



# 2023-24 Student Handbook

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# NORCO COLLEGE

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*Chancellor*

Monica Green, Ed.D.  
*President, Norco College*

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All information contained in the 2023-2024 Student Handbook is current as of April 2023. Although every effort has been made to ensure accuracy of the information in this handbook, students and others who use this handbook should consult with a counselor, dean, department chair or program directors for recent additions, deletions or changes. Updates can also be found online at [www.norcocollege.edu](http://www.norcocollege.edu).

The Riverside Community College District complies with all federal and state rules and regulations and does not discriminate on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law. This holds true for all students who are interested in participating in education programs and/or extracurricular school activities. Limited English speaking skills will not be a barrier to admission or participation in any programs. Harassment of any employee or student with regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law is strictly prohibited. Inquiries regarding compliance, and/or grievance procedures may be directed to the District's Title IX Officer/Section 504/ADA Coordinator, Georgina Villasenor, 3801 Market Street., Riverside, CA 92501. (951) 222-8039.

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

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# NORCO COLLEGE

## About Norco College

Norco College is a two-year public institution of higher education, one of three colleges in the Riverside Community College District (RCCD). Norco College is located approximately 40 miles east of Los Angeles in the city of Norco, Riverside County, California. Established as a campus of the RCCD in 1991, Norco College was granted Initial Accreditation by the Accrediting Commission for Community and Junior Colleges (ACCJC) in January 2010 and is the 112<sup>th</sup> independent college of the California Community College system.

Norco College is governed by the RCCD Board of Trustees, a five-member Board elected at large for four-year terms by the voters of Riverside Community College District. The College offers 64 locally or state approved certificates and eight associate degree options.

### Mascot

Mustangs

### Colors

Burgundy and White

## Mission Statement

Norco College inspires a diverse student body by an inclusive innovative approach to learning through its pathways to transfer, professional, career and technical education, certificates, and degrees. We are proud to be a pivotal hub for scholarship, arts and culture, dynamic technologies, and partnerships. Norco College encourages self-empowerment and is dedicated to transforming the lives of our students, employees, and community.

## Vision Statement

We will change the trajectory of our students' lives. We will stimulate academic, economic, and social development in our service area. We will build a comprehensive institution with the capacity to serve our entire area.

## President's Welcome



Dear Student,

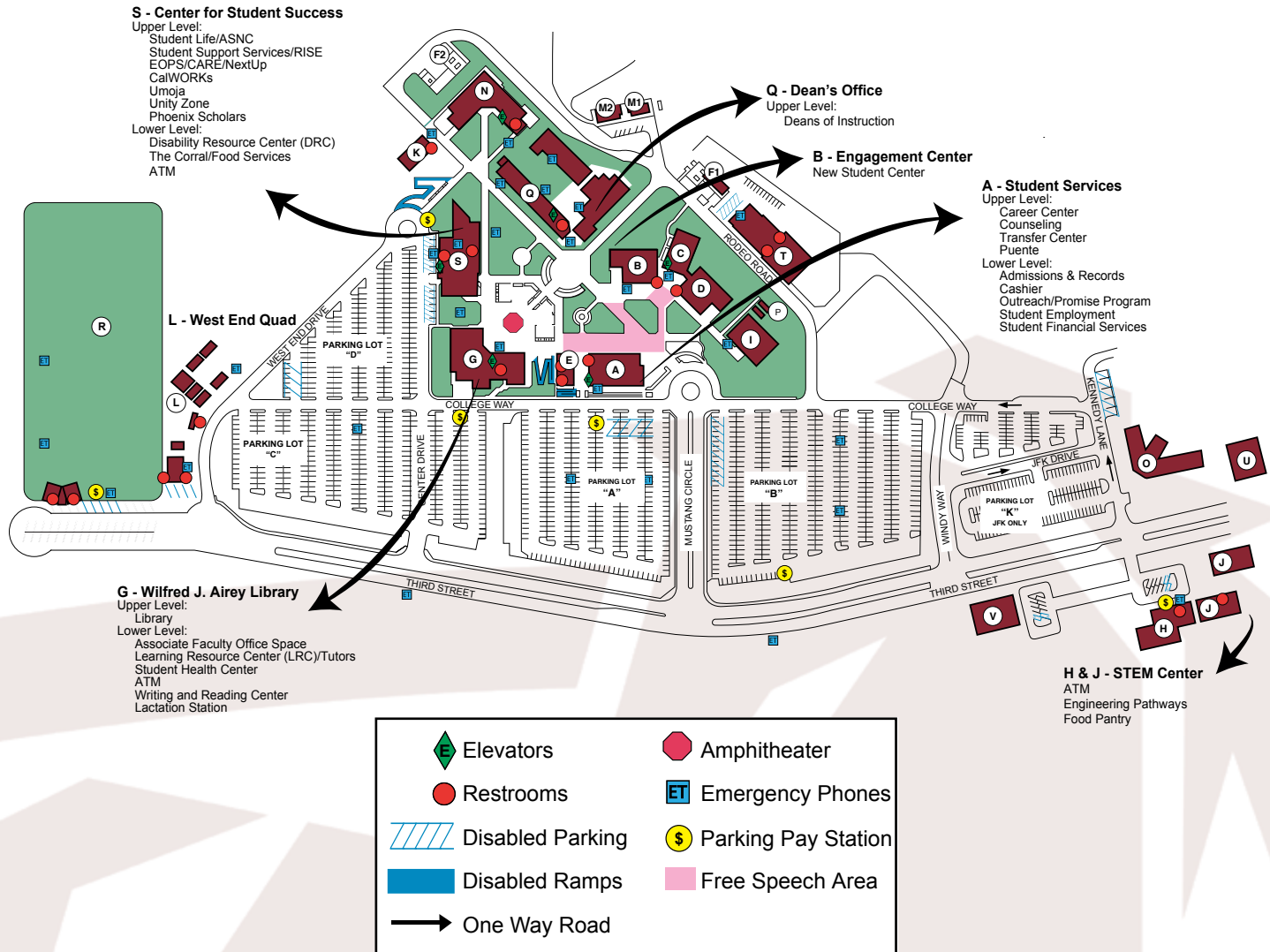
I want to welcome you to Norco College! You are now a part of a diverse culture of learners from all walks of life whose collective life experiences, values, and world views provide the essence of what makes Norco College great. Our mission is to serve our students by providing transformational educational opportunities with the support of talented, creative, and innovative faculty and staff who are dedicated to your success.

This student handbook represents a good beginning orientation to the programs and services we offer. Much of the information is available in print and online. Also available online are our schedule of classes, program and course descriptions, and the entire college catalog. Indeed, much of what you will need to know may be found at the [www.norcocollege.edu](http://www.norcocollege.edu) website. That said, our faculty, counselors, and our entire staff are here to assist you. We understand that you—and in many cases your families—are investing significant time and resources in your education. Norco College has much to offer and I encourage you to explore and engage in every opportunity. Whether you are fresh out of high school, beginning your college journey later in life or anew in another direction, we are looking forward to serving you.

