



# TABLE of CONTENTS

## WINTER & SPRING 2020

AB 540 Non-Resident Fee Waiver .....	35	Email .....	6, 12, 19	Prerequisites, Corequisites .....	38
Academic Calendar .....	83	Emergencies .....	71	Privacy - FERPA Rights .....	44-45
Academic Freedom .....	35	Fee Information .....	11, 13, 42	Probationary Students .....	46
Academic Honesty .....	35	Final Examinations .....	40, 83	Prohibition of Harassment .....	30-34
Academic Renewal .....	36	Financial Aid .....	5, 66-67	Refund Deadlines/Information .....	14
Adding Classes .....	11	Grades & Grading System .....	40-41	Registration .....	1, 9
Admission Requirements .....	4	Graduation/Graduation Ceremonies .....	17	Registration Priority .....	46
Apply for Admission .....	3	Health & Psychological Services .....	71	Repeat Policy .....	9, 46-49
Apply for Certificates/Diplomas .....	17	High School/Concurrent Enrollment .....	3	Reporting Discrimination/Harassment .....	31-34
Area of Emphasis Grade Requirements .....	36	Honors Program .....	41	Residency for Tuition Purposes .....	48-50
Assessment .....	7, 62	Identification .....	42	Standards of Student Conduct .....	50-53
Attendance Policy .....	36	Important Dates .....	84-86	Steps to Becoming a Student .....	2-16
Auditing Classes .....	37	Informacion en Espanol .....	20-30	Student Educational Plan .....	63
Basic Skills Requirements .....	37	Instructional Materials Fees .....	42	Student Right to Know Disclosure .....	63
Bookstore Information .....	2, 15	International Students .....	4	Students Rights & Responsibilities .....	63
Certificates & Degrees .....	74-82	Library Hours & Information .....	43	Student Support Services .....	72
Changing Your Schedule .....	11	Matriculation .....	62	Textbook Information .....	15
Class Cancellation .....	37	Military Credit .....	44	Tobacco & Drug Abuse Prevention .....	70
Continuing at Norco College .....	16	Need Money for College .....	66-67	Transcripts .....	7, 18, 72
Continuing Students .....	16	New Students .....	7-8	Transfer Requirements .....	17
Counseling Appointments .....	8, 37, 63	Non-Degree Credit .....	44	UC/CSU Cross Enrollment .....	61
Counseling - Continuing Students .....	63	Non-Discrimination, Harassment .....	31-34	Unit Limitations .....	11, 61
Deadline Dates .....	11	Online Services .....	19	Veterans & Veterans Services .....	4, 62
Deadlines .....	11, 38	Orientation .....	7-8	Waitlist .....	12
Degrees & Certificates .....	74-82	Overlapping Classes .....	10, 45	WebAdvisor/MyPortal .....	1, 12
Disability Resource Center .....	4, 36, 72	Parking .....	69	What Every Student Should Know .....	35-64
Discounts/Student Services Fees .....	73	Pass/No Pass .....	46	Workforce Preparation/CalWORKs .....	60-62
Dismissal Students .....	46	Payments .....	13	Worksheet for Registration .....	10
Dropping Classes .....	11	Personal Profile Update .....	46		

# WINTER & SPRING 2020

**Step 1:** Apply for Admission Online by the Deadline

[norcollege.edu](http://norcollege.edu)

**Apply Online**

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



## STEPS TO BECOMING A STUDENT AT NORCO COLLEGE

### **Step 2:** Apply for Financial Aid

Online at [www.fafsa.gov](http://www.fafsa.gov) or <https://dream.csac.ca.gov>.

### **Step 3:** Access Your RCCD Student Email Account

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

### **Step 4:** Mail Your Transcripts

(required for counseling appointments, prerequisite validations and graduation applications)

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

### **Step 5:** Complete Orientation, Assessment & Counseling (OAC)

- 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: Norco College: 951-372-7176

### **Step 6:** Register for Classes

- Log into WebAdvisor/MyPortal to check your registration appointment date and time and/or holds.
- Manage your class schedule, adds, drops, waitlist, etc. on [WebAdvisor/MyPortal](#).

### **Step 7:** Pay Enrollment Fees

### **Step 8:** Get Your Free RCCD Student Photo/ID Card at Your Home College

# STEPS TO BECOMING A STUDENT



## Step 9: Purchase Your Textbooks

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/MyPortal. 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.

Norco College

[www.norcocollege.edu/bookstore](http://www.norcocollege.edu/bookstore)

## Step 10: Attend Class the First Day

Arrive early to find parking; consider commuting alternatives.

If enrolled in an online class, go to:

<http://rccd.instructure.com>



# STEP 1: Apply for Admission

## Apply Online

Go to any of our college websites to apply online. Computers and staff are available during our regular business hours. The WIN/SPR2020 admission application period closes after January 06, 2020 for the Winter 2019 term and February 02, 2020 for the Spring term at Norco College. Applications submitted after the 20WIN/SPR admission application period close date will no longer be accepted for this 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 NORCO COLLEGE, you are choosing your HOME COLLEGE. Please read the following carefully before selecting your home college.

## 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; did not graduate from high school but are 18 years of age or older; are an eligible high school student who has been admitted to the District's Early College or Middle College High School Dual Enrollment Program, or Concurrent Enrollment High School Programs or; are an international student who has satisfied specific international student admissions requirements.



## 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.

## When are Admission Applications Accepted?

The application period closes on the first day of the Summer term, and on the first Friday of the Fall term. For example, the deadline to submit an application:

**Winter 2020 - January 6, 2020 @ 11:59 PM**  
**Spring 2020 - February 14, 2020 @11:59 PM**

## High School/Concurrent Enrollment

Effective fall 2014, minor students may be eligible for admission as a special student pursuant to Sections 48800, 48800.5, 48802, 76001, and 76002 of the California Education Code.

- Students falling under these criteria must be approved by their high school principal or designee for "advanced scholastic or vocational work," and must be identified as a special part-time/full-time student.
- Students may be admitted from K-10 if identified as "highly gifted."
- Students may be admitted as a special part-time/fulltime student if: The class is open to the general public, and the student is currently enrolled in grades 11-12. Exceptions may be made for some special programs and course work.

All approved special part-time/full-time students will have enrollment access on the first day of each term in order to ensure that they do not displace regularly admitted students. Approved high school students may take up to 8 units for fall/spring terms and 5 units for summer terms. Concurrent enrollment is not offered in the winter. High school students are not permitted to take physical education classes.

# Apply for Admission

## Home College

Your home college location is where you will receive most services including Assessment, Counseling, Student Financial Services, CalWORKS, EOPS/CARE, Veterans Resource Center, and Student Support Services.

Example: If the home college location that is listed on your application is Norco College, you may be directed to Norco College 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. 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.

## 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 Veterans Resource Center.

## 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](http://www.rcc-int.us).

## Students with Disabilities

Students with learning, physical, psychological, or other health limitations are encouraged to contact your home college Disability Resource Center:

**NC: 951-372-7070**



## Academic Program of Study or "Major"

Please select AS Math & Sciences as your program of study if you are preparing to enter any of the following impacted programs:

**AS Registered Nursing      AS Vocational Nursing**

Please choose your home college carefully as it is difficult to change. Riverside Community College District is comprised of three colleges: Norco College, Norco College, and Riverside City College. 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/MyPortal](#) 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.

★ ★ ★ ★ ★

## VETERANS

RCCD is proud to have you attend one of our community colleges. To take full advantage of your benefits, call the following location:

**NC: 951-372-7142**

★ ★ ★ ★ ★

# 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. The link can be found on the home page of any of our college websites. You will be asked to select a College and an Academic Program of Study (Major) that is financial aid eligible. By selecting Norco College you are choosing your HOME COLLEGE. Please choose your home college carefully as it is difficult to change and can only be done once per term. 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.gov](http://www.fafsa.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:

Norco College - #041761

Students who qualify under AB 540 can submit the Dream Act Application online at <https://dream.casc.ca.gov/>.

Dream Act Code: Norco College - 04176100

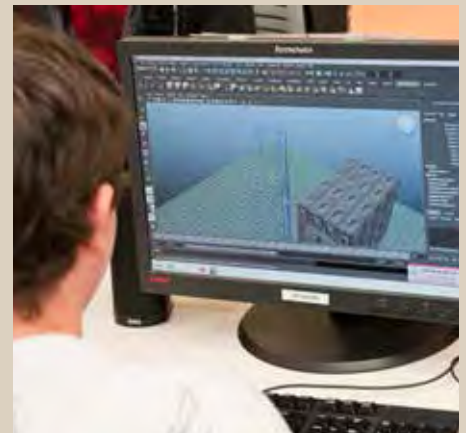
**3.** After Student Financial Services (SFS) receives your information from the U.S. Department of Education or the California Student Aid Commission, we will notify you via RCCD email requesting any additional task(s) necessary to complete your file. Required Tasks can be completed on-line. To complete your 2019-20 Financial Aid Tasks, refer back to your RCCD email for the link to complete your tasks. If you have not received an email and you have already completed your 2019-20 FAFSA, please contact the SFS office at your home college. A delay in finalizing your financial aid file can affect the timeliness of your award notification and any eligible disbursement.

**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/MyPortal to view your awards online. If eligible, your CCPG will be awarded automatically once we receive your FAFSA or Dream Act Application. For more information on the CA College Promise Grant, refer to the financial aid section in the Schedule of Classes Information Pages.

## Important Facts

Need help with your financial aid application? Attend a financial aid FAFSA/Dream Act Application workshop. 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 CCPG, 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 and/or drops all of his classes, is dropped by any or all of his instructors, or receives only FWW grades for the fall, winter/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 there is a reduction in units after receiving a disbursement, the student may enter into an over-award status which will result in financial assistance funds having to be repaid.



# TO ACTIVATE YOUR EMAIL

1. Go to [outlook.com/student.rccd.edu](https://outlook.com/student.rccd.edu) to log into your RCCD email account. 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.
3. You can also forward your RCCD email another personal email account. Go to *Settings>Options>Forward Your Email*.



## STEP 3: Access Your RCCD Email Account

CHECK YOUR EMAIL ACCOUNT DAILY!

### Access Your 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 District and the student. Please check your email account daily.

You will receive your RCCD email address in the welcome email sent. You may also find it by going to [WebAdvisor/MyPortal](#) and clicking on "What's My RCCD Email Address?" If you need help, view the student email tutorial on WebAdvisor/MyPortal. If you are having difficulty and cannot resolve your problem using the tutorial, call Admissions & Records at: Norco College (951) 372-7003.

For in-person assistance at Norco College, please visit the Admissions and Records lobby located in the Student Services building.

Once you activate your email, you can access [MyPortal](#).

## STEP 4: 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 Your Transcripts to:*

### **INCOMING TRANSCRIPTS**

Norco College  
2001 Third Street  
Norco, CA 92860



**STUDENTS CAN CHECK THE  
STATUS OF INCOMING  
TRANSCRIPTS ON  
WEBADVISOR/MYPORTAL.**



## STEP 5: Complete Orientation, Assessment & Counseling (OAC)

If you are a first-time college student, you must complete OAC. If you are:

- Planning to earn an associate degree
- Planning to earn a certificate
- Planning to transfer
- Exploring career options
- Improving basic skills
- Undecided about your educational goal

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

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

Norco College – (951) 372-7101

### Complete Application

1. Complete an application for admission. Apply online at one of the three colleges. Allow 24-48 hours after your application is submitted (not including weekends or holidays) before moving to Step 2.



# STEP 5: Complete Orientation, Assessment & Counseling

## 2. Complete Orientation.

Would you ever take a trip to an important destination without a map? You might, but your chances of getting lost are high. Online orientation is required as part of the matriculation process for all first-time students, but any student is welcome to participate. Orientation introduces students to the college experience in general and familiarizes you with the registration process, special programs, financial aid, and much more.

### INFORMATION

Visit [NorcoCollege.edu](http://NorcoCollege.edu):

Admission Eligibility

CalWORKS

Counseling

Disability Support Services

Opportunity Programs & Services

Student Financial Services & More!



## 3. Assessment and Counseling

Come to the Assessment Center to meet with an educational advisor. You will receive your placement results which are derived by a series of questions included in the application process pertaining to high school performance.

You will complete an abbreviated educational plan. This plan will include your trail head courses, which are courses in your program of study that are advised to take during your first year of college.

After completing Step 3, it will take 1 to 2 business days for clearance. You will then be able to register for classes on or after your registration date.

Norco College – (951) 372-7142



# STEP 6: Register for Classes

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

NC: <http://www.norcollege.edu/services/assessment/Pages/MakeAnAppointment.aspx>

You may also call one of our assessment information lines if you have additional questions:  
 Norco College - (951) 372-7176

## Check Your Registration Date/Holds

On October 4, 2020 students may access WebAdvisor/MyPortal 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 November 11, 2020 for continuing students who attended in the Winter/Spring 2020 term. 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/MyPortal. 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.

**Drop for Non-Payment has been temporarily suspended for the 2019-2020. Students with outstanding balance will have to pay fees in full in order to register for a course, request transcripts, or receive a certificate or diploma.**

## Rules for Course Repetition

Students are limited to a maximum of three (3) allowable attempts for most courses, including any combination of withdrawals (Ws) or substandard grades (D, F, FW, NC, or NP). Withdrawals due to military orders (MW's) 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 completion rule:

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

# STEP 6: Register for Classes

## REGISTRATION WORKSHEET

SECTION NUMBER	CLASS NAME	UNITS	DAYS	TIME
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----

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

It is your responsibility to ensure that you are officially registered in courses by the add deadline and that your fees are paid. Drop for Non-Payment has been temporarily suspended for the 2019-2020. Students with outstanding balance will have to pay fees in full in order to register for a course, request transcripts, or receive a certificate or diploma.

### 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/MyPortal menu for assistance.

WebAdvisor/MyPortal 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.

### Things To Do Before You Register...

Check WebAdvisor/MyPortal 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 the 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/MyPortal.

Do any of your classes overlap? You must have an Approval for Overlapping Classes signed by the instructor and the Dean of Instruction, and you must add in person.

# PAY FEES

## (CHECK FEE PAYMENT DEADLINES)

Drop for Non-Payment has been temporarily suspended. Students with outstanding balance will have to pay fees in full in order to register for a course, request transcripts, or receive a certificate or diploma. 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/MyPortal 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 a notification 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.



# IMPORTANT INFORMATION

## 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/MyPortal for short-term class deadlines.

Print out the page on WebAdvisor/MyPortal 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/MyPortal 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/MyPortal. Click on "[Class Name/Deadlines.](#)"

## Maximum Unit Load

The maximum number of units a college student may enroll 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.

## Adding Closed Classes

No drops for non-payment. If you waitlist a class and space becomes available, you will be automatically enrolled and a notification 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.

# 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/MyPortal and/or your RCCD email account to confirm your status. **Personal email addresses will not be used by RCCD** to notify you of your waitlist status. Your RCCD account is the **ONLY** approved method of formal communication from the District to the student. No drops for non-payment. Waitlist and notices are sent to your RCCD email account. Drop for Non-Payment has been temporarily suspended for the 2019-2020. Students with outstanding balance will have to pay fees in full in order to register for a course, request transcripts, or receive a certificate or diploma.

## IMPORTANT INFORMATION

**check your email account daily!**

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/MyPortal by doing the following:

- Log into: WebAdvisor/MyPortal
- 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.*



# STEP 7: Pay Enrollment Fees

## How Do I Pay?

WebAdvisor/MyPortal: Visa, Master Card, American Express, Discover Card

Mail or Drop Boxes: Check or Money Order made payable to RCCCD. Be sure to include your RCCCD ID number.

All RCCCD Colleges: Cash, Visa, Master Card, American Express, Discover, Check, or Money Order

## 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 RCCCD Board policies.

## 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 RCCCD 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 California College Promise Act (CCPG), formerly called the BOGW.

## Required Fee

(Title 5 state regulations) supports general and emergency services provided by RCCCD's Health Services; not covered by California College Promise Grant (CCPG). 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.

IN THE EVENT OF A FEE INCREASE BY THE STATE LEGISLATURE, PLEASE REFER TO OUR COLLEGE WEBSITES FOR UPDATED INFORMATION.

