint forms are digitally fillable and can be submitted on any device with an internet connection. The dean of Student Services will contact you within a few business days of receiving the report.

You can find the student complaint form at http://mvc.edu/services/conduct.cfm