Monica Green, Ed.D.  
President



## Norco College Map



- |  |   |
|--|---|
| A Student Services - (SSV)                               | L West End Quad - (WEQ)                                     |
| B Science & Technology - (ST)                            | M Facilities  |
| C Theater - (THTR)                                       | N Applied Technology - (ATEC)                               |
| D Humanities - (HUM)                                     | O John F. Kennedy Middle College High School (JFK)          |
| E College Safety and Police                              | P Portables A & B (Faculty Offices)                         |
| F Central Plants   | Q Industrial Technology (IT)                                |
| G Wilfred J. Airey Library - (LIBR)                      | R Sports Complex  |
| H STEM Center 100  | S Brenda and William Davis Center for Student Success (CSS) |
| I Bookstore  | The Corral (Cafeteria and Dining Room)                      |
| J STEM Center 200 & 300                                  | T Operations Center (OC)                                    |
| K Center for Applied and Competitive Technologies (CACT) | U Center for Workforce Innovation (CWI) Norco Business Park |
|  | V Veterans Resource Center (VRC)                            |

## Navigating Norco College

### High School vs. College

Being in college is different from being in high school. Let us show you how different it is:

	In High School	In College
<b>Time</b>	<b>Others structure your time.</b> You can count on your parents and teachers to remind you of your responsibilities and to guide you in setting priorities.	<b>You manage your own time.</b> You will be faced with a large number of moral and ethical decisions you have not had to face previously. You must balance your responsibilities and set priorities.
<b>Classes</b>	You spend six hours each day – 30 hours a week – in class. Most of your classes are arranged for you. You are not responsible for knowing what it takes to graduate.	You arrange your own schedule and schedules tend to look lighter than they really are.  Graduation requirements are complex and differ for different majors and goals. You are expected to know which requirements apply to you.
<b>Instructors</b>	<b>Teachers</b> Teachers approach you if they believe you need assistance. Teachers have been trained in teaching methods to assist in imparting knowledge to you.  Teachers present materials to help you understand the material in the textbook.  Teachers often take time to remind you of assignments and due dates.	<b>Professors</b> Professors are open and helpful, but most expect you to initiate contact if you need help or assistance.  Professors have been trained as experts in their particular areas of research.  Professors may not follow the textbook. Instead, to amplify the test, they may give illustrations, provide background information, or discuss research about the topic you are studying.  Professors expect you to read, save and consult the course syllabus for all test dates and assignment deadlines.

## Navigating Norco College (Continued)

**Helpful Hint: You may earn course equivalencies and/or course credit based on outside tests/coursework. Submit transcripts (AP, IB, high school, other college institutions) and see Counseling for more information.**

	In High School	In College
<b>Studying</b>	<p>You may study outside of class as little as zero to two hours a week, and this may be mostly last minute test preparation.</p> <p>You often need to read or hear preparations only once to learn all you need to learn about them.</p>	<p>You need to study at least two to three hours outside of class for each hour in class.</p>
<b>Tests</b>	<p>Make-up tests are often available.</p> <p>Teachers frequently rearrange test dates to avoid conflicts with school events.</p> <p>Testing is frequent and covers small amounts of material.</p>	<p>Make-up tests are seldom an option; if they are, you need to request them.</p> <p>Professors in different courses usually schedule tests without regard to the demands of other courses or outside activities.</p> <p>Testing is usually infrequent, often cumulative, covering large amounts of material.</p>
<b>Grades</b>	<p>Grades are given for most assigned work.</p> <p>Initial test grades, especially when they are low, may not have an adverse effect on your overall grade.</p>	<p>Grades may not be provided for all assigned work.</p> <p>Watch out for your first tests. These are usually “wake-up calls” to let you know what is expected but they also may account for a substantial part of your course grade. You may be shocked when you get your grades.</p>



## High School Equivalences and AP Credit

### Advanced Placement Credits and High School Transcripts

To receive college credit for AP exams (score of 3 or higher required), submit an official score report to the college. Please see the AP Examination Credit Chart in the college catalog for a list of accepted exams.

To request validation of a foreign language course or math course to meet a prerequisite, you may submit your high school transcript to the Counseling Department and complete a form. Please see a counselor for more information.

## Helping to keep you Happy and Healthy

Norco College Health Services is dedicated to assisting students achieve and maintain optimum **Physical, Mental & Emotional Health** by providing quality healthcare at little or no cost.

### Medical Services

Registered nurses are available Monday through Friday. A doctor is on site every other Monday from 9:00 am to 1:00 pm. Available services include treatment of short-term illness or injury, men's and women's reproductive health services, lab testing, prescriptions, immunizations, flu shots, and much more.

### Psychological Services

Marriage & family counselors are on site to provide personal counseling for depression, anxiety, self-esteem and more. Available Monday-Friday. Times may vary. Call for information.

### Hours of Operation

Monday - Thursday: 8 am - 4 pm  
Friday: 8 am - 1 pm  
(hours vary during summer and winter sessions)

**NORCO**  
COLLEGE

Health Services

**Call now and schedule your  
appointment today.**

**(951) 372-7046**

Riverside Community College District (the District) is committed to protecting the health and safety of faculty, staff, students, and visitors. During the pandemic, timely reporting is one of the keys to preventing any further spread of COVID-19. Therefore, all students are required to immediately report if they have tested positive for COVID-19, experienced COVID-19 symptoms, or have been identified as a close contact with an infected person. Refer to the RCCD Covid Safe Return webpage for current policies (<https://www.rccd.edu/return/Pages/index.aspx>)





## Activate Your Student Email

Students are provided a free student email account through Microsoft's Office 365 for Education. Access to this email is imperative as this is the ONLY approved method of formal communication between the College and the student. Personal email addresses will not be used by the College. Access to this email account will provide you with important notices, new classes, class changes, waitlist statuses, notices from Student Financial Services, faculty correspondence, and more. Once assigned, your student email address will never change. Please check your email account daily.

You should have received your student email address in the welcome email a few days after applying. Your student email address may also be accessed by logging on to the main menu of WebAdvisor and clicking on the Learn Your RCCD Email Address link. You may also find it by going to WebAdvisor and clicking on "What's My Email Address?"

### To Activate Your Student Email:

1. Go to [mail.office365.com](mailto:mail.office365.com) and sign in with your RCCD student email address. Your default password is your first and last name initials (first initial capitalized) followed by your six digit birthday(mmddyy). For example, if your name is John Smith and your birth date is 07/28/1990 then your default password is Js072890. After submission you will be prompted 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 student email to another personal email account. Go to Options> See All Options> Forward Your Email. If you need help, view the student email tutorial on WebAdvisor. If you are having difficulty and are unable to resolve your problem by using the tutorial, contact the Admissions and Records office at (951) 372-7002.

### Student Email Password Reset

(Do not use [MAIL.OFFICE365.COM](mailto:MAIL.OFFICE365.COM) to reset your student email password)

1. For password assistance, please email Norco College Admissions & Records at [admissions@norcocollege.edu](mailto:admissions@norcocollege.edu) or call (951) 372-7002. Students may also request a password reset by visiting the A&R office in person with a photo ID.

Only email from the personal account that you have listed on your application can be used to request a password reset. Be sure to include the following information:

- Student Name
- Student ID
- Student Email
- Date of birth

2. Once you receive confirmation that your password has been reset, use the temporary password given by Admissions & Records to log in to MyPortal . You will be required to customize your password for privacy after a successful login. If further assistance is needed, please contact IT Helpdesk at [helpdesk@rccd.edu](mailto:helpdesk@rccd.edu)



## How to Apply for Financial Aid

### Norco College Student Financial Services

Telephone: (951) 372-7009    Location: Student Services Building, First Floor  
 Norco College Federal School Code: 041761    Norco College State School Code: 04176100

Often students assume that they will not qualify for financial aid. We encourage you to come to the Financial Aid office to find out about the variety of financial aid opportunities available to community college students. The staff is dedicated to providing quality customer service and financial aid assistance to students in need.

