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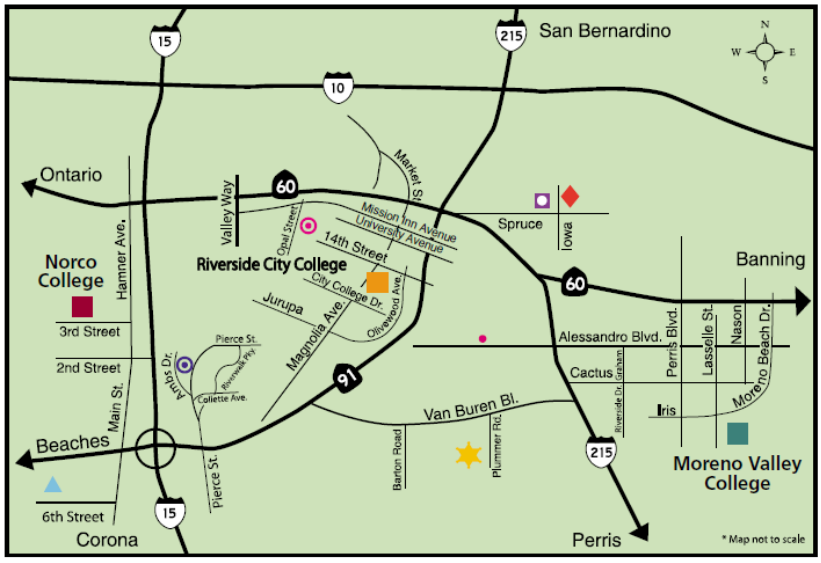
Every effort has been made to ensure that information contained in the Schedule of Classes is accurate at the time of publication. However, the District reserves the right to update/revise information at a later date to correct errors and/or omissions. This publication is prepared several months in advance of the term to meet publication deadlines. It does not reflect classes that have been newly added to the schedule after the publication date. Students are encouraged to visit WebAdvisor for a current and comprehensive listing of available classes.

How to Get Here



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

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

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

RCCSO
450 E. Alessandro Blvd.
Riverside, CA 92508
(951) 222-8039

RCCD District Office
1533 Spruce Street
Riverside, CA 92507
(951) 222-8506

Ben Clark Training Ctr.
3423 Davis Avenue
Riverside, CA 92518
(951) 486-2800

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

Culinary Academy
1155 Spruce Street
Riverside, CA 92507
(951) 955-3311

Rubidoux Annex
4250 Opal Street
Riverside, CA 92509
(951) 328-3881

Stokoe Annex
4501 Ambs Drive
Riverside, CA 92505
(951) 222-8729

ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:

Moreno Valley College - www.mvc.edu Norco College - www.norcocollege.edu Riverside City College – www.rcc.edu

Welcome to Riverside Community College District

Welcome to the 2013 summer session at Riverside Community College District. Moreno Valley College, Norco College, and Riverside City College are dedicated to your academic success.

In summer session, classes are fast-paced, with students completing the required work in just six weeks. Support services such as financial aid, tutoring, disabled student services, and veterans' affairs are available throughout the term.

Students interested in health sciences and emergency services programs will find opportunities at Moreno Valley College. If your interests lie in computer technology, gaming, engineering or manufacturing, Norco College offers several cutting-edge programs. For nursing, business, applied technology, and performing arts, Riverside City College offers many career paths. All three colleges offer core liberal arts and science classes.

If you plan to attend summer session, please complete your application, educational assessment, and registration as early as possible. We anticipate high demand for available classes.

I encourage you to take advantage of the summer session to make progress toward an educational or career goal. Faculty and staff at our colleges are committed to your success.

Gregory W. Gray
Chancellor

Board of Trustees

Virginia Blumenthal, President
Janet Green, Vice President
Samuel Davis, Secretary
Mary Figueroa, Trustee
Nathan Miller, Trustee
Noemi Jubaer, Student Trustee 2012-2013

District Mission Statement

Riverside Community College District is dedicated to the success of its students and to the development of the communities it serves. By facilitating its colleges and learning centers to provide educational and student services, it meets the needs and expectations of its unique communities of learners. The District provides the colleges with leadership in the areas of advocacy, resource stewardship, and planning.

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, Ms. Chani Beeman, 450 E. Alessandro Blvd., Riverside, CA 92508. (951) 222-8039.

Alternate formats for this material are available to individuals requiring disability accommodation. Please contact the office of Diversity, Equity and Compliance at (951) 222-8039.

El Riverside Community College District cumple con todas las normas federales y estatales y no discrimina sobre la base de la identificación de grupo étnico, origen nacional, religión, edad, sexo, identidad de género, expresión de género, raza, color, ascendencia, información genética, orientación sexual, discapacidad física o mental, o cualquier otra característica que coticen o se define en la Sección 11135 del Código de Gobierno o cualquier otra característica que se encuentra en la prohibición de los crímenes motivados por el odio establecidas en la subdivisión (1) de la Sección 422.6 del Código Penal de California, o cualquier otra condición protegida por la ley. Esto es válido para todos los estudiantes que estén interesados en participar en los programas educativos y / o actividades extracurriculares de la escuela. Limitada habilidad para hablar inglés no sea una barrera para la admisión o participación en ningún programa. El acoso de cualquier empleado o estudiante con respecto a la identificación con un grupo étnico, origen nacional, religión, edad, sexo, identidad de género, expresión de género, raza, color, ascendencia, información genética, orientación sexual, discapacidad física o mental, o cualquier otra característica que coticen o se define en la Sección 11135 del Código de Gobierno o cualquier otra característica que se encuentra en la prohibición de los crímenes motivados por el odio establecidas en la subdivisión (1) de la Sección 422.6 del Código Penal de California, o cualquier otra condición protegida por ley está estrictamente prohibido. Las preguntas sobre el cumplimiento y / o procedimientos de quejas pueden ser dirigidas al Oficial Título IX del Distrito / Sección 504/ADA, la Sra. Chani Beeman, 450 E. Alessandro Blvd., Riverside, CA 92508. (951) 222-8039.

Formatos alternativos para este material están disponibles para personas que necesitan una vivienda discapacidad. Por favor, póngase en contacto con la oficina de la Diversidad, Equidad y Cumplimiento al (951) 222-8039.

Open Enrollment

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

ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:

Moreno Valley College - www.mvc.edu Norco College - www.norcocollege.edu Riverside City College – www.rcc.edu

Important Dates
Summer 2013
June 17 – July 28

April 24	Last day to submit an application and complete AOC (if applicable) to receive a registration appointment according to the new Order of Registration.
April 26	Summer registration appointments can be found on WebAdvisor at the colleges' websites: • Moreno Valley College - www.mvc.edu • Norco College - www.norcocollege.edu • Riverside City College – www.rcc.edu
May 20	Registration begins for continuing students who attended in SPR13 based on the Order of Registration.
June 2	Admission application deadline: Last day admission applications are accepted for the SUM13 term.
June 10	Fee payment deadline: Students who registered on or before June 3 must pay fees by this date or they will be dropped from unpaid classes.
June 17	First day of the summer term. Check WebAdvisor for add/drop and refund deadlines.
June 17	Graduation applications: First day to apply for an associate degree or certificate for SUM13, FAL13, WIN14 or SPR14. The last day applications are accepted during the summer term is July 15. Applications are available online on WebAdvisor at the colleges' websites: • Moreno Valley College - www.mvc.edu • Norco College - www.norcocollege.edu • Riverside City College – www.rcc.edu
July 4	Holiday: Classes not in session.
See WebAdvisor	Last day to add classes. Last day to elect Pass (P) – No Pass (NP).
See WebAdvisor	Last day to drop without a "W". Last day to drop with a refund.
July 15	Graduation applications: Last day to apply for an associate degree or certificate during the SUM13 term.
See WebAdvisor	Last day to drop with a "W".
July 25	Summer day and evening classes end.
July 28	Summer weekend classes end.
August 2	Grades are available on WebAdvisor. If grades are not posted by this time, contact the instructor or the academic department. Grades may be available earlier, but please do not call prior to this date.

ADD, DROP & REFUND DEADLINES

Refer to WebAdvisor for add, drop and refund deadlines
(click on *Class Name/Deadlines*) or check the Schedule of Classes online for add deadlines.

It is the student's responsibility to be aware of deadlines and to add or drop on time during office hours and by 11:59 p.m. on WebAdvisor.

STUDENTS WILL BE DROPPED FROM UNPAID CLASSES PER DEADLINES

ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:

Moreno Valley College - www.mvc.edu Norco College - www.norcocollege.edu Riverside City College – www.rcc.edu

Steps to Becoming a Student at RCCD

ADMISSION APPLICATION DEADLINE

Summer Midnight June 2, 2013

Step 1: Apply online by the deadline - Page 5

Select your home college:

- Moreno Valley College - www.mvc.edu
- Norco College - www.norcocollege.edu
- Riverside City College – www.rcc.edu

Your home college is where you will receive services and apply for financial aid.
Application assistance is available at our Admissions offices.

Step 2: Apply for Financial Aid - Page 6

- Online at www.fafsa.ed.gov. Help is available at each college location.

Step 3: Mail Your Transcripts - Page 6 (required for counseling appointments, prerequisite validations and graduation applications)

- Check on WebAdvisor to see if your transcripts have been received.
- Fill out a Prerequisite Validation form if you want to validate a prerequisite using coursework completed at another institution.
- High school transcripts are NOT required for most programs.

Step 4: Complete Assessment, Orientation and Counseling (AOC) - Page 7

- RCCD placement tests are available by appointment only.
- Appointments, testing dates and times are viewable online at each college's' Assessment Center webpage.
- To learn more, contact one of the assessment centers and follow the prompts:
  Moreno Valley - (951) 571-6492; Norco - (951) 372-7156; Riverside - (951) 222-8451.
- Online orientation and Student Educational Plan (SEP) are available only through WebAdvisor.

Step 5: Access Your RCCD Email Account - Page 8

An RCCD email account is the only approved method of formal communication between the District and the student.
Check your email account daily.

Step 6: Register for Classes - Pages 8-10

- Log into WebAdvisor to check your registration date and time and/or holds.
- Manage your class schedule, adds, drops, waitlist, etc. on WebAdvisor.

Step 7: Pay Enrollment Fees – Page 11

- Observe deadlines for payment and refunds.
- Students will be dropped for non-payment from unpaid class.
- Check your RCCD email account for any drop notices

Step 8: Get Your Free RCCD Student Photo/College ID Card - Page 12

Step 9: Purchase Your Textbooks - Page 12

Our bookstores have many options that make purchasing your course materials easy.
Textbook solutions include used and new textbooks, in-store and online rental, and digital or eBook format.

Students can view and order a customized textbook list for the courses they are enrolled in once they register through WebAdvisor. You can also bring a copy of your schedule to the bookstore to find out what books you need to purchase for your classes or go online to get important textbook information, including ISBN numbers and pricing, and reserve for in-store pickup or delivery to your home:

- Moreno Valley College - www.mvc.edu/bookstore
- Norco College - www.norcocollegebookstore.com
- Riverside City College – rcc.bncollege.com

Step 10: Attend Class the First Day – Page 12

- If enrolled in an online class, go to www.opencampus.com.
- Arrive early to find parking; consider commuting alternatives.

ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:

Moreno Valley College - www.mvc.edu Norco College - www.norcocollege.edu Riverside City College – www.rcc.edu

STEP 1: Apply for Admission

(Para la información en español, visite uno de nuestros sitios web colegiales.)

Apply Online

Go to any of our college websites to apply online. Computers and staff are available in our Admissions lobbies to assist you. The SUM13 admission application period closes after June 2, 2013. Applications submitted after that date will not be accepted for the summer term.

Applications are processed within 48 hours (weekends and holidays excluded). Print the confirmation page and keep it for your records. Do not mail to RCCD.

The first step in the online admission application asks you to select a College and an Academic Program of Study (Major). By selecting a college (Moreno Valley, Norco, or Riverside City) you are choosing your HOME COLLEGE. Please read the following carefully before selecting your home college:

HOME COLLEGE	Your home college location is where you will receive most services including Assessment, Counseling, Student Financial Services, CalWORKs, EOPS/CARE, Veterans' Services, and Student Support Services. Example: If the home college location that is listed on your application is Moreno Valley, you may be directed to Moreno Valley to obtain services regardless of your home address. Your home college location is tied to the admission application. You may only submit one application for any college in the district, per term, by the application deadline.
ACADEMIC PROGRAM OF STUDY or "MAJOR"	You are required to select an academic program of study specific to your home college. As of December 2012, "Undecided" is no longer an option. Special programs require a supplemental application process. Selecting **Cosmetology, Dental Hygiene, Nursing, Vocational Nursing, or Physician Assistant** as academic programs does not automatically admit you into the program.

Please choose your home college carefully as it is difficult to change. Riverside Community College District is comprised of three colleges: Moreno Valley, Norco, and Riverside City. Students may attend classes at any of the three colleges regardless of home college location.

- After you submit the admission application you will receive a confirmation email at the email address you provided on your application.
- A second email will be sent to your personal email account after your application is processed. It will contain your Student ID number, WebAdvisor user name, RCCD email address and information on next steps. **This is the last college email that will be sent to your personal email account.** An RCCD email account is the ONLY approved method of formal communication between the District and the student. Access your email account as soon as you receive your RCCD email address and plan to check it daily.

You May Apply for Admission to RCCD If You:

- Have graduated from high school *or*
- Have passed the CA High School Proficiency Exam or
- Have passed the GED examination or
- Did not graduate from high school but are 18 years of age or older or
- Are an eligible high school student who has been admitted to the District's Early College or Middle College High School programs or
- Are an international student who has satisfied specific international student admissions requirements.

ADMISSION APPLICATION DEADLINE

Summer Midnight June 2, 2013

Who Must Submit an Application?

New and returning students who have missed a fall or spring term must submit an application by the deadline. Continuing students do not need to reapply. Students who change their home college within RCCD must reapply for the next term.

When Are Admission Applications Accepted?

The application period for a term closes two weeks prior to the start of that term. For example, the deadline to submit an application for the summer term is two weeks before the first day of the summer term.

Summer 2013 .....Midnight, June 2, 2013

High School/Concurrent Enrollment

Due to the heavy demand for classes by college students, high school concurrent enrollment has been suspended until further notice, with the exception of high school students who are part of RCCD's recognized Early College or Middle College High School programs. Those students should follow the guidelines outlined by their program. Please check the website www.rccd.edu for updates.

International Students

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

Students with Limitations

Students with learning, physical, psychological, or other health limitations are encouraged to contact:

Moreno Valley
Disabled Student Services 951-571-6138/TTY/TDD-6140
Norco Disability Resource Center..... 951-372-7070
Riverside City Disabled Student Services..... 951-222-8060/TDD-8061

Veterans

Riverside Community College District is proud to have you attend one of our community colleges. To take full advantage of your benefits, please call one of the following locations to get started:

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

ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:

Moreno Valley College - www.mvc.edu Norco College - www.norcocollege.edu Riverside City College – www.rcc.edu

STEP 2: Apply for Financial Aid

How to Apply for Financial Assistance in Four Easy Steps:

1

You must have a **current RCCD** admission application on file with the Admissions and Records Department. Applications are submitted online at http://www.cccapply.org/Applications/CCCApply/apply/Riverside_CCD.html. You will be asked to select a College and an Academic Program of Study (Major) that is financial aid eligible. By selecting a college (Moreno Valley, Norco, or Riverside City) you are choosing your HOME COLLEGE. Please choose your home college carefully as it is difficult to change. Make sure your correct social security number is listed on the application. All students are communicated with via RCCD email. You MUST access your assigned RCCD email account to receive our communications.

2

Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Be sure to list the Title IV school code for your home college (the college you chose on your admissions application) in the school section of the FAFSA application:

Moreno Valley College..... #041735
Norco College .....#041761
Riverside City College .....#001270

3

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

4

Your financial aid file will be reviewed for eligibility and you will be notified of the results via RCCD email. Once you receive the email notifying you of your award, you will then be able to go to WebAdvisor to view your awards online. If eligible, your BOG Fee Waiver will be awarded automatically once we receive your FAFSA application. For more information on the BOG Fee Waiver, refer to the financial aid section in the Schedule of Classes.

HOME COLLEGE	Your home college location is where you will receive most services including Assessment, Counseling, Student Financial Services, CalWORKs, EOPS/CARE, Veterans' Services, and Student Support Services. Example: If the home college location that is listed on your application is Moreno Valley, you may be directed to Moreno Valley to obtain services regardless of your home address. Your home college location is tied to the admission application. You may only submit one application for any college in the district, per term, by the application deadline.
ACADEMIC PROGRAM OF STUDY or "MAJOR"	You are required to select an academic program of study specific to your home college. As of December 2012, "Undecided" is no longer an option. Special programs require a supplemental application process. Selecting **Cosmetology, Dental Hygiene, Nursing, Vocational Nursing, or Physician Assistant** as academic programs does not automatically admit you into the program.

Important Facts…

- Need help with your financial aid application? Attend a financial aid FAFSA workshop on the web. Workshop times and locations can be found on the Student Financial Services page at each of our colleges' websites or in any SFS Office.
- For information on grants, the BOG Fee Waiver, Federal Work-Study, scholarships, loans and workshops, see "Need Money for College?" in the Schedule of Classes or go online to Student Financial Services page at any of our colleges' websites.
- Any student who withdraws from all his classes, is dropped by all of his instructors, or receives only FW grades for the fall, spring and/or summer term may be subject to repayment of federal financial assistance funds including the Federal Pell Grant, FSEOG Grant, and Direct Stafford loans. If you have a reduction in units after receiving a disbursement, you may enter into an over-award status which will result in financial assistance funds having to be repaid.

STEP 3: Mail Your Transcripts

Please provide official transcripts from any college you have attended **only** if you need to meet prerequisites or want credit for courses taken at another learning institution. All transcripts should be official, sealed, and printed no more than 90 days/3 months ago. Students who have completed a course at another institution and would like to use it as a prerequisite for an RCCD course must fill out a Prerequisite Validation form in order to have coursework on official transcripts validated for math, English or other prerequisites. The form is available at our Counseling offices.

Mail Transcripts To:

Incoming Transcripts
Moreno Valley College
16130 Lasselle Street
Moreno Valley, CA 92551

Incoming Transcripts
Norco College
2001 Third Street
Norco, CA 92860

Incoming Transcripts
Riverside City College
4800 Magnolia Avenue
Riverside, CA 92506

Students can check the status of incoming transcripts on WebAdvisor.

ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:

Moreno Valley College - www.mvc.edu Norco College - www.norcocollege.edu Riverside City College – www.rcc.edu

STEP 4: Complete Assessment, Orientation and Counseling (AOC)

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

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

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

Apply for admission and complete the AOC by **April 24, 2013** for an Order of Registration appointment.

If you have questions about these requirements, please contact Counseling at your home college:

Moreno Valley College 951-571-6104
Norco College..... 951-372-7101
Riverside City College 951-222-8440

Preparing for Assessment

To take an assessment, students must:

1. Complete an application for admission.
   - Apply online at one of the three colleges and obtain clearance to take an RCCD placement test 24-48 hours after your application is submitted (not including weekends or holidays).
   - View test details, preparation tips and sample questions online at each college's Assessment Center webpage.

Most first-time college students will be unable to register for classes until assessment, orientation and counseling have been completed.

2. Take RCCD's placement test at your home college.
   - Bring a current picture ID to the test. Students will NOT be permitted to take the placement test without a current picture ID. A state-issued driver's license or federal ID is preferred, but passports and high school ID are also acceptable. This is a contractual legal requirement, and we are not permitted to make exceptions.
   - The placement test is not timed, but typically takes 1½ to 2 hours to complete. Anyone not finished with the test by closing time will be given a pass to return. Another appointment is not required.
   - To ensure a distraction free environment, children are not permitted in the Assessment Center.
   - Food or drink is not permitted in the Assessment Center.

RCCD placement tests are available by appointment only.
Appointments are made online at:

Moreno Valley: http://mvc.edu/assessment/appts.cfm
Norco: http://www.norcocollege.edu/services/assessment/Pages/MakeAnAppointment.aspx
Riverside: www.rcc.edu/services/assessment/appointments.cfm.

You may also call one of our assessment information lines if you have additional questions:

Moreno Valley College 951-571-6492
Norco College 951-372-7176
Riverside City College 951-222-8451

Orientation and Counseling

Would you ever take a trip to an important destination without a map? You might, but your chances of getting lost are high. Orientation is your map to college success. Online orientations are offered to all incoming students who have completed the assessment test, and are required as part of the matriculation process. Orientation introduces students to the college experience in general. Whether you plan to complete a certificate, a degree, transfer, or take a course or two for self-improvement, orientation is designed to provide informative, yet practical advice. Students complete orientation and their first term Student Education Plan (SEP) online through WebAdvisor.