## 2020 WINTER Fees

Enrollment Fee.....	\$46 per unit
Non-Resident Tuition & Enrollment Fee .....	\$265+\$46 per unit
Out of Country Non-Resident Surcharge .....	\$265+\$46+\$12 (Non-Refundable if Student Drops the Class)
Health Services .....	\$17
Student Services - ID Card (optional: see Student Services).....	\$2
Parking Permit-Auto (Optional) Parking for summer .....	\$25
Parking Permit-Auto (Optional: Students with CA College Promise Grant (CCPG) formerly called the (BOGW).....	
Parking Permit - Motorcycle (Optional) .....	\$10
Transportation Fee (NC) Over 6 units:.....	\$5.50
Transportation Fee (NC) 6 units & under: .....	\$5
Audit Fee .....	\$15 per unit
KIN-30 First Aid & CPR Fees .....	\$24
KIN-42 Life Guard & Water Safety Certification.....	\$82.45
Non-Sufficient Funds/Stop Payment Fee .....	\$20

## 2020 SPRING Fees

Enrollment Fee.....	\$46 per unit
Non-Resident Tuition & Enrollment Fee .....	\$265+\$46 per unit
Out of Country Non-Resident Surcharge .....	\$12 per unit (Non-Refundable if Student Drops the Class)
Health Services .....	\$20
Student Services - ID Card (optional: see Student Services).....	\$15
Parking Permit-Auto (Optional) .....	\$50
Parking Permit-Auto (Optional: Students with CA College Promise Grant (CCPG) formerly called the (BOGW).....	\$30
Parking Permit - Motorcycle (Optional) .....	\$15
Transportation Fee (MVC) Over 6 units:.....	\$5.50
Transportation Fee (MVC) 6 units & under:.....	\$5
Audit Fee .....	\$15 per unit
KIN-30 First Aid & CPR Fees .....	\$25
KIN-42 Life Guard & Water Safety Certification.....	\$85.45
Non-Sufficient Funds/Stop Payment Fee .....	\$20

# REFUNDS

Refund deadlines can be viewed/printed from the WebAdvisor/MyPortal 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 to drop with a refund. 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/MyPortal will have their refund credited back to their credit card.

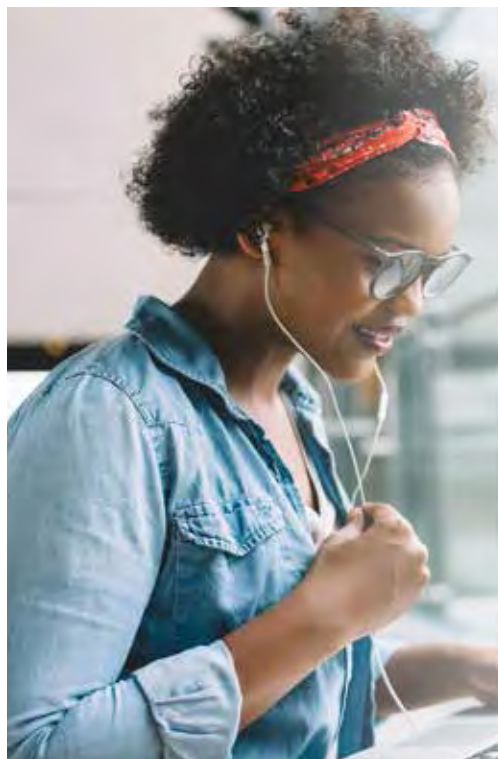
Students who drop all classes within the refund period and wish to receive a refund for a parking permit must return the permit to Parking Services. If you are receiving a refund due to an adjustment in your financial aid, please notify Student Accounts at Norco College.

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

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

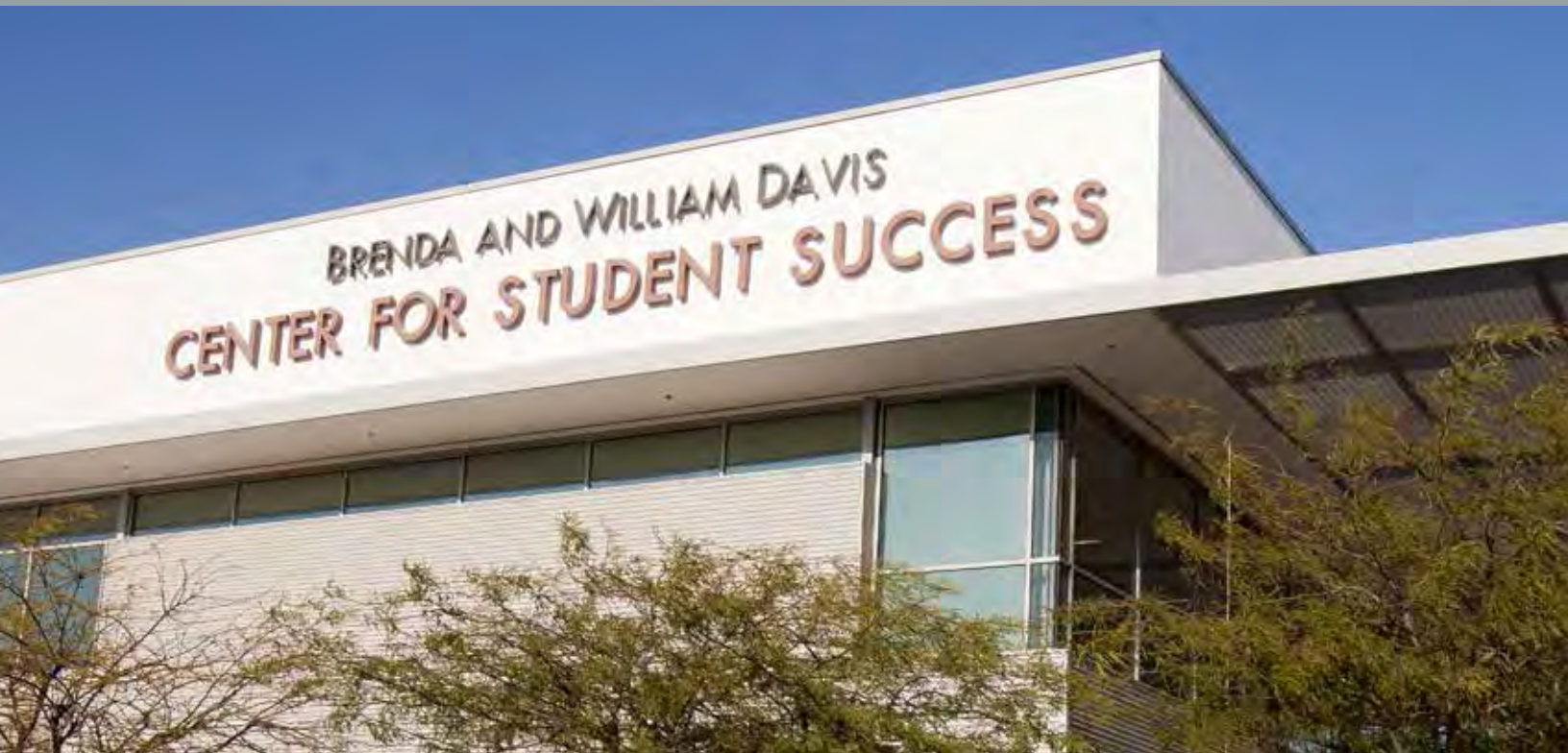
Payments made online via WebAdvisor/MyPortal on the deadline date must be completed by 5 pm. Fees may be paid on campus up until the end of business hours at each college location. If you decide not to attend class and are not dropped from the class, you may receive a failing grade in the class and may be billed for the class. 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.



**Non-Payment has been temporarily suspended for the 2019-2020. Students with outstanding balance will have to pay fees in full in order to register for a course, request transcripts, or receive a certificate or diploma.**

# STEP 8: Get Your Norco College Student Photo/College ID Card



## STEP 9: Purchase/Rent 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!

Norco College: [www.norcocollege.edu/bookstore](http://www.norcocollege.edu/bookstore)

You can also order your textbooks (used and new) online through WebAdvisor/MyPortal 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 Payments Accepted

VISA - MasterCard - American Express - Discover  
ATM Debit Cards (with VISA or MasterCard Logos)  
CASH



# CONTINUING AT NORCO COLLEGE

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.

Check your NC 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](http://www.opencampus.com).

•  
If your plans change and you cannot attend, please be sure to officially drop your class(es).

## STEP 10: Attend Class the First Day





# 2020 COMMENCEMENT

Norco College  
JUNE 12, 2020  
SOCCER FIELD

MORE INFORMATION TO  
BE ANNOUNCED CLOSER  
TO EVENT DATE

# COMMENCEMENT 2020

## Re-Apply for Financial Aid

The Free Application for Federal Student Aid (FAFSA) is available for the next academic year. The priority filing date is March 2nd of each year.

If you are receiving a California College Promise Grant (CCPG), formerly called the BOGW, you must reapply each academic year, beginning with the fall term.

## Residency Requirement

In order to receive an AA or AS degree from Riverside Community College District, a student must complete 12 units in residence at the college you applied to within the 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 Center:

**Norco College Transfer Center**  
**(951) 372-7043**

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

## Moving on from Norco College

### 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 the students WebAdvisor account. Click on *Students*, on *Academic Profile*, and then *Degree Application/Certification*.

See the college catalog for further details and requirements. Students may apply for degrees and certificates for any term in the 2019-2020 year during the following four applications periods:

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

• • •

**Fall:** First day of fall term through October 15  
to apply to graduate in fall

• • •

**Winter:** First day of winter term though 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

# MOVING ON FROM NORCO COLLEGE



## Order Transcripts

Official transcripts can be ordered on WebAdvisor/MyPortal, or by placing orders directly through Credentials Solutions Transcripts Plus. Your first two official transcripts are free.

Each additional official transcript is \$7. For same day service there is an additional \$13 fee for each transcript. Transcripts are now through Transcripts Plus. Transcripts are available for pick up, mail, electronic delivery, and FedEx options. 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/MyPortal and updated transcripts are mailed.

For more information, visit any of our college websites or call:

**Norco College – (951) 372-7003**

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

Transcript fees are subject to change. Please visit one of our college websites for updated fee and pricing information.

## WebAdvisor/MyPortal - Your Academic Record at Your Fingertips

### Login to:

- Complete online Student Orientation and first term SEP
- Search and register for classes
- View your registration date and time
- Update your personal profile (phone number, address, etc.)
- View your financial aid award letter, order transcripts, enrollment verifications and parking permits
- And much more!

**Your WebAdvisor username  
is your seven-digit RCCD ID.**

Your temporary password is your six-digit birth date. Example: If your birthdate 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.

# ONLINE SERVICES AVAILABLE AT NC



## Online and Hybrid Courses

Access online and hybrid courses through the Canvas learning management system. Canvas can be accessed from the Distance Education homepage: [www.opencampus.com](http://www.opencampus.com)

## 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 OpenCCC by clicking on the "**Create Account**" tab. Remember to write down your username and password for future reference. For help retrieving your username or password, click on "**Sign-In**" and then click on the "**I Forgot My User Name**" link.

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

User ID \_\_\_\_\_ Password: \_\_\_\_\_

## Norco College/RCCD Email

Access your RCCD email account immediately and check it daily so that you don't miss important notices. See step 3 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 [outlook.com/student.rccd.edu](http://outlook.com/student.rccd.edu) 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 our college websites, click on **WebAdvisor**, and click on **Learn Your RCCD Email Address**. You can only reset your student email password through WebAdvisor/MyPortal.

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.

- Click on the Login to Canvas link and enter your RCCD email address in the email field.
- Your username is your RCCD student email address (example: jdoe@student.rccd.edu)
- For first-time online-based course students, your password the first time logging in is newstudent.
- For returning online-based course students, your password is the last password you used in your previous RCCD online-based course.

### For 24-hour assistance:

Contact Canvas Support toll free at (844) 603-4264.

For additional help, you can also click the Report a Problem link from the Help & More link on the main Canvas login screen, or within your Canvas course using global Canvas Navigation.

# PROGRAMA DE INGLES COMO SEGUNDO IDIOMA (ESL)

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 al o 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, o satisface los requisitos del usted 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 951-222-8230.

**¿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 951-734-0068 para Norco College.

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 1° de enero de 2002, la ley AB 540 de California permite que todos de California (CSU). 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.

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.

# PROGRAMA DE INGLES COMO SEGUNDO IDIOMA (ESL)

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 1° de Enero de 2013 la ley AB 130 permite a estos estudiantes (que han calificado para AB 540) que apliquen y sean elegibles para recibir la misma ayuda financiera estatal disponible a todos los otros estudiantes del colegio comunitario. Favor de comunicarse con la oficina de Financial Aid para más información.

## PASOS PARA MATRUCULARSE EN RCCD

**1er paso: Solicitar la admisión en línea antes del plazo:**

Norco College - [www.NorcoCollege.edu](http://www.NorcoCollege.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 de Internet [www.fafsa.gov](http://www.fafsa.gov) y aplique para ayuda financiera. Para obtener más información, vaya a la oficina de "financial aid" en cualquier plantel.

**3° paso: Activar su cuenta de correo electrónico (email) del estudiante 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 diariamente su correo electrónico.

**4° 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). Verifique en 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. Expedientes escolares de High School no son requeridos para la mayoría de programas.

**5° paso: Evaluación preliminar, orientación para nuevos estudiantes, y consejería (AOC/OAC):** Evaluaciones preliminares son solamente disponibles por medio de citas. Haga una cita para el examen preliminar de inglés como segundo idioma (PTESL) en la página web de su colegio preferido. La orientación y plan educativo se tiene que hacer en WebAdvisor/MyPortal. Para más información, llame a: Norco College - 951-372-7176.



**6° paso: Regístrese para sus clases:** Revise su fecha de registración en WebAdvisor y regístrese para sus clases en el día y hora 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 (Norco College).

**7° paso: Pagar sus clases/matricula:** Asegúrese de pagar todos los costos antes de la fecha límite. Puede ser retirado por falta de pagos.

**8° paso: Obtenga su foto tarjeta/identificación estudiantil en la oficina de su admisiones:** ¡Es gratis! Puede obtener su tarjeta de identificación en la oficina de A&R. La tarjeta de identificación puede usarse para obtener descuentos en la universidad y Autobús RTA "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/MyPortal. También pueden llevar una copia de su horario de clases a la librería para ver cuales libros necesita comprar, 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:

Norco College: <https://www.bkstr.com/norcocollegestore/home/en>

**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](http://www.opencampus.com) el primer día del semestre.



# CUANTO CUESTA ASISTIR A

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

Riverside Community College District (RCCD) los cargos por unidad y no por clase. Cada unidad cuesta cuarenta y seis dólares (\$46) para los residentes de California. Además, los residentes de otro estado pagan doscientos sesenta y cinco (\$265) para cada unidad, además doce (\$12) dólares si usted es un 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 veinte dólares (\$20) por cada semestre de otoño y primavera y diecisiete dólares (\$17) por cada sesión de invierno y verano. Estudiantes que califican para el California College Promise Grant (CCPG), anteriormente conocido como BOGW., todavía tienen que pagar la cuota de servicios de salud.

### Servicios Estudiantiles

La cuota de Servicios Estudiantiles es de quince dólares (\$15) 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.

# CUANTO CUESTA ASISTIR A

## RIVERSIDE COMMUNITY COLLEGE DISTRICT



### 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.

### 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 Norco College. 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.

### 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.



# SPANISH SPEAKING PERSONNEL...“HOLA! EN QUE’ LE PUEDO AYUDAR?”

## Admissions & Records/Departamento de Registro y Matriculation

Lourdes Davis  
Student Services Technician  
(951) 222-8711

Daisy Figueroa  
Student Services Technician  
(951) 222-8000 x4294

Rosa Vargas  
Student Services Technician  
(951) 222-8605

## Administrative Support Center/Centro de Apoyo Administrativo

Juan Lopez  
Administrative Support Center Supervisor  
(951) 222-8796

## College Safety & Police/Departamento de Policia y Seguridad

Mary Varela  
Administrative Assistant III  
(951) 222-8502

## Counseling/Oficina de los Consejeros

Lily Martinez  
Counseling Clerk III  
(951) 222-8812

Elizabeth Yglecias  
Counselor  
(951) 222-8437

## Disabled Support Services/Servicios de Estudiantes con Discapacidades

Laura Coronel  
Support Service Specialist Aide  
(951) 571-6419  
Video Phone (951) 208-6896

David DiLeo  
Senior Interpreter  
(951) 328-3681

## Math Learning Center/Centro de Aprendizaje de Matematicas

Sandra Rosas-Lopez  
Learning Center Assistant  
(951) 222-8000 x4100

## Promise Program; Language, Humanities, Social Sciences Division

Tony Ortiz  
Division Advisor  
(951) 328-3658

## Office of the Chancellor/Oficina del Chancellor

Michelle Davila  
Executive Administrative Assistant  
(951) 222-8455

## Rubidoux Annex

Maggie Martinez  
Admissions & Records Operations Assistant  
(951) 328-3883

## Strategic Communications & Institutional Advancement

Diana Meza  
Public Information Officer  
(951) 222-8505

## Student Employment/Empleo Para Estudiantes

Carmen Parra  
Student Employment Specialist  
(951) 372-7190

## Student Financial Services/Servicios Financieros Para Estudiantes

Elva Garcia  
Student Financial Services Account Specialist  
(951) 222-8230

## Academic Affairs/Asuntos Académicos

Miguel Contreras  
Director, Gateway to College  
(951) 222-8089

# COLEGIO COMUNITARIO DEL DISTRITO RIVERSIDE

## PROCEDIMIENTO PARA PRESENTAR UNA QUEJA PRO DISCRIMINACIÓN/ACOSO SEXUAL

Usted tiene derecho a presentar una queja. Este es un resumen del derecho que usted tiene al 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 (mira abajo para el procedimiento para hacerlo).
- A usted no se le pedirá que confronte o que trate de resolver los problemas con la persona acusada de discriminación ilícita.
- Usted puede presentar una queja que no esté relacionada con el empleo en la Oficina del Departamento de Educación de los Estados Unidos para los Derechos Civiles (OCR) siempre y cuando dicha queja esté dentro de la jurisdicción de esa agencia.
- Si su queja es relacionada con el empleo, usted puede presentar una queja en la Comisión de Igualdad en Oportunidad de Empleo de los Estados Unidos (EEOC) y/o al Departamento de Igualdad en el Empleo y la Vivienda de California (DFEH) siempre y cuando dicha queja esté dentro de la jurisdicción de esa agencia.
- Las represalias están prohibidas por la ley. Si usted cree que ha sido víctima de represalias como consecuencia de la presentación de una queja, por favor comuníquese inmediatamente con el Departamento de Recursos Humanos y Diversidad del Distrito del Colegio Comunitario de Riverside (RCCD).