Financial aid consists of grants, work study programs, fee waivers, scholarships, and loans to help cover educational expenses.

### Who Can Qualify for Federal Student Aid?

To apply for aid, you must:

1. Have a high school diploma or GED.
2. Be a U.S. citizen or eligible non-citizen.

### Undocumented Students:

Eligible AB540 students may complete a CA Dream Act Application, also known as CADAA, at: <https://dream.csac.ca.gov/>.

AB540 students may be eligible for the following:

- Cal Grant
- California College Promise Grant fee waiver
- Chafee Grant (for foster youth)
- Student Success Completion Grant

### To Apply with a FAFSA

Complete the Free Application for Federal Student Aid (FAFSA) online: [fafsa.gov](https://fafsa.gov). The FAFSA is used to determine eligibility for all federal, state, and institutional financial aid.

You must make sure that you complete each step to successfully complete the Financial Aid application process:

1. Get your FSA ID - Used to login, make corrections, and sign the FAFSA electronically.
2. Complete the FAFSA - Once the Norco College Student Financial Services office receives your FAFSA, we will send an email requesting additional financial aid tasks that you must complete, if necessary.

3. Complete your file - Login at <https://norcocollege.students.com> using your RCCD student email and password. Follow the instructions to create your account and complete all Financial Aid tasks, if you are assigned tasks. Once your file has been reviewed, you will receive an email regarding your financial aid eligibility.

### Financial Aid Offer

Once your financial aid file is complete, we will review your financial aid eligibility and send you a financial aid offer via WebAdvisor to notify you of the financial aid programs you qualified for and the amount of aid you are eligible to receive.

To apply for a California College Promise Grant (CCPG), formerly known as the Board of Governors (BOG) Fee Waiver, please complete the FAFSA, CA DREAM Act application, or CCPG application form.

FAFSA - Norco school code: 041761

CA Dream Act Application - Norco school code: 04176100

### 1. Check to see if you qualify

The California College Promise Grant is a need based program and is for low-income California residents. You may qualify if you are receiving AFDC/TANF/CalWORKs, SSI/SSP or General Relief (GR). Verification of benefits are required. To qualify through the California College Promise Grant application, your income and/or parents' income cannot exceed the following income ceilings\*:

Family Size	Income Ceiling
1	\$19,320
2	\$26,130
3	\$32,940
4	\$39,750
5	\$46,560

\*Income standards are for the 2022-2023 academic year





## How to Apply for Financial Aid (Continued)

### 2. Allow 24-48 hours for your 2023-2024 FAFSA/DREAM Act/CCPG Application to process.

You will receive an email that will notify you if you qualified for the California College Promise Grant.

### 3. California College Promise Grant Policy

The California Community Colleges Board of Governors approved a policy change that took effect in fall 2016 as part of the Student Success Act of 2012 (SB 1456). This change places conditions on eligibility for the California College Promise Grant (CCPG). Students must meet satisfactory academic and progress standards to be eligible to receive CCPG. This includes meeting a minimum of 2.0 cumulative GPA and completing more than 50% of the units attempted each fall and spring semester. Students with two consecutive semesters of not meeting academic and/or progress standards will lose their CCPG beginning in the fall of 2016. Foster youth are exempt from this change and will not lose CCPG eligibility based on academic probation.

NOTE: Students with extenuating circumstances will have the opportunity to appeal the loss of the California College Promise Grant. A student may complete a CCPG appeal form with Admissions and Records. A notification of the processed appeal with an approved or denied decision will be emailed to the student.

#### Helpful Hints to Complete the California College Promise Grant Application

Don't assume the CCPG will automatically pay your fees. Please check your payment deadlines on WebAdvisor in your Student Portal and be sure to pay outstanding fees. If fees are not paid by the deadline, you will be dropped from your classes.

If you are CCPG eligible and have already paid your enrollment fees, you may request a refund from the Admissions and Records office. Enrollment fees will be refunded for the current semester only.

If you are not CCPG eligible, you may still qualify for additional grants through FAFSA. Contact the Student Financial Services office for more information.

### To Apply for a Cal Grant

#### Cal Grant Deadlines

Submit Cal Grant GPA Verification forms by:  
March 2

For additional community college awards:  
September 2

For Cal Grant consideration, a FAFSA or CA DREAM Act Application must be submitted and processed. GPA verification must also be submitted to the California Student Aid Commission (CSAC).

1. Complete a FAFSA or CA DREAM Act application and submit a GPA verification form post-marked by deadlines dated above. (Ask the Financial Aid office how to submit your GPA electronically.)
2. Create an account with CSAC to check your award status: <https://mygrantinfo.csac.ca.gov>.

#### Helpful Hints for Applying for a Cal Grant

GPA's are submitted by Social Security number (SSN). Please confirm your SSN is correct with Admissions and Records.

#### Cal Grant Eligibility Information:

**If you completed 0–15 degree applicable units:** You must submit your high school GPA.

**If you completed 16 degree applicable units or more while attending RCCD:** Your GPA will automatically be sent by the College. You do not have to complete a GPA verification form.



## What's Your School?

*At Norco College, our four schools are collections of Programs of Study that have related courses. Choosing a School helps you choose a program that is right for you, and being part of a School means you are part of a community of learners—other students just like you—with similar interests and goals.*

**SCHOOL OF Arts & Humanities**

Art/Art History	Music Industry Studies/Music
Communication Studies	Philosophy
English	Reading
English as a Second Language	Theater
Humanities	World Languages
Library	

**SCHOOL OF Business & Management**

- Accounting
- Business Administration
- Logistics Management
- Real Estate Management

**SCHOOL OF Social & Behavioral Sciences**

Administration of Justice	History
Anthropology	Political Science
Early Childhood Education	Psychology
Economics	Sociology
Guidance	

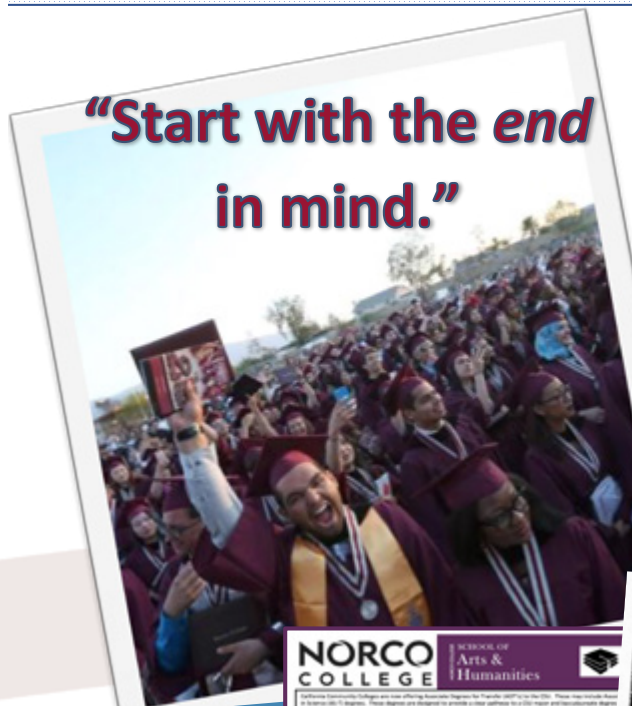
**SCHOOL OF Science, Technology, Engineering & Mathematics**

<b>Science &amp; Health:</b>	<b>Technology, Engineering &amp; Math:</b>
Anatomy and Physiology	Architecture, Computer Applications
Biology	CIS & Computer Science
Chemistry	Construction Technology
Geography	Drafting Technology, Engineering
Health Science	Electronics & Electrician
Kinesiology	Game Development, Manufacturing
Physics	Math, Supply Chain Technology

Each school has dedicated **counselors, faculty advisors, peer mentors** and **resources** to help you choose your career and guided path to success.