Veterans

Riverside Community College District is proud to have you choose us as your community college. To take full advantage of your benefits, please contact the Veterans' Office at your home college:

Moreno Valley College 951-571-6178
Norco College 951-372-7142
Riverside City College 951-222-8607

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

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

Have Questions about RCCD?

Visit any of our college websites for valuable information on:

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

ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:

Moreno Valley College - www.mvc.edu Norco College - www.norcocollege.edu Riverside City College – www.rcc.edu

STEP 5: Access Your RCCD Email Account

As a student of the Riverside Community College District (RCCD) you are provided with free student email via Microsoft's Office 365; all you need to do is access it! RCCD email gives you access to important notices, new classes, class changes, wait list status, notices from Student Financial Services, faculty correspondence and more. **Personal email addresses will not be used by RCCD. An RCCD email account is the ONLY approved method of formal communication between the District and the student. Please check your email account daily.**

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

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

To activate your email:

1. Go to mail.office365.com to SIGN IN (not SIGN UP) with your RCCD email address. Your temporary password will be your uppercase first initial, lowercase second initial plus your 6-digit date of birth (ex: Jc061078). You will be asked to change it to a private password.
2. Follow the Microsoft prompts to set up and access your account. This is where it's a good idea to be able to provide an alternate email address.
3. You can also forward your RCCD email to another personal email account. Go to Options> See All Options> Forward Your Email.

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

Need tech help with your WebAdvisor username/password or with activating your RCCD email account? You can email studenttechhelp@rcc.edu for online tutorials or go to the Digital Library at Riverside City College for in-person help. For in-person assistance at Norco College, please visit the Transfer Center located on the 2nd floor of the Students Services building. At Moreno Valley College, please visit the Admissions and Records lobby located in the Student Services building.

Check your RCCD email account daily!

STEP 6: Register for Classes

Check Your Registration Date/Holds

On **April 26** students may access WebAdvisor through any of our college websites to view their registration date and see if they have any holds that may restrict their registration. **Please note: Students will be given a date and time to register.** Students can register on or after their assigned date and time. Registration dates are available approximately 6-8 weeks before the start of the term. After that time you may find out your registration date approximately 48 hours after your application is processed (weekends and holidays excluded).

Register for Classes

Registration begins **May 20** for continuing students who attended in winter or spring 2013. Registration dates for new, continuing and returning students are based on the Order of Registration. Manage your class schedule, adds, drops, waitlist, etc. on WebAdvisor. If you decide not to attend class and are not dropped from the class, you may receive a failing grade in the class and owe fees. **It is your responsibility to drop yourself from classes that you decide not to attend.**

New Rules for Course Repetition

Beginning with summer 2012 registration, 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 new course repetition rule:

1st Attempt:	Fall 2008: ENG-1A: "W"	Fall 2008: ENG-1A: "W"	Fall 2008: ENG-1A: "F"	Fall 2008: ENG-1A: "F"
2nd Attempt:	Fall 2009: ENG-1A: "W"	Fall 2009: ENG-1A: "F"	Fall 2009: ENG-1A: "W"	Fall 2009: ENG-1A: "NP"
3rd Attempt:	Fall 2010: ENG-1A: "W"	Fall 2010: ENG-1A: "D"	Fall 2010: ENG-1A: "F"	Fall 2010: ENG-1A: "D"
4th Attempt:	No Enrollment Allowed	No Enrollment Allowed	No Enrollment Allowed	No Enrollment Allowed

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

ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:

Moreno Valley College - www.mvc.edu Norco College - www.norcocollege.edu Riverside City College – www.rcc.edu

STEP 6: Register for Classes (continued)

Registration Worksheet

Things to do before you register...

- Check WebAdvisor for your registration appointment date and time and to view any holds.
- Complete steps 1-5 in *Steps to Becoming a Student at RCCD*.
- Complete this worksheet and keep for your own records. Do not mail this worksheet.
- Ensure that all past-due fees and holds are cleared.
- Be sure your financial aid is processed.
- Activate your RCCD email account and check it daily.

Things to check for as you make your class selections…

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

Things to know when using WebAdvisor to register…

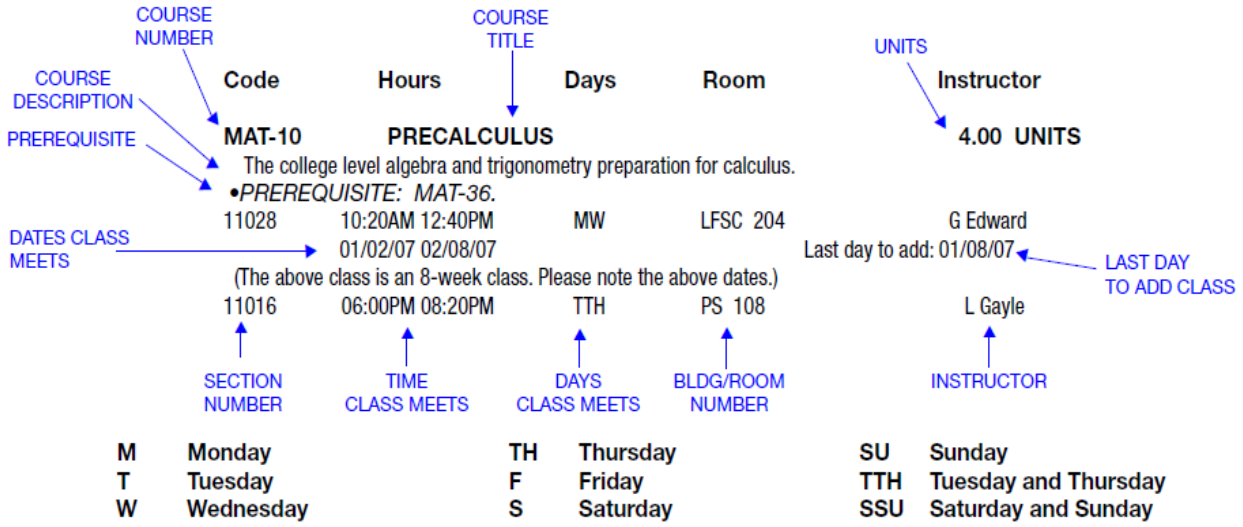
- You will NOT be able to register prior to your assigned registration date and time, if you have past-due fees, or if you have holds on your record.
- You will need your RCCD ID number to access your registration. Click on *Log-In Help* on the WebAdvisor menu for assistance.
- WebAdvisor is always available except during maintenance.
- Confirm that you are registered for classes.
- Click on *Class Name/Deadlines*; print out the deadlines for adding or dropping classes, payments and refunds.
- Print *My Class Schedule* from WebAdvisor.
- See information regarding Waitlists on the next page.

Section Number	Class Name	Units	Days	Time
__ __ __ __ __	_____	_____	_____	_____
__ __ __ __ __	_____	_____	_____	_____
__ __ __ __ __	_____	_____	_____	_____
__ __ __ __ __	_____	_____	_____	_____
__ __ __ __ __	_____	_____	_____	_____

Alternate class selections (in case any of your first choice classes are closed)

__ __ __ __ __	_____	_____	_____	_____
__ __ __ __ __	_____	_____	_____	_____

How to Read the Schedule of Classes



M	Monday	TH	Thursday	SU	Sunday
T	Tuesday	F	Friday	TTH	Tuesday and Thursday
W	Wednesday	S	Saturday	SSU	Saturday and Sunday

ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:

Moreno Valley College - www.mvc.edu Norco College - www.norcocollege.edu Riverside City College – www.rcc.edu

STEP 6: Register for Classes (continued)

It is your responsibility to ensure that you are officially registered in courses by the add deadline and that your fees are paid. Students will be dropped for non-payment from unpaid classes in which registration occurred prior to the 'drop for non-payment' deadline.

Important:

- **Pay fees (check fee payment deadlines)**
  You will be dropped from classes if payment is not received by the payment deadline. Check your RCCD email account for non-payment drop notices. Please note that if you are applying for financial aid but it has not yet been awarded at the time of registration, you will be responsible for fees due until any financial award comes through.

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

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

- **If you waitlist a class and space becomes available, you will be automatically enrolled and an email will be sent to your RCCD email account.** If you do not intend to remain in the class, you must drop yourself by the drop and refund deadlines.

Adding Closed Classes

Make sure to check the deadline to add classes in this publication or on WebAdvisor (click on "Class Name and Title"). A class is closed beginning the first meeting day of that class or earlier if it is full. In order to add a closed class, you must receive permission from the instructor. This is typically done by attending the first day of class. See www.opencampus.com in order to add online classes. When registering on WebAdvisor, you will be asked to give your unique 4-digit authorization code which must be obtained from the instructor. Authorization codes are not valid on WebAdvisor until the first day of the class and expire on the course add deadline. When registering in person, you must have an authorization code from the instructor. Fees are due at time of registration.

Waitlists

Before the beginning of the semester, if a class is closed, you may place your name on a waitlist (if available). If a seat becomes available, you will automatically be added and your student account will be charged with the enrollment fees. Please check your schedule regularly online with WebAdvisor and/or your RCCD email account to confirm your status. Personal email addresses will not be used by RCCD. Your RCCD account is the ONLY approved method of formal communication from the District to the student. If you are added from a waitlist, you must pay fees to avoid being dropped for non-payment. Waitlist and non-payment drop notices are sent to your RCCD email account.

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

You can manage your waitlist on WebAdvisor by doing the following:

- Log into WebAdvisor
- Click on "Register and Drop Classes"
- Then click on "Manage My Waitlist"
- The waitlist is visible only to the instructor on the first day of class
- To activate your RCCD email account –
- Go to any of our college websites and click on "Students,"
- Click the Student Email link on right side of the page.

Dropping Classes

The deadline to drop without a "W" will be 20% of the course, or at the end of the 2nd week of most full-term courses. Check WebAdvisor for short-term class deadlines.

Print out the page on WebAdvisor that confirms that the class has been dropped from your class schedule. Instructors maintain the right to drop students for lack of attendance beginning the first day of class and ending on the 75% date. It is the student's responsibility to drop classes on WebAdvisor or in person by the deadlines. Failure to drop a class may result in a permanent failing grade on your academic record and may still require payment. Do not rely on an instructor or others to drop you!

Deadline Dates

Specific add deadlines are included with the class information in this publication and on WebAdvisor. Refund and drop deadlines can also be viewed and printed from WebAdvisor. Click on "Class Name/Deadlines."

Maximum Unit Load

The maximum number of units a college student may enroll in is 18 for fall/spring and 9 for summer/winter. Students will not be permitted to enroll in more units without authorization from a counselor. The maximum number of units for high school concurrent students is 8 units for fall/spring and 5 units for summer/winter. Due to the heavy demand for classes by college students, high school concurrent enrollment has been temporarily suspended with the exception of high school students who are part of RCCD's recognized Early College or Middle College High School programs. Those students should inquire with a high school academic counselor for more information.

ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:

Moreno Valley College - www.mvc.edu Norco College - www.norcocollege.edu Riverside City College – www.rcc.edu

STEP 7: Pay Enrollment Fees

In the event of a fee increase by the state legislature, please refer to our college websites for updated information.

What Fees Will I Need to Pay?

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

Enrollment Fee ..... $46 per unit
Non-Resident Tuition and Enrollment Fee .....$197 + $46 per unit
Out-of-Country Non-Resident Surcharge
(Non-refundable if student drops classes) .....$197 + $46 + $34 per unit
Health Services* $15
Student Services – ID Card
(optional-see *Student Services)* ..... $ 2
Parking Permit – Auto (optional) ** $25
Parking Permit – Auto (optional-students with Board of Governors Fee Waiver (BOGW)) ** $25
Parking Permit – Motorcycle (optional) $10
(See Parking on Page 40)
Transportation Fee (Riverside City College only)
Over 6 Units $5.50
6 Units and under $5.00
Audit Fee ..... $15 per unit
KIN-30 First Aid & CPR Fees $18.50
KIN-42 Life Guard & Water Safety Certification $75.65
Diploma Fee (see *Graduation* for application deadlines) $5
Non-sufficient Funds/Stop-payment Fee $20

Scholarships

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

Additional Fees

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

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

How Do I Pay?

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

Refunds

Refund deadlines can be viewed/printed from the WebAdvisor menu. Click on "Class Name and Title." Generally, the deadline to drop full-term classes and receive a refund is two weeks, and the deadline to drop short-term classes and receive a refund is about 20% of the class meetings.

You are eligible for a refund of fees if you withdraw from classes within the specified deadlines. Refunds are issued to students approximately 6-8 weeks after the last day for refunds. No immediate refunds are available. If, for short-term classes, you add the class after the first day you may be adding past the refund date. Students who pay with cash or a check will receive a refund check in the mail. Students who pay with credit card on WebAdvisor will have their refund credited back to their credit card.

Students who drop all classes within the refund period and wish to receive a refund for a parking permit must return the permit to Parking Services. If you are receiving a refund due to an adjustment in your financial aid, please notify Student Accounts at Moreno Valley, Norco, or Riverside City College.

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

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

Summer 2013 Payment Due Dates

Due dates for fees are based on when you register in each class. Students WILL BE DROPPED from unpaid classes per deadlines below:

If You Register	Fees* Are Due No Later Than
On or before June 3	June 10 at 5:00 pm on WebAdvisor or you **will** be dropped for non-payment from unpaid classes.

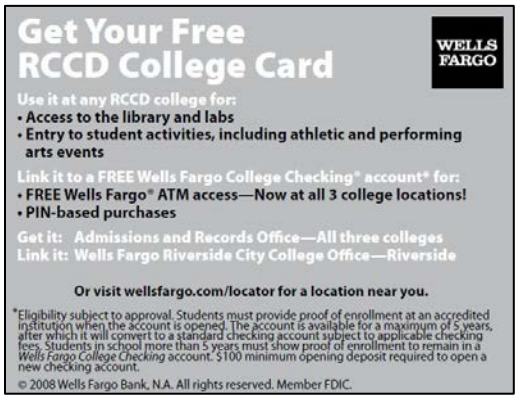
** Payments made online via WebAdvisor on the deadline date must be completed by 5:00PM. Fees may be paid on campus up until the end of business hours at each college location. If you decide not to attend class and are not dropped from the class, you may receive a failing grade in the class and owe fees.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

- It is the student's responsibility to verify that all classes have been added or dropped accordingly.
- Be sure that financial aid is processed prior to registration.
- See the Table of Contents for Residency for Tuition Purposes and AB 540 Non-Resident Fee Waiver information.

ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:

Moreno Valley College - www.mvc.edu Norco College - www.norcocollege.edu Riverside City College – www.rcc.edu

STEP 8: Get Your RCCD Student Photo/College ID Card



STEP 9: Purchase Your Textbooks

When Can I Get My Books?
Books are available approximately two weeks prior to the start of the term. For the best chance at USED books, reserve your texts online.

Save Time
Get important textbook information, including ISBN numbers and pricing, and reserve your books online for in-store pickup or delivery to your home!

- Moreno Valley College: www.mvc.edu/bookstore
- Norco College: www.norcocollegebookstore.com
- Riverside City College: www.rcc.bncollege.com

You can also order your textbooks (used and new) online through WebAdvisor once you're registered.

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

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

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

Methods of Payment Accepted at RCCD Bookstores
VISA • MasterCard • American Express • Discover
ATM Debit Cards (with Visa or MasterCard logo)
Barnes & Noble Gift Cards
Cash

STEP 10: Attend Class the First Day

- Check your RCCD email account daily for updates.
- Arrive early to find a parking space; consider commuting alternatives.
- If you are enrolled in an online class, go to www.opencampus.com.
- If your plans change and you cannot attend, please be sure to officially drop your class(es).

ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:

Moreno Valley College - www.mvc.edu Norco College - www.norcocollege.edu Riverside City College – www.rcc.edu

Continuing at RCCD

Continue Taking Classes

All continuing students are assigned a new registration appointment date and time each term based on the Order of Registration . You are a continuing student if you do not miss a primary term. If you are not a continuing student, you must submit a new online admission application in order to register again.

Continue to See a Counselor

Students should meet with a counselor at their home college during their first term to develop a 2-year SEP (Student Educational Plan).

It is advisable that students meet with a counselor once a semester to review their educational goals, because general education and lower division major requirements are always subject to change. If you change your educational goal, it is important to see a counselor to obtain a revised SEP.

Re-Apply For Financial Aid

The Free Application for Federal Student Aid (FAFSA) is available for the next academic year on January 2nd or the first day of the winter term. The priority filing date is March 2nd of each year.

If you are receiving a Board of Governors Fee Waiver (BOGW), you must reapply each academic year, beginning with the summer term.

Moving on from RCCD

Apply For Certificates and Degrees

In order to receive an associate degree or certificate, all RCCD fees must be paid in full. You must submit an application online for an associate degree or certificate in the academic year in which you anticipate you will complete the requirements. Applications are available online through any of our college websites. Click on *Students*, on Admissions *and Records*, and then on *Graduation/Certificate Applications*. There is a $5.00 diploma fee for each associate degree application. Students planning to participate in 2014 commencement ceremonies must file their degree or certificate applications by April 1, 2014. See the college catalog for further details and requirements. Students may apply for degrees and certificates for any term in the 2013-2014 year during the following four applications periods:

Deadlines

Summer: First day of summer term through July 15 to apply to graduate in summer, fall, winter or spring

Fall: First day of fall term through October 15 to apply to graduate in fall, winter or spring

Winter: First day of winter term through February 1 to apply to graduate in winter or spring

Spring: First day of spring term to April 1 to apply to graduate in spring

Residency Requirement

In order to receive an AA or AS degree from Riverside Community College District, a student must complete 15 units in residence at one of the colleges within the Riverside Community College District.

To receive a certificate, a student must complete a minimum of fifty percent (50%) of the coursework at Riverside Community College District.

Transfer to Other Institutions

Be sure to verify that courses transfer to your desired institution prior to taking the course. Information about transferring, including specific requirements for UC and CSU transfer, is available in the college catalog, student handbook, Schedule of Classes, through any of our college websites and in our Transfer/Career Centers:

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

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

Order Transcripts

(available online through any of our college websites)

Unofficial transcripts are also available on WebAdvisor for no fee.

Official transcripts can be ordered on WebAdvisor, by mail (printable forms available on our website), in Admissions (Riverside City and Norco Colleges), or in the Student Service Office (Moreno Valley College). Your first two official transcripts are free. Each additional official transcript is $5. For same day service there is an additional $10 fee for each transcript. All transcripts are mailed first class. In order to receive a transcript, all RCCD fees must be paid in full. At the end of each term, it may take 3-4 weeks before grades are posted on WebAdvisor and updated transcripts are mailed. Ordering transcripts on WebAdvisor will always be faster! For more information visit any of our college websites or call:

Moreno Valley College 951-571-6102
Norco College 951-372-7003
Riverside City College..... 951-222-8603

Transcripts only include coursework from colleges within the Riverside Community College District.

ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:

Moreno Valley College - www.mvc.edu Norco College - www.norcocollege.edu Riverside City College – www.rcc.edu

WebAdvisor

Your Academic Record at Your Fingertips!

Log in to:

- Complete online Student Orientation and First Semester Student Educational Plan (SEP)
- Search and register for classes
- View your registration date and time
- Update your personal profile (phone number, address, etc.)
- Take the online skills workshop
- View your financial aid award letter
- Order transcripts, enrollment verifications and parking permits
- And much more!

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

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

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

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

Need Help?

- Click on the login tutorial on the WebAdvisor menu;
- See Log In Help to retrieve your username & to reset your password;
- You may also click on FAQ for additional information;
- Email: studenttechhelp@rcc.edu
  admissions@mvc.edu
  admissions@norcocollege.edu
  admissionsriverside@rcc.edu

ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:

Moreno Valley College - www.mvc.edu Norco College - www.norcocollege.edu Riverside City College – www.rcc.edu

Online Services at RCCD

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

Need tech help with your WebAdvisor username/password or with activating your RCCD email account?
Email us for online tutorials:

studenttechhelp@rcc.edu admissions@mvc.edu admissions@norcocollege.edu admissionsriverside@rcc.edu

Or visit one of our college locations for in-person assistance.

Online Application

Access the online application from any of our college websites.

If it is your first time completing an application, you must first create an account through CCCApply by clicking on the New User link. Remember to write down your username and password for future reference. For help retrieving your CCCApply username or password, click on the I forgot My Username or Password link.