### EL PROPÓSITO DEL PROCESO DE LA RESOLUCIÓN INFORMAL

El propósito del proceso de resolución informal es permitir que una persona que cree que ha sido discriminado ilegalmente para resolver la situación a través 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 desee

presentar una queja formal. La resolución de una queja informal puede que no requiera más que una aclaración del malentendido o una disculpa por parte del supuesto ofensor y prometa que la conducta ofensiva 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.

Selección del proceso de resolución informal no impide posteriormente de la decisión de presentar una queja formal (sujeto a todas las reglas para la presentación de una queja formal). Usted puede hacer esto mientras que el proceso informal es todavía en curso, o si el proceso informal se ha terminado y usted no está satisfecho con el resultado de la resolución propuesta por el Distrito, siempre que el período de tiempo para presentar una queja formal no ha pasado.

### PROCEDIMIENTO PARA UNA QUEJA FORMAL/ INFORMAL

- La queja debe ser presentada utilizando el formulario indicado por la oficina del Canciller 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 web del Canciller del Estado en [www.cccco.edu](http://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 él/ella 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 Diversidad.
- Cualquier queja que no esté involucrada con el empleo 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.

# COLEGIO COMUNITARIO DEL DISTRITO RIVERSIDE

## PROCEDIMIENTO PARA PRESENTAR UNA QUEJA PRO DISCRIMINACIÓN/ACOSO SEXUAL

- 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 período será extendido por no más de 90 días seguido a la fecha de expiración de los 180 días, si usted se enteró de los hechos de la supuesta discriminación después de la fecha de expiración de los 180 días.

Usted puede presentar una queja formal con:

Lorraine Jones  
Diversity, Equity and Compliance  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501  
(951) 222-8039  
o con  
Legal Affairs Division  
Office of the Chancellor California Community Colleges  
1102 Q Street  
Sacramento, CA 95811-6549

### ¿QUÉ SUCEDE CUANDO UNA QUEJA FORMAL ES PRESENTADA?

El Distrito entonces empezará 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 a usted una copia del reporte de la investigación, o un resumen del mismo, junto con la notificación de su derecho a apelar la decisión ante la Junta Directiva Escolar del Distrito y la oficina del Rector del Estado. El reporte de investigación, o resumen, es la Determinación Administrativa del Distrito.

### DERECHOS DE APELACIÓN DE LA PERSONA QUE DEMANDA

Usted, como persona demandante, 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 reporte y/o resumen de investigación le es 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 DEBERÁN 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 a partir de la fecha en que la Determinación Administrativa fue hecha. Los Miembros de la Junta Directiva Escolar revisarán la queja original, la Determinación Administrativa y la apelación. Por favor envíe una petición hecha por escrito para poder solicitar una apelación a los Miembros de la Junta Directiva Escolar en el período de tiempo indicado, dirigido a la atención de:

**District Board of Trustees**  
c/o Diversity, Equity and Compliance  
Riverside Community College District  
3801 Market St.  
Riverside, CA 92501

# COLEGIO COMUNITARIO DEL DISTRITO RIVERSIDE

## PROCEDIMIENTO PARA PRESENTAR UNA QUEJA PRO DISCRIMINACIÓN/ACOSO SEXUAL

Los miembros de la Junta Directiva Escolar darán una decisión final del Distrito acerca del asunto en el espacio de 45 días 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, 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 hecha por los Miembros de la Junta Directiva Escolar del Distrito y otra copia será enviada a la oficina del Canciller 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 o 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.

La apelación debe ser acompañada de una copia de la decisión de los Miembros de la Junta Directiva Escolar del Distrito o evidencia que muestre la fecha en que el demandante solicitó una apelación a la Junta Directiva Escolar del Distrito en el espacio de 45 días 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 (DFEH) o a la Comisión de Oportunidad de Igualdad en el Empleo de los Estados Unidos.

### PARA MÁS INFORMACIÓN CONTACTAR

Diversity, Equity and Compliance  
Riverside Community College District  
3801 Market St.  
Riverside, CA 92501  
(951) 222-8039

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](http://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](http://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](http://www.ed.gov)

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

### CÓMO DENUNCIAR DISCRIMINACIÓN U HOSTIGAMIENTO

La oficina de Diversidad, Igualdad y Cumplimiento (DEC) 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](http://www.rccd.edu/administration/humanresources/Pages/index.aspx) o llame al: (951) 222-8039.

# COLEGIO COMUNITARIO DEL DISTRITO RIVERSIDE

## PROCEDIMIENTO PARA PRESENTAR UNA QUEJA PRO DISCRIMINACIÓN/ACOSO SEXUAL

### 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 apodosos;
- 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 Canciller 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 Canciller 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](http://www.rccd.edu/administration/humanresources/Pages/index.aspx)

[www.cccco.edu/OurAgency/Legal/Discrimination/tabid/294/Default.aspx](http://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 Canciller del Estado arriba mencionada, tiene el derecho de reportar una queja con las siguientes agencias externas.

### COMPROMISO DE LA DIVERSIDAD

Riverside Community College District está comprometido para construir un entorno diverso y accesible que fomenta el avance intelectual y social. Todos los programas y actividades del Distrito buscan afirmar el pluralismo de creencias y opiniones, incluida la diversidad de la religión, género, etnicidad, raza, orientación sexual, discapacidad, edad y clase socioeconómica. Se fomenta la diversidad y son bienvenidos porque RCCD reconoce que nuestras diferencias, así como nuestras similitudes, promueven integridad y resiliencia que prepara a nuestros estudiantes para la comunidad en evolución y cambio a la que servimos.

Riverside Community College District está comprometido a promover la diversidad en todo el distrito a través de sus estudiantes, así como sus empleados. El Distrito mantiene un compromiso con la diversidad a través de la contratación y retención de estudiantes y empleados que reflejan la diversidad de las comunidades en el Distrito. Cada esfuerzo se hace para iniciar y establecer actividades específicas y programas diseñados para satisfacer la diversidad del Distrito, objetivos para fomentar la participación igualitaria, para asegurar una institución que acomode y respeta las diferencias.

### NO DISCRIMINACIÓN

El Distrito está comprometido con la igualdad de oportunidades en programas educativos, empleo y el acceso a programas y actividades institucionales. El Distrito, y cada individuo que representa el Distrito, proporcionará acceso a sus servicios, clases y programas sin tener en cuenta realidad, percepción o asociación con la identificación de grupos étnicos, origen nacional, religión, edad, género, identidad de género, expresión de género, raza, color, información genética, ascendencia, orientación sexual o discapacidad física o mental, o cualquier característica enumerada o definida en el Artículo 11135 del Código Gubernamental o cualquier característica que contenga el prohibición de los delitos de odio establecida en la subdivisión (a) del Artículo 422.6 del Código Penal. Estado como veterano de Vietnam.

El Canciller establecerá procedimientos administrativos que garanticen a toda la comunidad universitaria que puede presentar quejas con respecto a presuntas violaciones de esta política y tener sus quejas escuchadas de acuerdo con las regulaciones del Título 5 y las de otras agencias que administran el estado y leyes federales relativas a la no discriminación.

Ningún fondo del Distrito se utilizará para la membresía, o para cualquier participación que implique pago o

contribución financiera en nombre del Distrito o de cualquier persona empleada por o asociado con ella, a cualquier organización privada cuya la práctica de afiliación son discriminatorias.

El Distrito cumplirá con la accesibilidad requisitos de la Sección 508 de la Ley de Rehabilitación de 1973 en el desarrollo, la adquisición, el mantenimiento o tecnología electrónica o de la información y responder a y resolver las quejas de discriminación ilegal en relación con accesibilidad.

Dichas quejas serán tratadas como quejas de discriminación por motivos de discapacidad. Información en relación con la presentación de una queja se puede obtener del Director de Diversidad, Equidad y Cumplimiento, y también es Procedimientos Administrativos 3410 y 3435.

### PROHIBICIÓN DEL ACOSO Y LAS REPRESALIAS

Todas las formas de acoso son contrarias a las normas básicas de conducta entre individuos y están prohibidos por leyes estatales y federales, así como esta política, y no será tolerado.

El Distrito se compromete a proporcionar un ambiente escolar de trabajo que respeta la dignidad de las personas y grupos.

El Distrito estará libre de acoso sexual y todas las formas de intimidación y explotación sexual, incluyendo actos de violencia sexual. También estará libre de otros acosos ilegales, incluido el que se basa en realidad, percibido o asociación con el grupo étnico de otros identificación, origen nacional, religión, edad, género, identidad de género, expresión de género, raza, color, ascendencia, orientación sexual, discapacidad física o mental, información, o cualquier característica enumerada o definida en Sección 11135 del código gubernamental o cualquier característica que está contenida en la prohibición de los crímenes de odio establecido en la subdivisión (a) del Artículo 422.6 del Código Penal.

Esta política se aplica a todos los aspectos del ambiente académico, incluyendo, pero no limitado a las condiciones de las aulas, grados, nivel académico, oportunidades de empleo, becas, recomendaciones, acciones y la participación en cualquier actividad comunitaria escolar.

Además, esta política se aplica a todos los términos y condiciones de empleo, incluyendo, pero no limitado a la contratación, colocación, promoción, acción disciplinaria, diálogo, retiro, traslado, licencia de ausencia, oportunidades de capacitación y compensación

El Distrito busca promover un ambiente en el que todos los empleados y estudiantes se sientan libres de reportar incidentes de acoso sin temor a represalias o venganzas.

Las represalias pueden implicar, pero no se limitan a, la represalias o amenazas de represalias, intimidación, coacción, discriminación o acoso tras la iniciación de una queja formal o informal. Tal conducta es ilegal y constituye la violación de esta política.

Por lo tanto, el Distrito también prohíbe estrictamente las represalias en contra de cualquier persona por presentar una queja, que investigación o queja, que participa en una investigación, que representa o sirve como defensor para una presunta víctima o presunto delincuente, o que de otra manera los principios de discriminación ilegal o acoso.

Todas las acusaciones de represalia serán rápida y exhaustivamente investigadas. Si el Distrito determina que la represalia se produjo, perseguirá todas las medidas que estén a su alcance para detener tal conducta. Individuos que participan en represalias están sujetas a medidas disciplinarias, hasta e incluyendo la terminación o expulsión.

Cualquier estudiante o empleado que crea que ha sido acosado o represaliado en violación de esta política debe informar inmediatamente de tales incidentes siguiendo los procedimientos descritos en AP 3435 titulados "Manejo Quejas de Discriminación O Acoso Ilegal".

Una copia del procedimiento está disponible en <http://www.rccd.edu/administration/board/pages/boardpolicies.aspx>. En cada biblioteca de la universidad y todas las

oficinas administrativas en el Distrito, los supervisores están obligados a reportar todos los incidentes de acoso y represalias que llegan a su atención.

A tal fin, el Canciller se asegurará de que la institución emprenda al menos actividades de educación y capacitación para contrarrestar el acoso por discriminación y prevenir, minimizar y/o eliminar cualquier entorno hostil que afecte el acceso a la oportunidad de igualdad a la educación o impactos en los términos y condiciones de empleo. Sin embargo, debido a sus responsabilidades especiales en virtud de la ley, los supervisores también recibirán capacitación obligatoria dentro de los seis (6) meses siguientes al asumir una posición de supervisión. Esta política y los procedimientos escritos conexos, incluido el procedimiento para presentar quejas, se publicarán ampliamente y se darán a conocer a los administradores, profesores, personal y estudiantes, especialmente si son nuevos en la institución.

Los empleados que infrinjan esta política pueden estar sujetos a medidas disciplinarias hasta e incluyendo la terminación. Los estudiantes que infrinjan esta política pueden estar sujetos a medidas disciplinarias hasta e incluyendo la expulsión.

# YOU HAVE THE RIGHT TO FILE A COMPLAINT

This is a summary of your right to file an informal or formal complaint of discrimination or sexual harassment. This is only a summary. Please see Board Policies and Administrative Procedures BP/AP 3410 and BP/AP 3430, and AP 3435 for the complete District procedure.

## Riverside Community College District Discrimination/ Sexual Harassment Complaint Procedure



### Informal/Formal Complaint Procedure

- You have the right to request that the allegations be resolved informally, at which time the District will undertake efforts to informally resolve the allegations.
- You do not need to participate in informal resolution.
- You have the right to file a formal complaint, even if you have previously requested informal resolution (see below for the procedure for doing so).
- You will not be required to confront or work out problems with person accused of unlawful discrimination.
- You may file a non-employment-based complaint with the U.S. where such Department of Education Office for Civil Rights (OCR) as where such complaint is within that agency's jurisdiction.
- If your complaint is employment-related, you may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) Fair Employment and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within the agency's jurisdiction.
- Retaliation is unlawful. If you feel you are being retaliated against as a result of filing a complaint, or participating in the complaint resolution process please contact the Human Resources and Employee Relations Department immediately at (951) 222-8039.

### Purpose of the Informal Resolution Process

The purpose of the informal resolution process is to allow an individual who believes they have been unlawfully discriminated against to resolve the issue through a mediation process rather than the formal complaint process. Typically, the informal process will be invoked when there is a simple misunderstanding or you do not wish to file a formal complaint. Resolution of an informal complaint may require nothing more than a clarification of the misunderstanding or an apology from the alleged offender and an assurance that the offending behavior will cease. You will be notified of the outcome of the investigation in the informal process, and will also be notified of the resolution proposed by the District.



# YOU HAVE THE RIGHT TO FILE A COMPLAINT

## To file a formal complaint, contact:

Lorraine Jones  
District Compliance Officer  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501  
(951) 222-8039

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

Riverside Community  
College District  
Discrimination/  
Sexual Harassment  
Complaint Procedure



If you pursue the informal process, you should note the following important points:

- You will need to sign a document which indicates that you have selected the informal resolution process.
- The District will complete its investigation within the time period required by Board Policy unless you voluntarily rescind your complaint prior to completion.

Selecting the informal resolution process does not prevent you from later deciding to file a formal complaint (subject to all of the rules for filing a formal complaint). You can do this while the informal process is still underway, or if the informal process has been completed and you are not satisfied with the outcome of the District's proposed resolution, provided that the time period for filing a formal complaint has not passed.

### How to File a Formal Complaint

- The complaint must be filed on a form prescribed by the State Chancellor's Office. That form is available on the District website, from the Human Resources and Employee Relations, or on the State Chancellor's webpage at [www.cccco.edu](http://www.cccco.edu).

- The complaint must allege unlawful discrimination prohibited under Title 5, Section 59300.
- The complaint must be filed by one who alleges that she/he has personally suffered unlawful discrimination or by one who learned of such unlawful discrimination in her/his official capacity as a faculty member or administrator.
- In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which you knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination.
- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if you first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.

# BOARD POLICIES

BOARD POLICY 7100 - COMMITMENT TO DIVERSITY

BOARD POLICY 3140 - NON-DISCRIMINATION

BOARD POLICY 3430 - PROHIBITION OF HARASSMENT AND RETALIATION

To obtain a complete copy of the Board Policies mentioned above, please visit the RCCD Board of Trustees webpage or call the Human Resources and Employee Relations Department: (951) 222-8595.

Riverside Community  
College District  
Non-Discrimination,  
Commitment to  
Diversity and Prohibition  
of Harassment and  
Retaliation Policies



## 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 districtwide 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. 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.

# RIVERSIDE COMMUNITY COLLEGE DISTRICT

## Non-Discrimination, Commitment to Diversity and Prohibition of Harassment and Retaliation Policies

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

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

Such complaints will be treated as complaints of discrimination on the basis of disability. Information regarding the filing of a complaint can be obtained from the Director, Diversity, Equity and Compliance, and is also included in Administrative Procedures 3410 and 3435.

### 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.

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.

# 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) 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 California College Promise Grant (CCPG), formerly called the BOGW. For additional information on the CCPG, please refer to the financial aid section in the Schedule of Classes.