Visit [www.norcocollege.edu/schools](http://www.norcocollege.edu/schools) for more information



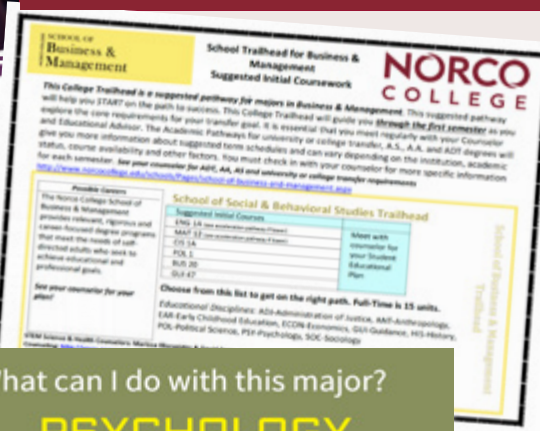


**“Start with the end  
in mind.”**

Getting you to graduation takes a lot of resources, and you will need help. Student Education Plans (SEPs), counseling, mentoring, talking with your professors and your peers are all part of the journey.

Your school will help you with all those resources together in one place.

See your School Counselor to start you on your path to success.



What can I do with this major?

# PSYCHOLOGY

?

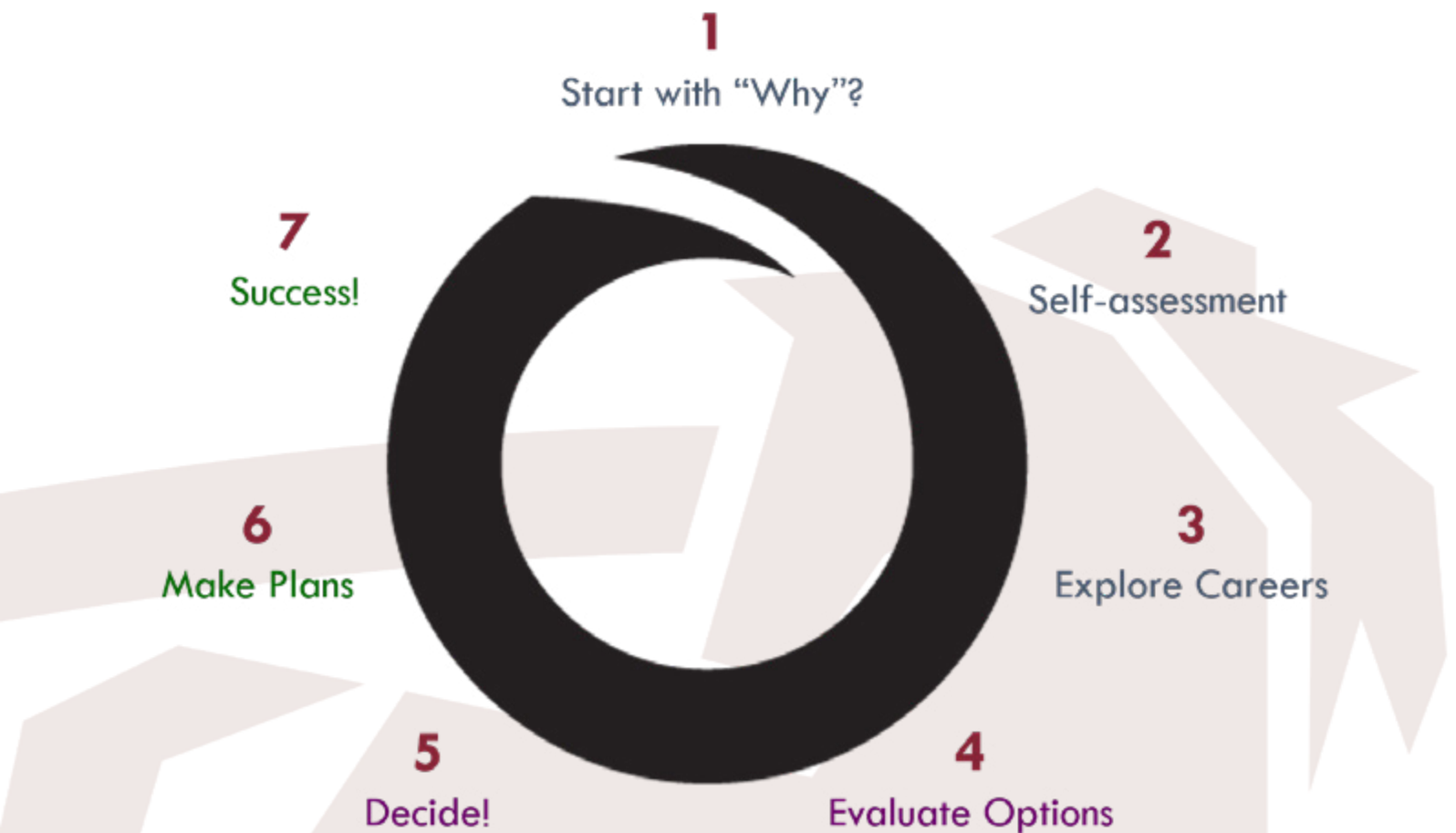
## Occupational Outlook

The Bureau of Labor Statistics can help you find career information on duties, education and

Visit [www.norcocollege.edu/schools](http://www.norcocollege.edu/schools) for more information

## Career Decision-Making Process

Deciding on a career is one of the biggest decisions you'll ever make and we're here to help! The Norco College Career Center provides a variety of resources to guide and direct you through a proven career development process. See below for a brief description of the steps to this process and make an appointment with a college counselor today for career planning assistance.



### READY...

- 1) START WITH "WHY?":** The first step in the career development process is to learn about how good decisions are made, acknowledge all of the external factors that influence your decisions, and assess the core values in your life that define what you would consider to be a satisfying career. The past experiences and future goals that drive you to succeed are what we call your "why" - your reasons for starting your educational journey and seeing it through to completion.
- 2) SELF-ASSESSMENT:** Once you have a confident understanding of your life goals (Step 1), it's time to assess your skills (what you are good at), interests (what you enjoy doing), and abilities (what you can achieve given realistic constraints). We recommend starting with the MicroSkills assessment at [www.eureka.org](http://www.eureka.org) (site ID: IUJRUYV). This information should be reviewed and interpreted by a professional who can help you synthesize these factors and explain how to use this information as you set your career goals.