If you are a returning student and have already created an account, access WebAdvisor and click on *Apply Online* to determine your application status. You will be directed to CCCApply if an application for the current term is required.

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

User ID: _____ **Password:** _____

RCCD Email

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

If you know your RCCD email address (Office 365) you can type in mail.office365.com from your browser. Follow the Microsoft prompts to set up and activate your account. Your initial password is your uppercase first initial, lowercase second initial plus your 6-digit date of birth (ex: Jc061078).

If you need help in accessing your RCCD email account go to any of the college websites, click on *Students* and then click on *Student Email*. There is a tutorial there to help you.

If you just need to know your RCCD email address go to any of our college websites, click on WebAdvisor, and click on *Learn Your RCCD Email Address*.

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

Windows Live ID: _____ **Password:** _____

WebAdvisor

Access WebAdvisor from any of our college websites.

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

Log In: Click on Log In Help. See *What's My User Name* and *What's My Password.* For additional assistance, view the Log In Video.

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

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

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

WebAdvisor ID: _____ **Password:** _____

Blackboard/Learn 9.1

(Open Campus online-based classes)

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

- Click the login link or
- Click on *Credit Course Login* (green button).
- Your username is the first and last initial w/Student ID (example: md1234567)
- For first-time online-based course students, your password the first time logging in is **student**.
- For returning online-based course students, your password is the last password you used in your previous RCCD online-based course.

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

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

Username: _____ **Password:** _____

ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:

Moreno Valley College - www.mvc.edu Norco College - www.norcocollege.edu Riverside City College – www.rcc.edu

Fechas Importantes para el verano 2013

17 de junio – 28 de julio

24 de abril	Ultimo día para aplicar al colegio y terminar el AOC (consulte el 4° paso de *Pasos Para Matricularse en RCCD*) para recibir su cita de registración de acuerdo con la nueva póliza de matriculación.
26 de abril	Citas para matricularse/registrarse en clases de verano se muestran en WebAdvisor: • Moreno Valley Colegio - www.mvc.edu • Norco Colegio - www.norcocollege.edu • Riverside City Colegio – www.rcc.edu
20 de mayo	Comienza la registración de clases para estudiantes que asistieron en la primavera del 2013. Su fecha de registración está basada en la nueva póliza de matriculación.
2 de junio	Plazo de solicitud de ingreso: Último día que se aceptan solicitudes de admisión para el semestre de verano 2013.
10 de junio	Fecha límite de pago - Estudiantes que se registraron el 3 de junio o antes, deben pagar todos los costos o serán retirados de las clases que no han pagado.
17 de junio	Primer día de clases para el semestre de verano. Hay que usar WebAdvisor para compruebe agregar fechas, fechas y plazos caída de reembolso.
17 de junio	Solicitud de graduación – Primer día para aplicar para una licenciatura o un certificado si usted va terminar en el verano o otoño del 2013 o el invierno o primavera del 2014. El último día que se aceptaran aplicaciones para el verano es el 15 de julio: • Moreno Valley Colegio - www.mvc.edu • Norco Colegio - www.norcocollege.edu • Riverside City Colegio – www.rcc.edu
4 de julio	Día festivo: Todas las oficinas en RCCD están cerradas y no hay clases.
Hay que confirmar la fecha de límite en WebAdvisor	Ultimo día para agregar clases. Ultimo día para elixir Aprobar—Pass (P), No Aprobar—No Pass (NP).
Hay que confirmar la fecha de límite en WebAdvisor	Ultimo día para dejar sin una "W". Ultimo día para dejar con un reembolso completo.
15 de julio	Solicitud de graduación – Ultimo día para aplicar para una licenciatura (associate degree) o un certificado (certificate) durante el semestre de verano.
Hay que confirmar la fecha de límite en WebAdvisor	Ultimo día para retirarse de clases con una "W".
25 de julio	Ultimo día de clases para el semestre de verano (clases de día y de noche).
28 de julio	Ultimo día de clases para el semestre de verano (clases de fin de semana).
2 de agosto	Las calificaciones están disponibles en WebAdvisor. Si las calificaciones no aparecen en esta fecha, hay que comunicarse con el/la instructor/a o el departamento académico. Es posible que las calificaciones estén disponible antes, pero el favor de no comunicarse con el/la instructor/a antes de esta fecha.

Añadir Clases, Clases de Gota, y Los Plazos de Reembolso

Hay que usar WebAdvisor para compruebe agregar fechas, fechas y plazos caída de reembolso.

Es la responsabilidad del estudiante estar al tanto de los plazos y para añadir o eliminar las clases durante las horas de oficina y antes de las 11:59 pm del WebAdvisor.

Estudiantes serán retirados de las clases por falta de pagos de acuerdo con los plazos.

ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:

Moreno Valley College - www.mvc.edu Norco College - www.norcocollege.edu Riverside City College – www.rcc.edu

Pasos Para Matricularse en RCCD

Plazo de Solicitud de Ingreso

el verano Medianoche del 2 de junio, 2013

1er paso: Aplique en línea a cualquiera de nuestros colegios:

- Moreno Valley College - www.mvc.edu
- Norco College - www.norcocollege.edu
- Riverside City College – www.rcc.edu

Seleccione su colegio preferido en la solicitud de ingreso. Esto va a determinar donde puede recibir servicios estudiantiles y donde puede aplicar para ayuda financiera.

2° paso: ¿Necesita dinero para asistir al colegio?

Visite la página del Internet www.fafsa.ed.gov y aplique para ayuda financiera. Para obtener más información, vaya a la oficina de "financial aid" en cualquier plantel.

3er paso: Envíe su expediente escolar (transcript) de otros colegios/universidades;

Si asistió a otros colegios o universidades antes de RCCD, envíenos su expediente escolar antes de hacer cita con el/la consejero(a). En WebAdvisor puede verificar si su expediente ha sido recibido.
*Favor de someter el formulario de "prerequisite validation" en la oficina de consejería para validar la materia/clase que tomo anteriormente en otro colegio o universidad.

4° paso: Evaluación preliminar, orientación para nuevos estudiantes, y consejería (AOC):

Haga una cita para el examen preliminar de inglés como segundo idioma (PTESL) en la página web de su colegio preferido. Ó visite nuestra oficina del "Assessment Center" para hacer cita en persona. Después, vaya o llame al centro de consejería para hacer cita para asistir a una sesión de orientación y consejería. La orientación también se puede hacer (en inglés) por Internet - para más información, llame a:

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

5° paso: Acceda a su cuenta de correo electrónico (email) RCCD:

Su cuenta de correo electrónico (email) en el colegio es la única manera formal, aprobada por el colegio, para comunicarse con el estudiante. **Revise diario su correo electrónico.**

- Moreno Valley College - www.mvc.edu
- Norco College - www.norcocollege.edu
- Riverside City College – www.rcc.edu

6° paso: Regístrese para sus clases:

Revise su fecha de registración en WebAdvisor y regístrese para sus clases en el día que se le ha indicado. En WebAdvisor también puede agregar y quitar clases, ponerse en lista de espera, y administrar su horario. Para obtener más información, visite la oficina de "Admissions & Records" en cualquier plantel de RCCD (Moreno Valley, Norco o Riverside).

7° paso: Pagar sus clases/matricula:

Asegúrese de pagar todos los costos antes de la fecha límite. Puede ser retirado por falta de pagos.
Revise su correo electrónico del colegio para comprobar si le han retirado su clase.

8° paso: Obtenga su tarjeta/identificación estudiantil en la oficina de Admissions & Records:

¡Es gratis!

9° paso: Compre sus libros:

Nuestras librerías ofrecen varias opciones para facilitar la compra de su materia escolar. Algunas opciones para los libros de su curso(s) son: comprar libros nuevos y usados, alquilar los libros en línea o en la librería, y libros digitales o en forma de "eBook."

Los estudiantes pueden ver y ordenar su lista de libros para cada curso en la cual está registrado en cuanto se matriculen por WebAdvisor. También pueden llevar una copia de su horario (de clases) a la librería para ver cuales libros necesita comprar para sus clases, o entre a la siguiente página de internet para buscar información importante sobre sus libros, incluyendo el costo y números ISBN, y reserve sus libros para recogerlos usted mismo en la librería o para que sean enviados a su casa:

- Moreno Valley College: www.mvc.edu/bookstore
- Norco College: www.norcocollegebookstore.com
- Riverside City College: www.rcc.bncollege.com

10° paso: Hay que asistir el primer día de clase:

- Se le sugiere llegar temprano para encontrar estacionamiento.
- Si se ha matriculado para una clase en línea, entre a www.opencampus.com el primer día del semestre.

ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:

Moreno Valley College - www.mvc.edu Norco College - www.norcocollege.edu Riverside City College – www.rcc.edu

Programa de Inglés Como Segundo Idioma (ESL) de Riverside Community College District (RCCD)

Clases de Inglés Como Segundo Idioma son para personas que tienen conocimiento del inglés pero no tienen instrucción académica en hablar, escribir, o leer el idioma.

Si usted habla o entiende muy poco inglés, se le recomienda que primero tome clases en un Centro de Educación para Adultos antes de matricularse en RCCD. Si usted vive en el área de Riverside, llame al Centro Palm al 951-788-7185. Si usted vive en el área de Corona-Norco, llame al Centro Buena Vista al 951-736-3325 o al 951-736-3364. Si usted vive en el área de Moreno Valley, llame al 951-697-4216 o al 951-485-5700.

Preguntas Generales

¿Cuáles son los requisitos?
Usted es elegible para asistir a RCCD si:

- Ha cumplido 18 años de edad o
- Tiene diploma de estudios secundarios o su equivalente (GED)

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

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

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

¿Cuándo empiezan las clases?
El día y la hora que empiezan las clases está indicado en el Horario de Clases (Schedule of Classes), disponible en la página de Internet de su colegio preferido.

¿Cómo puedo matricularme?

1. La solicitud debe llenarse por Internet. Tenemos computadoras y plantilla de personal disponible para ayudarles si es que lo necesitan. Venga a la oficina de "Admissions & Records" para más información.

2. Tome el examen **PTESL** y reciba los resultados inmediatamente. Vea el Horario y haga su cita para el próximo examen por Internet o llame a la Oficina de Consejería.

¿Cuánto cuesta asistir al colegio?
Vea la página, ¿Cuánto Cuesta Asistir a RCCD?

¿Hay asistencia financiera?
Si usted es residente o ciudadano, puede recibir asistencia financiera. Hay muchos programas y becas que proveen fondos para cubrir los gastos de matriculación. Para mayor información por favor llame al 951-222-8712.

¿Ofrece RCCD clases en español?
Desafortunadamente, no se ofrecen clases en español. Las únicas clases que ofrecemos en Español son para estudiantes que quieren aprender a hablar Español.

¿Ofrece RCCD cuidado de niños?
El colegio de Riverside tiene un centro que ofrece cuidado de niños de 6 meses hasta 5 años**.** Los colegios de Moreno Valley y Norco tienen centros que ofrecen cuidado de niños de 2 a 5 años**.** Las horas de servicio son de 6:30 a.m. a 5:30 p.m. de lunes a viernes. Para mayor información y precios por favor llame al 951-222-8068 para Riverside, 951-571-6214 para Moreno Valley y 951-734-0068 para Norco.

Si tiene otra pregunta o necesita más información para llenar la solicitud, por favor llame al 951-222-8107 o al 951-222-8744.

AB 540

Desde el 1º de enero de 2002, la ley AB 540 de California permite que todos los estudiantes (menos los extranjeros que no sean inmigrantes) que cumplan con los siguientes requisitos, asistan a las universidades públicas del estado de California, que son los Colegios Comunitarios de California/California Community Colleges (CCC), las Universidades de California (UC) y las Universidades Estatales de California (CSU).

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

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

El estudiante tiene que entregar una petición para la excepción con su colegio preferido e incluye una declaración legal firmada, en la cual confirma haber cumplido con todos los requisitos.

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

Los estudiantes no residentes que cumplan con estos requisitos, podrán pagar las mismas cuotas que los residentes; sin embargo no se podrán considerar "residentes" de California.

Además, empezando el 1º de Enero de 2013 la ley AB 130 permite a estos estudiantes (que han calificado para AB540) que apliquen y sean elegibles para recibir la misma ayuda financiera disponible a todos los otros estudiantes del colegio comunitario. Favor de comunicarse con la oficina de Financial Aid para más información.

ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:

Moreno Valley College - www.mvc.edu Norco College - www.norcocollege.edu Riverside City College – www.rcc.edu

¿Cuánto Cuesta Asistir a Riverside Community College District?

El Colegio Comunitario de Riverside (RCCD) cobra por unidad y no por clase. Cada unidad cuesta cuarenta y seis dólares ($46) para residentes de California. Mas aparte, residentes de otro estado pagan ciento noventa y siete dólares ($197) por cada unidad, más treinta y cuatro ($34) dólares si es residente de otro país. Todos los cargos pueden cambiar debido a acción legislativa del estado o a cambios de póliza del Consejo de RCCD. La mayoría de las clases de Inglés Como Segundo Idioma (ESL) son cuatro (4) unidades. Para ser considerado como estudiante de tiempo completo, necesita registrarse en 12 unidades.

Servicios de Salud

El estado de California requiere que la institución cobre la cuota de Servicios de Salud, no importa si el estudiante tenga seguro de salud o no. El costo es dieciocho dólares ($18) por cada semestre de otoño y primavera y quince dólares ($15) por cada sesión de invierno y verano. Estudiantes que califican para el Board of Governors Fee Waiver (BOGW), todavía tienen que pagar la cuota de servicios de salud.

Servicios Estudiantiles

La cuota de Servicios Estudiantiles son diez dólares ($10) por cada semestre de otoño y primavera, dos dólares ($2) por cada sesión de invierno y verano, y es opcional. Por favor consulte la página de Servicios Estudiantiles, en el Horario de Clases, referente a los beneficios de pagar esta cuota.

¡Riverside Community College District es Para Usted!

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

SERVICIOS ESTUDIANTILES

Consejeros Académicos: El colegio ofrece servicios de Consejería Académica para todos los estudiantes que necesitan consejo y ayuda sobre que clases tomar para obtener un certificado vocacional, un título de asociado, y sobre el proceso de transferencia a una universidad. Los consejeros ayudan a los estudiantes a establecer una meta educativa y les proporcionan servicios adicionales para ayudarles a alcanzar esta meta. Para hacer cita con un consejero llame al 951-222-8440 para Riverside, 951-571-6104 para Moreno Valley, y 951-372-7001/7102 para Norco.

Asistencia Financiera: RCCD ofrece asistencia financiera que cubre los gastos de matriculación para ciudadanos y residentes de California. Las solicitudes están disponibles en la Oficina de Servicios Financieros (Student Financial Services) en el colegio de Riverside y las oficinas de Servicios Estudiantiles (Student Services) en los colegios de Moreno Valley y Norco. Para más información por favor llame al 951-222-8712.

EOPS (Programa de Asistencia Académica y Financiera): EOPS es un programa financiado por el estado y está diseñado para facilitar el éxito de los estudiantes con desventajas económicas y académicas. Esto incluye estudiantes que se han graduado con un promedio general (G.P.A.) menos de 2.5. Los servicios pueden incluir: ayuda financiera para algunos de sus libros, consejeros académicos, servicios de tutoría, y prioridad de matrícula. Para más información por favor llame al 951-222-8045.

Al tener un buen conocimiento académico del inglés, puede obtener un certificado vocacional, un título de asociado, y/o transferirse a una universidad. Se ofrecen más de cuarenta (40) programas vocacionales, por ejemplo, Administración de Empresas, Asistente de Médico, Computación, Construcción, Cosmetología, Enfermería, Electrónica, Fotografía, Estudios de la Niñez, Imprenta, Ingeniería, Mecánica Automotriz, Soldadura, Técnica en Aire Acondicionado, Técnica Dental y más. Si desea transferirse a una universidad, puede transferir sus créditos académicos a las Universidades de California (UC), las Universidades del Estado de California (CSU), o a la mayoría de otras universidades.

ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:

Moreno Valley College - www.mvc.edu Norco College - www.norcocollege.edu Riverside City College – www.rcc.edu

Spanish-Speaking Personnel
“¡Hola! ¿En qué le puedo ayudar?”
951-222-8107

ACADEMIC AFFAIRS / ASUNTOS ACADÉMICOS		
Tish Chavez	Executive Administrative Assistant	951-222-8057

ADMISSIONS & RECORDS / DEPARTAMENTO DE REGISTRO Y MATRICULACIÓN		
Michelle Dassow	Student Services Technician	951-222-8947
Daisy Figueroa	Transcripts	951-222-8603
Rosa Vargas	Student Services Technician	951-222-8605
Johanna Vasquez	Administrative Assistant III	951-222-8538

ADMINISTRATIVE SUPPORT CENTER / CENTRO DE APOYO ADMINSTRATIVO		
Juan Lopez	Admin Support Center Supervisor	951-222-8796

BUSINESS SERVICES / OFICINA DE SERVICIOS FINANCIEROS		
Michelle Davilla	Administrative Assistant IV	951-222-8400

COLLEGE SAFETY & POLICE / DEPARTAMENTO DE POLICÍA Y SEGURIDAD		
Mary Varela	Administrative Assistant	951-222-8502

COUNSELING / OFICINA DE LOS CONSEJEROS		
Michael Arellano	Student Employment Specialist	951-571-6252
Ashley Martinez	Educational Advisor	951-328-3661
Lily Martinez	Counseling Clerk	951-222-8812
Rosa Ramos	Counselor	951-222-8762
Elizabeth Yglecias	Counselor	951-222-8437

DISABLED STUDENT SERVICES / SERVICIOS DE ESTUDIANTES CON DISCAPACIDADES		
David Dileo	Senior Interpreter	951-328-3681

INFORMATION SERVICES / SERVICIOS DE INFORMACIÓN		
Gloria Aguilar	Administrative Assistant IV	951-222-8383

MATH LEARNING CENTER / CENTRO DE APRENDIZAJE DE MATEMÁTICAS		
Sandra Rosas-Lopez	Learning Center Assistant	951-222-8000, x4111

ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:

Moreno Valley College - www.mvc.edu Norco College - www.norcocollege.edu Riverside City College – www.rcc.edu

Spanish-Speaking Personnel
“¡Hola! ¿En qué le puedo ayudar?”
951-222-8107

OUTREACH / DEPARTAMENTO DE EXTENSION A LA COMUNIDAD		
Tony Ortiz	Outreach Specialist	951-222-8402

RUBIDOUX ANNEX		
Maggie Martinez	Admissions and Records Operations Assistant	951-328-3883

STRATEGIC COMMUNICATIONS & RELATIONS / COMUNICACIONES Y RELACIONES ESTRATEGICAS		
Diana Meza	Community Relations Specialist	951-222-8958

STUDENT EMPLOYMENT / EMPLEO PARA ESTUDIANTES		
Carmen Parra	Student Employment Specialist	951-372-7190

STUDENT FINANCIAL SERVICES / SERVICIOS FINANCIEROS PARA ESTUDIANTES		
Ana Arriaza	SFS Specialist	951-372-7065
Nelya Parada	SFS Outreach Specialist	951-372-7183

WORKFORCE PREPARATION / DEPARTMENTO DE CAPACITACIÓN DE EMPLEO		
Miguel Contreras	Educational Advisor	951-222-8089

ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:

Moreno Valley College - www.mvc.edu Norco College - www.norcocollege.edu Riverside City College – www.rcc.edu

Usted puede localizar el procedimiento completo y las políticas de la Junta Directiva Escolar en www.rccd.edu/administration/board. Disponible en formatos alternos.

DISTRITO DEL COLEGIO COMUNITARIO DE RIVERSIDE
Procedimiento para presentar una queja por Discriminación/Acoso Sexual
Usted Tiene Derecho a Presentar una Queja

Este es un resumen del derecho que usted tiene a presentar una queja formal de discriminación o de acoso sexual. Este es sólo un resumen. Por favor vea las Políticas de la Junta Directiva Escolar y los Procedimientos Administrativos BP/AP 3410 y BP/AP 3430, y AP 3435 para el procedimiento completo del Distrito.