Effective January 1, 2013, eligible AB 540 students may apply for the California College Promise Grant (CCPG), formerly called the BOGW. For additional information on the CCPG, 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 Admissions 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 and plagiarizing—using another's words, ideas, data, or product without appropriate acknowledgement 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.

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 a test(s) or assignment(s); b) reduce the grade in the course; or c) fail the student if the weight of the test(s) or assignment(s) warrants course failure. The faculty member may recom-



# WHAT EVERY STUDENT SHOULD KNOW

ment 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 a 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.

## Academic Renewal

Academic Renewal allows up to two terms of 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 or higher 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 Disability Resource Center. For more information, call (951) 372-7070, Video Phone (951) 547-1148.

**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!**

## Areas 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 "C" or better, or a "P" if the course is Pass/No Pass basis.

## Attendance Policy - Face-to-Face Courses

Riverside Community College District (RCCD) has adopted the following policy with regard to attendance. Nothing in this policy shall conflict with Title 5, Sections 58003 and 58004, that pertains to state requirements for monitoring and reporting attendance for apportionment purposes. The Faculty, Staff, and Administration of RCCD expect all students to attend every meeting of classes for which they are registered.

Of particular importance is the first class meeting of the semester during which the Instructors of Record determine adds and drops. Students who have enrolled for a class and who do not attend the first class meeting effectively forfeit their place in the class and, as a result, may be dropped by the Instructor of Record. Furthermore, student who are late for the first meeting of the class may be forfeiting their place in the class and may be dropped by the Instructor of Record. The Faculty, Staff, and Administration of RCCD are therefore strongly recommending that all students are present in each of their classes at the start of all of their classes



# WHAT EVERY STUDENT SHOULD KNOW

and that all students should know and understand the attendance policy for every class in which they are enrolled.

## Online and Hybrid Courses

By their nature, fully online courses do not meet face-to-face, but the importance to regular student engagement and attendance as evidenced in the following ways is of particular importance for maintain a student's place in the class.

A student who has enrolled in an online course and does not log in and complete the initial required assignment, assessment, quiz, or discussion board post in the first week of the session may forfeit his or her place in the class, at the discretion of the Instructor of Record.

Throughout the term, online students are required to regularly log in to classes for which they are registered and to complete the required assignments. Students are required to read and adhere to the attendance policy described in the syllabus of each online class for which they are enrolled.

## 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 for credit. Auditing a course is defined as attendance by students who are not seeking academic credit in a course.

1. Students may not audit a class unless he/she has exhausted all possibilities to repeat the class for credit.

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

3. When auditing, student shall not be permitted to change his/her enrollment in that course to receive credit.

4. With the instructor's signature and permission, a credit student may switch his/her enrollment to audit status as long as no more than 20% of the course has been completed.

5. 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.

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.

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

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

Students wishing to audit should be aware that audited classes will not appear on the RCCD transcript. Forms and information are available at the Admissions office. Fees are due when the form is submitted. For more information, please contact Student Services at Norco College (951) 372-7101.

## Basic Skills Requirements

To qualify for an associates degree students must demonstrate knowledge and ability in basic skills related to English, Math and Reading. These skills requirements are generally satisfied by assessment using multiple measures or successful completion of specific courses with a grade of "C" or better.

## 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 the Norco College website ([norcocollege.edu/services/counseling](http://norcocollege.edu/services/counseling)). 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: Norco College: (951) 372-7101.



# WHAT EVERY STUDENT SHOULD KNOW

## 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 Norco College's Admissions and Records webpage.

## 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 Norco College's Admissions and Records webpage.

## Deadlines

Add deadlines are listed with each class in this publication and on WebAdvisor/MyPortal. Drop deadlines and refund deadlines can be printed on WebAdvisor/MyPortal. 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.

**If you are currently enrolled in a prerequisite course at RCCD, you will be allowed to register for the succeeding course. However, if you do not pass the prerequisite course with a grade of C or better, you will be dropped from the succeeding class.**

## 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.

## 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).



# WHAT EVERY STUDENT SHOULD KNOW

## 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

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 and mathematics will also be enforced. Students who previously took the ASSET, APS, DTLA, MDTP and ACCUPLACER test(s) and students who unsuccessfully completed classes based on these test results must take the Placement Survey on WebAdvisor 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 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 prerequisites on that transcript before attempting to register for classes. The request form is available in our counseling offices.

**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.**

## 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 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 file , 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;





# WHAT EVERY STUDENT SHOULD KNOW

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/MyPortal 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/MyPortal. A copy of this Incomplete Contract will be sent to the student's college email and is also available on WebAdvisor/MyPortal.

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/MyPortal through any of our college websites. If grades are not posted by this date, contact the instructor. If necessary, contact the appropriate academic department. Grades may be available



# WHAT EVERY STUDENT SHOULD KNOW

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 Norco College.

## 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: Moreno Valley, Norco and Riverside City 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.

The coordinator for the 19/20

Academic year is

Courtney Buchanan, Ph.D., courtney.

buchanan@norcollege.edu

Phone: 951-738-7767

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 firsttime college 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.

## Honors 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;



# WHAT EVERY STUDENT SHOULD KNOW

- 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 visit us at: Facebook Page: "RCCD Honors Program" Video: [www.youtube.com/](http://www.youtube.com/)

## 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.

## Instructional Materials Fees

Board Policy 5031  
Education Code, Section 76365;  
Title 5, Sections 59400 et seq.

The District has a strong commitment to ensuring accessibility to all its programs and services for residents of the District who are capable of benefiting from the experiences provided. As an important component of this "open door" policy, the District actively promotes low cost education for District residents. Where consumable items, supplies, or special services are necessary to enhance the educational experiences of students, the District is compelled to make reasonable charges to students to assist in defraying the costs of providing these items, supplies, or special services.

Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management or supervision.

Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase. Instructors shall take reasonable steps to minimize the cost of instructional materials.

## Instructional Materials Fees - Definitions

"Required instructional materials" means any materials which a student must procure or possess as a condition or registration, enrollment or entry into a class; or any such material which the instructor determines is necessary to achieve the required objectives of a course.

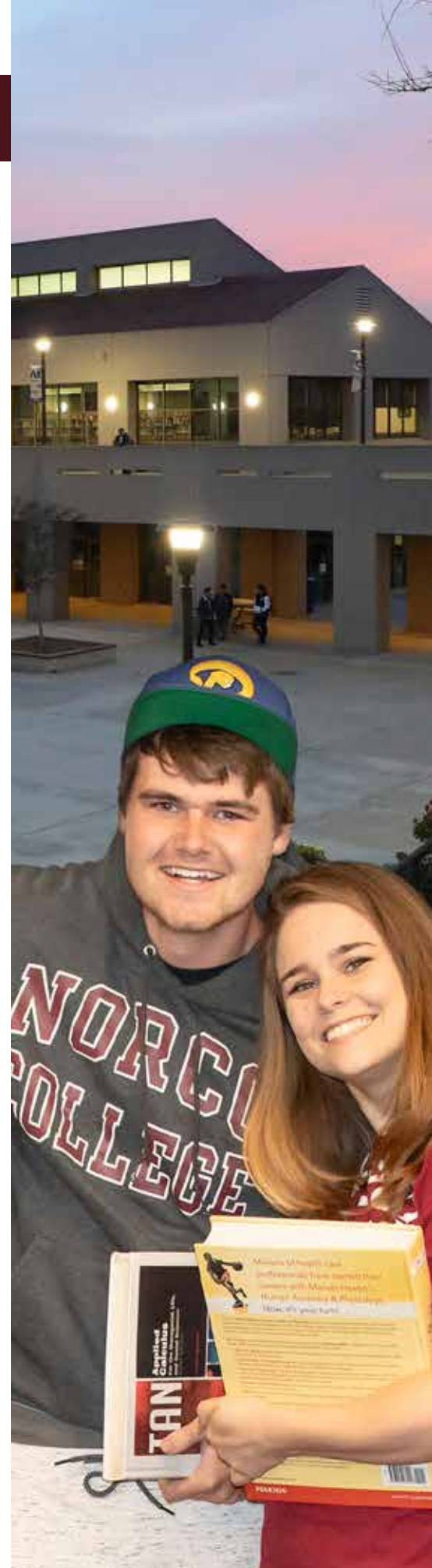
"Solely or exclusively available from the District" means that the instructional material is not available except through the District, or that the District requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) the instructional material is otherwise generally available, but is provided solely or exclusively by the District for the health and safety reasons or 2) the instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.

### I. Announcement of Fees

All course material fees shall be printed in the class schedule and available on the District's website. Courses with fees will be properly flagged on materials used in the Office of Admissions and Records. A fee statement, including the amounts of the fees, will be included in the college catalog (See Section VI Course Descriptions). The presence of fees on specific courses will also be included in all newspaper and periodical advertising of courses.

### II. Collection of Fees

Course material fees will be collected with enrollment fees. Once classes have started, students will not be dropped for non-payment of fees. Drop for Non-Payment has been temporarily suspended for the 2019-2020. Students with outstanding balance will have to pay fees in full in order to register for a course, request transcripts, or receive a certificate or diploma. However, registration in subsequent terms will be blocked until such fees are paid.



# WHAT EVERY STUDENT SHOULD KNOW

## III. Refunds

Students who withdraw from a class with a materials fee will receive a 100% refund through the first two (2) weeks of instruction or a proportional amount of time for a shorter-than-semester class. No refunds will be made after the second week of instruction or proportional amount of time for shorter-than-semester offering. A complete refund for material fees will be made on classes which are canceled by the College. Students will receive a materials fee credit in transferring from one fee class to another, providing the transfer occurs during the first two (2) weeks of class.

## IV. Disbursements

Material fees collected will be credited to the General Fund (1000). Divisions will be informed of the amounts of fees collected and these funds will be budgeted and available for appropriated material expenditures.

## The Norco College Learning Resource Center is here for you.

Whether you are looking for a place to study, locate academic resources, receive tutoring and SI assistance,

or simply receive academic support.

Hours of Operation: Please contact the LRC at (951) 372-7143. For hours of operation or visit us at [lrc@norcocollege.edu](mailto:lrc@norcocollege.edu).

The LRC encompasses the following service areas:

### Tutorial Services

Norco College Tutorial Services offers FREE tutoring for most college courses. Stop by the Learning Resource Center on the first floor of the Wilfred J. Airey Library.

Schedule your appointment online for a one-to-one tutoring session at <https://norco.mywconline.com/>. A one hour tutorial session is the best way to get the most help from a tutor. Most tutorial sessions are one-on-one. Occasionally, you may have to share an appointment with another student. Appointments are available on a first-come-first-serve basis and are available depending on tutor availability and/or subject support.

## Math and Science Success Center

Math and Science can be challenging, but with more than 30 qualified tutors to help you, we are dedicated to making it easier. Students are always welcome with no appointment necessary.

## Writing Support Center

English and writing tutors provide guidance while emphasizing the student's strengths. Tutors are able to assist students with writing assignments from any subject.

The Writing Support Center is a walk-in resource for students to visit at their convenience. No appointment is necessary.

For questions, contact the Learning Resource Center at [lrc@norcocollege.edu](mailto:lrc@norcocollege.edu) or (951) 372-7143.

## Supplemental Instruction

Supplemental Instruction (SI) is an academic assistance program that increases student performance and retention. SI provides FREE weekly review sessions to students enrolled in a historically difficult course. SI sessions are interactive review sessions facilitated by trained SI Leaders that incorporate course content (what to learn) and study strategies (how to learn). During the SI study sessions students have the opportunity to meet with classmates to compare notes, discuss important concepts and develop study strategies. Student attendance is voluntary. No appointment is necessary.

SI is offered in multiple disciplines such as Mathematics, Statistics, Physics, Biology, Chemistry, English and Psychology.

For questions, contact [norcosi@norcocollege.edu](mailto:norcosi@norcocollege.edu) or (951) 738-7763.

## Library Hours and Information

### Overdue Fines

- General Collection: Overdue fines will be levied at .20 cents per day per item
- Hourly Reserves: Overdue fines will be levied at \$1 per hour per item



# WHAT EVERY STUDENT SHOULD KNOW

## Replacement Fees

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

- The actual replacement cost of the item or \$25 for out of print materials;
- A processing fee of \$10; and
- Any overdue fines (the maximum overdue fine is \$20).

## 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 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

Special hours are 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.

Norco College, Wilfred J. Airey Library  
Phone: Circulation (951) 372-7019

### Spring Hours:

Monday – Thursday: 7:30 am – 8 pm

Friday: 7:30 am - 4:00 pm

Saturday: 9:00 am to 2:00 pm

Sunday: CLOSED

### Winter Hours:

Monday – Thursday: 7:30 am – 4:00 pm

Friday: CLOSED

Saturday & Sunday: CLOSED

## 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 Veteran's Resource Centers 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 noncredit courses pursuant to Title 5, subdivision (c) of section 55002. These courses (ENG-885, ESL891, 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 towards an associate's degree or for transfer to a university. These courses are intended to help students develop skills necessary to succeed in college courses that are degree applicable or eligible for transfer to a university. 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 maintain 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 ath-



# WHAT EVERY STUDENT SHOULD KNOW

letic 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 Norco College or Admissions and Records at Norco College 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 <http://www.rccd.edu/pages/ferpa.aspx> 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:

- 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;

- 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 changes, 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;

- 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, 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;

- 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.



# WHAT EVERY STUDENT SHOULD KNOW

## 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.

## Personal Profile Update

The Personal Profile Update link on WebAdvisor/MyPortal 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/MyPortal 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 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 probation go to the online workshop at any college websites: Norco College – [www.norcollege.edu](http://www.norcollege.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, refer to your email notification for the website to access the online dismissal workshop and follow the instructions provided. Drop-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 drop-in counseling to develop your re-admit contract with a counselor.

## Registration Priority

In January 2013, the California Community Colleges' Board of Governors approved a policy change that 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.



# WHAT EVERY STUDENT SHOULD KNOW

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

**References: Title 5, Sections 55000, 59045 and 56029 Education Code, Section 76224**

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 may be disregarded in the computation of graded point averages as long as the student is not allowed additional repetitions for more than three semesters or five quarters.

When a student repeats a course to alleviate substandard academic work, the previous grade and credit may

be disregarded in the computation of grade point averages as long as the student is not allowed additional repetitions for more than three semesters or five quarters.

Students may repeat courses under the following circumstances:

1. The student is repeating the course to alleviate substandard work which has been recorded on the student's record.

a. The term substandard is defined as course work for which the evaluative grading symbol "D," "F," "FW" or "NP" has been recorded.

b. A student is limited to a maximum of three (3) allowable attempts per course including any combination of withdrawals (W's) or substandard grades withdrawals due to military orders (MW's) are not included in the number of allowable attempts.

c. A "Request for Course Repetition" is required for any exceptions to "b" above.

2. The student's previous grade is, at least in part, the result of extenuating circumstances.

a. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.\*

3. There has been a lapse of time (at least 36 months) since the student previously took the course. (See Administrative Procedure 4228)

4. The course outline of record has been officially changed and demonstrates significant curricular changes. \*

5. There has been a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Students may be asked to certify or document that there has been a significant change as noted necessitating course repetition.

6. A student with a disability may repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in Title 5, Section 56029. The District policy may allow the previous grade and credit to be disregarded in computing the student's GPA each time the course is repeated.





# WHAT EVERY STUDENT SHOULD KNOW

7. Repetition of courses where substandard work has not been recorded shall be permitted when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Students may be required to provide documentation that the course repetition is legally mandated.

Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average.

The policy and procedure may not permit student enrollment in active participatory courses, as defined in Title 5, Section 55000, in physical education, visual arts or performing arts that are related in content, as defined in Title 5, Section 55000, more than four times. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances as provided in Title 5, Section 55045.

The following conditions apply:

1. When course repetition occurs at RCCD, the permanent academic records will be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. Courses repeated will be indicated on the permanent record by using an appropriated symbol. In all instances, the most recent grade earned will be used to compute an adjusted grade point average.

2. For courses taken or repeated at another accredited college or university, the most recent grade earned in the repeated course will be used to compute an adjusted cumulative grade point average (GPA). The adjusted cumulative GPA will be used in determining eligibility for the cumulative GPA requirement for the Associate in Arts degree, Associate in Science degree and occupational certificates.

3. Procedures for course repetition shall be listed in the current official college catalogs.

4. Courses taken at other accredited colleges or universities for which substandard academic performance was recorded may be repeated.

The District will honor similar, prior course repetition action by other accredited colleges and universities. Nothing in these procedures can conflict with Education Code, Section 76224, pertaining to the finality of grades assigned by instructors or with Title 5 or District procedures relating to retention and destruction of records.

When a student has exhausted the maximum allowable number of course attempts, they may petition for approval to repeat a course a final time if extenuating circumstances, consistent with Title 5, Section 55045, justify such repetition.

A Request for Course Repetition must be completed and can be obtained in Admissions office and the Dean of Instruction office on any campus. Requests are approved or denied by the Dean of Instruction, or designee.