## Career Decision-Making Process

- 3) EXPLORE CAREERS:** At this step of the process you will begin to research and identify potential career options that align with your skills, interests, and abilities, while also fulfilling your values. Resources abound that provide career exploration data such as [www.onetonline.org](http://www.onetonline.org) or [www.eureka.org](http://www.eureka.org) (site ID: IUJRUYV). You should learn about various job titles within career fields and consider information regarding pay, job growth projections, and the educational preparation needed to enter the field. You will find that there are many good career options available, so make a list of up to seven careers that you would like to analyze further in Step 4.

### SET...

- 4) EVALUATE OPTIONS:** This is a critical step of the process where you will compare and contrast each career. The analysis should focus more on how the careers align with your values than how they compare to one another, but considering them as a group will make it easier to decide which is the best option for this time of your life.
- 5) DECIDE!:** Time to decide on a career goal! This is the part of the career development process where you select the best career option currently available and declare your career goal. We recommend setting a career goal using the SMART goal setting framework to make sure your goal is Specific, Measurable, Attainable, Relevant, and Time bound.

### CAREER!

- 6) MAKE PLANS:** Once you decide on the end goal, it is time to make some plans. Students are encouraged to meet with a counselor to create an education plan, but to also seek assistance with building plans for career/professional development and financial support. Job postings are a great place to find out what employers are currently requiring as experience and education for various positions, and you can use [www.linkedin.com](http://www.linkedin.com) to review the profiles of current professionals and take note of their paths to success.
- 7) ACHIEVE SUCCESS!:** Reach your goal by utilizing college resources offered to ensure your post-completion success! The Career Center offers employment services to help you prepare an effective resume, practice job interview skills, build a professional network, and more! The Transfer Center offers support to help you transfer to CSUs, UCs, out-of-state, and private universities.

**THE GAP:** The image used to represent our career development process is a circle with an opening after Step 7 and before Step 1. This “gap” serves as a reminder for the inevitability of life transitions. Even after making a firm career decision and achieving your career goals, life events will eventually occur that affect your values. This may include activities like starting a family, getting a new job, completing high school or college, becoming ill or disabled, or even entering retirement. As these life events change what you consider to be most important, your career path will need to be re-evaluated to determine if it still fulfills your values. If so, that’s great, and you should probably continue in the same career path, but if not, then we encourage you to take time to go through the career development process again starting at Step 1 to help you successfully identify new opportunities and decide which path is best for your future. Remember, most people change their career focus three or more times throughout their lifetime, so the key is to make the best career decisions you can today based on your current values and be ready to adapt and remain resilient as life events come your way.

## Our Degrees and Certificates

For complete information about degree and certificate requirements, please see the Norco College catalog. Students are encouraged to meet with a counselor for individual education planning.

### Administration of Justice

Administration of Justice  
Crime Scene Investigation

### Area of Emphasis Degrees

Administration & Information Systems  
Communications, Media & Languages  
Fine & Applied Arts  
Humanities, Philosophy & Arts  
Kinesiology, Health & Wellness  
Math and Science  
Social & Behavioral Studies

### Associate Degrees for Transfer

Administration of Justice  
Anthropology  
Art History  
Biology  
Business Administration 2.0  
Chemistry  
Child and Adolescent Development  
Communication Studies 2.0  
Computer Science  
Early Childhood Education  
English  
Environmental Science  
History  
Kinesiology  
Mathematics  
Music  
Philosophy  
Physics  
Political Science  
Psychology  
Social Justice Studies  
Sociology  
Spanish  
Studio Arts

### Architecture

Architectural Graphics  
Essential 3D Tour  
\*Essential 3D Tour  
Essential Revit  
\*Essential Revit

### Biology

California Naturalist

### Business Administration

\*Accounting Basics for Small Business  
Accounting Concentration  
General Business Concentration  
Logistics Management Concentration  
Management Concentration  
Real Estate Concentration  
Real Estate Salesperson and Transaction

### Business Administration (cont.)

Registered and Small Business  
Income Tax Preparer  
Small Business Accounting  
Small Business Payroll Accounting

### Computer Applications & Office Technology

Business Information Worker

### Computer Information Systems

C++ Programming  
Computer Programming  
Data Analytics  
Data Science  
Java Programming  
Python Programming

### Construction Technology

Construction Management  
Construction Technology

### Drafting Technology

Drafting Technology  
Essential CAD  
\*Essential CAD  
Essential Fusion 360  
\*Essential Fusion 360  
Essential SolidWorks  
\*Essential SolidWorks

### Early Child Education

Early Childhood Education  
Early Childhood Intervention Assistant  
ECE/Assistant Teacher  
ECE/Twelve Core Units  
\*Family Child Care Provider

### Electrician/Electronics

Digital Electronics  
Electrician  
Electrician Apprenticeship  
Green Technician  
Sounds & Communication System  
Installer Apprenticeship

### Engineering Technology

3D Mechanical Drafting  
Engineering Graphics  
Pre-Engineering

### English As A Second Language

\*Advanced American College English  
\*Beginning American College English

\*Non-Credit Certificate

### Entrepreneurship

Entrepreneurial Essentials  
\*Entrepreneurial Essentials  
Entrepreneurial Foundations  
\*Entrepreneurial Foundations  
Entrepreneurial and the Team  
\*Entrepreneurial and the Team  
Entrepreneurship: Getting Started  
Entrepreneurship: Legal and Finance  
\*Social Media for Business

### Game Development

3D Game Modeling and Animation  
Game Concept Art  
Game Design  
Game Development Core  
Game Programming

### Logistics Management

Logistics Management

### Manufacturing Technology

Apprenticeship: Manufacturing Technician I  
Apprenticeship: Manufacturing Technician II Computerized Numerical Control Programming  
Computerized Numerical Control (CNC) Operator  
\*Computerized Numerical Control (CNC) Operator  
Conventional Machine Operator  
Facilities Maintenance  
Industrial Automation  
\*Industrial Automation

### Music

Music

### Music Industry Studies

Music Industry Studies: Audio Production  
Music Industry Studies: Performance

### Professional Development Studies

\*Customer Relations  
\*Emerging Leaders  
\*Enterprise Communication  
\*Financial Literacy  
\*Sales Techniques  
\*Successful Career Transitions  
\*Workplace Essentials

### Retail Management/WAFC

Retail Management/WAFC

### Supply Chain Automation

Supply Chain Automation



## Associate Degree for Transfer



California Community Colleges are now offering associate degrees for transfer (ADT's) to the CSU's. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree.

California Community College students who are awarded an ADT degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration (usually through a slight GPA bump) to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to a specific major or campus.

Students who have been awarded an ADT are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units. Not all CSU campuses accept all of the AA-T/AS-T degrees. To view the most current list of Norco College Associate Degrees for Transfer and to find out which CSU campuses accept each degree you should meet with a Norco College counselor and also visit the websites listed below.

### Transfer Counseling:

It is important to understand that the ADT degree is designed specifically for transfer and is different than other types of associate degrees offered at Norco College. If we do not offer an ADT degree for your major, you can still transfer to a CSU. Students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs. Proper planning early is essential to make sure you meet the transfer requirements.