PROCEDIMIENTO PARA UNA QUEJA FORMAL/INFORMAL:

- Usted tiene derecho a solicitar que los cargos sean resueltos informalmente, durante este tiempo, el Distrito se encargará de hacer lo necesario para solucionar los cargos informalmente.
- Usted no necesita participar en una resolución informal.
- Usted tiene derecho a presentar una queja formal, aún en el caso que anteriormente haya solicitado una resolución informal (mire la parte posterior para el procedimiento para seguir en este caso).
- A usted no se le pedirá que trate de resolver los problemas ni enfrentarse con la persona acusada de discriminación ilícita.
- Usted puede presentar una queja basada en el rehusó de empleo en la Oficina del Departamento de Educación de Estados Unidos de Derechos Civiles (OCR, por sus siglas en inglés) siempre y cuando dicha queja esté dentro de la jurisdicción de esa agencia.
- Si su queja es relacionada a empleo, usted puede presentar una queja en la Comisión de Estados Unidos de Igualdad en Oportunidad de Empleo (EEOC, por sus siglas en inglés) y/o el Departamento de Igualdad en el Empleo y la Vivienda (DFEH, por sus siglas en inglés) siempre y cuando dicha queja esté dentro de la jurisdicción de esa agencia.
- Están prohibidas las represalias. Si usted siente que están usando represalias en su contra como resultado de haber presentado una queja, por favor póngase en contacto con el Departamento de Diversidad y Recursos Humanos de RCCD.

EL PROPOSITO DE LA RESOLUCION INFORMAL:

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

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

- Usted necesitará firmar un documento el cual indique que usted ha elegido el proceso de la resolución informal.
- El Distrito completará su investigación en el periodo de tiempo requerido por la política de la Junta Directiva Escolar, a menos que usted voluntariamente rescinda su queja antes de ser terminada la investigación.
- El seleccionar el proceso de resolución informal, no le previene a usted el poder tomar la decisión después de presentar una queja formal (sujeto a todas las reglas al presentar una queja formal). Usted puede hacer esto mientras el proceso informal está en curso, o si el proceso informal ha sido completado y usted no está satisfecho con el resultado o la propuesta resolución hecha por el Distrito, siempre y cuando el periodo de tiempo para presentar una queja formal no haya terminado.

COMO PRESENTAR UNA QUEJA FORMAL:

- La queja debe ser presentada utilizando el formulario indicado por la oficina del Rector del Estado. El formulario está disponible en la página de internet del Distrito, en la oficina de Diversidad y Recursos Humanos, o en la página de internet del Rector del Estado en www.cccco.edu.
- La queja debe declarar discriminación ilícita bajo el Título 5, sección 59300.
- La queja debe de ser presentada por la persona que declara que ella/él ha sufrido personalmente discriminación ilícita o por aquella persona que se ha enterado de tal discriminación ilícita en su función oficial como miembro de la facultad o administrador.
- En cualquier queja que no involucre un empleo, la queja deberá ser presentada en el espacio de un año a partir de la fecha de la presunta discriminación ilícita o en el espacio de un año a partir de la fecha en la cual usted se enteró o debió haberse enterado de los hechos que fundamentan el incidente específico o los incidentes de la presunta discriminación ilícita.
- En situaciones en que la queja afirme discriminación en el empleo, la queja deberá ser presentada en el espacio de 180 días a partir de la fecha en que la presunta discriminación ilícita ocurrió, con la excepción de que este periodo será extendido por no más de 90 días seguido a la fecha de expiración de los 180 días, si usted se enteró o tuvo conocimiento de los hechos de la supuesta discriminación después de la fecha de expiración de los 180 días.
- Usted puede presentar una queja con la siguiente persona:

Director, Diversity, Equity and Compliance
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508-2449
(951) 222-8039
www.rccd.edu

o con:

Legal Affairs Division
Office of the Chancellor
California Community Colleges
1102 Q Street
Sacramento, CA 95811-6549

Discriminación/Acoso Sexual Procedimiento de Queja
Continúa al Reverso →

¿QUE SUCEDE CUANDO UNA QUEJA FORMAL ES PRESENTADA?

El Distrito entonces conducirá una investigación. A partir de 90 días de haber recibido la queja de la presunta discriminación bajo el Título 5, secciones 59300 et seq., el Distrito completará la investigación y le enviará una copia del reporte investigativo, o un resumen a usted, junto con la notificación de su derecho a apelar la decisión ante le Junta Directiva Escolar del Distrito y la oficina del Rector del Estado. Este reporte es la Determinación Administrativa del Distrito.

DERECHOS DE APELACION DE LA PERSONA AFECTADA

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

TODAS LAS APELACIONES DEBERAN SER HECHAS POR ESCRITO

(El correo electrónico no es un método satisfactorio.)

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

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

District Board of Trustees
c/o Diversity, Equity and Compliance
Riverside Community College District
450 E. Alessandro Blvd.,
Riverside, CA 92508-3449

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

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

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

PARA MAS INFORMACION CONTACTAR

Director, Diversity, Equity and Compliance
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508-2449
(951) 222-8039
www.rccd.edu

Department of Fair Employment and Housing (DFEH)
Los Angeles District Office
1055 West 7th Street, Suite 1400
Los Angeles, CA 90017
(800) 884-1684
TTY: (800) 700-2320
www.dfeh.ca.gov

Equal Employment Opportunity Commission (EEOC)
Los Angeles District Office
Roybal Federal Building
255 East Temple Street, 4th Floor
Los Angeles, CA 90012
(800) 669-4000
TTY: (800) 669-6820
www.eeoc.gov

U.S. Department of Education Office for Civil Rights (OCR)
50 Beale Street, Suite 7200
San Francisco, CA 94105
(415) 486-5555
TDD: (877) 521-2172
www.ed.gov

State Chancellor's Office
California Community Colleges (CCCO)
1102 Q Street
Sacramento, CA 95811-6549
(916) 445-4826
www.cccco.edu

ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:

Moreno Valley College - www.mvc.edu Norco College - www.norcocollege.edu Riverside City College – www.rcc.edu

CÓMO DENUNCIAR DISCRIMINACIÓN U HOSTIGAMIENTO

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

CÓMO DENUNCIAR

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

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

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

• Identificación de Grupo Étnico • Nacionalidad • Religión • Edad • Sexo/Género• Raza • Color • Ascendencia • Orientación Sexual • Discapacidad Física o Mental

• *O cualquier característica enumerada o definida en la sección 11135 del Código Gubernamental o cualquier característica contenida en la prohibición de crímenes de odio contenidos en la subdivisión (a) de la sección 422.6 del Código Penal.*

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

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

La Resolución de quejas se puede lograr por un proceso, ya sea formal o informal. La opción del proceso la determina la persona que plantea la queja. El propósito del proceso de resolución informal es de permitir a la persona que cree que ha sido discriminada ilícitamente o ha sido hostigada sexualmente, resolver el problema a través de un proceso de mediación en lugar de un proceso formal de queja. Típicamente, el proceso informal es utilizado cuando existe un simple malentendido o la persona procura solamente una aclaración del malentendido o una disculpa por parte de la otra persona y una garantía de que terminará ese comportamiento ofensivo. La resolución informal debe ser revisada por el/la Director(a) de Diversidad, Igualdad y Cumplimiento. Las quejas formales deben reportarse usando un formulario de queja del Distrito disponible en nuestra página web, en la página web del Rector del Estado, o en el departamento de Diversidad y Recursos Humanos. Si se presenta una queja formal, el Distrito conducirá una investigación dentro de los plazos requeridos de acuerdo a la política y la ley. Durante el proceso formal, no se le exigirá a la persona demandante que confronte o resuelva los problemas con la persona acusada de la conducta ilícita.

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

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

El formulario de queja esta disponible en las siguientes páginas web:
www.rccd.edu/administration/humanresources/Pages/index.aspx
www.cccco.edu/OurAgency/Legal/Discrimination/tabid/294/Default.aspx

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

El Plazo para Reportar una Queja en casos que no involucran discriminación u hostigamiento en el empleo es dentro de un año de la última fecha en que ocurrió la conducta presunta. Quejas que involucran discriminación u hostigamiento en el empleo se reportaran dentro de 180 días de la última fecha en que ocurrió la conducta presunta. Una extensión puede estar disponible si el conocimiento de los hechos de la presunta discriminación o violación ocurrió después de la fecha de caducidad. En casos donde no se involucran discriminación u hostigamiento relacionados con el empleo, además de la oficina del Rector del Estado arriba mencionada, tiene el derecho de reportar una queja con las siguientes agencias externas:

U.S. Department of Education, Office of Civil Rights (OCR)
50 Beale Street, Suite 7200
San Francisco, CA 94105
(415) 486-5555
TDD: (877) 521-2172
www.ed.gov

En casos donde se involucran discriminación u hostigamiento relacionados con el empleo, tiene el derecho de reportar una queja con las siguientes agencias externas:

Department of Fair Employment and Housing (DFEH)
Los Angeles District Office
1055 West 7th Street, Suite 1400
Los Angeles, CA 90017
(800) 884-1684
TTY: (800) 700-2320
www.dfeh.ca.gov

Equal Employment Opportunity Commission (EEOC)
Los Angeles District Office
Roybal Federal Building
255 East Temple Street, 4th Floor
Los Angeles, CA 90012
(800) 669-4000
TTY: (800) 669-6820
www.eeoc.gov

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

La Confidencialidad se mantiene hasta la medida que sea posible por ley.

NONDISCRIMINATION, COMMITMENT TO DIVERSITY & PROHIBITION OF HARASSMENT AND RETALIATION POLICIES

Board Policy 7100 Commitment to Diversity
Board Policy 3410 Nondiscrimination
Board Policy 3430 Prohibition of Harassment and Retaliation

To obtain a complete copy of the Board Policies mentioned above, please call the Diversity, Equity and Compliance Office: (951) 222-8039 or the Diversity and Human Resources Department: (951) 222-8595.

Commitment to Diversity

Riverside Community College District is committed to building a diverse and accessible environment that fosters intellectual and social advancement. All District programs and activities seek to affirm pluralism of beliefs and opinions, including diversity of religion, gender, ethnicity, race, sexual orientation, disability, age and socioeconomic class. Diversity is encouraged and welcomed because RCCD recognizes that our differences, as well as our commonalities, promote integrity and resilience that prepares our students for the evolving and changing community we serve.

Riverside Community College District is committed to promoting diversity district-wide through its student body, as well as its employees. The District maintains a commitment to diversity through the recruitment and retention of students and employees that reflect the diversity of the communities in the District. Every effort is made to initiate and establish specific activities and programs designed to meet the District's diversity goals and objectives, to foster equal participation, and to ensure a campus climate that welcomes and respects differences.

Non-discrimination

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, color, genetic information, ancestry, sexual orientation, or physical or mental disability**,** or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code. 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. 2

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**.**

Prohibition of Harassment and Retaliation

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation 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.

ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:

REPORTING DISCRIMINATION OR HARASSMENT

Riverside Community College District • Diversity and Human Resources

The RCCD Diversity, Equity and Compliance office is available to assist students, faculty, staff and visitors with problems or questions regarding discrimination or harassment. For more information on reporting procedures or to download a copy of the required form to file a formal complaint, please visit our web site at: www.rccd.edu/administration/humanresources/Pages/index.aspx or we may be reached by telephone at: (951) 222-8039.

How to Report

If you experience or witness what you believe to be unlawful discrimination or harassment please document the following information:

- Date, time and location of the incident;
- Names and contact information for those involved and possible witnesses, if known;
- Detailed information on what occurred;

Report your concerns and problems to the
District by calling
(951) 222-8039.

Discrimination/Harassment is contrary to the RCCD mission of higher education and is against the law. District policy prohibits any discriminatory practice that is based upon an individual's actual, perceived or association with others':

• Ethnic group identification • National origin • Religion
• Age • Sex or Gender • Race
• Color • Ancestry
• Sexual Orientation • Physical or Mental Disability
• Or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.

Sexual Harassment has no place in an academic or work setting. RCCD is committed to providing a positive and safe environment for all students, employees and visitors. The following is a partial list of prohibited activities that may be considered sexual harassment:

- Unwanted sexual advances;
- Offering employment or grade benefits in exchange for sexual favors;
- Actual or threatened retaliation for non-participation;
- Leering; making sexual gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters, sexual comments including graphic comments about an individual's body;
- Making or using derogatory comments, epithets, slurs, or jokes;
- Sexually degrading words describing an individual; suggestive or obscene letters, notes, or invitations;
- Physical touching or assault, as well as impeding or blocking movements.

Resolution of complaints may be achieved by either *formal* or *informal* process. The choice of resolution process is determined by the individual raising the complaint. The purpose of the *informal* resolution process is to allow an individual who believes they have experienced discrimination or harassment to resolve the issue through a mediation process rather than the formal complaint process. Typically, the *informal* process is utilized when there is a simple misunderstanding or the individual seeks nothing more than a clarification of the misunderstanding or an apology from the other person and an assurance that the offending behavior will cease. Informal resolutions are to be reviewed by the Director of Diversity, Equity and Compliance. *Formal* complaints must be filed in writing using the required formal complaint form available on our web site, the State Chancellor's web site or in the Diversity and Human Resources department. If a *formal* complaint is filed, the District conducts an investigation within required timeframes according to policy and law. During the *formal* process the complainant will not be required to confront, or work out problems with, the person accused of unlawful conduct.

Informal Resolutions may be arranged by contacting the RCCD Diversity, Equity and Compliance office at (951) 222-8039. Informal resolutions require written acknowledgement from the person raising the concern. Choosing the informal process does not hinder the right to file a formal complaint within the regulatory time period for formal complaints.

Formal Complaints may be filed by contacting the RCCD Diversity, Equity and Compliance office at (951) 222-8039 or the California Community Colleges Chancellor's Office at 1102 Q Street, Sacramento, CA 95811. Formal complaints must be submitted in writing on the required complaint form. Formal complaints may only be filed by one who alleges they have personally suffered unlawful discrimination/harassment or by one who has learned of such unlawful discrimination in their official capacity as a District faculty member or administrator.

The complaint form is available from the following web sites:
www.rccd.edu/administration/humanresources/Pages/index.aspx
www.cccco.edu/OurAgency/Legal/Discrimination/tabid/294/Default.aspx

Upon receipt of a completed complaint form, the District will conduct an investigation within the time period required by Board Policy and California Code of Regulations, Title 5, Section 59300. Both the complainant and person accused of the conduct will be notified of the investigative findings.

Timeline for Filing a Complaint in cases not involving employment discrimination/harassment is within one year of the last date the alleged conduct occurred. Complaints involving employment discrimination/harassment shall be filed within 180-calendar days of the last date the alleged conduct occurred. An extension may be available if knowledge of the facts of the alleged discrimination or violation occurs after the expiration date.

In cases *not involving* employment-related discrimination/harassment, in addition to the State Chancellor's Office cited above, individuals have the right to file a complaint with the following external agency:

U.S. Department of Education, Office for Civil Rights (OCR)
50 Beale Street, Suite 7200
San Francisco, CA 94105
(415) 486-5555
TDD: (877) 521-2172
www.ed.gov

In any case *involving* employment-related discrimination/harassment, individuals have the right to file a complaint with the following external agencies:

Department of Fair Employment and Housing (DFEH)
Los Angeles District Office
1055 West 7th Street, Suite 1400
Los Angeles, CA 90017
(800) 884-1684
TTY: (800) 700-2320
www.dfeh.ca.gov

Equal Employment Opportunity Commission (EEOC)
Los Angeles District Office
Roybal Federal Building
255 East Temple Street, 4th Floor
Los Angeles, CA 90012
(800) 669-4000
TTY: (800) 669-6820
www.eeoc.gov

Retaliation for filing a discrimination/harassment complaint or referring a matter for investigation is unlawful.

Confidentiality is maintained to the extent possible by law.

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Moreno Valley College - www.mvc.edu Norco College - www.norcocollege.edu Riverside City College – www.rcc.edu

Director, Diversity, Equity and Compliance
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508-2449
(951) 222-8039
www.rccd.edu

U.S. Department of Education Office for Civil Rights (OCR)
50 Beale Street, Suite 7200
San Francisco, CA 94105
(415) 486-5555
TDD: (877) 521-2172
www.ed.gov

Department of Fair Employment and Housing (DFEH)
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1055 West 7th Street, Suite 1400
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Equal Employment Opportunity Commission (EEOC)
Los Angeles District Office
Roybal Federal Building
255 East Temple Street, 4th Floor
Los Angeles, CA 90012
(800) 669-4000
TTY: (800) 669-6820
www.eeoc.gov

State Chancellor's Office
California Community Colleges (CCCCO)
1102 Q Street
Sacramento, CA 95811-6549
(916) 445-4826
www.cccco.edu/

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Moreno Valley College - www.mvc.edu Norco College - www.norcocollege.edu Riverside City College – www.rcc.edu

WHAT EVERY STUDENT SHOULD KNOW

AB 540 Non-Resident Fee Waiver

A student who qualifies for the Non-Resident Fee Waiver will be exempt from paying the out-of-state tuition fee and will pay the per-unit resident enrollment fee.

Any student other than a non-immigrant alien within the meaning of paragraph (15) of subsection (a) of Section 1101 of Title 8 of the United States Code, who meets all of the following requirements, shall be exempt from paying non-resident tuition at RCCD if he/she signs an affidavit certifying:

1. High school attendance in California for three or more years;

2. Graduation from a California high school or attainment of the equivalent thereof (equivalent considered GED or high school proficiency test) must be obtained in the state of California. Certificates of Completion may also qualify students for the waiver;

3. In the case of a person without lawful immigration status, the filing of an affidavit (available in the admissions office) stating that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so. Student information obtained in the implementation of this section is confidential. Students who are non-immigrants [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.

A student who meets the qualifications for the AB 540 Non-Resident Fee Waiver is exempt from paying out-of-state tuition and will pay the per unit resident enrollment fees. Eligibility for AB 540 does not change the student's non-resident status.

Effective January 1, 2013 eligible AB 540 students may apply for the Board of Governors Fee Waiver (BOGW). For additional information on the BOGW, please refer to the financial aid section in the Schedule of Classes.

Please see Admissions and Records for the exemption request form. The Non-Resident Fee Waiver is available at the Admission and Records Office. This form can be printed out from each college's Admissions and Records webpage. Other provisions may apply per legal recommendation from the California Community College Chancellor's Office.

Academic Freedom

The District endorses the American Association of University Professor's Statement of Principles on Academic Freedom and Tenure: "Academic freedom is essential to these purposes and applied to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning" (BP 4030).

Academic Honesty

Academic honesty and integrity are core values of the Riverside Community College District. Students are expected to perform their work independently (except when collaboration is expressly permitted by the course instructor). Believing in and maintaining a climate of honesty is integral to ensuring fair grading for all students. Acts of academic dishonesty entail plagiarizing—using another's words, ideas, data, or product without appropriate acknowledgment—and cheating—the intentional use of or attempted use of unauthorized material, information, or study aids on any academic exercise. Students who violate the standards of student conduct will be subject to disciplinary action as stated in the "Standards of Student Conduct", listed in the Student Handbook. Faculty, students, and administrators all share the responsibility to maintain an environment which practices academic integrity.

Academic Renewal

Academic Renewal allows previously recorded substandard course work taken at RCCD to be disregarded in the computation of RCCD grade point average after 24 subsequent units have been completed with a 2.0 GPA. The form and information is available online at each college's Admissions and Records webpage.

Americans with Disabilities Act

The Americans with Disabilities Act extends universal civil rights protection to individuals with disabilities. The implementation of the ADA provides greater access and opportunities for community college students and employees with disabilities. Riverside Community College District makes all programs and facilities accessible to persons with disabilities, and provides services to students with disabilities through the Disabled Student Services Office. For more information call 951-222-8060, TDD 951-222-8061.

Area of Emphasis Grade Requirements

Each course counted toward the unit requirement in an area of emphasis or a major or program of study must be completed with a grade of "C" or better, or a "P" if the course is taken on a Pass/No Pass basis.

Attendance Policy

The student is expected to attend every meeting of all classes for which he/she is registered. Attending a class without being registered is contrary to Riverside Community College District policy and cannot be used as a basis for a petition to add a class. Students who have enrolled for a class and who do not attend or who are late or absent from the first meeting of the class may forfeit their right to a place in the class. Students should know and understand the attendance policy for each class in which they are enrolled.

If a student stops attending a class, it is ultimately the student's responsibility to officially drop the class.

●●●

It is also the student's responsibility to consult with his/her instructor regarding any absences that will alter his/her status in the class.

●●●

Students who fail to attend the first class meeting or have a poor attendance record may be dropped from the class!

Auditing

RCCD offers students the option of auditing courses. The audit option provides a method by which a student may receive instruction after having exhausted all possible opportunities to repeat a course. Auditing a course is defined as attendance by students who are not seeking academic credit in a course.

1. Permission to audit a course is done at the discretion of the instructor and with the instructor's signature.

2. A student may not audit a class unless she/he has taken the course and has exhausted all possibilities to repeat the course.

3. A student who has enrolled in the course for credit can, with the instructor's permission and signature, change from credit status to audit, as long as no more than 20% of the course has been completed. Once enrolled as an audit student, however, the reverse change cannot occur (from audit to credit).