See also Administrative Procedure 4227: Repeatable Courses, Administrative Procedure 4228: Course Repetition – Significant Lapse of Time, and Administrative Procedure 4229: Course Repetition – Variable Units.

## Course Repetition - Significant Lapse of Time

Reference: Title 5, Sections 55000, 55040 and 55043

Students may be permitted to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time of no less than 36 months since the most recent grade was obtained.

Students are required to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time since the grade was obtained if:

- The District has established a recency prerequisite for a course or program; or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

If the District determines that a student needs to repeat an active participatory experience course in physical education or visual or performing arts, or an active participatory experience course that is related in content, as de-



# WHAT EVERY STUDENT SHOULD KNOW

efined in Title 5, Section 55000, due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions, as set forth in Title 5, Section 55040. If a student has already exhausted the number of repetitions permitted, an additional repetition due to significant lapse of time may be permitted or required by the District.

When a student needs to repeat an activity course due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time may be permitted or required by the District. of units for which the student enrolls, the enrollment shall count as a repetition of the course for the purposes of Title 5, Sections 55041 and 58161.

When a course is repeated due to a significant lapse of time, the District may disregard the previous grade and credit when computing a student's grade point average.

A Request for Course Repetition is required and can be obtained in the college Admissions offices and from the offices of the Dean of Instruction at the three colleges. Requests are approved or denied by a Dean of Instruction, or designee.

## Course Repetition - Variable Units

**Reference: Title 5, Section 55044(b)**

a. When a repeatable course is taken and a substandard grade earned, the course may be repeated to alleviate the substandard grade with the most recent grade used in the computation of the grade point average.

b. Grades from the other repeats will be used in the computation of the grade point average.

Students may be permitted to enroll in variable unit open-entry/openexit courses as many times as necessary to enable them to complete the entire course curriculum once, unless the course is an active participatory course in physical education, in which case each enrollment in a portion of the course counts toward the courses that are related in content limitation. Each time a student enrolls in a physi-

cal education activity course offered on an open-entry/open-exit basis, regardless of the of units for which the student enrolls, the enrollment shall count as a repetition of the course for the purposes of Title 5, Sections 55041 and 58161.

Students may not repeat variable unit open-entry/open-exit courses unless:

- The course is required for legally mandated training; or
- The course is a special class for students with disabilities which needs to be repeated (Title 5, Section 56029); or
- Repetition of the course is justified by extenuating circumstances (Title 5, Section 55045); or
- The student wishes to repeat the course to alleviate substandard work (Title 5, Section 55042).

## Repeatable Courses

**Reference: Title 5, Sections 55000, 55040 – 55043, 55253 and 56029**

Students may repeat courses in which a "C" or better grade was earned. Only the following types of courses are repeatable courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree, intercollegiate athletics, and intercollegiate academic or vocational competition courses that are related in content. The following conditions apply to repeatable courses:

1. For those courses that are designated as repeatable, a student may enroll multiple times in the course, but in most cases, the limit will be four (4) semester enrollments.

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 repeated to alleviate the substandard grade with the most recent grade used in the computation of the grade point average.

b. Grades from the other repeats will be used in the computation of the grade point average.

Students are allowed to repeat a course when repetition is necessary to enable that student to take courses that are determined to be legally mandat-



# WHAT EVERY STUDENT SHOULD KNOW

ed. Students may be asked to provide evidence that these courses that are required by statute or regulation as a condition of paid or volunteer 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. Students may be required to provide documentation that the course repetition is legally mandated.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for that particular student as specified in Title 5, Section 56029.

Students are allowed to repeat a course in occupational work experience under the circumstances described in Title 5, Section 55253. A student may earn a total of 16 semester units in occupational work experience. When an occupational work experience course is repeated, the grade received each time shall be included for the purposes of calculating the student's grade point average. If a college offers only one course in occupational work experience in a given field, students may be permitted to repeat this course any number of times as long as they do not exceed the limits set forth in Title 5, Section 55253. After a student has attempted a course three (3) times and in instances where a student is permitted to repeat a course multiple times, the student may be required to register for the course, in person, at the Admissions and Records office of any campus.

## Residency for Tuition Purposes

You are considered a California resident for tuition purposes if:

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

You verify intent to make California your permanent place of residence.

U.S. Citizen's, 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 \$265 per unit non-resident tuition. International students also pay the \$12 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 Veteran's 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.



# WHAT EVERY STUDENT SHOULD KNOW

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

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

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

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

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

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

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

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

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

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

9. Engaging in harassing or discriminatory behavior toward an individual

or group based on ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of section 422.6 of the Penal Code, or any other status protected by law.

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

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

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

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

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

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

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

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

- Buying or selling authorization codes for course access.

13. Entering or using District facilities without authorization.

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

15. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a



# WHAT EVERY STUDENT SHOULD KNOW

clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.

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

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

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

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

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

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

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

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

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

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

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

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

27. Attending classrooms or laboratories (except for those individuals who are providing accommodations to students with disabilities) when not officially enrolled in the class or laboratories and without the approval of the faculty member.

28. Engaging in intimidating conduct or bullying against another person through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyber bullying.

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

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

## Responsibility

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

The Vice President of Student Services of each College will matters contained in Administrative Procedures 5522.

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

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. Facul-



# WHAT EVERY STUDENT SHOULD KNOW

ty members are encouraged to include the definitions and penalties in their course syllabi.

## Student Discipline Procedures

**References:** AP 5520 Education Code, Sections 66017, 66300, 72122, 76030 and 76032

### I. General Provisions

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

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

### II. Definitions

**District:** The Riverside Community College District Instructor: Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

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

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

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

**Removal from Class:** Exclusion of the student by an instructor for the day of

the removal and the next class meeting.

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

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

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

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

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

### III. Academic Dishonesty

In cases of academic dishonesty by a student, a faculty member may take any one of the following actions:

The faculty member may:

- a. Reduce the score on test(s) or assignment(s) according to the weight of the test or assignment;
- b. Reduce the grade in the course if the weight of the test or assignment warrants grade reduction; or,
- c. Fail the student in the course if the weight of the test or assignment warrants course failure.

The faculty member may recommend to a College Dean of Instruction that the student be suspended from the course. If the course suspension is recommended, the Dean of Instruction will review the information regarding the charge of academic dishonesty, notify the stu-



# WHAT EVERY STUDENT SHOULD KNOW

dent, consult with the faculty member regarding the recommendation for suspension and turn the matter over to the Vice President of Student Services who will take appropriate action.

If the suspension is upheld, the College Vice President of Student Services will make note of the offense in the student's educational records. A second instance of academic dishonesty may result in expulsion proceedings. Enrollment, tuition, and other applicable fees will not be refunded as a result of disciplinary action for academic dishonesty.

#### IV. Actions That May Be Taken Prior to Suspension or Expulsion

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

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

A. **Removal from Class (Education Code, Section 76032):** Any instructor may order a student removed from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the appropriate Department Chairperson and/or the Dean of Instruction, who will in turn notify the Dean of Student Services or designee.

The Dean of Student Services or designee shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests it, the Dean of Student Services or designee shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Dean of Student Services or designee from recommending further disciplinary action in accordance with these procedures based on the facts which led to the removal.

B. **Immediate Interim Suspension (Education Code, Section 66017):** The President or designee may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal

hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days.

C. **Withdrawal of Consent to Remain on Campus:** The President or designee may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn by the President or designee, a written report must be promptly made to the Chancellor.

The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven (7) days for the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions.

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

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

#### V. Process Preceding Suspensions or Expulsions

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

A. **Notice:** The Vice President of Student Services or designee will provide the student with notice of the conduct warranting the discipline.

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



# WHAT EVERY STUDENT SHOULD KNOW

C. Meeting: Unless otherwise agreed upon, the student must meet with the Vice President of Student Services or designee within five (5) days after the notice is provided. During the meeting, the student will be given the following:

- The facts leading to, and in support of, the accusation
- The specific section of the Standards of Student Conduct that the student is accused of violating
- The nature of the discipline that is being considered
- An opportunity to respond verbally or in writing to the accusation

## D. Potential Disciplinary Actions

1. Short-term Suspension: Within five (5) days after the meeting described above, the Vice President of Student Services or designee shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The Vice President's or designee's decision on a short-term suspension shall be final.

2. Long-term Suspension: Within five (5) days after the meeting described above, the Vice President of Student Services or designee shall decide whether to impose a long-term suspension. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of this policy describing the procedures for a hearing.

3. Expulsion: Within five (5) days after the meeting described above, the Vice President of Student Services or designee shall decide whether to recommend expulsion to the Chancellor. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before expulsion is imposed, and a copy of this policy describing the procedures for a hearing.

## VI. Hearing Procedures

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

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

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

The President of the Academic Senate shall, at the beginning of the academic year, establish a list of at least five (5) faculty who will serve on student disciplinary hearing panels. At the time that a hearing is requested, the President will notify the Associated Students President who will provide the name of a student to serve on the panel. This name shall be provided within 48 hours. The President or designee shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

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

E. *Conduct of the Hearing:* The hearing will comply with principles of due process, including the right to confront and cross examine witnesses. The following procedure will be followed:

1. 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.

2. The facts supporting the accusation shall be presented by the administrator who issued the disciplinary action.





# WHAT EVERY STUDENT SHOULD KNOW

3. The administrator and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

4. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

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

6. The student may represent him- 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 judgement of the hearing panel, complex legal issues are involved. In that case, and if the student wishes to be represented by an attorney, a request must be presented not less than five (5) days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the administrator may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

7. 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.

8. 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.

9. The hearing shall be electronically recorded by the District, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each per-

son present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.

10. All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not unavailable.

11. Within five (5) days following the close of the hearing, the hearing panel shall prepare and send to the President, a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matter 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.

## VII. President's Decision

Upon receipt of the Hearing Panel's decision, the President of the College will consider the decision of the Panel.

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

B. *Expulsion:* Within five (5) days following receipt of the hearing panel's recommended decision. The President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the President



# WHAT EVERY STUDENT SHOULD KNOW

modifies or rejects the hearing panel's decision, the President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The President will forward his or her decision to the Chancellor with a copy to the hearing panel.

## VIII. Chancellor's Decision

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

## IX. Board of Trustees Decision

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

The Board of Trustees shall consider an expulsion recommendation in closed session, unless the student has requested that matter be considered in a public meeting in accordance with these procedures. (Education Code, Section 72122) The student shall be notified in writing, by registered or certified mail or by personal service, at least three (3) days prior to the meeting, of the date, time, and place of the Board's meeting.

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

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

The Board of Trustees may accept, modify or reject the findings, decisions and recommendations of the Chan-

cellor 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 finding 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.

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

## Student Grievance Process for Instruction and Grade-Related Matters

References: AP5522 Education Code, Section 76224 Title 5, Section 55024

### I. General Provisions

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

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

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

C. Confidentiality: To protect to the maximum extent possible, the privacy of individuals who in good faith file legitimate grievances, these procedures will be considered confidential throughout initial consultation, preliminary and final review, and review, and appeal,



# WHAT EVERY STUDENT SHOULD KNOW

unless required to be disclosed pursuant to a court order or state or federal law. Confidentiality will also be afforded the respondent to avoid unwarranted damage to reputation. Breach of confidentiality by any party to the grievance is considered unethical conduct and may be subject to disciplinary action. However, those involved in the hearing process may seek consultation and/or guidance from the District's General Counsel, or academic or student services administrators.

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

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

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

## II. Definitions

A. District: The Riverside Community College District

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

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

D. Day: Days during which the District is in session and regular classes are held, excluding weekends and holidays.

E. Time Limits: Any time specified in the above procedures may be shortened or lengthened if there is mutual agreement by all parties.

## III. Informal Consultation Process

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

A. A student will be encouraged to contact the faculty member and attempt, in good faith, to resolve the concern through the consultative process. If consultation with the faculty member does not resolve the issue, the student may request a consultation with the department chair, assistant chair, or designee. The faculty member will be notified of the outcome of the meeting, by the party who meets with the student.

B. If the issue is not resolved with the department chair, assistant chair, or designee, the student may file a written Request for Consultation with the appropriate Dean. Forms will be available from the office of the appropriate Dean or Vice President. The Dean will convey a decision to all affected parties, as well as note that decision on the form.

## IV. Grievance Process and Formal Hearing

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

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



# WHAT EVERY STUDENT SHOULD KNOW

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 a College Grievance Committee. This committee will be composed of the following individuals:

1. Two (2) students appointed by the College Student Body President.

2. Two (2) faculty members appointed by the College Academic Senate President.

3. One (1) academic administrator (not the Vice President of Academic Affairs) appointed by the President of the College. The individual may be from another College in the District.

4. The chair of the committee, which is selected by the President, (see above) will be part of the committee, but will not vote in the final decision, except in the case of a tie.

D. The College Grievance Committee Chair will:

1. Forward a copy of the request for hearing to the faculty member being grieved within seven (7) days (excluding weekends and holidays) of receipt of the request.

2. Within a reasonable time period not to exceed twenty (20) days (excluding weekends and holidays) set a reasonable time and date for the hearing as well as a reasonable time limit for its duration. In the event the parties are not available within the twenty (20) days, the Vice President has the discretion of extending the time period, with notification to the parties.

3. Arrange for a disability accommodation if requested pursuant to the above.

4. Within three (3) days, excluding weekends and holidays, after setting the hearing date, notify both parties that they are to provide to the Chair signed written statements specifying all pertinent facts relevant to the grievance. A copy of these statements will be given, by the Chair, to the other party, as well as the Grievance Committee members. At this time, both parties will also be invited by the Chair to submit a list of potential witnesses and the rationale for calling them. Each party's witness list will be given to the other party and to the Grievance Committee. Witnesses will be called at the discre-

tion of the Grievance Committee Chair. This signed statement and witness list is to be received by the Chair no later than ten (10) days prior to the hearing. Individuals approached by either party to act as a witness for that party are not under any obligation to do so and may decline to be a witness. Any witness has the right to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.

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

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

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

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



# WHAT EVERY STUDENT SHOULD KNOW

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

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

E. The Grievance Committee will:

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

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

V. Appeals

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

1. Concur with the decision of the Committee, or

2. Modify the Committee's decision.

The President will submit his/her decision to each party within ten (10) days (excluding weekends and holidays) of receipt of the Vice President's decision. In all cases, final decision will rest with the President.

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

- The Accrediting Commission for Community and Junior Colleges (ACCJC) at <http://www.accjc.org/complaint-process>. If your complaint is associated with the institutions' compliance with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.

- The California Community College (CCC) Chancellor's Office by completing the form(s) found on the link below, if your complaint does not concern CCC's compliance with academic program quality and accrediting standards.

- To the State Attorney General using the forms available at <https://oag.ca.gov/contact/general-comment-question-or-complaint-form>

VI. Responsibility

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

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

In November 1990 Congress passed the Student Right-to-Know and Campus Security Act. The act contains two (2) parts. The first concerns information about completion and transfer rates. The second is the Jean Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

## Completion and Transfer Rates

Student Right-to-Know Rates for Fall 2014 Cohort

Completion Rate: 24.30 %

Transfer Rate: 7.92 %

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2014, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three year period. Their completion and transfer rates are listed above. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 2014 to Spring 2017. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer prepared'. Students who transferred to another post-secondary institution, prior



# WHAT EVERY STUDENT SHOULD KNOW

to attaining a degree, certificate, or becoming 'transfer prepared' during a five semester period, from Spring 2015 to Spring 2017, are transfer students.

Most 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 <http://srtk.cccco.edu/index.asp>.

## College Safety Information

Originally known as the Crime Awareness and Campus Security Act, the Clery Act is named for Jeanne Clery, a 19-year-old Lehigh University freshman who was raped and murdered in her campus residence hall in 1986. The backlash against unreported crimes on numerous campuses across the country led to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

In accordance with Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, information regarding crime statistics for all RCCD colleges is posted on our website at <http://www.rccd.edu/administration/police/Pages/CleryReports.aspx>.

## 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.

NC Bookstore:  
[www.norcocollege.edu/bookstore](http://www.norcocollege.edu/bookstore)

## Transfer Courses

You may obtain a list of RCCD classes which are transferable to the University of California and California State University from the Transfer Center at each RCCD college location. The information also appears in each college catalog. UC or CSU 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 (1) 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 number 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.



# WHAT EVERY STUDENT SHOULD KNOW

## Veterans Resource Center Information

RCCD colleges provide assistance to veterans and their eligible dependents for the following benefit programs:

- Chapter 30: Montgomery GI Bill
- Chapter 31: Vocational Rehabilitation and Employment
- Chapter 33: Post 911 GI Bill and Transfer of Education Benefits
- Chapter 35: Survivors and Dependents Assistance
- Chapter 1606: Montgomery GI Bill – Selected Reserve
- Chapter 1607: Reserve Educational Assistance Program (REAP)

Veterans and/or dependents seeking to use VA Educational Benefits should apply online through the Department of Veterans Affairs website at [www.gi-bill.va.gov](http://www.gi-bill.va.gov). A copy of the certificate of eligibility must be submitted to the Veterans Resource Center at the student's home college location.