### Norco College ADT Website:

<https://www.norcollege.edu/articulation/Pages/Associate-Degree-for-Transfer.aspx>

### Additional ADT Websites:

[www.calstate.edu/transfer/adt-search/search.shtml](http://www.calstate.edu/transfer/adt-search/search.shtml)

### ADT Degrees offered at Norco College:

Administration of Justice	Computer Science	Philosophy
Anthropology	Early Childhood Education	Physics
Art History	English	Political Science
Biology	Environmental Science	Psychology
Business Administration 2.0	History	Social Justice Studies
Chemistry	Kinesiology	Sociology
Child and Adolescent Development	Mathematics	Spanish
Communication Studies 2.0	Music	Studio Arts



## Set Goals

### Guide to Success

#### What are your educational goals?

When you have a clear picture, it's easier to stay focused and make good choices for yourself.

Start by taking a few minutes to jot down answers to the following questions:

What do I hope to get out of college?

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What kind of person do I hope to become?

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What qualities do I want to develop in myself and in my life?

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What skills will I need for the future?

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What contributions do I want to make?

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### Goal Setting 101

Why are goals so important?

Goals help define where you're going and what you want to accomplish, and make it easier to identify the necessary steps and choices. Long-term goals are important, but so are weekly and daily goals.

**Helpful Hint: Don't set too many goals. Break your goals into small steps – remember, Rome wasn't built in a day. Take it one step at a time.**

### STUDENT PROFILE

Abraham Estrada

**High School:** Eleanor Roosevelt High School

**What brought you to Norco College:** The family-like environment and the extra-curricular programs such as Umoja and Men of Color (MOC)



**Major:** Communications

**Long-Term Goal:** To become a High School English teacher and a Norco College Adjunct Professor.

**Hobbies/Interests:** Sports, video games, camping and traveling the country.

## Manage Your Time

College offers opportunities, new chances, and many choices. If you know what you're trying to accomplish, it's easier to manage the possibilities and make good decisions.

What if you treated school like a 9-5 job—budgeted time in your daily schedule for classes, a couple of breaks, and a 30-minute lunch, and then used the rest of the “workday” for study time? Imagine how much free time you'd actually have each night if you dedicated a good portion of each day to reading, reviewing, studying, and homework. Need an office? The library might be a great office space to work from each day.

### Making the Most of Time

College offers many options. Can you do everything? Of course not. Remember, time management isn't about doing more things; it's about doing the right things. The key is to plan.

#### 1. List the things you need to do.

You might make separate columns -“this month,” “this week,” “today,” “by the time I’m 80,” whatever. Write down assignments, work, personal stuff, errands, everything.

#### 2. Determine how important and urgent everything is.

Label each item with these two words (or their opposites): important, urgent. **Important**, meaning it matters. If it affects your final grade, your health, your relationships, or one of your goals, it's important. **Urgent**, meaning it needs to be done now.

#### 3. Number the items on your list.

Things that are important and urgent get number 1s. The 2s will be things that are important but not urgent. Unimportant stuff (more and less urgent) get 3s and 4s.


#### 4. Schedule.

Use your agenda to help you keep track of your priorities for the month, the week, or the day. Copy the little numbers you assigned for each item on your list too, and stick to the 1-2-3 order when you actually get down to business.

#### 5. Get to it.

Put your plans into action. Do important things first so that they don't become big issues.

**Helpful Hint: Remember, one of the most important things you can do to be successful in school is to go to class.**

	Urgent	Not Urgent
Important	<b>1: Do Today</b>  <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Class at 1:00pm</li> <li><input checked="" type="checkbox"/> Homework due tomorrow</li> <li><input checked="" type="checkbox"/> Study group</li> <li><input type="checkbox"/> Work tonight</li> </ul>	<b>2: Plan</b>  <ul style="list-style-type: none"> <li><input type="checkbox"/> Study for test</li> <li><input checked="" type="checkbox"/> Advising appt.</li> <li><input type="checkbox"/> Exercise</li> <li><input type="checkbox"/> Update résumé</li> </ul>
Not Important	<b>3: Avoid</b>  <ul style="list-style-type: none"> <li>× Unplanned social activities</li> <li>× Interruptions</li> <li>× Distracting text messages</li> </ul>	<b>4: Reduce</b>  <ul style="list-style-type: none"> <li>↓ Binge TV shows</li> <li>↓ Scroll through social media</li> <li>↓ Online videos</li> </ul>

## Manage Your Workload

### Deciding How Many Units to Take

In order to determine how many units to take, you need to consider lifestyle factors such as:

- How many hours a week do you work?
- How much time do you need to devote to your other responsibilities like family and relationships?
- How much time do you need for traveling to and from school?
- How much time do you need for socializing, recreation and other interests?

After considering these factors, you have an idea of how many hours a week you can realistically devote to school. The following is a recommended formula to determine the total time required for success in a class: **For each 1 unit of in-class time for lecture, schedule 2-3 hours per week for studying.**

**Example 1:** For a 3-unit class you could expect the following:

In-Class Time	3 hours per week (1 hr. for each unit)
Homework	+6 hours per week (2 hr. for each unit)
Total Time	= 9 hours per week for one 3 unit class

If you enroll in 12 units, you would need to budget 36 hours per week for schoolwork. That means, between attending class and completing assignments, you would need to commit a total of 36 hours per week to school.

### Managing Work and School

If you are going to school and working, the maximum amount of work recommended is as follows:

If you work 5-15 hours/week	Consider enrolling in no more than 16 units
If you work 20 hours/week	Consider enrolling in no more than 12 units
If you work 30 hours/week	Consider enrolling in no more than 9 units
If you work 40 hours/week	Consider enrolling in no more than 6 units

**Helpful Hint: Use your education plan found in EduNav or the one you developed with your counselor or advisor to determine how many units you should take in a semester.**



## Tips For Your First Semester

With orientation and assessment behind you, you're ready to begin your college experience. Creating a class schedule and choosing your courses will be one of the first things. In high school you may not have been given many choices, but college is different. Some schools offer literally thousands of classes. Deciding what to take can make even the most experienced student dizzy.

The following tips and strategies will help you in selecting your courses.

### Tip 1: Search on WebAdvisor

Go to [www.norcocollege.edu](http://www.norcocollege.edu). Click on 'WebAdvisor' and login. Using WebAdvisor and EduNav you will find class names, titles, location, meeting information, units, faculty, and available capacity. By clicking on specific course sections you can find detailed information about the class including prerequisite requirements, and whether the class is part of a specialized program or group.

### Tip 2: Find a Balance of Hard and Easy Courses

You may be eager to jump into difficult classes your first year, but beware of taking too many. You may not realize how challenging college courses can be, and how much reading and other work they require. And don't forget that this will be your first semester on campus—you're in for lots of changes. Too many hard courses can put a real strain on you and it will show in your grades.

### Tip 3: Find a Balance of Subject Areas

You should also take subjects that require different kinds of work. For example, some classes, like literature and history, require a lot of reading, while others, like journalism, require lots of writing. And courses like math and science will have you solving problem sets. Choose a variety of subjects, so you're not stuck writing five research papers or having to read five books in one week.

### Tip 4: Take an English or Math Course

It's in your best interest to take a English class or math class during your first semester, even if it's not required. These skills will apply to other courses throughout college and whatever career you choose. See a counselor for help in picking the right class for you.

### Tip 5: Take Advantage of Counseling

Make it a priority to meet with a counselor and develop a two-year Student Education Plan (SEP). Appointments are available by visiting the Counseling Department or going to the Counseling link found on [www.norcocollege.edu](http://www.norcocollege.edu). Students undecided on their career choice or needing help with being in college can also choose Guidance courses for additional support.