4. The fee to audit a class is $15.00 per unit, or the current approved fee under the Education Code, plus the current student services and health fees.

5. Students enrolled in 10 or more semester units may audit 3 units of audit free (may be 3 one-unit courses). The $15 per unit audit fee will automatically be charged if the student drops below 10 units.

6. No student will be allowed to enroll for audit prior to the first day of the course. The first day of the course refers to the actual course meeting.

ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:

7. Credit students have priority over auditors. If a course closes after an auditor has been admitted, the auditor may be asked to leave to make room for a credit student. Instructor's discretion is strongly recommended.

8. With the instructor's signature and permission, a student may enroll in a course for audit at any time during the semester if he/she has not enrolled in that course for credit during the same semester.

Students wishing to audit should be aware that audited classes will not appear on an official transcript. Green audit cards are available at the Admissions counter at all RCCD college locations. Fees are due when the form is submitted. For more information, please contact Student Services at Moreno Valley 951-571-6101, or the Admissions and Records Office at Riverside 951-222-8600 or Norco 951-372-7003.

Basic Skills Requirements

In 2009, the basic skills requirements changed from completion of ENG 50, 1A or 1AH and MAT 1-49, 52 or 53 with a "C" grade or higher, to completion of ENG 1A or 1AH or equivalent and MAT 1-49*, or equivalent.
** MAT-32 is excluded.*

Class Cancellation

Each college reserves the right to cancel any class in which the enrollment is insufficient to warrant its continuance.

Counseling Appointments

Counseling is available at all three RCCD college locations and appointments can be made online through each college's website. If you have questions about making an appointment or which classes to take, how to transfer to another college, vocational programs, etc. please contact your home college counseling department at one of the following numbers:

Moreno Valley College 951-571-6104
Norco College..... 951-372-7101
Riverside City College 951-222-8440

Course Grade Verification

Students who are enrolled in a course and are seeking to re-enroll in the same course the next term must get verification from the instructor that they will **not** receive a passing grade in order to be eligible to register now for the same course next term. The form is available online through each college's Admissions and Records webpage. Visit Admissions and Records at one of the three colleges for more information.

Credit by Exam

Credit may be granted to any student who satisfactorily passes an examination approved or conducted by the discipline or program in which a comparable course is offered. Such credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the college catalog. In the case of world languages, students must complete a higher level course in order to receive credit for a lower level language course. Forms are available online at each college's Admissions and Records webpage. Visit Admissions and Records at one of the three colleges for more information.

Deadlines

Add deadlines are listed with each class in this publication and on WebAdvisor. Drop deadlines and refund deadlines can be printed on WebAdvisor. Click on *Class Name/Deadlines*.

Degree Change Alert!

The math and English competency requirements for the associate degree changed beginning fall 2009. All new students and all other students who are returning after a break in their continuous enrollment are required to earn a "C" or better in ENG-1A and MAT-35 to complete an associate degree. Students who maintain continuous enrollment as defined in "Catalog Rights" in the college catalog will be able to fulfill this requirement by completing the prior requirements of ENG-50 and MAT-52.

Enrollment Limitations

RCCD offers some courses which place limitations on enrollment. These limitations may include successful completion of courses, successful completion of online tutorial to demonstrate computer skills, preparation levels for math and English, performance criteria or health and safety conditions. Students who do not meet the conditions imposed by these limitations will be blocked from enrolling in these classes. Refer to the Open Campus section for the online course limitation on enrollment.

- **Prerequisite:** When a course has a prerequisite, it means that a student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (type 40 wpm), an ability (speak and write French fluently), a preparation level (placement test and prior academic background), or successful completion of a course (grade of C or better or P). Completion of the prerequisite is required prior to enrolling in the class. Successful completion of a prerequisite requires a grade of C or better or P (Pass). D, F, FW (Fail, Did Not Withdraw), NP (No Pass) or I are not acceptable. Instructions for validating prerequisites taken at another college follow.

  If you are currently enrolled in a prerequisite course at RCCD (such as MAT-52), you will be allowed to register for the succeeding course (i.e. MAT-35). However, if you do not pass the prerequisite course with a grade of C or better, you will be dropped from the succeeding class.

- **Corequisite:** When a course has a corequisite, it means that a student is required to take another course concurrently with or prior to enrollment in the course. Knowing the information presented in the corequisite course is considered necessary in order for a student to be successful in the course (for example, completion of, or concurrent enrollment in MAT-1A is required for PHY-4A).

- **Advisory:** When a course has an advisory, it means that a student is recommended to have a certain preparation before entering the course. The preparation is considered advantageous to a student's success in the course. Since the preparation is advised, but not required to meet the condition before or in conjunction with enrollment in the course (i.e., eligibility for ENG-1A is recommended), the student will not be blocked from enrolling in a class if he/ she does not meet the advisory.

- **Limitation on Enrollment:** Are other restrictions that are stated in the course description such as "an audition or try out" or eligibility for a program like Honors which requires a specific GPA and qualification or completion of ENG-1A.

All course prerequisites and corequisites will be enforced. This means that a student's registration will be blocked if he/she does not have the required prerequisites and corequisites.

Preparation scores for English, mathematics and reading will also be enforced. Students who previously took the ASSET, APS, DTLS and/or MDTP test(s) and students who unsuccessfully completed classes based on these test results must retest on the ACCUPLACER® assessment test or show proof of prerequisites.

Verifying Prerequisites/Corequisites

It is the student's responsibility to know and meet the course prerequisites and corequisites before attempting to register for the class. These are stated in the course descriptions within the Schedule of Classes and a current RCCD catalog. When the student has completed the prerequisite at another institution, the student must

It is imperative that students who have met prerequisites at other schools begin the evaluation process immediately so that it is completed prior to the beginning of registration.

Students will not be able to register for courses for which the prerequisite has not been validated.

request that an official transcript (in a sealed envelope, dated within 90 days) be sent to RCCD Admissions and Records. Coursework must be listed on the original transcript. Coursework listed on a secondary transcript is not acceptable documentation. The student must also complete a Prerequisite Validation Request form, requesting a review of the prerequisites on that transcript before attempting to register for classes. The request form is available in our counseling offices.

Prerequisite/Corequisite Challenge Procedure
Any student who does not meet a prerequisite or corequisite, or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

1. If space is available in a course when a student files a challenge to the prerequisite or corequisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course.

2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the students registers for that subsequent term.

Students wishing to utilize the challenge procedure must contact Counseling and complete the required Matriculation Appeals Petition.
Prerequisites and/or corequisites may be challenged based on the following criteria:

1. The prerequisite or corequisite has not been established in accordance with the District's process for establishing prerequisites and corequisites;

2. The prerequisite or corequisite is in violation of Title 5, Section 55003;

3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;

4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;

5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available or such other grounds for challenge as may be established by the Board;

6. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students;

7. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others;

The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the District's own records, then the District has the obligation to produce that information.

Unofficial transcripts may be submitted with the Matriculation Appeals Petition to temporarily validate a prerequisite. However, official transcripts must be received prior to registration for the next term for permanent validation. Coursework must be listed on the original transcript. Coursework listed on a secondary transcript is not acceptable documentation.

Final Examinations
Final examination schedules for fall and spring semesters are published in the back of the course-offering section for each college. Final examinations for winter and summer classes are held on the last class meeting date at the regularly scheduled time.

Grading System
Grades
Riverside Community College District uses the letter system of grading the quality of work performed by students. The following grades are used: "A", excellent; "B", good; "C", satisfactory; "D", passing, less than satisfactory; "F", failing; "FW", failing due to cessation of participation in a course after the last day to officially withdraw from a course; "I", incomplete; "IP", in progress; "RD", report delayed; "P", pass; "NP", no pass; "W", formal withdrawal from the college or a course; "MW" (military withdrawal).

"Military withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. Military withdrawals are not counted in progress probation and dismissal calculations. "W"s incurred during the period between January 1, 1990 and the effective date of this paragraph, which meet the definition of military withdrawal herein, are not counted in progress probation and dismissal calculations and may be changed to "MW"s.

Students should refer to WebAdvisor for withdrawal deadlines.

An "I" is given only in cases where a student has been unable to complete academic work for unforeseeable, emergency and justifiable reasons. The condition for removal of the "I" shall be stated by the instructor in a written contract submitted online on WebAdvisor. A copy of this Incomplete Contract will be sent to the student's college email and is also available on WebAdvisor. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. The "I" symbol will be changed to the grade the instructor has predetermined, if the student does not meet the conditions of the agreement.

Grades are available on WebAdvisor through any of our college websites (see Important Dates). If grades are not posted by this date, contact the instructor. If necessary, contact the appropriate academic department. Grades may be available earlier, but please do not call prior to this date. Students with financial holds cannot receive transcripts or diplomas.

Grade Points
On the basis of scholarship grades, grade points are awarded as follows: "A", 4 points per units of credit; "B", 3 points per unit of credit; "C", 2 points per unit of credit; "D", 1 point per unit of credit; "F" or "FW", no points per unit of credit. On computing the grade point average, units attempted are not charged and grade points are not awarded for the following: "I", "W", "NP", "P", "IP", "RD", or "MW".

Grade Changes
Students have one year following the term in which the grade was recorded to request a change of grade. After the one-year limit, the grade is no longer subject to change. Students must file an Extenuating Circumstances Petition (ECP) with the Admissions and Records office at one of the three colleges.

Extenuating Circumstances Petition
This petition is for students who encounter situations involving extenuating circumstances, emergencies that may affect their education records and fall outside the realm of normal college policy and procedures. Failure to be aware of deadlines and expected failure in a course are not acceptable reasons for filing an Extenuating

Circumstances Petition. The student bears the burden and is responsible for showing that grounds exist for the Extenuating Circumstances Petition (ECP). Students have one year following the term in which a grade was submitted to request a change of grade.

Honors Program

The Riverside Community College District offers an Honors Program at each of the colleges in the district: Riverside City, Moreno Valley and Norco colleges. Each Honors Program offers an enriched academic experience for motivated students aiming to transfer to a four-year university or college. Our honors classes are small (20 students) and taught seminar style. Our students read challenging texts, write original arguments, participate actively in class, and often present their research at statewide conferences. The classrooms are active and dynamic, and the faculty can offer one-on-one mentoring. Honors students also become part of a close-knit community, going on field trips, taking many of the same classes, and often transferring together to the school of their choice.

To be eligible for the program, current RCCD students need:

- 3.0 GPA in 9 transferable units
- Eligibility for or completion of English 1A
- Completed Honors Program application
- Students will need to complete an Honors Program orientation before or during their first semester in the program.

To be eligible for the program, incoming high school students and all other first-time college students need:

- 3.0 GPA
- Eligibility for or completion of English 1A
- Completed RCCD application
- Completed Honors Program application
- Students will need to complete an Honors Program orientation before or during their first semester in the program.

Benefits:

- Transfer agreements, including the 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;
- Our Honors Centers: places for gathering; they allow for informal study groups, personalized interaction with honors professors, access to transfer advice and research materials, and a general sense of belonging to a cohort of similarly-interested students;
- Scholarships and essay contests;

If you'd like more information, please contact Debbie McDowell at 951-222-8991 or email debbie.mcdowell@rccd.edu. You can also visit us at:

Facebook Page: "RCCD Honors Program"
Video: www.youtube.com/RCCDHonors

Identification

No student information will be given or changes made to a student's records (other than filing an application) without photo identification. Changes cannot be made for another person.

Library Hours and Information

Overdue Fines

- General Collection: Overdue fines will be levied at 20¢ per day per item.
- Hourly Reserves: Overdue fines will be levied at $1.00 per hour per item.

Information regarding overdue fines and replacement fees for netbooks checked out through the Moreno Valley College Library can be found at www.mvc.edu/library/netbooks.html.

Replacement Fees

If materials are not returned, they are declared "lost." An invoice will be issued for each lost item which will include:

1. The actual replacement cost of the item or $25.00 for out of print materials;
2. A processing fee of $10.00; and
3. Any overdue fines (the maximum overdue fine is $20.00).

Refunds

If the item is returned after the bill is issued (within one year) the replacement cost and processing fee will be waived or refunded; however, the overdue fines will still be charged.

Library Card Fees

All currently registered students, currently employed faculty, and staff members receive a college card, which is used as the library card.

Community members may purchase a library card for $5.00 per session upon proof of District residence and age of 16 years or older (California driver's license, California identification card or military identification card).

LIBRARY HOURS
Summer 2013
June 17 – July 28

Moreno Valley College Library
Phone: Circulation (951) 571-6111; Reference (951) 571-6447
Monday - Thursday 8:00AM–6:00PM
Friday, Saturday and Sunday ..... CLOSED

Norco College, Wilfred J. Airey Library
Phone: Circulation (951) 372-7019; Reference (951) 372-7115
Monday – Thursday 7:30AM–8:00PM
Friday, Saturday and Sunday ..... CLOSED

Riverside City College, Digital Library/Learning Resource Center
Phone: (951) 222-8650; Circulation x8651; Reference x8652
Monday – Thursday 8:00AM–6:00PM
Friday, Saturday and Sunday ..... CLOSED

ALL COLLEGE LIBRARIES WILL BE CLOSED:

July 4, 2013

Special hours will be posted at each college location for exam days, holidays and weekends. Reference librarians are available to assist with reference questions, library orientations and collection development.

ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:

Moreno Valley College - www.mvc.edu Norco College - www.norcocollege.edu Riverside City College – www.rcc.edu

Military Credit

Two physical education units are awarded upon presentation of DD214, NOBE or ID card for active military. Military tech schools are evaluated based on the recommendations of the ACE Guide. No credit is granted for MOSs, correspondence courses, internships or military-specific courses. A maximum of 15 units may be awarded (two of which may be the PE credit).

CCAF, SMARTS, AARTS transcripts, DD214 and Certificates of Completion are used to evaluate military credit. No more than 30 units may be granted for CLEP, military training, AP or credit by exam. Any military credit granted is usable toward your AA/AS degree at RCCD only and is not posted to your RCCD transcript. See Veterans' Services for more information.

Non-Credit Basic Skills Courses

Non-credit basic skills courses are those courses in reading, writing, computation, and English as a Second Language which are designated as non-credit courses pursuant to Title 5, subdivision (c) of section 55002. These courses (ENG-885, ESL-801, GUI-801, ILA-800 and REA-887) are intended to provide students with skill remediation, development or proficiency but do not carry any unit value and are not degree-applicable.

Non-Degree Credit

Courses indicated as non-degree credit earn credit, but the credit is not counted toward the associate degree. These courses (Communications Studies 51; English 60AB, 60A1, 60A2, 60A3, 60A4, 80, 85, 90B; English as a Second Language 51, 52, 53, 65, 71, 72, 90 A-K, 91, 92, 95; Mathematics 37, 52, 63, 64, 65, 90 A-F, 98; Nursing - Registered 11A, 12A; Nursing - Vocational 52A, 62A; Nursing-Continuing Education 81; and Reading 81, 82, 83, 86, 87, 95) are intended to help students develop skills necessary to succeed in college level degree-applicable courses. Non-degree credit courses can be used toward the following: athletic eligibility, work study, financial aid, social security benefits, veteran's benefits, associated student body office, and full-time status.

Notification of Rights under FERPA for Postsecondary Institutions

Riverside Community College District adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining education records. Although the District applies the provisions of FERPA in a strict manner, the law allows the District to release student directory information. RCCD, based on FERPA regulations, designates as directory information the following: student's major field of study; dates of attendance; enrollment status (e.g., full/part time); participation in officially recognized activities and sports; weight and height of members of athletic teams; and degree and awards received (BP5040).

Students have the opportunity to request that their directory information be maintained as confidential. In completing the admission application, students are provided this opportunity. Students who are continuing students with RCCD may go to the Student Services Office at Moreno Valley College or Admissions and Records at Norco College or Riverside City College and request to have directory information withheld.

The student's prior written consent is not required to disclose non-directory information under specific conditions according to FERPA regulations. Included under this provision is the ability to disclose education records to parents of a student less than 18 years of age, as defined in Section 152 of the Internal Revenue Code of 1986. Refer to www.rcc.edu/ferpa for more information.

Students have the right to stop the use of their social security number in a manner otherwise prohibited by law by submitting a written request to Admissions and Records, along with a photo I.D.

The Family Educational Right and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day RCCD receives a request for access. Copies are not provided if the student has an outstanding financial or other hold on the records. The District may assess a charge pursuant to Board Policy Regulation 7045 for furnishing copies of any education record. Students should submit to Admissions and Records, the dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The RCCD official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the RCCD official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed;

2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask RCCD to amend a record that they believe is inaccurate or misleading. They should write the RCCD official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If RCCD decides not to amend the record as requested by the student, RCCD will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing;

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by RCCD in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom RCCD has contracted (such as an attorney, auditor, collection agent or agents or organizations conducting studies on behalf of the college); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, RCCD discloses education records without consent to officials of another school in which a student seeks or intends to enroll;

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RCCD to comply with the requirements of FERPA.

Overlapping Classes

If classes have overlapping meeting times, students must register in person with an Approval for Overlapping Classes form including instructor and Dean of Instruction signatures. The form is available online at each college's Admissions and Records webpage.

Pass/No Pass

If a course is offered with a Pass/No Pass grade option, students may elect to take the class on that basis. Students electing this option must file a petition in the Office of Admissions and Records at one of the three colleges by the end of the second week of the semester for full-term courses or by the end of the first 20% of a shorter-than-semester term. Pass (P) is equivalent to passing a class with a "C" or better. Check an RCCD catalog for classes that are offered with a Pass/No Pass option.

ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:

Moreno Valley College - www.mvc.edu Norco College - www.norcocollege.edu Riverside City College – www.rcc.edu

Personal Profile Update

The *Personal Profile Update* link on WebAdvisor allows students to update their address, phone number, educational goal, privacy, and personal email address. Students can also submit a Change of Information form in Admissions to update all of these as well as a name change (with legal documentation), social security number (with valid SS card), date of birth (with legal documentation), educational goal, or admit status. Students should speak to a counselor before changing their program of study (major) or educational goal, or for assessment and orientation/counseling questions. Personal email addresses will not be used by RCCD except in an emergency. Your RCCD account is the ONLY approved method of formal communication from the District to the student.

Probationary and Dismissal Students

The policies of probation and dismissal are applicable to day or evening, full-time or part-time students. Students with an academic status of probation or dismissal will be limited to a maximum of 13 units during fall/spring semesters. Probationary students may enroll in no more than seven (7) units during intersessions. Dismissal students will be limited to up to five (5) units during intersessions. If you are on academic probation or dismissal, contact Counseling for registration requirements and procedures. (Procedures for dismissal students can be viewed in WebAdvisor by selecting *Check My Registration Dates/Holds.*)

Probationary Students

Students who have attempted 12 or more units will be placed on academic probation if their grade point average is below a 2.0. Students who have attempted 12 or more units will be placed on progress probation if they have 50% or more of their units as withdrawals, incompletes, or no-passes. To learn more about probation, or if you are on academic/progress probation go to the online workshop at any of our college websites:

Moreno Valley College - www.mvc.edu
Norco College - www.norcocollege.edu
Riverside City College - www.rcc.edu

Dismissal Students

Students who maintain less than a 2.0 grade point average for two full-term semesters are subject to **academic** dismissal. Students who exceed 50% of their units with withdrawals, incompletes, or no-passes for two full-term semesters are subject to **progress** dismissal. If you are a first-time dismissal student, log onto WebAdvisor to access the online dismissal workshop and follow the instructions provided. Walk-in counseling is available at your home college location during regular business hours in Counseling. You will need to bring your printed verification of attending the online dismissal workshop and sign up for walk-in counseling to develop your readmit contract with a counselor: www.opencampus.com/dismissal.

Registration Priority

In January 2013, the California Community Colleges' Board of Governors approved a policy change that will take effect in fall 2014. This change has established system-wide registration priorities for California's 112 community colleges. The new regulations are designed to ensure that classes are available for students seeking job training, associate degrees or transfer and to reward students for making academic progress toward their educational goals.

The new statewide regulations establish criteria that will provide continuing students who are in good academic standing and who have not exceeded the 100 unit limit with the highest level of registration priority. In addition, new students who have completed assessment, orientation and have an education plan in place will receive greater priority.

Existing groups identified in law such as veterans, foster youth and students participating in EOPS and DSPS programs who have completed orientation, assessment and have education plans in place, will continue to have the highest priority as well.

Continuing students should be aware that if they are on academic or progress probation or close to the 100 unit limit, that they are at risk of losing their registration priority and should see a college counselor or advisor to help develop a plan that will help make sure they stay on track to reach their educational goals.