Students may also be eligible for other types of financial assistance and are encouraged to submit the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Before a VA Student Educational Plan (VASEP) can be developed, all prior college and military transcript(s) must be received in order to have all prior credit evaluated. After all transcript(s) have been received, an appointment with a VA Counselor will be scheduled to complete a VA approved student educational plan.

Once the VA SEP has been completed and a Veterans Intent & Statement of Responsibility (VISOR) has been submitted, Veterans Resource Center will verify course enrollment and certification will be submitted to the VA for benefit processing. Please be advised that certification at each college may take 2-3 weeks for processing. If you have questions regarding benefit payments, please contact the VA at 1-888-442-4551.

Members or former members of the Armed Forces of the U.S. may be eligible for priority registration. For additional information, contact the Veterans Resource Center at (951) 372-7142 or email at [veterans.services@norcocollege.edu](mailto:veterans.services@norcocollege.edu).

## CalWORKS

Think of CalWORKS as a giant safety net for students, who may not know what success looks or feels like. We know it's not easy for many students who are juggling the demands of work, school and family while trying to pursue an education. Some lack the support of family and friends. Others lack the basic necessities of food and shelter. But regardless of their background, we have the educational and community resources to prepare them for meaningful, stable and financially rewarding employment so they can support themselves and their families in the future.

CalWORKS offers a wide range of services and programs to assist students with academic success, employment, and financial independence. For additional information, please contact (951) 372-7052.

## 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 new student orientation, assessment 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 high school performance questions. 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:

Norco College: [Appointment](#)



# WHAT EVERY STUDENT SHOULD KNOW

## Orientation/Counseling Sessions

All first time college students must complete a new student orientation/counseling session prior to enrolling in courses. During these sessions, counselors and educational advisors 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 new student orientation may log on to WebAdvisor at any of our college websites for the orientation link to complete the orientation online. New students should also register for GUI-45, Introduction to College. New students who have applied, completing the CCCApply application, should schedule an appointment to meet with an Educational Advisor to review assessment results and complete the first semester educational plan.

## 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.

## Student Education Plan

Counselors are available to assist students in developing an educational plan that outlines the courses and services necessary to achieve their goals. To receive a Student Education Plan (SEP) a student must have completed the application process and be eligible to enroll in classes. All students should declare a specific educational goal by the time they complete 15 units or three semesters. When goals or majors are changed, students should update their education plan. Students are encouraged to make an appointment with a counselor during their first se-

mester at Norco College (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 offcampus 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) workingday period, the student shall be allowed to enroll in the course;

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;





# WHAT EVERY STUDENT SHOULD KNOW

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.

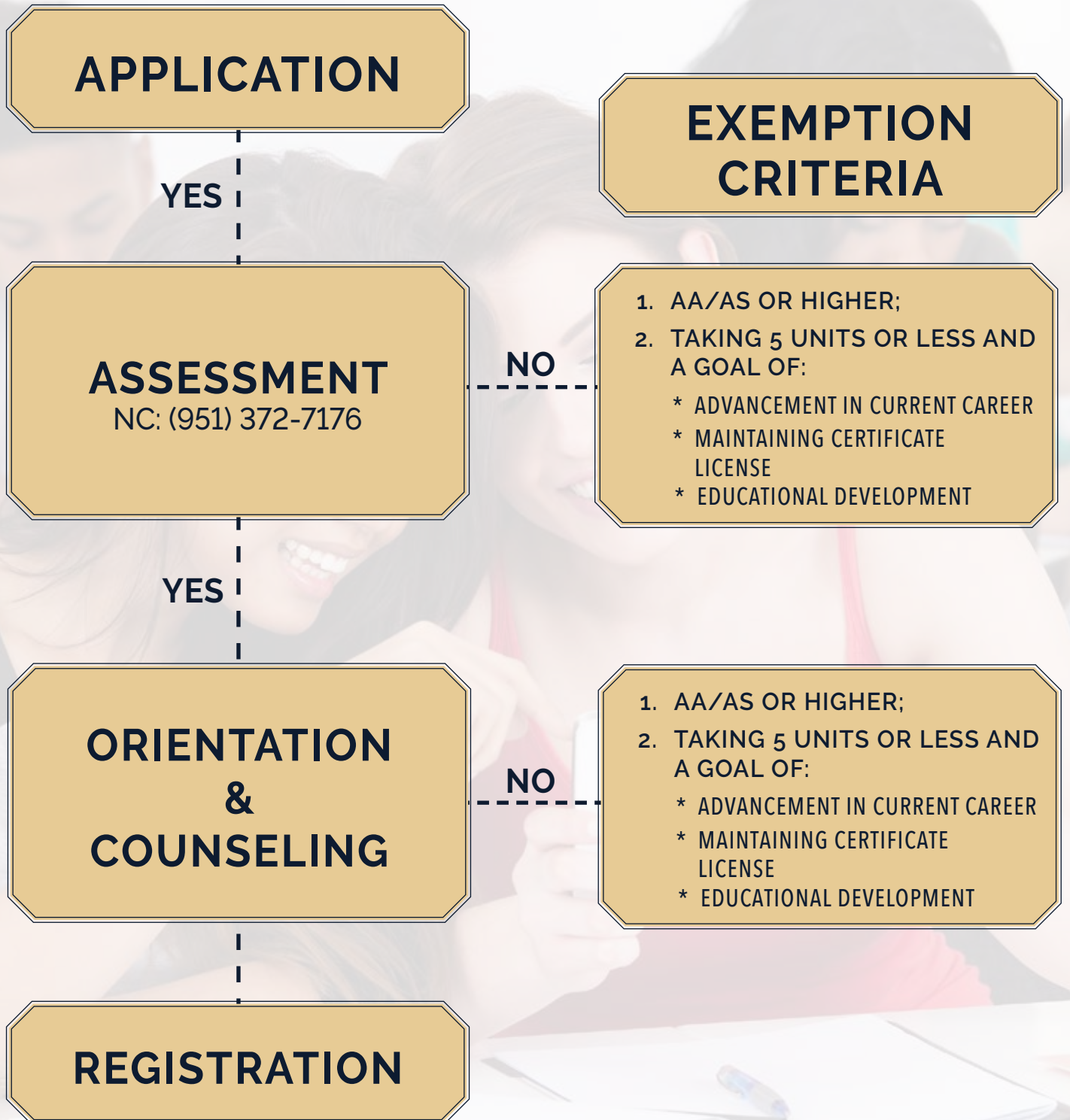
The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the District's own records, then the District has the obligation to produce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



# REGISTRATION CHECKLIST



# 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 Applications Workshops

Workshops are available to assist you with the FAFSA and Dream Act applications. For more information, please refer to the Consumer Guide for your home college.



### Federal Work Study (Earn up to \$4000)

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. 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 halftime enrollment and a minimum 2.0 CGPA. When eligible to work, your supervisors will contact you. To view available jobs or other on-campus employment opportunities, or for more information on FWS, please refer to the Student Financial Services page on any of our college websites.

### Grants

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.gov](http://www.fafsa.gov) is the basis for all grants and loans listed below. Grant amounts vary and are subject to change. Make sure to add the appropriate Title IV school code for your home college (the college to which you submitted an admissions application): Norco College: #041761

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).

Students are only eligible to receive a Pell Grant for six (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.nsls.ed.gov](http://www.nsls.ed.gov) using the FAFSA FSA ID to access grant history.

### California College Promise Grant

(Waive fee from .5 units to maximum unit load) The California College Promise Grant (CCPG) 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 CCPG complete the FAFSA at [www.fafsa.gov](http://www.fafsa.gov) and list the Title IV school code for your home college as listed above. Eligibility for the CCPG is determined automatically when the Student Financial Services Office receives your FAFSA information from the Department of Education. The CCPG is valid for the entire academic year beginning with summer and ending with the following spring semester. The CCPG does not pay for books, student services or health fees, transportation 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 Non-resident Fee Waiver may apply for Cal Grant and CCPG eligibility online at <https://dream.csac.ca.gov>. Please visit the SFS office for more information regarding the Dream Act Application or visit the Dream Act website at [www.csac.ca.gov/dream\\_act.asp](http://www.csac.ca.gov/dream_act.asp).

# NEED MONEY FOR COLLEGE? WE CAN HELP!



## Scholarships

Students may apply for scholarships in two ways: Scholarships from external 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 available throughout the year on colleges' Student Financial Services scholarship webpage:

Norco College: [www.norcollege.edu/services/studentfinancialservices](http://www.norcollege.edu/services/studentfinancialservices)

Information 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 to you based on your method of disbursement selected from the Higher One website. RCCD Foundation scholarships brochures for continuing and transferring students are available during the fall semester with an application deadline in early January. Applicants chosen for RCCD scholarships are notified by May of each year. The scholarship funds for students continuing at RCCD are disbursed during the following fall and spring semesters upon verification of eligibility. The scholarship funds for students transferring to a university are disbursed to the transfer institution during the next fall semester. High school seniors who plan to attend one of our colleges can apply for RCCD Foundation scholarships January through March 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](http://www.chafee.csac.ca.gov)

## 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 CCD before applying for the loan and must be enrolled in 6 or more units on that SEP plan.

For specialized grants including 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.



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/foundation](http://www.rccd.edu/foundation)

# RCCD FOUNDATION



# PARKING RULES FOR NORCO COLLEGE



## **Q. The grace period is over and I still haven't received the parking permit I ordered. What should I do?**

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?**

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?**

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?**

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. Where can I park on campus if I choose not to purchase a semester parking permit?**

There are parking permit dispensers at each of the three (3) 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. If I use a different car or forget my permit, can I just leave a note on the windshield stating so?**

NO. If you forget your permit, call or stop by the College Safety & 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?**

YES. In addition to having a valid placard properly displayed or a license plate which signifies that you are disabled, you vehicle must display a current parking permit.

## **Q If I lost my permit, can I get another one?**

NO. Parking permits are personal property. You wouldn't leave money lying around your unopened vehicle, and your parking permit should be treated the sameway. 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?**

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?**

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 and a DMV lien fee of \$8 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 violation.

## **Q. Why is parking such a challenge?**

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 & Police:

**Norco College – (951) 372-7088**

(Located behind the Student Services Building)

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.



**WE ARE A SMOKE-FREE CAMPUS  
PLEASE HELP US TO CLEAR THE AIR**

## Off-Campus Services

[Al-Anon](#) - (909) 824-1516

[Alcoholics Anonymous](#) - (909) 825-4700

[Assisted Recovery](#) - (800) 527-5344

[Cocaine Anonymous](#) - (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

# TOBACCO & DRUG PREVENTION

## Education

Riverside Community College District offers a wide variety of educational opportunities to its students and the community which addresses 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.

**Norco College**  
**(951) 372-7046**

**Located in the Student Services Building**  
**Opposite Admissions**

**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 Norco College 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 inside any indoor area or within twenty (20) feet of a main exit, entrance, or operable window at District Office buildings, (which includes CAADO, Alumni House).

# AVAILABLE FOR ENROLLED STUDENTS

For More Information:  
Norco College:  
(951) 372-7046



# HEALTH & PSYCHOLOGICAL SERVICES

## **MEDICAL CARE** *While on Campus*

- Physician/Nurse Practitioner Visits by Appointment
- Prescription Counseling - Licensed Marriage and Family Therapist (LMFT) - by Appointment
- Health Education/Counseling and Literature
- Psychological Crisis Counseling on a Walk-in Basis
- Immunizations at Low-Cost Student Rate
  - Diphtheria and Pertussi (Tdap), TB testing and Influenza
  - Laboratory Testing
  - Community Referrals
  - Weight-Loss Counseling
  - Smoking Cessation
  - Substance-Abuse Counseling
  - Over-the-Counter Medication

## **Emergency Notifications** *Stay Connected - Stay Safe!*

During emergencies and critical events, it's crucial to stay informed and receive important information about how to respond to situations. RCCD has implemented a new emergency mass notification system. Messages are sent to subscribers' mobile devices and/or email accounts communicating critical college updates to students, staff and faculty in real-time. Standard SMS charges may apply. Sign-up today through [WebAdvisor/MyPortal](#)



# STUDENT SUPPORT SERVICES

ADMISSIONS & RECORDS

NC: (951) 372-7003

ASSESSMENT

NC: (951) 372-7176

ASSOCIATED STUDENTS/  
GOVERNMENT

NC: (951) 372-7007

AUXILLIARY BUSINESS SERVICES

CASHIER: (951) 222-8415

BOOKSTORE

NC: (951) 372-7085

CALWORKS/WORKFORCE PREP

NC: (951) 372-7052

TRANSFER CENTER

NC: (951) 372-7043

COLLEGE SAFETY & POLICE

NC: (951) 372-7088

COMMUNITY EDUCATION

CASHIER: (951) 222-8090

COUNSELING

NC: (951) 372-7101/7102

DISABILITY RESOURCE CENTER

NC: (951) 372-7070

Video Phone: (951) 547-1148

EOPS

NC: (951) 372-7128

EVALUATION OFFICE

NC: (951) 738-7722

INTERNATIONAL STUDENTS  
CENTER

(951) 222-8160

CAREER CENTER

NC: (951) 372-7147

OFFICE OF STUDENT LIFE

NC: (951) 372-7021

RCCD FOUNDATION

(951) 222-8626

STUDENT ACCOUNTS

(951) 222-8604

STUDENT FINANCIAL SERVICES

NC: (951) 372-7009

STUDENT HEALTH &  
PSYCHOLOGICAL SERVICES

NC: (951) 372-7046

STUDENT SERVICES

NC: (951) 372-7003/7004

STUDENT SUPPORT SERVICES

NC: (951) 372-7149

TRANSCRIPTS

NC: (951) 372-7004

TUTORIAL SERVICES

NC: (951) 372-7143

VETERANS RESOURCE CENTER

NC: (951) 372-7142

STUDENT ACTIVITIES

NC: (951) 372-7007

# STUDENT SAVINGS

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, Sea World and Local Theaters

Free Admission to Recognition Banquets (if being honored), Free BBQ's and Food Giveaways, Representation by Associated Students/Student Government Membership, Free Admission to World-Renown Speakers

Free Admission to Live Entertainment, Eligible to Participate in Student Government, Bookstore Discounts, Free Admission to College Music Concerts, Discounts at Local Merchants



## DISCOUNTS, BENEFITS & SERVICES PROVIDED THROUGH YOUR STUDENT 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.

### • • 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 Team  
Field Trips - Use of College Vans

Location	Program & Program Code	Locally Approved Certificates	State Approved Certificates	Associate Degree
<b>MORENO VALLEY COLLEGE</b>				
Ben Clark Training Center	Administration of Justice - MAS504/MAS504B/MAS504C/MCE504		•	•
	AOJ/Basic Correctional Deputy Academy MCE783		•	
	AOJ/Basic Public Safety Dispatch MCE784		•	
	AOJ/Law Enforcement Basic Peace Officer Academy Intensive - MAS563/MAS563B/MAS563C/MCE563		•	•
	Chief Officer - MAS826/MAS826B/MAS826C/MCE826		•	•
	Emergency Medical Technician MCE801	•		
	Fire Officer - MAS827/MAS827B/MAS827C/MCE827		•	•
	Fire Technology - MAS555/MAS555B/MAS555C/MCE555		•	•
	Fire Service Leadership - MAS895/MAS895B/MAS895C/MCE895		•	•
	Firefighter Academy - MAS669/MAS669B/MAS669C/MCE669		•	•
	Law Enforcement - MAS563/MAS563B/MAS563C/MCE563		•	•
	Paramedic - MAS585/MAS585B/MAS585C/MCE585		•	•

Program	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
<b>AREA OF EMPHASIS</b>						
Administration & Information Systems			•	MAA494*/MAA494B*/MAA494C*	NAA494*/NAA494B*/NAA494C*	AA494*/AA494B*/AA494C*
American Studies			•	MAA492*/MAA492B*/MAA492C*		AA492*/AA492B*/AA492C*
Communications, Media & Languages			•	MAA495*/MAA495B*/MAA495C*	NAA495*/NAA495B*/NAA495C*	AA495*/AA495B*/AA495C*
Fine & Applied Arts			•	MAA496*/MAA496B*/MAA496C*	NAA496*/NAA496B*/NAA496C*	AA496*/AA496B*/AA496C*
Humanities, Philosophy & Arts			•	MAA497*/MAA497B*/MAA497C*	NAA497*/NAA497B*/NAA497C*	AA497*/AA497B*/AA497C*
Kinesiology, Health and Wellness			•	MAA498*/MAA498B*/MAA498C*	NAA498*/NAA498B*/NAA498C*	AA498*/AA498B*/AA498C*
Social & Behavioral Studies			•	MAA499*/MAA499B*/MAA499C*	NAA499*/NAA499B*/NAA499C*	AA499*/AA499B*/AA499C*
Math and Science			•	MAS493*/MAS493B*/MAS493C*	NAS493*/NAS493B*/NAS493C*	AS493*/AS493B*/AS493C*