## STUDENT PROFILE

**Mak Carpenter**

**High School:** Santiago High School

**What brought you to Norco College:** I came to Norco College to get a head start on my future goals and to find a career path that aligns well with me.

**Major:** English

**Long-Term Goal:** To work for the corporate side of the Walt Disney Company in the Language Department.

**Hobbies/Interests:** Color guard, traveling, acrobatics, languages.



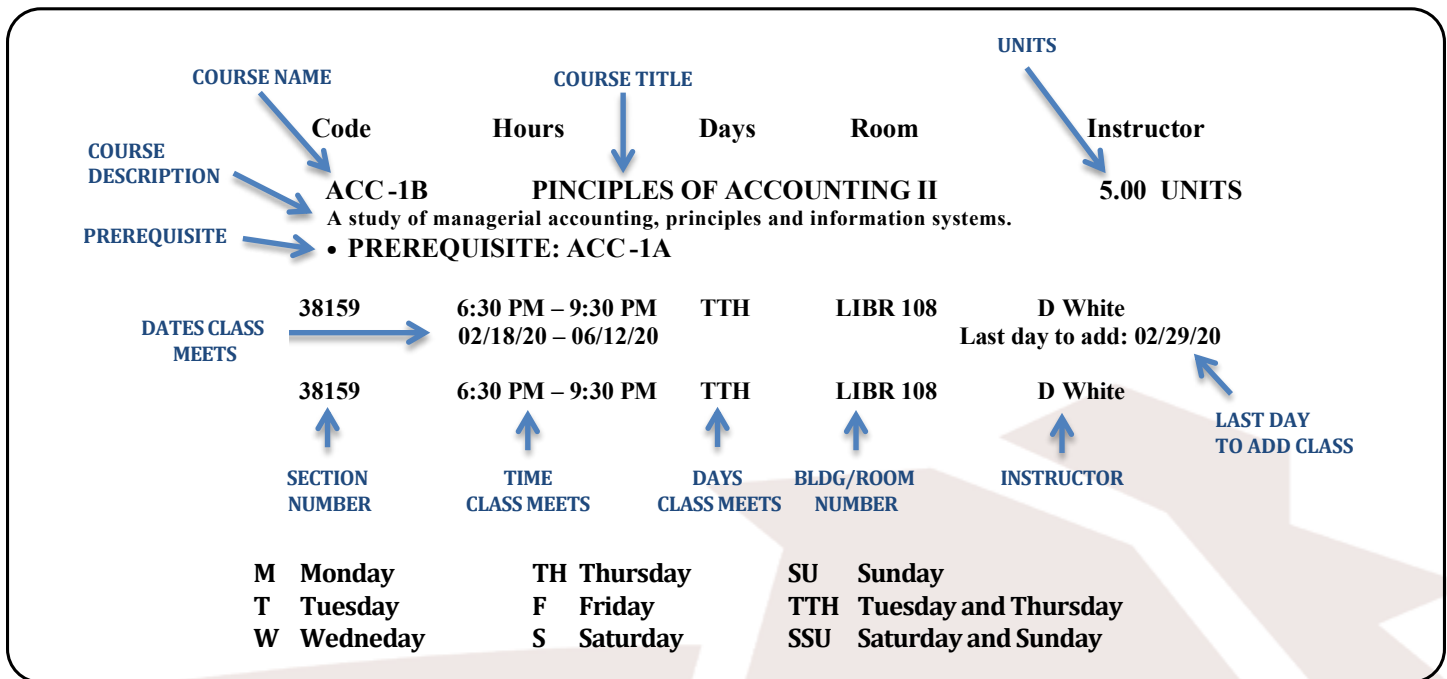
## Your Guide to Success

Norco College's Path to Earning an AA/AS and/or Transfer to a University				
<b>Getting Started...</b> Complete the following: Online Application/Placement Survey → Orientation → Career Development → First Semester Ed Plan				
0 – 14 units	15 – 29 units	30 – 44 units	45 – 59 units	60 units
View your registration date in WebAdvisor View your student email account and establish new password	Student Educational Plan Unofficial Degree Audit Career planning assistance at the Counseling Center	Update Student Educational Plan Explore College Major Requirements	Make revisions to educational plan Grad Check	Apply for Certificate(s)/ Degree(s) Submit letter of intent to University
Explore Student Support Programs - EOPS, DRC, Honors, Puente, Transfer Center, Career Center				
Register for Classes <i>Enroll in Guidance 47 for help with major/career</i>	Undecided on a Major/Career? <i>Make an appointment with a counselor for your Student Education Plan</i>	Transfer Center Explore Universities/Majors	Apply for Scholarships	Log into NC Connect to view job postings and connect with employers.
Visit a Counselor each term to make sure you are on track				
Goal Exploration Submit all official College transcript(s); AP transcript(s), High School transcript	Declare a major Apply for Scholarships Attend Transfer Fair	Decide on where you want to transfer College/University Apply to transfer CSU/UC/Private University	Attend workshops on resume writing and job interview skills  Access additional employment services at the Career Center.	Remember to request your official Norco College transcripts and send to chosen universities
Notes: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	Notes: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	Notes: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	Notes: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	Notes: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____





## Understanding the Class Schedule



## Waitlists and Add Codes

### Waitlists

Before the beginning of the term, if a class is closed, you may place your name on a waitlist (if available). If a seat becomes available, you will automatically be added (provided you do not have any student holds and have met any

pre/corequisites) and your student account will be charged with the enrollment fee. Please check your schedule regularly online at WebAdvisor and/or your RCCD email account to confirm your status.

Waitlisting ends midnight of the evening prior to the first class meeting. Registered students must attend the first day of class to avoid being dropped.

In order to receive a refund for a class, you must drop the class by the refund deadline, which is available on WebAdvisor.

### Add Codes

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



## EduNav

EduNav is a degree planning tool to help students - and their advisors - navigate the path all the way to graduation. With EduNav, you plan and register for all your courses in a guided, intuitive system, personalized to your needs and preferences.

With EduNav, you plan and register for all your courses in a guided, intuitive system personalized to your needs and preferences. You can quickly:

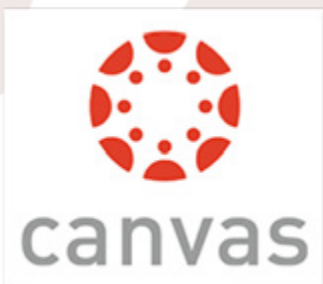
- Visualize your pathway to graduation, term by term - and understand how any changes to your plan affect your completion timeline
- Block times you'd prefer not to take classes and have the system automatically find classes that meet your needs
- Plan, schedule and register for all your courses in one intuitive interface
- View your entire academic history including any courses transferred from other institutions

EduNav is a degree planning tool to help students—and their advisors—navigate the path all the way to graduation. With EduNav, you plan and register for all your courses in a guided, intuitive system, personalized to your needs and preferences.



If you have questions about...	Please contact:
Getting into EduNav	helpdesk@rccd.edu
Using EduNav	Alex Spencer – alex.spencer@norcollege.edu or Neyla Parada – nelya.parada@norcollege.edu
The courses being planned	Erin Spurbeck – erin.spurbeck@norcollege.edu or
Registration	admissions@norcollege.edu

## Online/Hybrid Classes



Online courses are hosted in Canvas. Hybrid courses meet both in person and online. Directions on how to use Canvas and access can be found at [www.norcollege.edu/online](http://www.norcollege.edu/online).