The new policy has built in protection to ensure students have an opportunity to appeal the loss of registration priority based on an extenuating circumstance such as a significant illness or the loss of employment that may have contributed to doing poorly in their classes. Students who are within 12 units of completing their degree, certificate, and/or transferring may also go through the appeal process by submitting a Registration Appointment Appeal form.

The California community colleges are committed to ensuring that all Californians have access to a higher education and are able to successfully achieve their educational goals. These new policies were designed to do just that.

Repeat Policy - Course Repetition

Non-Repeatable Classes

When a student repeats a course that is not designated as repeatable and receives a satisfactory grade, then the student may not repeat the course again unless there is another provision that allows the repetition.

When a student repeats a course to alleviate substandard academic work, the previous grade and credit are disregarded in the computation of grade point average.

Students may repeat courses under the following circumstances:

- The student is repeating the course to alleviate substandard work which has been recorded on the student's record. The term substandard is defined as course work for which the evaluative grading symbol "D," "F," "FW" or "NP" has been recorded.
- A student is limited to a maximum of three (3) allowable attempts per course including any combination of withdrawals (Ws) or substandard grades. Withdrawals due to military orders (MWs) are not included in the number of allowable attempts.

A Request for Course Repetition is required for exceptions to the policy. Visit any of our colleges' Admissions and Records webpages for information on valid reasons to request a course repetition. When course repetition occurs at RCCD, the permanent academic records will be annotated in such a manner that all work remains legible ensuring and true and complete academic history. Courses repeated will be indicated on the permanent record by using an appropriate symbol. In all instances, the most recent grade earned will be used to compute an adjusted grade point average.

Repeatable Courses

Students may repeat courses in which a "C" or better grade was earned. The following conditions apply to course repetition in repeatable courses:

1. Repeatable activity and performance classes may be taken up to a total of four (4) times;
2. Repeatable courses are identified in the college catalog;
3. All grades and units will be used in the computation of the grade point average and earned units, with the following exceptions:
    a. When a repeatable course is taken and a substandard grade earned, the course may be taken one time with the most recent grade used in the computation of the grade point average.
    b. Grades from other repeats will be used in the computation of the grade point average.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or paid employment. Students can repeat such courses any number of times, even if they received a grade of "C" or better; however, the grade received by the student each time will be included in calculations of the student's grade point average

ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:

Residency for Tuition Purposes

You are considered a California resident for tuition purposes if:

1. You verify physical presence one year and one day prior to the residency determination date (the day prior to the semester you plan to attend). The one year period begins when you are not only present in California but also have demonstrated clear intent to become a permanent resident of California; and
2. You verify intent to make California your permanent place of residence. U.S. Citizens, Permanent Residents, and those with Refugee/Asylee status or qualifying visas may establish residency for tuition purposes based on the above criteria. Further questions may be directed to the Admissions & Records Office.

Students who do not meet both requirements will be classified as non-residents and will be required to pay non-resident fees. Non-resident students pay both the $46 per unit enrollment fee and the $197 per unit non-resident tuition. International students also pay the $34 per unit surcharge. Non-resident students may be eligible to pay resident enrollment fees if they are eligible for the AB 540 Non-Resident Fee Waiver. See the AB 540 section for additional information.

Military and Veteran Students and Family Members

RCCD exempts students from non-resident tuition who are members of the armed forces of the United States stationed in this state on active duty. A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces is also exempt from non-resident tuition.

Students who feel they are eligible for a fee exemption should contact Veterans' Services at their home college for more information.

Standards of Student Conduct

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, or threatening to cause physical injury to another person;
2. Possession, sale 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. Unlawful possession, use, sale, offer 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 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. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation 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, sex or gender, race, color, ancestry, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code of 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. 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. 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. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty. Forms of dishonesty include, but are not limited to:
    - Plagiarism: Presenting another person's language (spoken or written), ideas, artistic works or thoughts, as if they were one's own;
    - Cheating: Use of information not authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, recordings, and other students' work;
    - Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents.
13. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District;
14. Unauthorized entry upon or use of District facilities;
15. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions;
16. 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;
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct;
18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, 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;
19. Use, possession, distribution 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. 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;
20. Violation of 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. The full text of the policy can be found at http://www.rccd.edu/administration/board/New%20Board%20Policies/3720BPAP.pdf;

21. Use of an electronic recording or any other communications device (such as a Walkman, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor;
22. Eating (except for food that may be necessary for a verifiable medical condition) or drinking (except water) in classroom;.
23. Gambling, of any type, on District property;
24. Bringing pets (with the exception of service animals) on District property;
25. Distribution of 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;
26. The riding/use of bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) is limited to paved streets or thoroughfares normally used for vehicular traffic. In addition, the riding/use of all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, except for approved activities;
27. The presence in classrooms or laboratories of non-enrolled individuals (except for those individuals who are providing accommodations to students with disabilities) is prohibited without the approval of the faculty member;

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 deals with matters of student discipline and student grievance.
B. The Chief Student Services Officer 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 Chief Instructional Officer 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 5520.
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.

Disciplinary Action

A. Any student who disrupts the orderly operation of a District campus, or who violates the standards of student conduct, is subject to disciplinary action. Such action may be implemented by the Chief Executive Officer of the College or designee.
B. The various types of disciplinary actions are set forth hereafter: The District may utilize any level of discipline without previously using a lower level of discipline and may utilize more than one type of discipline in a case if appropriate.
    1. Verbal Warning: This is notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
    2. Reprimand: This includes a written statement and/or a probationary period to be specified by the Chief Executive Officer of the College or designee for violation of specified rules. The reprimand serves to place on record that a student's conduct in a specific instance did not meet the standards expected by the District. It also specifies the steps necessary to correct the inappropriate conduct and to terminate the probation, if probation has been imposed. A person placed on probation is notified that this is a warning and that continued conduct of the type described in the reprimand may result in further disciplinary action against the student.
    3. Social Suspension: Social suspension limits a student's attendance on District property to his/her scheduled class hours. This limitation of District privileges will be set forth in the notice of social suspension for a specified period of time. The imposition of social suspension involves written notification to the student(s) and, if necessary, the advisor of the organization involved and the reason for social suspension.
    4. "Temporary Suspension": This suspension is invoked by a classroom instructor due to student misconduct in the classroom. The student may be removed from class the day of the occurrence and the subsequent class period. If such suspension occurs, the instructor will immediately notify the appropriate Department Chairperson and/or College Dean of Instruction who will in turn notify the College Dean of Student Services.
    5. Interim Suspension: Interim suspension may be invoked prior to a hearing to protect the safety and welfare of the District. This is an interim suspension from all District privileges including class attendance. Interim suspension is limited to that period of time necessary to resolve the problems that originally required the interim suspension, and in any case, no more than a maximum of ten (10) instructional days. The student will be afforded the opportunity for a formal hearing within ten (10) instructional days of imposition of the interim suspension.
    6. 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.
    7. Disciplinary Suspension: Disciplinary suspension is a suspension of all District privileges including class attendance and may be imposed by the Chief Executive Officer of the College, or designee, following a formal hearing for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action. Disciplinary suspension will not be more than ten (10) instructional days.
    8. Extended Suspension: The Chief Executive Officer of the College, or designee, may suspend a student for good cause from all classes and activities of the District for one or more terms.
    9. Expulsion: An expulsion is a long term or permanent denial of all District privileges including class attendance. The Board of Trustees may expel a student upon recommendation of the Chief Executive Officer of each College.
C. In cases of academic dishonesty by a student, a faculty member may take any one of the following actions:
    1. The faculty member may: a) reduce the score on test(s) or assignment(s); b) reduce the grade in the course; or c) fail the student in the course if the weight of the test(s) or assignment(s) warrants course failure. The faculty member may recommend to the College Dean of Instruction that the student be suspended from the course. If course suspension is recommended, the College Dean of Instruction will review the information regarding the charge of academic dishonesty, notify the student, consult with the faculty member regarding the recommendation for suspension, and prescribe appropriate due process procedures.
    2. If the suspension is upheld, the College Dean of Instruction will make note of the offense in the student's educational records. A second instance of academic dishonesty may result in expulsion proceedings. Any enrollment, tuition, and other applicable fees will not be refunded as a result of disciplinary action for academic misconduct.

Short-term Suspensions, Long-term Suspensions, and Expulsions

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

Notice – Within three (3) days of the date on which the Dean of Student Services, or designee, was made aware of the conduct leading to the disciplinary action, a meeting with the student will be scheduled. The student will be provided a verbal notice of the conduct warranting the discipline.

The verbal notice will include the following:

- the specific section of the Standards of Student Conduct that the student is accused of violating;
- a short statement of the facts supporting the accusation;
- the nature of the discipline that is being considered;

After the meeting a written notice will be provided restating the facts of the action. The student must be given an opportunity to respond verbally, or in writing, to the accusation.

Student Grievance Procedure for Student-Related Issues

The purpose of a student grievance procedure is to provide a process by which student-related issues for disciplinary matters may be resolved in a fair and efficient manner following due process. The procedure is intended to achieve an equitable solution to an issue with due regard for the rights of the student, the faculty, the student body, and the District.

Procedure Relating to Disciplinary Action: In all cases when the Dean of Student Services of the College, or designee, has initiated disciplinary action, the student, within five (5) instructional days following notification of the action, may convey to the appropriate Chief Instructional Officer or Chief Student Services Officer of the College, in writing:

1. Concurrence with the decision; or
2. A grievance challenging the action.

The Chief Executive Officer of the College, or designee, would hear the challenge and provide a finding within five (5) days of receiving the written request.

Absence of any communication after the five day limit from the student indicates concurrence with the decision.

For extended suspension or expulsion, the student may request a formal hearing within five (5) days of receiving a written decision from the Chief Executive Officer of the College.

Hearing Procedures

Request for Hearing:

Within five (5) days after receipt of the Chief Executive Officer's, or designee's, decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the Chancellor or designee.

Schedule of Hearing:

The formal hearing shall be held within ten (10) days after a formal request for hearing is received.

Hearing Panel:

The hearing panel for any disciplinary action shall be composed of one (1) administrator, one (1) faculty member and one (1) student.

The Chief Executive Officer of the College, the President of the Academic Senate, and the Associated Students President shall each, at the beginning of the academic year, establish a list of at least five (5) administrators, five (5) faculty members and five (5) students who will serve on student disciplinary hearing panels. The Chancellor shall appoint the hearing panel from the names on this list. 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.

Hearing Panel Chair:

The Chief Executive Officer of the College 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.

Conduct of Hearing:

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. The facts supporting the accusation shall be presented by the college Dean of Student Services, or designee. The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

Unless the hearing panel determines to proceed otherwise, the College representative and the student shall each be permitted to make an opening statement. Thereafter, the College representative shall make the first presentation, followed by the student. The College representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the College representative to prove by substantial evidence that the facts alleged are true.

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. If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative 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.

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.

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.

The hearing shall be recorded by the College either by tape recording or stenographic recording, 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. The tape recording shall remain in the custody of the College at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.

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 considered an unavailable witness.

Within five (5) days following the close of the hearing, the hearing panel shall prepare and send to the Chief Executive Officer of the College a written decision, if the recommended discipline is regarding long-term suspension, a lesser discipline or no discipline. If the recommended discipline is regarding expulsion, then the written decision shall be sent to the Chancellor, with a copy to the Chief Executive Officer of the College. 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.

Chief Executive Officer's Decision:

Long-term suspension or a lesser discipline -- Within five (5) days following receipt of the hearing panel's recommended decision, the

Chief Executive Officer of the College shall render a final written decision. The Chief Executive Officer may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the Chief Executive Officer modifies or rejects the hearing panel's decision, the Chief Executive Officer 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 Chief Executive Officer of the College shall be final.

Chancellor's Decision:
Expulsion -- Within five (5) days following receipt of the hearing panel's recommended decision, the Chancellor shall render a written recommended decision to the Board of Trustees. The Chancellor may accept, modify or reject the findings, decisions and recommendations of the hearing panel for expulsion. If the Chancellor modifies or rejects the hearing panel'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. If the Chancellor's decision supports expulsion, it shall be forwarded to the Board of Trustees.

Board of Trustees' Decision:
The Board of Trustees shall consider a recommendation for expulsion from the Chancellor 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.

The student shall be notified in writing, by registered or certified mail or by personal service, at least three (3) days prior to the meeting, of the date, time, and location of the Board's meeting.

The student may, within forty-eight hours 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.

General Grievance Process for Matters Other Than Disciplinary:
Student grievances (other than for discipline) will be processed in the following manner:

1. Consultation Process
   a. Prior to any formal hearing, a student will be encouraged to contact the appropriate faculty or staff member and attempt, in good faith, to resolve the concern through the consultative process. If a student is unsure of the appropriate faculty or staff member to contact, he or she should contact the College Dean of Instruction or College Dean of Student Services for nonacademic matters, who will direct the student to the appropriate staff member. In cases where either the student or faculty/staff member prefers to meet in the presence of a third party, he/she will contact the abovementioned administrators. The College Dean of Instruction or the College Dean of Student Services will either serve as the third party or designate someone for this purpose.
   b. If the issue is not resolved by the affected parties, the student may request an informal consultation with the appropriate department chairperson, dean or director.
   c. If the issue is not resolved with the appropriate department chairperson, dean or director, the student may request an informal consultation with the College Dean of Instruction or College Dean of Student Services.
   d. If the issue is not resolved with the appropriate dean, the student may request an informal consultation with the appropriate administrator.
      - For academic matters, the conference will be with the College Chief Instructional Officer.
      - For nonacademic matters, the conference will be with the College Chief of Student Services Officer.
   e. The College Chief Instructional Officer or Chief Student Services Officer will convey a decision to all affected parties.
   f. If the issue is not resolved at the informal consultation, the student may file a formal, written grievance requesting a formal hearing within thirty (30) instructional days of hearing from the College Chief Instructional Officer or Chief Student Services Officer. The student will direct this letter to the appropriate College Chief Instructional Officer or Chief Student Services Officer. The time limit for students to file a formal written grievance will be one hundred twenty 120 days from the date of the incident giving rise to the grievance.
2. Formal Hearing
   a. Upon receipt of a written request for a formal hearing, the College Chief Instructional Officer or Chief Student Services Officer will arrange for the hearing within a reasonable time period not to exceed twenty (20) instructional days. The written request should contain a statement detailing the grievance to be resolved, and the action or remedy requested. The College Chief Instructional Officer or Chief Student Services Officer will forward signed copies of all written grievances to the faculty member being grieved within seven (7) instructional days.
   b. A grievance withdrawn from the formal hearing stage will be deemed without merit and cannot be re-filed.
   c. The formal hearing will be conducted before the College Student Grievance Committee. This committee will be composed as follows:
      - One (1) student appointed by the ASRCC College President;
      - One (1) faculty member appointed by the College Academic Senate President;
      - One (1) manager appointed by the Chief Executive Officer of the College;
      - The Chief Executive Officer or his/her designee – a person who has received training in proper procedures – will serve as chair of the committee;
   d. The College Student Grievance Committee will:
      - Set a reasonable time limit for the hearing;
      - Receive signed written statements from both student and faculty involved in the grievance specifying all pertinent facts relevant to the case in question, a copy of which will be given to the other party with due notification of rights and responsibilities in the procedure for disposing of the case;
      - Transmit to all parties a written list of intended areas of inquiry to be asked at hearings or interviews, at least seventy-two (72) hours in advance of the hearing;
      - Allow each party the right to be assisted at the hearing by a student or staff member of the College whose participation will be limited to directly advising the student or staff member. If there is a need for accommodation for a disability, the student must notify the appropriate College Chief Instructional Officer or the Chief Student Services Officer at least seventy-two (72) hours in advance of the hearing. The advisor may not enter into the proceeding of the grievance committee. In addition, each party has the right to question witnesses and testimony;
      - Judge the relevancy and weight of testimony evidence. The committee will make its findings of fact, limiting its investigation to the formal allegations. It will also make recommendation for disposition of the case;
      - Maintain a transcript of the proceeding which will be kept in a confidential file but be available for review by either party;
      - Submit its findings of fact and recommended action to each party and the appropriate College Chief Instructional Officer or

Chief Student Services Officer within ten (10) instructional days of the completion of the formal hearing;

e. The formal hearing shall be closed to the public.
f. Upon receipt of the College Student Grievance Committee's recommendation, the appropriate College Chief Instructional Officer or Chief Student Services Officer, within ten (10) instructional days, will transmit, in writing, his/her decision to all involved parties.
g. The student, within five (5) instructional days of receipt of the College Chief Instructional Officer or Chief Student Services Officer's decision, may appeal the decision to the Chief Executive Officer of the College. The Chief Executive Officer of the College may:
   - Concur with the College Chief Instructional Officer or Chief Student Services Officer's decision;
   - Modify the recommended decision;
   - Recommend action to the Board of Trustees;

3. Appeals:
In all cases, final appeal will rest with the Board of Trustees.
Office of Primary Responsibility:

A. The Chief Executive Officer of the College is responsible for establishing appropriate procedures for the administration of disciplinary actions. Issues involving matters of student grievance or student discipline will follow procedures delineated in AP 5520.
B. The Chief Student Services Officer will be responsible for the overall implementation of the regulations which are specifically related to all nonacademic, student related matters.
C. The Chief Instructional Officer will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters.
D. 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.
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.

Student Right-to-Know Disclosure Statement

In compliance with the Student Right-to-Know and Campus Security Act of 1990, it is the policy of Riverside Community College District to make available its completion and transfer rates to all current and prospective students. Beginning in fall 2008, certificate-, degree- and transfer-seeking first-time students, enrolled full-time in degree applicable courses, were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population in the Riverside Community College District, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 22.33% attained a certificate, degree or became "transfer-prepared" during a three-year period (fall 2008 to spring 2011). Students who are "transfer-prepared" have completed 56 transferable units with a GPA of 2.0 or better.

Based upon the cohort defined above, 14.27% transferred to another postsecondary institution prior to attaining a degree, certificate or becoming "transfer-prepared" during a five semester period (spring 2009 to spring 2011).

More information about Student Right-to-Know rates and how they should be interpreted can be found at the California Community Colleges Student Right-to-Know Information Clearinghouse website at srtk.cccco.edu/index.asp.

Textbook Cost Containment

Effective July 1, 2010, institutions are required to disclose in their course schedules, "to the maximum extent practicable," the International Standard Book Number (ISBN) of every required and recommended textbook and supplemental materials, and retail price information. RCCD has worked with Barnes and Noble to provide this information through each college's bookstore website, which provides all of the pertinent information regarding course textbooks:

Moreno Valley College Bookstore: www.mvc.edu/bookstore
Norco College Bookstore: www.norcocollegebookstore.com
Riverside City College Bookstore: www.rcc.bncollege.com

Transfer Courses

You may obtain a list of RCCD classes which are transferable to the University of California and the California State University from the Career and Transfer Center at each RCCD college location. The information also appears in each college catalog.

UC or CSU Cross Enrollment

Undergraduate students enrolled at any RCCD college may enroll at a CSU or UC campus without formal admission to take a maximum of one course per academic term at a campus on a space-available basis at the discretion of the appropriate university authorities on both campuses.

An RCCD student is qualified to cross enroll if the following requirements are met:

- Completed at least one term at RCCD as a matriculated student;
- Earned a grade point average of 2.0 (grade of "C") for work completed;
- Enrolled for a minimum of six units for the current term at RCCD and paid appropriate fees;
- Completed appropriate academic preparation as determined by host campus (UC or CSU);
- Is a California resident;

Cross Enrollment Application forms are available online at each of our colleges' Admissions and Records webpages and at UC and CSU campuses. UC and CSU may charge a $10 or more administrative fee each term. See the application form for other important information.

Units for Full-Time Status

For full-time status, a student must be enrolled in at least 12 units of credit for the fall/spring semesters and 6 units of credit for the winter/summer terms. Students who are enrolled in less than 12 units for fall/spring terms or less than 6 units for winter/summer are considered to be part time. Specialized programs may have a different unit requirement for full time status because of state mandates. The maximum amount of units a student may enroll in for fall/spring semesters is 18. Students wishing to enroll in more than 18 units must have an established GPA of 3.0 or higher. A counselor must sign an add card after verifying the GPA and the student must register in person for the over limit units.