For information about our graduation rates, the median debt of students who complete programs, and other important information, please visit our website at: <http://academic.rccd.edu/gainfulemployment/>

 Associate Degree for Transfer™	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
Administration of Justice						
With CSUGE pattern			•	MAS642	NAS642*	AS642*
With IGETC pattern			•	MAS643	NAS643*	AS643*
Anthropology						
With CSUGE pattern			•	MAA616*	NAA616*	AA616*
With IGETC pattern			•	MAA618*	NAA618*	AA618*
Art History						
With CSUGE pattern		•	•	MAA742	NAA742	AA742*
With IGETC pattern		•	•	MAA743	NAA743	AA743*
Biology						
With CSUGE pattern			•	MAS767	NAS767	AS767
With IGETC pattern			•	MAS768	NAS768	AS768
Business Administration						
With CSUGE pattern			•	MAS626*	NAS626*	AS626*
With IGETC pattern			•	MAS628*	NAS628*	AS628*
Chemistry						
With IGETC pattern			•		NAS769	
Child and Adolescent Development						
With CSU GE pattern			•		NAA885	AA885
With IGETC pattern			•		NAA886	AA886
Communication Studies						
With CSUGE pattern			•	MAA587*	NAA587*	AA587*
With IGETC pattern			•	MAA588*	NAA588*	AA588*
Computer Science						
With IGETC pattern			•	MAS650*	NAS650*	AS650*
Early Childhood Education						
With CSUGE pattern			•	MAS529*	NAS529*	AS529*
With IGETC pattern			•	MAS530*	NAS530*	AS530*
Economics						
With CSUGE pattern			•			AA756*
With IGETC pattern			•			AA757*
Elementary Teacher Education						
With CSU GE pattern			•			AA887
With IGETC pattern			•			AA888

\*50% or more of the certificate/degree may be completed online

For information about our graduation rates, the median debt of students who complete programs, and other important information, please visit our website at: <http://academic.rccd.edu/gainfulemployment/>

English						
With CSUGE pattern			•	MAA648*	NAA648*	AA648*
With IGETC pattern			•	MAA649*	NAA649*	AA649*
Environmental Science						
With IGETC pattern			•		NAA893	
Geography						
With CSUGE pattern			•			AA758*
With IGETC pattern			•			AA759*
History						
With CSUGE pattern			•	MAA744*	NAA744*	AA744*
With IGETC pattern			•	MAA745*	NAA745*	AA745*
Journalism						
With CSUGE pattern			•			AA670*
With IGETC pattern			•			AA671*
Kinesiology						
With CSUGE pattern			•	MAA890	NAA890	AA890
With IGETC pattern			•	MAA891	NAA891	AA891
Mathematics						
With CSUGE pattern			•	MAS719*	NAS719*	AS719*
With IGETC pattern			•	MAS720*	NAS720*	AS720*
Music						
With CSUGE pattern			•	MAA704	NAA704	AA704
With IGETC pattern			•	MAA705	NAA705	AA705
Nutrition and Dietetics						
With CSUGE pattern						AS907
With IGETC pattern						AS908
Philosophy						
With CSUGE pattern			•	MAA715*	NAA715*	AA715*
With IGETC pattern			•	MAA717*	NAA717*	AA717*
Physics						
With CSUGE pattern			•		NAS638*	AS638
With IGETC pattern			•		NAS640*	AS640
Political Science						
With CSUGE pattern			•	MAA754*	NAA754*	AA754*
With IGETC pattern			•	MAA755*	NAA755*	AA755*
Psychology						
With CSUGE pattern			•	MAA566*	NAA566*	AA566*
With IGETC pattern			•	MAA568*	NAA568*	AA568*

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<b>Certificates &amp; Degrees</b>	Locally Approved Certificates	State Approved Certificates	Associate Degree	<b>Moreno Valley</b>	<b>Norco</b>	<b>Riverside</b>
<b>ADMINISTRATION OF JUSTICE</b>		•	•	MAS504*/MAS504B*/MAS504C*/MCE504*		AS504*/AS504B*/AS504C*/CE504*
AOJ/Basic Correctional Deputy Academy	•			MCE783		
AOJ/Basic Public Safety Dispatch	•			MCE784		
Crime Scene Investigation	•				NCE619	CE619
AOJ/Law Enforcement Basic Peace Officer Academy Intensive		•	•	MAS563/MAS563B/MAS563C/MCE563		
Investigative Assistant	•					CE785*
Law Enforcement		•	•	MAS563*/MAS563B*/MAS563C*/MCE563*		
Victim Services Aide	•					CE679*
<b>AIR CONDITIONING AND REFRIGERATION</b>		•	•			AS596/AS596B/AS596C/CE596
<b>APPLIED DIGITAL MEDIA AND PRINTING</b>						
Basic Graphic Communication	•					CE822
Basic Graphic Design		•		MCE823		CE823
Graphic Design and Printing		•	•			AS653/AS653B/AS653C/CE653
Electronic Publishing and Design	•					CE862
Motion Graphics and 3D Animation	•					CE821
<b>ARCHITECTURE</b>						
Architectural Graphics	•				NCE787	
<b>ART</b>						
Visual Communications-Animation	•					CE774
Visual Communications-Illustration	•					CE825
<b>AUTOMOTIVE TECHNOLOGY</b>						
Automotive Collision Repair-Refinishing and Paint		•	•			AS916/AS916B/AS916C/CE916
Automotive Trim and Upholstery		•	•			AS516/AS516B AS516C/CE516
Electrical		•	•			AS513/AS513B/ AS513C/CE513
Ford Specialty			•			AS519/AS519B/AS519C
General Motors Specialty			•			AS583/AS583B/AS583C
Mechanical		•	•			AS515/AS515B/AS515C/CE515
<b>BIOLOGY</b>						
California Naturalist	•				NCE894	

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<b>BUSINESS ADMINISTRATION</b>						
Accounting Concentration		•	•	MAS523*/MAS523B*/MAS523C*/MCE523*	NAS523*/NAS523B*/NAS523C*/NCE523*	AS523*/AS523B*/AS523C*/CE523*
Banking and Finance Concentration		•	•			AS631*/AS631B*/AS631C*/CE631*
General Business Concentration		•	•	MAS524*/MAS524B*/MAS524C*/MCE524*	NAS524*/NAS524B*/NAS524C*/NCE524*	AS524*/AS524B*/AS524C*/CE524*
Human Resources Concentration		•	•			AS623*/AS623B*/AS623C*/CE623*
Logistics Management Concentration		•	•		NAS580*/NAS580B*/NAS580C*/NCE580*	
Management Concentration		•	•	MAS521*/MAS521B*/MAS521C*/MCE521*	NAS521*/NAS521B*/NAS521C*/NCE521*	AS521*/AS521B*/AS521C*/CE521*
Marketing Concentration		•	•	MAS525*/MAS525B*/MAS525C*/MCE525*		AS525*/AS525B*/AS525C*/CE525*
Real Estate Concentration		•	•	MAS527*/MAS527B*/MAS527C*/MCE527*	NAS527*/NAS527B*/NAS527C*/NCE527*	AS527*/AS527B*/AS527C*/CE527*
Entrepreneurship		•	•			AS531*/AS531B*/AS531C*/CE531*
Entrepreneurship	•					CE874
Entrepreneurship: Getting Started	•				NCE861	
Entrepreneurship: Legal and Finance	•				NCE864*	
General Business	•					CE878
Gig Economy	•					CE872
Human Resources	•					CE868
International Business	•					CE627*
Management	•					CE877
Marketing	•					CE879
Operations and Production Mgmt	•					CE833*
Real Estate Practice	•					CE873
Real Estate Salesperson and Transaction	•				NCE854*	CE869
Registered and Small Business Income Tax Preparer	•				NCE858	
Small Business Accounting	•			MCE859*	NCE859*	CE859*
Small Business Payroll Accounting	•			MCE860*	NCE860*	CE860*
<b>COMMUNITY INTERPRETATION</b>		•	•	MAS557/MAS557B/MAS557C/MCE557		

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<b>COMPUTER APPLICATIONS &amp; OFFICE TECHNOLOGY</b>						
Administrative Office Professional	•					CE637*
Business Information Worker		•	•		NAS522/NAS522B/ NAS522C/NCE522	
Executive Office Management		•	•			AS639*/AS639B*/ AS639C*/CE639*
Executive Office Professional	•					CE635*
Legal Administrative Professional	•					CE611*
Office Assistant	•					CE633*
<b>COMPUTER INFORMATION SYSTEMS</b>						
C++ Programming	•				NCE803*	
C++ Programming		•				CE741
CISCO Networking	•					CE810*
Computer Applications		•	•	MAS726*/MAS726B* MAS726C*/MCE726*		
Computer Programming		•	•	MAS728*/MAS728B*/ MAS728C*/MCE728*	NAS728*/NAS728B*/ NAS728C*/NCE728*	AS728*/AS728B*/ AS728C*/CE728*
Full Stack Web Development	•				NCE889	
Graphic Design		•	•		NAS647*/NAS647B*/ NAS647C*/NCE647*	
IT Technician Pathway: IT Systems Support and Sales		•		MCE905		CE905
Information Assurance Auditing		•		MCE896		
Information Security and Cyber Defense		•				CE740
Information Security	•					CE870
Java Programming	•				NCE809*	
Java Programming		•				CE742*
Simulation and Gaming		•	•	MAS739*/MAS739B*/ MAS739C*/MCE739		
Web Master-Web Designer	•			MCE820*		CE820*
Web Master-Web Developer	•			MCE843*		CE843*
<b>CONSTRUCTION TECHNOLOGY</b>		•	•		NAS532/NAS532B/ NAS532C/NCE532	
Construction Management		•	•		NCE906 NAS906/NAS906B/ NAS906C	

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<b>COSMETOLOGY</b>		•	•			AS534/AS534B/ AS534C/ CE534
Cosmetology Business Admin – Entrepreneurial Concentration		•	•			AS537*/AS537B*/ AS537C*/CE537*
Cosmetology Business Admin – Mgmt and Supervision Concentration		•	•			AS535*/AS535B*/ AS535C*/CE535*
Cosmetology, Instructor Training	•					CE675
Esthetician		•				CE674
<b>CULINARY ARTS</b>		•	•			AS561/AS561B/ AS561C/ CE561
Baking and Pastry		•				CE909
<b>DANCE</b>						
Pilates Dance/Conditioning Instructor	•					CE857
<b>DENTAL ASSISTANT</b>		•	•	MAS621/MAS621B/ MAS621C/MCE621		
<b>DENTAL HYGIENE</b>			•	MAS724/MAS724B/ MAS724C		
<b>DRAFTING TECHNOLOGY</b>		•	•		NAS539/NAS539B/ NAS539C/NCE539	
<b>EARLY CHILDHOOD EDUCATION</b>		•	•	MAS544*/MAS544B*/ MAS544C*/MCE544*	NAS544*/NAS544B*/ NAS544C*/NCE544*	AS544*/AS544B*/ AS544C*/CE544*
ECE/Assistant Teacher	•			MCE795*	NCE795*	CE795*
ECE/Twelve Core Units	•			MCE797*	NCE797*	CE797*
Early Childhood Intervention Assistant		•	•	MAS601*/MAS601B*/ MAS601C*/MCE601*	NAS601*/NAS601B*/ NAS601C*/NCE601*	AS601*/AS601B*/ AS601C*/CE601*
Infant and Toddler Specialization	•			MCE681*		CE681*
<b>EDUCATION, HUMAN DEVELOPMENT, AND SPECIAL NEEDS</b>		•	•			AA881C
<b>EDUCATION PARAPROFESSIONAL</b>		•	•	MAS603*/MAS603B*/ MAS603C*/MCE603*		AS603*/AS603B*/ AS603C*/CE603*
<b>ELECTRICIAN/ELECTRONICS</b>						
Digital Electronics		•	•		NAS656/NAS656B/ NAS656C/NCE656	
Electrician		•	•		NAS766/NAS766B/ NAS766C/NCE766	
Electrician Apprenticeship		•	•		NAS485/NAS485B/ NAS485C/NCE485	
Green Technician	•				NCE856	
Sound and Communication Systems Installer Apprenticeship		•	•			
<b>EMERGENCY MEDICAL SERVICES</b>						
Emergency Medical Technician	•			MCE801		
Paramedic		•	•	MAS585/MAS585B/ MAS585C/MCE585		

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<b>ENGINEERING</b>						
3-D Mechanical Drafting	•				NCE863	
Engineering Graphics	•				NCE796	
Pre-Engineering			•		NAS763	
With CSUGE pattern			•		NAS764	
With IGETC pattern			•		NAS765	
<b>ENGLISH AS A SECOND LANGUAGE</b>	•			MCE866		
<b>FILM, TELEVISION AND VIDEO</b>						
Basic Television Production	•					CE842
Production Specialist		•	•			AS641*/AS641B*/ AS641C*/CE641
<b>FIRE TECHNOLOGY</b>		•	•	MAS555*/MAS555B*/ MAS555C*/MCE555		
Chief Officer		•	•	MAS826/MAS826B/ MAS826C/MCE826		
Fire Officer		•	•	MAS827/MAS827B/ MAS827C/MCE827		
Firefighter Academy		•	•	MAS669/MAS669B/ MAS669C/MCE669		
Fire Service Leadership		•	•	MAS895/MAS895BMAS- 895MAS895BMAS895C/ MCE895		
<b>GAME DEVELOPMENT</b>						
Game Art: Character Modeling		•	•		NAS687/NAS687B/ NAS687C/NCE687	
Game Art: Environments and Vehicles		•	•		NAS688/NAS688B/ NAS688C/NCE688	
Game Design		•	•		NAS685*/NAS685B*/ NAS685C*/NCE685	
Game Programming		•	•		NAS691*/NAS691B*/ NAS691C*/NCE691	
<b>KINESIOLOGY/EXERCISE, SPORT &amp; WELLNESS</b>						
Athletic Training Emphasis		•	•			AS597*/AS597B*/ AS597C*/CE597
Coaching Emphasis		•	•			AS599*/AS599B*/ AS599C*/CE599
Fitness Professions Emphasis		•	•			AS595*/AS595B*/ AS595C*/CE595
<b>LOGISTICS MANAGEMENT</b>		•	•		NAS579*/NAS579B*/ NAS579C*/NCE579*	

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<b>MANUFACTURING TECHNOLOGY</b>						
Computer Numerical Control Programming		•	•		NAS655/NAS655B/ NAS655C/NCE655	
Computerized Numerical Control (CNC) Operator	•				NCE799	
Conventional Machine Operator	•				NCE865	
Facilities Maintenance		•	•		NAS771/NCE771	
Industrial Automation		•	•		NAS737/NAS737B/ NAS737C/NCE737	
<b>MEDICAL ASSISTING</b>						
Admin/Clinical Medical Assisting		•	•	MAS718*/MAS718B*/ MAS718C*/MCE718		
Medical Transcription		•	•	MAS701*/MAS701B*/ MAS701C*/MCE701		
<b>MUSIC</b>			•	MAA564*/MAA564B*/ /MAA564C*	NAA564/NAA564B NAA564C	AA680/AA680B/ AA680C
Jazz Performance	•					CE852
Music Performance	•					CE851
Music Technology	•					CE850
Piano Performance	•					CE853
<b>MUSIC INDUSTRY STUDIES</b>						
Audio Production		•	•		NAS684*/NAS684B*/ NAS684C*/NCE684	
Performance		•	•		NAA645/NAA645B/ NAA645C/NCE645	
<b>NURSING</b>						
Critical Care Nurse	•					CE581
Nursing Assistant	•					CE584
Registered Nursing			•			AS921/AS921B/AS921C
Vocational Nursing		•	•			AS588/AS588B/ AS588C/CE588
<b>PARALEGAL STUDIES</b>			•			AS591*/AS591B*/ AS591C*
<b>PHOTOGRAPHY</b>		•	•			AS592/AS592B/ AS592C/CE592
<b>RETAIL MANAGEMENT/WAFC</b>		•	•		NAS536*/NAS536B*/ NAS536C*/NCE536*	
<b>SIGN LANGUAGE INTERPRETING</b>		•	•			AS505*/AS505B*/ AS505C*/CE505

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<b>SOCIAL WORK, HUMAN SERVICES &amp; COUNSELING PRACTICES</b>						
Behavioral Therapist		•		MCE897		
Careers in Social Work		•		MCE898		
Child Welfare		•		MCE899		
Drug and Alcohol Studies		•		MCE900		
Employment Support Specialization	•			MCE802		
Family Studies		•		MCE901		
Human Services		•	•	MAS663/MAS663B/ MAS663C/MCE663		
Justice System Studies		•		MCE902		
Military Social Work		•		MCE903		
Multicultural Counseling		•		MCE904		
Social Work Administration Studies		•		MCE917		
<b>SUPPLY CHAIN AUTOMATION</b>		•	•		NAS924/B/C/NCE924	
<b>WELDING TECHNOLOGY</b>		•	•			AS606/AS606B/ AS606C/CE606
Pipe Welding	•					CE849
Stick Welding (SMAW)	•					CE824
TIG Welding (GTAW)	•					CE819
Wire Welding (FCAW, GMAW)	•					CE818
<b>THEATRE</b>						
Musical Theatre		•				CE915
Technical Theatre		•				CE914

<b>Noncredit Program</b>	<b>Noncredit Certificate of Completion</b>	<b>Noncredit Certificate of Competency</b>	<b>Moreno Valley</b>	<b>Norco</b>	<b>Riverside</b>
Accounting Basics for Small Business	•			NCC8009	
Business Skills Bootcamp	•				CC8005
Business Skills: MOSPrep - Microsoft Office Specialist Master Certification Preparation	•				CC8001
Computer Maintenance and Security	•		MCC8006		
GIG: Solopreneurs Adventure	•				CC8004
Information Systems: Cyber Skills	•				CC8002
Introduction to Education Profession for ESL Students	•		MCC8007		
Introduction to Python Programming	•				CC8003
Operating Systems and Internet Literacy	•		MCC8008		

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# Riverside Community College District

## 2019-2020 ACADEMIC CALENDAR

### June 2019

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 2019

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 2019

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 2019

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 2019

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 2019

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 2019

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 2020

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 2020

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

### March 2020

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 2020

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 2020

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 2020

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				

\* June 5 - Day Classes Meet/Evening Final Exams for Classes Meeting Friday Late Afternoon and Evenings Only

\*\* June 12 - Morning and Early Afternoon Final Exams and Evening Commencement

- Required Day for New Faculty - August 20
- FLEX Days  
Fall: August 21, 22 and 23  
Spring: February 7
- Part-time Faculty Orientation to be arranged by college
- Legal Holiday/Day of Observance
- Commencement (June 12)
- Classes Not in Session

- Summer Session 2019  
June 17 - July 25 (6 weeks)  
Weekend Classes: June 22 - July 21
- Fall 2019  
August 26 - December 14  
Weekend Classes: August 31 - December 14
- Winter Session 2020  
January 6 - February 13 (6 weeks)  
Weekend Classes: January 11 - February 9
- Spring 2020  
February 18 - June 12  
Weekend Classes: February 22 - June 7
- Final Exams  
Fall: December 8 - 14  
Spring: June 5 (evening) - June 12 (morning)

# 2019-2020 DATES TO REMEMBER

## Summer Session

June 17 – July 25

June 17 . . . . . Day and Evening Classes Begin  
June 22 . . . . . Weekend Classes Begin  
July 4 . . . . . Holiday  
July 21 . . . . . Weekend Classes End  
July 25 . . . . . Day and Evening Classes End

## Fall Semester

August 26 – December 14

August 20 . . . . . Required Day for New Faculty  
August 21, 22, 23 . . . . . FLEX Days  
August 26 . . . . . Classes Begin  
August 31 . . . . . Weekend Classes Begin  
September 2 . . . . . Holiday  
November 11 . . . . . Holiday  
November 28 . . . . . Holiday  
November 29, 30, December 1 . . . . . Friday, Saturday  
and Sunday Classes Not in Session  
December 8 - 14 . . . . . Final Exams  
December 14 . . . . . Weekend Classes End  
December 14 . . . . . Full Term Classes End  
December 25 . . . . . Holiday

## Winter Session

January 6 – February 13

January 1 . . . . . Holiday  
January 6 . . . . . Day and Evening Classes Begin  
January 11 . . . . . Weekend Classes Begin  
January 20 . . . . . Holiday  
February 9 . . . . . Weekend Classes End  
February 13 . . . . . Day and Evening Classes End

## Spring Semester

February 18 – June 12

February 7 . . . . . FLEX Day  
February 14, 17 . . . . . Holiday  
February 15, 16 . . . . . No Saturday/Sunday Classes  
February 18 . . . . . Classes Begin  
February 22 . . . . . Weekend Classes Begin  
March 31 . . . . . Holiday  
April 13-19 . . . . . Spring Break (no classes)  
May 25 . . . . . Holiday  
June 5 - 12 . . . . . Final Exams  
June 7 . . . . . Weekend Classes End  
June 12 . . . . . Full-Term Classes End  
June 12 . . . . . Commencement and Final Exams

# IMPORTANT DATES/FECHAS IMPORTANTES

## WINTER 2020

OCTOBER 23	<p>Last day to submit an application and complete OAC (if applicable) to receive a registration appointment according to the ORDER OF REGISTRATION.</p> <p>Último día para <i>presentar una solicitud y completar OAC (si corresponde) para recibir una cita de registro de acuerdo con la ORDEN DE REGISTRACION.</i></p>
OCTOBER 15	<p>Winter registration appointments can be found on WebAdvisor/MyPortal.</p> <p><i>Las citas de registro de Invierno se pueden encontrar en WebAdvisor/MyPortal.</i></p>
OCTOBER 25	<p>Registration begins for continuing students who attended Winter 2020 based on the ORDER OF REGISTRATION.</p> <p><i>Registración comienza para los estudiantes que asistieron en Invierno 2020 bajo la ORDEN DE REGISTRACION.</i></p>
JANUARY 6, 2020  6 DE ENERO	<p>First day of the Winter 2020 term. Check WebAdvisor/MyPortal for add/drop and refund deadlines. For admission application deadlines, check the Admissions and Records Important Dates and Deadlines page.</p> <p><i>Inicios de cursos para Invierno 2020. Verifique en WebAdvisor/MyPortal las fechas límites para registro y dejar cursos. Para fechas límite para ingresar su solicitud, verifique en la página de “Admissions and Records Important Dates and Deadlines”.</i></p>
WINTER/SPRING: OCTOBER 16	<p>Graduation applications: If you meet the requirements, this is the first day to apply for an associate degree or certificate for WIN20 term. Applications are available online on WebAdvisor/MyPortal.</p> <p><i>Solicitudes para graduación: Primer día para solicitar un asociado o certificado para Invierno 2020. Winter 2020 Las aplicaciones están disponibles en línea en WebAdvisor/MyPortal.</i></p>
SEE WEBADVISOR/ MYPORTAL  VERIFIQUE EN WEBADVISOR/MYPORTAL	<p>Last day to add classes and elect Pass (P) – No Pass (NP). Last day to drop classes without a “W.” Last day to drop with a refund for classes.</p> <p><i>Ultimo día de añadir una clase con Pasar (P) –No Pasar (NP). Ultimo día de dejar cursos sin una “W” y último día de dejar cursos con reembolso.</i></p>
WINTER: FEBRUARY 2020  FEBRERO 1	<p>Graduation applications: Last day to apply for an associate degree or certificate during the SUM19 term.</p> <p><i>Solicitudes para graduación: Cierre de registro en que se aceptaran solicitudes durante el Invierno 2019.</i></p>
SEE WEBADVISOR/ MYPORTAL  VERIFIQUE EN WEBADVISOR/MYPORTAL	<p>Last day to drop classes with a “W.”</p> <p><i>Ultimo día que pueda dejar su curso con una “W”</i></p>
FEBRUARY 18  FEBRERO 13	<p>Grades are available on WebAdvisor/MyPortal. If grades are not posted by this time, contact the instructor or academic department. Grades may be available earlier, but please do not call prior to this date.</p> <p><i>Los grados están disponibles en WebAdvisor/MyPortal. Si las calificaciones no aparecen para esta fecha, comuníquese con el instructor o el departamento académico. Las calificaciones pueden estar disponibles antes, pero por favor no llame antes de esta fecha.</i></p>

# IMPORTANT DATES/FECHAS IMPORTANTES

## SPRING 2020

February 15 - June 12

OCTOBER 23	<p>Last day to submit an application and complete OAC (if applicable) to receive a registration appointment according to the ORDER OF REGISTRATION.</p> <p>Último día para <i>presentar una solicitud y completar OAC (si corresponde)</i> para recibir una cita de registro de acuerdo con la <i>ORDEN DE REGISTRACION</i>.</p>
OCTOBER 25	<p>Winter registration appointments can be found on WebAdvisor/MyPortal.</p> <p><i>Las citas de registro de Invierno se pueden encontrar en WebAdvisor/MyPortal</i></p>
NOVEMBER 12	<p>Registration begins for continuing students who attended Fall 2019 based on the ORDER OF REGISTRATION.</p> <p><i>Registración comienza para los estudiantes que asistieron en Otoño 2019 bajo la ORDEN DE REGISTRACIÓN.</i></p>
<p>First day of Spring semester.</p> <p>FEBRUARY 18</p>	<p>First day of the Spring 2019 term. Check WebAdvisor/MyPortal for add/drop and refund deadlines. For admission application deadlines, check the Admissions and Records Important Dates and Deadlines page.</p> <p><i>Inicios de cursos para Primavera 2019. Verifique en WebAdvisor/MyPortal las fechas límites para registro y dejar cursos. Para fechas límite para ingresar su solicitud, verifique en la página de "Admissions and Records Important Dates and Deadlines".</i></p>
OCTOBER 16	<p>Graduation applications: If you meet the requirements, this is the first day to apply for an associate degree or certificate for Winter 2020. Applications are available online on WebAdvisor/MyPortal.</p> <p><i>Solicitudes para graduación: Primer día para solicitar u asociado o certificado para Primavera Invierno 2020. Las aplicaciones están disponibles en línea en WebAdvisor/MyPortal.</i></p>
FEBRUARY 28, 2020	<p>Last day to add classes and elect Pass (P) – No Pass (NP). Last day to drop with a refund for classes.</p> <p><i>Ultimo día de añadir una clase con Pasar (P) –No Pasar (NP). Ultimo día de dejar cursos sin una "W" y último día de dejar cursos con reembolso.</i></p>
MARCH 1, 2020	<p>Last day to drop classes without a "W."</p> <p><i>Ultimo día que pueda dejar su curso sin "W".</i></p>
<p>APRIL 1, 2020</p> <p>ABRIL 1</p>	<p>Graduation applications: Last day to apply for an associate degree or certificate during the Spring 2020 term.</p> <p><i>Solicitudes para graduación: Cierre de registro en que se aceptaran solicitudes durante la Primavera 2020</i></p>
<p>MAY 20, 2020</p> <p>MAYO 20</p>	<p>Last day to drop classes with a "W."</p> <p><i>Ultimo día que pueda dejar su curso con una "W".</i></p>
JUNE 17, 2020	<p>Grades are available on WebAdvisor/MyPortal. If grades are not posted by this time, contact the instructor or academic department. Grades may be available earlier, but please do not call prior to this date.</p> <p><i>Los grados están disponibles en WebAdvisor/MyPortal. Si las calificaciones no aparecen para esta fecha, comuníquese con el instructor o el departamento académico. Las calificaciones pueden estar disponibles antes, pero por favor no llame antes de esta fecha.</i></p>





# STAY CONNECTED STAY SAFE



## What is RAVE Guardian?

RAVE Guardian is a **FREE** Smartphone-based security application that allows users to call 911, call RCCD police, set up a timed virtual escort, notify designated people about their status and location, and text RCCD police about security threats or other problems. The application is part of RCCD's mass notification system.

## Who can use RAVE Guardian?

The application is available for use by all currently registered RCCD students and current employees of RCCD. Subscribers must use an RCCD e-mail address to log in.



CONNECT WITH GUARDIANS YOU SELECT TO HELP KEEP YOU SAFE.



NO MORE MISDIALING. PUSH A BUTTON AND DIAL 911.



SEE SOMETHING UNUSUAL? SEND A TIP TO RCCD POLICE.



RECEIVE ALERTS AND MESSAGES FROM RCCD.



CALL RCCD POLICE FOR ESCORTS AND TO REPORT PROBLEMS.



SET A SAFETY TIMER. HAVE A VIRTUAL ESCORT AT YOUR FINGERTIPS.

**DOWNLOAD THE FREE RAVE GUARDIAN APP  
AND CREATE YOUR ACCOUNT TODAY!**

# TITLE FOR THIS PAGE

## CHINESE

### ENROLLMENT GUIDELINES CHINESE

1. If you have taken Chinese in high school or in another college or university, you must have official transcripts on file and request evaluation of the course(s) in order to enroll above level 1.
2. If you have acquired knowledge of Chinese outside of a formal educational institution, you must file a matriculation appeals petition in order to enroll above level 1.

## FRENCH

### ENROLLMENT GUIDELINES FRENCH

1. If you have taken French in high school or in another college or university, you must have official transcripts on file and request evaluation of the course(s) in order to enroll above level 1.
2. If you have acquired knowledge of French outside of a formal educational institution, you must file a matriculation appeals petition in order to enroll above level 1.

## ENGLISH

### PLACEMENT GUIDELINES ENGLISH COMPOSITION COURSES

#### ENGLISH 1B/1BH

- A grade of C or better in ENG-1A/1AH

#### ENGLISH 1A/1AH

- Qualifying preparation score based on the Placement Survey; or
- A grade of C or better in ENG-50
- Approved alternative placement method (see Counseling for available options)

#### ENGLISH 50

- Qualifying preparation score based on the Placement Survey; or
- Successful completion of ENG-60B or ESL-55

## SPANISH

### SPANISH PLACEMENT TESTING

The Spanish placement test measures competency levels for those who wish to enroll in Spanish courses but need to determine the appropriate starting level. The results show a recommendation of the appropriate Spanish class. Students can enroll in a level lower than their placement, but not higher. This placement test is intended for placement only, not for credit replacement. Once you have taken a Spanish class, you can no longer take the placement test. Placement tests are available by appointment only.

Please visit our online appointment system at:

<https://esars.rccd.edu/Norco/Assessment/indez.htm>

If you need to speak with someone directly, please call the Norco College Assessment Center (951) 372-7176

### ENROLLMENT GUIDELINES SPANISH

1. If you have taken Spanish in high school or in another college or university, you must have official transcripts on file and request evaluation of the course(s) in order to enroll above level 1.
2. If you have acquired knowledge of Spanish outside of a formal educational institution, you must file a matriculation appeals petition in order to enroll above level 1.

## ENGLISH AS A SECOND LANGUAGE

### ESL ONE-STOP DATES (NEW ESL STUDENTS MUST TAKE PTESL TEST)

We offer "ESL One-Stop" sessions. You can take the ESL placement test and attend a college orientation on the same date. An ESL One-Stop session takes about 3 ½ hours.

To schedule an appointment:

1. Go to [www.norcocollege.edu](http://www.norcocollege.edu)
2. Click on Students
3. Under Enrollment Services, click on Assessment
4. Click on Make An Appointment
5. Scroll to bottom of the page and click on Make An Appointment to access the online appointment system.

Complete testing schedules are available at:

[www.norcocollege.edu/services/assessment/Pages/MakeAnAppointment.aspx](http://www.norcocollege.edu/services/assessment/Pages/MakeAnAppointment.aspx)

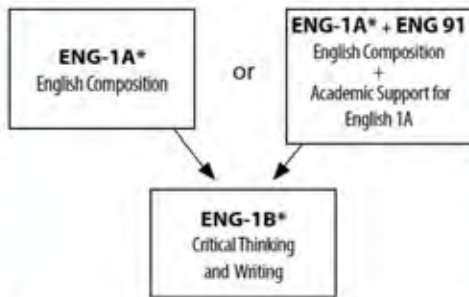
Please check the calendar and then use the online appointment system to choose your appointment. If you need to speak with someone directly, please call the Norco College Assessment Center at (951) 372-7176.

*Be a part of something extraordinary...*

## Moving Through English, ESL and Reading

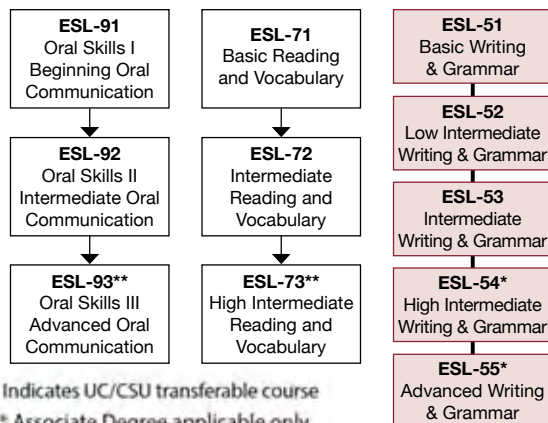
### English Composition at Norco College

Every student has the right to enroll directly into English 1A without taking English 91. If you would like more information on enrolling directly into English 1A without 91, see the challenge/opt in process at the Counseling Office.



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

### English as a Second Language



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

### Moving Through Reading

**REA-83**  
College Reading  
& Thinking

OR

**REA-3\***  
Reading for Academic  
Success

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

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

### Transferable Reading Courses

**REA-3\***  
Reading for  
Academic Success

**REA-4\***  
College Reading as  
Critical Thinking\*\*

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

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

\* Indicates CSU Transferable course

\*\*Satisfies CSU Critical Thinking requirement

Shaded areas indicate possible course placements

# MOVING THROUGH MATH