Veterans' Services

RCCD colleges provide assistance to veterans for the following benefit programs:

- Chapter 30: Montgomery GI Bill – Active Duty
- Chapter 31: Vocational Rehabilitation and Employment VetSuccess Program (VR&E)
- Chapter 33: Post 911 GI Bill
- Chapter 34/30: Montgomery GI Bill - Vietnam Era Education Program
- Chapter 35: Survivors and Dependents Educational Assistance Program
- Chapter 1606: Montgomery GI Bill – Selected Reserve
- Chapter 1607: Reserve Educational Assistance Program (REAP)
- VRAP: Veterans Retraining Assistance Program

For updated information on the Post-9/11 GI Bill (Chapter 33), please refer to www.gibill.va.gov .

Veterans who are seeking to use VA Educational Benefits should apply online to the VA at www.gibill.va.gov. Allow 3-6 weeks for processing. Once processed, the VA will send applicants two copies of their Certificate of Eligibility. One copy must be given to the Veterans'

Services Office at the student's home college. For questions regarding pay, Certificate of Eligibility or benefits call 1-888-GIBILL-1. While waiting for the Certificate of Eligibility veterans should continue with

RCCD procedures in order to enroll and be certified for payment. Veterans apply to RCCD online at any of our college websites and complete assessment testing and/or counselor orientation (if applicable). Veterans may also be eligible for other financial aid and are encouraged to submit the FAFSA (Free Application for Federal Student Aid) online at www.fafsa.ed.gov. Veterans may meet with a counselor to discuss program options, but before a VA Student Education Plan (SEP) can be developed all transcripts must be sent or walked in to the college in order to have prior credit evaluated. Order your official transcripts. Transcripts must be official, sealed and less than 90 days old. Send transcripts to your home college:

Moreno Valley College
16130 Lasselle Street, Moreno Valley, CA 92551
Attention: Veterans' Services Office

Norco College
2001 Third Street, Norco, CA 92860
Attention: Veterans' Services Office

Riverside City College
4800 Magnolia Avenue, Riverside, CA 92506
Attention: Incoming Transcripts

After transcripts are received veterans must call the Veterans Office to request a transcript evaluation and a SEP for a VA-approved Program of Study. Once the SEP is complete, veterans will receive an email to their RCCD email account to contact the Counseling office to review and pick up the VA SEP copy. After completion of the SEP, veterans can register for approved classes. Check the VA website at www.gibill.va.gov each term for the listing of VA- approved programs at RCCD. After registering, veterans must turn in the Veteran's Statement of Responsibility (VISOR) to the Veterans' Services Office at the college where the class is offered. The Statement of Responsibility is required in order for enrollment certification to be submitted to the VA and to avoid being dropped for non-payment by RCCD; this process may take 2-3 weeks. Veterans are eligible for priority registration for four years after being discharged from active duty. In order to be eligible veterans must take a copy of their DD214 discharge papers to the Veterans' Services or Admissions Office at Riverside City College, Norco College, or Moreno Valley College. Staff there will tell eligible veterans their priority registration dates. These dates are also posted on the VA website.
Veterans' assistance is available at all three colleges. Contact the Veterans' Office by phone:

Moreno Valley College or Ben Clark Training Center..... 951-571-6247
Norco College..... 951-372-7142
Riverside City College 951-222-8607

Or email us:
Moreno Valley College: veterans@mvc.edu
Norco College: veterans.services@norcocollege.edu
Riverside City College: veterans@rcc.edu

Information is also available through any of our college websites. See the Military Credit *and* Residency for Tuition Purposes sections for more information.

Workforce Preparation

Workforce Preparation offers a wide range of services and programs to assist students with academic success, employment, and financial independence. The programs directed by Workforce Preparation include the CalWORKs Program, the Workforce Preparation Skills Classes, Foster and Kinship Care Education Program, Riverside Gateway to College Early College High School, Completion Counts, and Independent Living Program for current and former foster youth, student employment and job placement. Workforce Preparation offers Skills Classes to students interested in building a strong foundation in writing (ENG-60A1-4), math (MAT-90A-F), and during the winter and summer sessions reading (REA-87 or 95) to enhance academic success and workplace achievement. Look for Skills Classes in the schedule. Skills Classes are open to all students at Riverside City College. For more information, please call (951) 222-8648, visit us on the web at www.rcc.edu/services/workforce or visit the Workforce Preparation Resource Center in Lovekin F2.

MATRICULATION

Matriculation at Riverside Community College District is intended to assist students to establish appropriate educational goals and to provide support services to help them achieve these goals. Students eligible for matriculation will be provided an evaluation of basic skills, orientation, counseling, completion of an educational plan and follow-up services. All new matriculating students must complete assessment, freshman orientation and counseling prior to registering for classes.

Assessment of Basic Skills

Preparation levels are required for placement in English, ESL, mathematics, and reading courses. These placement levels are based on a combination of test scores and other academic experience. Assessment/placement testing is available in alternate format for individuals with disabilities. Because RCCD uses multiple measure placement criteria, placement levels are enforced as prerequisites to courses.

New students and continuing students who need placement levels for ESL courses should make an appointment for this test by calling the Assessment Center at any RCCD college location. RCCD placement tests are available by appointment only. Appointments may be made online at:

Moreno Valley: http://mvc.edu/assessment/appts.cfm
Norco: http://www.norcocollege.edu/services/assessment/Pages/MakeAnAppointment.aspx
Riverside: www.rcc.edu/services/assessment/appointments.cfm.

Orientation/Counseling Sessions

All first time college students must complete a freshman orientation/counseling session prior to enrolling in courses. During these sessions, counselors introduce students to services and educational programs at Riverside Community College District; provide students with information on registration procedures and placement results; and assist the students in developing their first semester educational plans. New students seeking to complete a freshman orientation/counseling session should log on to WebAdvisor at any of our college websites for the orientation link. New students should also register for GUI-45, Introduction to College.

Counseling for Continuing Students

Continuing matriculated students are entitled to see a counselor who can recommend appropriate coursework based on assessment results, review of past school records, and other information provided by the student. Due to a high demand for counseling appointments during the winter and summer sessions, it is highly recommended that continuing students see a counselor during the spring and fall semesters to complete a Student Educational Plan. Students who have attended other college(s) must request to have an official transcript(s) sent to RCCD before scheduling counseling appointments.

Student Educational Plan

Counselors are available to assist matriculated students in developing an educational plan that outlines the courses and services necessary to achieve their goals. All matriculated students must declare a specific educational goal by the time they complete 15 units. Students are required to have an educational plan on file within 90 days after declaring a goal. When goals or majors are changed, students should update their educational plan. To ensure this procedure, matriculated students are encouraged to make an appointment with a counselor during their first semester at RCCD (special support programs may have additional requirements).

Follow–up

Counselors and instructors will provide follow–up activities on behalf of matriculated students. These activities are designed to inform students of their progress early in the semester and to continue to assist students in accomplishing their educational goals. Referrals for appropriate support services will be made to on-campus and off-campus locations when appropriate.

Student Rights and Responsibilities

Prerequisite/Corequisite Challenge Procedure:
Any student who does not meet a prerequisite or corequisite, or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

1. If space is available in a course when a student files a challenge to the prerequisite or corequisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course;

2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the students registers for that subsequent term.

Students wishing to utilize the challenge procedure must contact Counseling and complete the required Matriculation Appeals Petition.
Prerequisites and/or corequisites may be challenged based on the following criteria:

1. The prerequisite or corequisite has not been established in accordance with the District's process for establishing prerequisites and corequisites;

2. The prerequisite or corequisite is in violation of Title 5, Section 55003;

3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;

4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;

5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available or such other grounds for challenge as may be established by the Board;

6. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students;

7. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.

The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the District's own records, then the District has the obligation to produce that information.

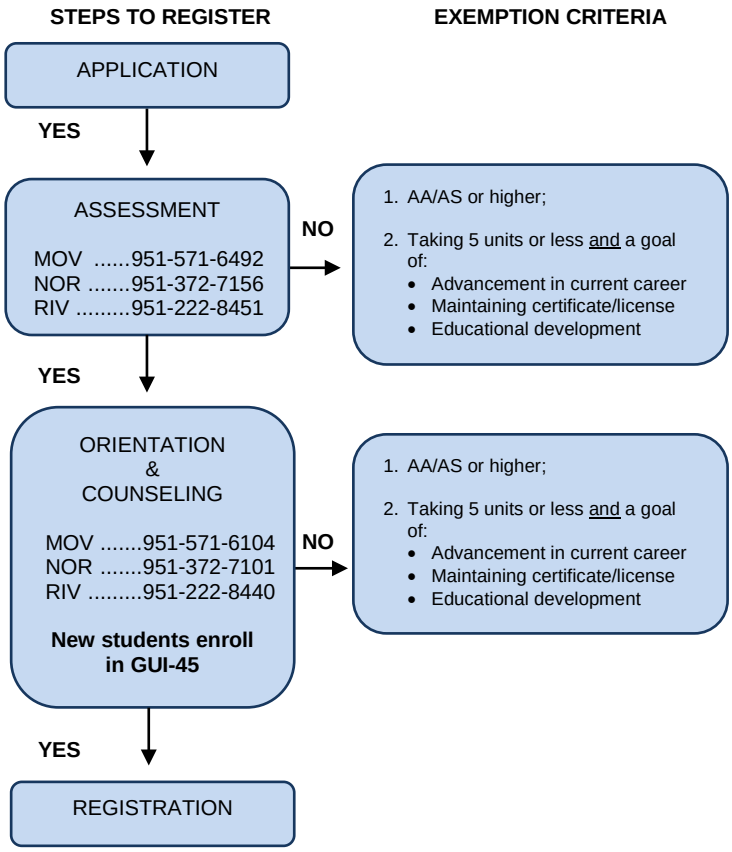
Unofficial transcripts may be submitted with the Matriculation Appeals Petition to temporarily validate a prerequisite. However, official transcripts must be received prior to registration for the next term for permanent validation.

Coursework must be listed on the original transcript. Coursework listed on a secondary transcript is not acceptable documentation.

ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:

Moreno Valley College - www.mvc.edu Norco College - www.norcocollege.edu Riverside City College – www.rcc.edu

Registration Checklist: New and Returning Students
All students are welcome to participate in any of these services even if an exemption has been granted:



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NEED MONEY FOR COLLEGE? WE CAN HELP!

Riverside Community College District offers a variety of financial assistance programs for eligible students consisting of the following:

Financial Aid Application Workshops
Workshops are available to assist you with the FAFSA application. Please refer to our college websites for workshop dates, times and locations:

Moreno Valley College: www.mvc.edu/sfs
Norco College: www.norcocollege.edu/services/studentfinancialservices
Riverside City College: www.rcc.edu/studentfinancialservices

For more information, please refer to the Consumer Guide for your home college available on the student financial services websites listed above.

Grants
(Range from $400-$5550, subject to change)
Grants are financial assistance awarded to students based on financial need and do not require repayment if you successfully complete your courses. Grants consist of the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG), and the Cal Grant. Completing the FAFSA online at www.fafsa.ed.gov is the basis for all grants and loans listed below. Make sure to add the appropriate Title IV school code for your home college (the college to which you submitted an admissions application):

Moreno Valley College ..... #041735
Norco College..... #041761
Riverside City College ..... #001270

You must have your GPA verified and your FAFSA completed by March 2nd of each year in order to apply for the Cal Grant program (see our consumer guide for additional information on how to submit your GPA).Certain certificate or short term programs may not qualify for grant or loan assistance; please visit one of our SFS Academic Counselors to inquire about program eligibility. Remember, apply early!

Students are only eligible to receive a Pell Grant for 6 years (12 full-time semesters). This includes all semesters the Pell Grant has been received during a student's educational lifetime. Students can view their current Pell Grant usage online at www.nslds.ed.gov using the FAFSA PIN to access grant history.

Board of Governors Fee Waiver
(Waive fees from .5 units to maximum unit load)
The Board of Governors Fee Waiver (BOGW) is a state program which waives enrollment fees and reduces parking fees for the fall and spring semesters for qualified students who are California residents. To apply for the BOGW, complete the FAFSA at www.fafsa.ed.gov and list the Title IV school code for your home college as listed above. Eligibility for the BOGW is determined automatically when the Student Financial Services Office receives your FAFSA information from the Department of Education. The BOGW is valid for the entire academic year beginning with summer and ending with the following spring semester. The BOGW does not pay for books, student services or health fees, or additional class fees. If you are not a California resident, you may be eligible to apply for a tuition exemption through the AB 540 Non-Resident Fee Waiver. See Admissions and Records for additional information or view our consumer guide online.

Students who qualify for the AB 540 program with Admissions and Records may apply for the BOGW beginning with the winter 2013 term. To apply online, students must complete the California Dream application at https://dream.csac.ca.gov. Please visit the SFS office for more information regarding the Dream Application or visit the Dream Act website at www.csac.ca.gov/dream_act.asp.

Federal Work Study (Earn up to $4000)
The Federal Work Study (FWS) Program offers students the opportunity to earn additional funding through part-time employment. It also allows students to gain work experience and pay for a portion of their educational expenses. All positions require that students maintain half-time enrollment and a minimum 2.0 CGPA. When eligible to work, your supervisors will contact you. To view available jobs, or for more information on FWS, please view the Student Employment section.

Scholarships
(Range from $50 - $6000)
Students may utilize scholarships in two ways: Scholarships from sources outside of RCCD or from scholarships offered through the RCCD Foundation. A list of scholarships available from outside sources, including free Internet scholarship search sites, is published throughout the year and is available at each of our colleges' Student Financial Services websites:

Moreno Valley College: www.mvc.edu/sfs
Norco College: www.norcocollege.edu/services/studentfinancialservices
Riverside City College: www.rcc.edu/studentfinancialservices

The list can also be found in the Student Financial Services Office at all three college locations. When outside scholarship funds are received by RCCD, the scholarship funds will be disbursed onto the student's Sallie Mae debit card. Sign up for the debit card by going to our website and clicking on the "debit card" link. . The RCCD Foundation scholarship brochure for continuing and transferring students is available during the fall semester with an application deadline in early December. Applicants chosen for RCCD scholarships are notified by May of each year. The scholarship funds for students continuing at RCCD are disbursed during the following fall and spring semesters upon verification of eligibility onto the student's Sallie Mae debit card. The scholarship funds for students transferring to a university are disbursed to the transfer institution during the next fall semester. Transfer students must return the Transfer Notification form with the transfer institution information. RCCD Foundation Scholarship brochures and applications for high school seniors who plan to attend RCCD are available during January and February of each year

California Chafee Grant (Up to $5000)
Are you or were you a foster youth between the age of 16-22 years old? You may be eligible for this grant. This grant awards up to $5000 annually to eligible or current foster youths and does not have to be paid back. Applications can be found online at www.chafee.csac.ca.gov.

Student Financial Services Counseling/Outreach
If you would like assistance to apply for financial assistance, search for scholarships over the Internet, or meet with our Student Financial Services (SFS) Academic Counselors, please visit our offices at any of the college locations.

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Loans

Riverside Community College District (RCCD) strives to help students reach their educational goals with the least amount of student loan debt possible. RCCD participates in the Federal Direct Loan Program. We offer Subsidized and Unsubsidized Direct Stafford Loans to help students achieve their career goals. Loan applications are available during the fall and spring semesters in the SFS Office at each college location. Direct Loans must be repaid with interest, and we encourage all students to exercise caution when borrowing any student educational loans. Federal Student Loans should be the last alternative to pay for a student's education, so plan ahead when determining the amount you request to borrow. Loan amounts are based on grade level, unmet financial need, annual and aggregate loan limits, loan history and satisfactory academic progress. Students applying for a loan are required to have a two-year Student Educational Plan (SEP) on file with RCCD before applying for the loan and must be enrolled in 6 or more units on that SEP plan.

For specialized grants including Gear Up, Child Development Grant, SSS Grant, etc., please see any Student Financial Services Office for additional information or visit our consumer guide online.

If you are considered an out-of-state (or non-resident) student, the SFS Office may be able to assist you with your fees. Please visit the SFS Office and inquire about our non-resident deferment policy.

Not all RCCD courses are approved for financial assistance by the Department of Education. For a list of courses that are not approved to receive financial assistance, please visit the SFS Office.

The RCCD Foundation

Established in 1975, the RCCD Foundation is a 501 (c) (3) not-for-profit organization that was created to provide support for scholarships and other special projects to benefit the colleges and its students. For more information, call 951-222-8626 or visit us at www.rccd.edu/community/foundation/pages/index.aspx.

PARKING AT MORENO VALLEY, NORCO, AND RIVERSIDE CITY COLLEGES

Listed below are some of the most frequently asked questions by students regarding the parking rules at all colleges, education sites and district locations:

Q: The grace period is over and I still haven't received the parking permit I ordered. What should I do?
A: Parking permits are mailed within 1-3 days after payment (weekends & holidays excluded). If you haven't received your parking permit in the mail by the time the grace period is over, please contact Parking Services to find out why it may have been delayed.

Q: What hours and days are permits required?
A: Permits are required on all college campuses, education sites and district locations 24 hours a day, 7 days a week. In addition RCCD enforces all other rules of the California Vehicle Code (i.e. posted time zones, red curbs, handicap spaces, expired registration, etc.) 24 hours a day, 7 days a week.

Q: If I paid for a parking permit, I can park wherever I want, right?
A: NO! Parking permits allow students to park on district property in student spaces. They do not guarantee a space, and the inability to locate a legal parking space is not a valid justification for the violation of District parking regulations or the California Vehicle Code. **You are responsible for finding legal parking**. Your parking permit must be properly displayed in plain, full view with the numbers clearly visible, according to the instructions on the permit.

Q: I only have a couple of classes a week. Can I just park in the neighborhood close to campus?
A: NO!! There is no parking available to students in the neighborhood adjacent to the colleges. You will be subject to heavy fines for doing so and your vehicle may be towed away at your expense.

Q: So where can I park on campus if I choose not to purchase a semester parking permit?
A: There are parking permit dispensers at each of the three RCCD college locations. The prices of the permits are: $1 for one hour, $3 for four hours and $5 buys an all-day permit. Semester permits are more economical and convenient for most students. It is your responsibility to have a valid parking permit properly displayed on your vehicle.

Q: I ride a motorcycle. Do I have to purchase a parking permit?
A: Yes, if you plan to park on campus. Motorcycles are restricted to parking within designated spaces set aside on campus.

Q: If I use a different car or forget my permit, can I just leave a note on the windshield stating so?
A: No. If you forget your permit, call or stop by the College Safety and Police Office. You will be required to supply your student ID number for verification that you have purchased a permit. You may receive only three (3) temporaries per semester.

Q: I have a disabled placard. Do I have to purchase a parking permit?
A: Yes. In addition to having a valid placard properly displayed or a license plate which signifies that you are disabled, your vehicle must display a current parking permit.

Q: If I lost my permit, can I get another one?
A: No. Parking permits are personal property. You wouldn't leave money lying around your unopened vehicle, and your parking permit should be treated the same way. If your vehicle is a convertible, or you are somehow prevented from locking your vehicle, visit Parking Services after you purchase your permit. We will help you in finding a solution. If you lost your permit contact Parking Services for the procedures for replacing your permit.

Q: I got a parking citation. Now what do I do?
A: No one enjoys getting a parking citation, but getting angry and rude will not make it go away. If you believe the citation was issued in error, you can contest the citation. Follow the directions on the back of the citation. You have twenty-one (21) calendar days from the date the citation was issued to do so. The appeal process is in accordance with California law.

Q: What happens if a citation is not paid?

A: If a citation is not contested within twenty-one (21) days, or paid within 60 days from the date of issuance, a late fee of $32.00 and a DMV lien fee of $8.00 will be added to the cost of the fine. Further failure to adjudicate the citation will ultimately result in the Department of Motor Vehicles placing a hold on the vehicle's registration, and can also initiate a California state tax lien to be placed on the registered owner of the vehicle in violation.

Q: Why is parking such a challenge?
A: The first few weeks of a new semester are always the busiest. Students are still registering, paying fees, adding and dropping classes and buying parking permits. Find alternate transportation the first few weeks, i.e., walk, carpool with friends, take the bus, or ride a bicycle.

Still have questions? Please contact College Safety and Police:

Moreno Valley College 951-571-6190
(Located inside the Warehouse)

Norco College 951- 372-7088
(Located behind the Student Services building)

Riverside City College 951- 222-8521
(Located in Lot G, Lovekin Complex A-1)

We're here to help you understand the rules you will have to follow should you choose to bring a motorized vehicle to campus.

Department of Safety & Police Parking Services offers a variety of safety and basic services to the college community, and are available 24 hours a day, 7 days a week. Services include lockout service on non-automatic lock vehicles and jump-starts. Also available is an escort service to walk you to your vehicle in the evening. Program your cell phone with our dispatch center at (951) 222-8171. This number will work on all District properties.

If you need emergency services, each college has several "Blue Light" emergency phones that will connect you directly to our 911 dispatch center. Please use these only in an emergency. You may also dial 911 from any campus inside desk telephone.

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TOBACCO & DRUG ABUSE PREVENTION

Statement of Philosophy and Purpose
It is the intention of the Riverside Community College District to provide an environment that maximizes academic achievement and personal growth. The District recognizes that alcohol, tobacco and other drug use/drug abuse poses a significant threat to the health, safety and well-being of users and the people around them. Substance abuse also interferes with academic, co-curricular and extracurricular interests and can lead to health, personal, social, economic and legal problems. Alcohol and other drug abuse addiction or dependency is a behavioral/medical problem. Because the District's intent is to be helpful, not punitive, programs have been developed to deter alcohol and other drug abuse. First, education is provided. Second, a program of assistance and referral is available. Third, disciplinary procedures are applied to uphold the District policy regarding alcohol and other drug use and the Standards of Student Conduct as listed in the Student Handbook.

Education
Riverside Community College District offers a wide variety of educational opportunities to its students and the community which address alcohol, tobacco and other drug related issues. Information about courses is available in the college catalog, class schedule and through the Counseling Center. Additional educational opportunities include awareness activities, conferences, workshops, films/videos and lectures, some of which are available at the Health Service Office at each college location.

Assistance and Referral
Students can seek help through Student Health and Psychological Services. Health professionals provide assistance for students with alcohol, tobacco or drug related problems including crisis intervention, education and/or referral. Contact the Student Health Center at one of the following locations:

Moreno Valley College 951-571-6103
Located in PSC-6

Norco College..... 951-372-7046
Located in the Student Services building opposite Admissions

Riverside City College 951-222-8151
Located in the Bradshaw building (beneath the bookstore)

Off-Campus Services

Al-Anon (www.ca-inlandempire-alanon.org)..... 909-824-1516
Alcoholics Anonymous (www.inlandempireaa.org)..... 909-825-4700
Assisted Recovery (www.assistedrecovery.com)..... 800-527-5344
Cocaine Anonymous (www.inlandempireareaca.org)..... 951-359-3895
Riverside County Substance Abuse Program 951-955-2105
Substance Abuse/Mental Health Hotline.....800-662-HELP
24 Hour Detox Referral Line 800-499-3008

DIAL 911
FOR
LIFE-THREATENING OR SERIOUS CONDITIONS

Regulations for Policy 3570, Smoking on Campus
The Board of Trustees, students and staff of Riverside Community College District recognize the serious health problems associated with smoking tobacco or other non-tobacco products and the use of smokeless tobacco. It is also recognized that tobacco smoke poses a health risk to non-smokers. Although it is desired that the District maintain a smoke free environment, the Board recognizes the need for each campus to determine whether or not their campus should be completely smoke free or have designated smoking areas. Both Riverside City College (including North Hall, the College House, the Culinary Academy and Rubidoux Annex) and Moreno Valley College (including March Education Center and March Dental Education Center) are completely smoke-free environments and smoking is prohibited on any of these properties, including parking lots. The Norco College has designated smoking areas. For a map detailing the location of these designated smoking areas, please contact the office of the Vice President of Academic Affairs at the Norco College. Smoking in any other areas of this campus is prohibited.

Smoking of any form of tobacco or non-tobacco products is prohibited in all District vehicles, or at any RCCD sponsored activity or athletic event. Smoking of any form of tobacco or non-tobacco products is prohibited inside any indoor area or within 20 feet of a main exit, entrance, or operable window at District Office buildings, (which includes RCCSO, Alumni House and Spruce Street).

Health and Psychological Services Available for Enrolled Students

- Medical care while on campus
- Physician/Nurse Practitioner visits by appointment
- Prescription medication, if needed
- Psychological counseling — MFCC - by appointment
- Health education/counseling and literature
- Psychological crisis counseling on a walk-in basis
- Immunizations at low-cost student rate (measles, tetanus, hepatitis A and B, TB testing, HPV, polio and influenza)
- Laboratory testing
- Community referrals
- Weight loss counseling
- Smoking cessation
- Substance-abuse counseling
- Over-the-counter medication

For more information call:
Moreno Valley College 951-571-6103
Norco College 951-372-7046
Riverside City College..... 951-222-8151

Alert-U - Know First!

Alert-U is an emergency short-messaging service developed for college and university communities. Text messages are sent to subscribers' mobile devices communicating critical campus updates to students, staff and faculty in real-time. Friends and family members are also able to subscribe to receive updates. Standard SMS charges may apply.

- College emergency-notification service;
- SMS messages sent directly to your mobile phone;
- Stay connected, stay safe;
- Alert-U gets you up-to-date fast and is free, quick and easy!

Sign up today:
www.rcc.edu/district/alertu.cfm

ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:

Moreno Valley College - www.mvc.edu Norco College - www.norcocollege.edu Riverside City College – www.rcc.edu

STUDENT SUPPORT SERVICES AVAILABLE AT MORENO VALLEY, NORCO, AND RIVERSIDE CITY COLLEGES

Admissions and Records
Moreno Valley College 951-571-6101
Norco 951-372-7003
Riverside City College 951-222-8600

Assessment
Moreno Valley College 951-571-6492
Norco College..... 951-372-7176
Riverside City College 951-222-8451

Associated Students/Student Government
Moreno Valley ASMV 951-571-6105
Norco ASNC..... 951-372-7007
Riverside City College ASRCC 951-222-8573

Auxiliary Business Services
Cashier..... 951-222-8415

Bookstore
Moreno Valley College 951-571-6107
Norco College..... 951-372-7085
Riverside City College 951-222-8140

CalWORKs/Workforce Preparation
Moreno Valley College 951-571-6154
Norco College..... 951-372-7052
Riverside City College 951-222-8573

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

College Safety & Police (Campus Police) 951-222-8520

Community Education..... 951-222-8090

Counseling
Moreno Valley College 951-571-6104
Norco College..... 951-372-7001/7102
Riverside City College 951-222-8440

Disabled Student Programs & Services (DSPS)
Moreno Valley College 951-571-6138
Norco College..... 951-372-7070
Riverside City College 951-222-8060
TDD..... 951-222-8061

EOPS
Moreno Valley College 951-571-6253
Norco College 951-372-7128
Riverside City College..... 951-222-8045

Evaluations/Graduation Office 951-222-8610

Financial Services
Moreno Valley College 951-571-6139
Norco College 951-372-7009
Riverside City College..... 951-222-8710

International Student Center 951-222-8160

Job Placement
Moreno Valley College 951-571-6414
Norco College 951-372-7147
Riverside City College..... 951-222-8480

RCCD Foundation 951-222-8626

Student Accounts 951-222-8604

Student Activities
Moreno Valley College 951-571-6105
Norco College 951-372-7007
Riverside City College..... 951-222-8570

Student Health and Psychological Services
Moreno Valley College 951-571-6103
Norco College 951-372-7046
Riverside City College..... 951-222-8151

Student Services
Moreno Valley College 951-571-6101
Norco College 951-372-7003/7004
Riverside City College..... 951-222-8570

Transcripts
Moreno Valley College 951-571-6102
Norco College 951-372-7004
Riverside City College..... 951-222-8603

Tutorial Services
Moreno Valley College 951-571-6167
Norco College 951-372-7143
Riverside City College..... 951-222-8169

Veterans Services
Moreno Valley College 951-571-6247
Norco College 951-372-7142
Riverside City College..... 951-222-8607

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DISCOUNTS, BENEFITS AND SERVICES PROVIDED THROUGH YOUR STUDENT SERVICES FEES

The following programs are supported by the Student Services fee. This is not an inclusive list of activities. Participation and membership in these categories are contingent on payment of this fee. If you are not interested in these services or are not involved in the programs mentioned, a fee waiver may be obtained. The last day to waive the Student Services fee will coincide with the last day to drop with a refund for most full-term classes. Please refer to the college websites for Admission and Records hours.

STUDENT SAVINGS

Free Admission to Live Entertainment

Eligible to Participate in Student Government

Bookstore Discounts

Free Admission to College Music Concerts

Discounts at Local Merchants

Free Admission to Recognition Banquets (if being honored)

Free Barbecues and Food Giveaways

Representation by Associated Students/Student Government Membership

Free Admission to World-Renown Speakers

Free Admission to Athletic Events

Discounts from Medieval Times, San Diego Zoo and Other Local California Attractions

Discount Tickets to Knott's Berry Farm, Universal Studios, Magic Mountain and Sea World

Discount Tickets to Local Movie Theaters

SERVICES

Club/Organization Membership

Dance Theatre and Touring Company

Student Government

Cosmetology Completion Ceremonies

Student Scholarships from Associated Students/Student Government Membership

Nursing Program Pinning Ceremonies

Organizational Conferences Funded by Associated Students/Student Government Membership

Instrumental/Vocal Music Performance Groups

Marching Band

Membership in Multicultural Advisory Council

Student Emergency Academic Loans from Associated Students/Student Government Membership

Athletic Teams

Field Trips–Use of College Vans

Please visit our websites for more information on college events, activities, clubs and forms:

Moreno Valley College – www.mvc.edu/services/asmv
Norco College – http://sites.google.com/site/asnorcocollege/student-activities/office-policy
Riverside City College: www.rivasrcc.org

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Norco College - www.norcocollege.edu

Riverside City College – www.rcc.edu

CERTIFICATES and DEGREES

Certificates and Degrees	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
AREA OF EMPHASIS						
Administration & Information Systems			•	MAA494	NAA494*	AA494*
American Studies			•	MAA492		AA492*
Communications, Media & Languages			•	MAA495	NAA495*	AA495*
Fine & Applied Arts			•	MAA496	NAA496*	AA496*
Humanities, Philosophy & Arts			•	MAA497	NAA497*	AA497*
Kinesiology, Health and Wellness			•	MAA498	NAA498*	AA498*
Social & Behavioral Studies			•	MAA499	NAA499*	AA499*
Math and Science			•	MAS493	NAS493	AS493*
Associate Degree for Transfer℠						
Administration of Justice						
With CSUGE pattern			•			AS642*
With IGETC pattern			•			AS643*
Communication Studies						
With CSUGE pattern			•	MAA587	NAA587	AA587
With IGETC pattern			•	MAA588	NAA588	AA588
Early Childhood Education						
With CSUGE pattern			•	MAA529	NAA529	AA529*
With IGETC pattern			•	MAA530	NAA530	AA530*
English						
With CSUGE pattern			•			AA648
With IGETC pattern			•			AA649
Journalism						
With CSUGE pattern			•			AA670
With IGETC pattern			•			AA671
Sociology						
With CSUGE pattern			•	MAA695	NAA695	AA695*
With IGETC pattern			•	MAA696	NAA696	AA696*
Studio Arts						
With CSUGE pattern			•		NAA693	
With IGETC pattern			•		NAA694	
Theatre Arts						
With CSUGE pattern			•			AA747
With IGETC pattern			•			AA748

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CERTIFICATES and DEGREES

Certificates and Degrees	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
ADMINISTRATION OF JUSTICE		•	•	MAS504/MCE504	NAS504/NCE504	AS504*/CE504*
AOJ/Basic Correctional Deputy Academy	•			MCE783		
AOJ/Basic Public Safety Dispatch Course	•			MCE784		
Crime Scene Investigation	•				NCE619	CE619
Investigative Assistant	•				NCE785	CE785
Law Enforcement		•	•	MAS563/MCE563		
Victim Services Aide	•					CE679*
AIR CONDITIONING AND REFRIGERATION		•	•			AS596/CE596
APPLIED DIGITAL MEDIA AND PRINTING		•	•			AS653/CE653
Basic Electronic Prepress	•					CE822
Basic Graphic Design	•					CE823
New Media and Interactive Design	•					CE821
ARCHITECTURE		•	•		NAS509/NCE509	
Architectural Graphics	•				NCE787	
ART						
Visual Communications-Animation	•					CE774
Visual Communications-Illustration	•					CE825
AUTOMOTIVE TECHNOLOGY						
Automotive Body Repair		•	•			AS511/CE511
Automotive Trim and Upholstery		•	•			AS516/CE516
Electrical		•	•			AS513/CE513
Ford Specialty			•			AS519
General Motors Specialty			•			AS583
Mechanical		•	•			AS515/CE515
BANK OPERATIONS	•					CE625*
BUSINESS ADMINISTRATION						
Accounting Concentration		•	•	MAS523/MCE523	NAS523/NCE523	AS523/CE523
Banking and Finance Concentration		•	•			AS631*/CE631*
General Business Concentration		•	•	MAS524/MCE524	NAS524/NCE524*	AS524*/CE524*
Human Resources Concentration		•	•		NAS623/NCE623*	AS623/CE623
Logistics Management Concentration		•	•		NAS580/NCE580*	
Management Concentration		•	•	MAS521/MCE521	NAS521/NCE521*	AS521*/CE521*
Marketing Concentration		•	•	MAS525/MCE525	NAS525/NCE525*	AS525*/CE525*
Real Estate Concentration		•	•	MAS527/MCE527	NAS527/NCE527*	AS527/CE527
Insurance		•	•			AS629*/CE629*
International Business	•					CE627*
Operations and Production Mgmt	•					CE833*
Real Estate Salesperson and Transaction	•				NCE854	
COMMERCIAL MUSIC		•	•		NAA645/NCE645	
COMMUNITY INTERPRETATION		•	•	MAS557/MCE557		
COMPUTER APPLICATIONS & OFFICE TECHNOLOGY						
Administrative Office Professional	•					CE637*
Executive Office Management		•	•			AS639*/CE639*
Executive Office Professional	•					CE635*
Legal Administrative Professional	•					CE611*
Office Assistant	•					CE633*
Office Fast-Track	•					CE812*
Virtual Assistant	•					CE677*

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CERTIFICATES and DEGREES

Certificates and Degrees	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
COMPUTER INFORMATION SYSTEMS						
C++ Programming	•				NCE803	CE803*
CISCO Networking	•					CE810*
Computer Applications		•	•	MAS726/MCE726	NAS726/NCE726	AS726*/CE726*
Computer Programming		•	•	MAS728/MCE728	NAS728/NCE728	AS728*/CE728*
Desktop Publishing		•	•		NAS647/NCE647*	
E-Commerce	•					CE807*
Java Programming	•				NCE809	CE809*
Mobile Application Development		•	•		NAS725/NCE725	
Relational Database Mgmt Tech	•					CE816*
Simulation and Gaming		•	•	MAS739/MCE739	NAS739/NCE739	
Systems Development	•					CE806*
Web Master – Web Designer	•			MCE820	NCE820	CE820*
Web Master – Web Developer	•			MCE843	NCE843	CE843*
CONSTRUCTION TECHNOLOGY		•	•		NAS532/NCE532	
COSMETOLOGY		•	•			AS534/CE534
Cosmetology Business Admin – Entrepreneurial Concentration		•	•			AS537*/CE537*
Cosmetology Business Admin – Mgmt and Supervision Concentration		•	•			AS535*/CE535*
Cosmetology, Instructor Training	•					CE675
Esthetician	•					CE673
CULINARY ARTS		•	•			AS561/CE561
DENTAL ASSISTANT		•	•	MAS621/MCE621		
DENTAL HYGIENE			•	MAS724		
DENTAL LABORATORY TECHNOLOGY		•	•	MAS723/MCE723		
DRAFTING TECHNOLOGY		•	•		NAS539/NCE539	
EARLY CHILDHOOD EDUCATION		•	•	MAS544/MCE544	NAS544/NCE544	AS544*/CE544*
ECE/Asst Teacher	•			MCE795	NCE795	CE795*
ECE/Twelve Core Units	•			MCE797	NCE797	CE797*
Early Childhood Intervention Asst		•	•	MAS601/MCE601	NAS601/NCE601	AS601/CE601*
Infant and Toddler Specialization	•			MCE681	NCE681	CE681
EDUCATION PARAPROFESSIONAL		•	•	MAS603/MCE603*		AS603*/CE603*
ELECTRONICS TECHNOLOGY						
Digital Electronics		•	•		NAS656/NCE656	
Electronics Technology		•	•		NAS546/NCE546	
Green Technician	•				NCE856	
EMERGENCY MEDICAL SERVICES						
Emergency Medical Technician	•			MCE801		
Paramedic		•	•	MAS585/MCE585		
ENGINEERING						
Civil Engineering Technician		•	•		NAS550/NCE550	
Engineering Graphics	•				NCE796	
Engineering Technology			•		NAS551	
FILM, TELEVISION AND VIDEO						
Basic Television Production	•					CE842
Production Specialist		•	•			AS641/CE641
FIRE TECHNOLOGY		•	•	MAS555/MCE555		
Chief Officer		•	•	MAS826/MCE826		
Fire Officer		•	•	MAS827/MCE827		
Firefighter Academy		•	•	MAS669/MCE669		

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HUMAN SERVICES		•	•	MAS663/MCE663		AS663/CE663
Employment Support Specialization	•			MCE802		CE802
KINESIOLOGY/EXERCISE, SPORT & WELLNESS						
Athletic Training Emphasis		•	•			AS597/CE597
Coaching Emphasis		•	•			AS599/CE599
Fitness Professions Emphasis		•	•			AS595/CE595
LOGISTICS MANAGEMENT		•	•		NAS579/NCE579	
MANUFACTURING TECHNOLOGY						
Automated Systems Technician		•	•		NAS737/NCE737	
Computer-Aided Production Technology	•				NCE799	
Computer Numerical Control Programming		•	•		NAS655/NCE655	
MEDICAL ASSISTING						
Admin/Clinical Medical Assisting		•	•	MAS718/MCE718		
Medical Transcription		•	•	MAS701/MCE701		
MUSIC			•	MAA564		AA680
Jazz Performance	•					CE852
Music Performance	•					CE851
Music Technology	•					CE850
Piano Performance	•					CE853
NURSING						
Critical Care Nurse	•					CE581
Nursing Assistant	•					CE584
Registered Nursing			•			AS586
Vocational Nursing		•	•			AS588/CE588
PARALEGAL STUDIES			•			AS591*
PHOTOGRAPHY		•	•			AS592/CE592
PHYSICIAN ASSISTANT		•	•	MAS501/MCE501		
RETAIL MANAGEMENT/WAFC		•	•		NAS536/NCE536	AS536*/CE536*
SIGN LANGUAGE INTERPRETING		•	•			AS505/CE505
SIMULATION AND GAME DEVELOPMENT						
Game Art: 3D Animation		•	•		NAS686/NCE686	
Game Art: Character Modeling		•	•		NAS687/NCE687	
Game Art: Environments and Vehicles		•	•		NAS688/NCE688	
Game Art Core	•				NCE855	
Game Audio		•	•		NAS684/NCE684	
Game Design		•	•		NAS685/NCE685	
Game Programming		•	•		NAS691/NCE691	
SPEECH LANGUAGE PATHOLOGY ASSISTANT		•	•	MAS697/MCE697		
SUPPLY CHAIN TECHNOLOGY		•	•		NAS608/NCE608	
WELDING TECHNOLOGY		•	•			AS606/CE606
Stick Welding (SMAW)	•					CE824
TIG Welding (TGAW)	•					CE819
Wire Welding (FCAW, GMAW)	•					CE818

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CERTIFICATES AND DEGREES

Location	Program & Program Code	Locally Approved Certificate	State Approved Certificate	Associate Degree
MORENO VALLEY COLLEGE				
Ben Clark Training Center				
	Administration of Justice MAS504/MCE504		•	•
	AOJ/Basic Correctional Deputy Academy MCE783	•		
	AOJ/Basic Public Safety Dispatch Course MCE784	•		
	Law Enforcement MAS563/MCE563		•	•
	Emergency Medical Technician MCE801	•		
	Paramedic MAS585/MCE585		•	•
	Fire Technology MAS555/MCE555		•	•
	Chief Officer MAS826/MCE826		•	•
	Fire Officer MAS827/MCE827		•	•
	Firefighter Academy MAS669/MCE669		•	•

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Riverside Community College District

2013-2014 ACADEMIC CALENDAR

June 2013

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2013

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2013

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2013

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2013

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2013

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2013

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2014

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2014

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2014

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2014

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2014

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2014

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- Required Day for New Faculty - August 20
- FLEX Day
  Fall: August 21, 22 & 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 2013
  June 17 - July 28 (6 weeks)
  Weekend Classes: June 22 - July 28
- Fall 2013
  August 26 - December 14
  Weekend Classes: August 31 - December 14
- Winter Intersession 2014
  January 6 - February 13 (6 weeks)
  Weekend Classes: January 11 - February 9
- Spring 2014
  February 18 - June 12
  Weekend Classes: February 22 - June 8
- Final Exams

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