Additional Canvas support can be found by going to [www.norcollege.edu/online](http://www.norcollege.edu/online), clicking 'Distance Education' then clicking 'Students'.



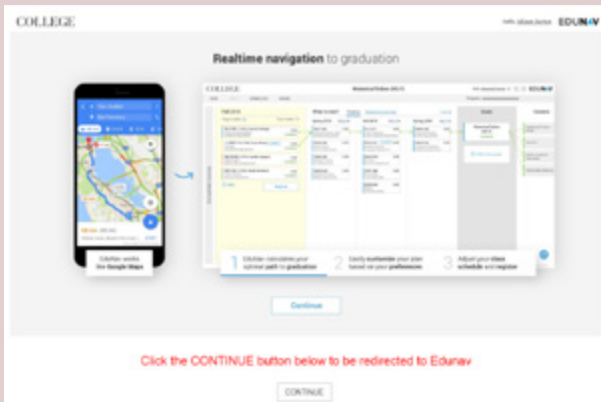
## How to Register for Classes Using EduNav

1. From the Registration menu on WebAdvisor, click on **Register and Drop Classes**.
2. You will be redirected to EduNav. Click on **Continue**.
3. The first time you log into EduNav you will see the Student Dashboard. You have options:
  - a. Plan & Register - create a plan based on your declared program of study
  - b. Build my Plan - directs you to your plan based on your declared program of study
  - c. Register for specific courses - directs you to manual mode to add courses and register (no plan will be built)
  - d. Open an Official Plan - Directs you to the Official plan created and saved by a Counselor

### Registration Verification

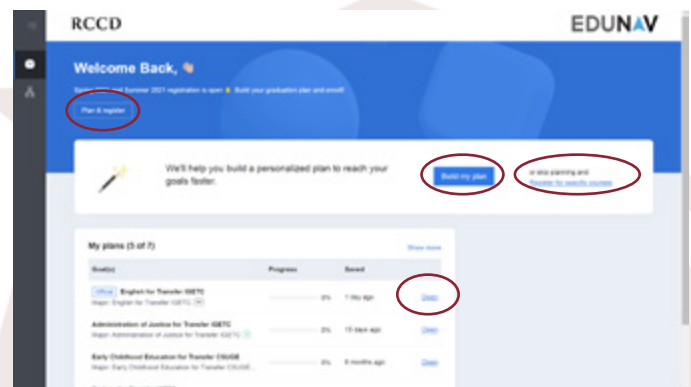
You are being redirected to Riverside Community College District's improved education planning and registration experience.

- Plan, schedule and register for all your courses in one intuitive interface.
- Visualize your pathway to graduation, term by term.
- Block times you'd prefer not to take classes and have the system automatically find classes that meet your needs.
- Understand how any changes to your education plan affect your completion timeline.



Click the Continue button to below to continue

CONTINUE



4. Click on the Plan & Register button to open up a plan based on your declared program of study. For example, the declared program of study is Administration of Justice for Transfer IGETC and if this is correct, click on "Complete program in Administration of Justice for Transfer IGETC". Select if you would like to be a full-time (12 units or more) or part-time student (8 units of less). If your declared program of study is inaccurate, select "Complete another program" and select the appropriate program of study. Click the continue button.





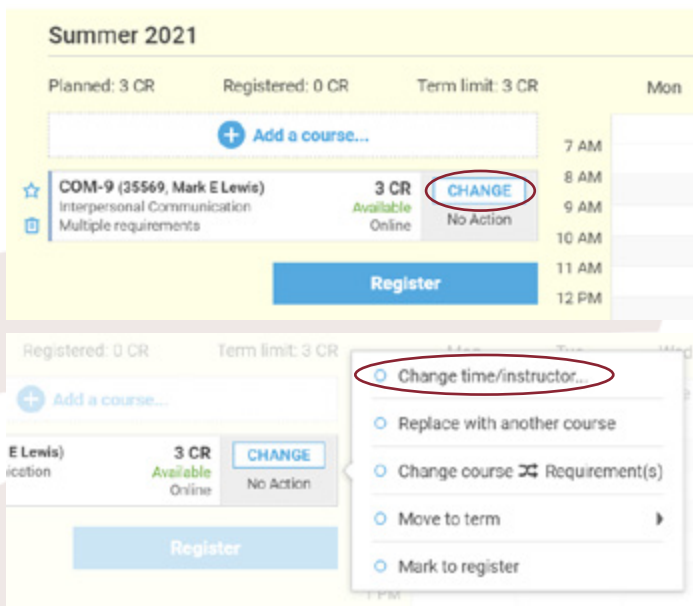
## How to Register for Classes Using EduNav

5. The declared program of study plan will display.



6. Make sure the classes chosen for the current registration term accommodate your schedule.

7. If you need to change a class, click on the **Change** button.



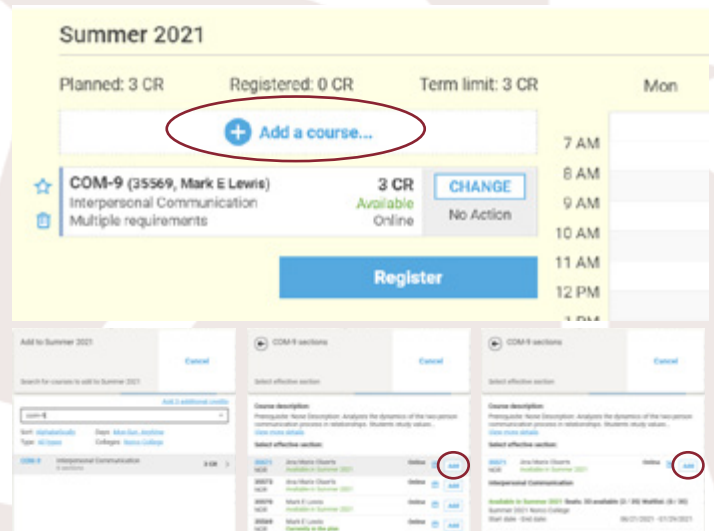
8. Find a class that fits into your schedule and click on **Select**. Make sure you note the campus where the class is offered. NOR = Norco MOV = Moreno Valley RIV = Riverside



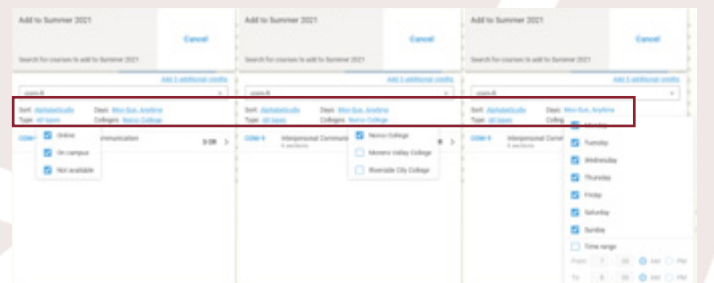
9. If you would like to search for classes at another college, you can filter by **College**.



10. If you need to add a class to the current term, click on the "+ Add a course" link located in each term. You can then search for the class. Click on **Add**.

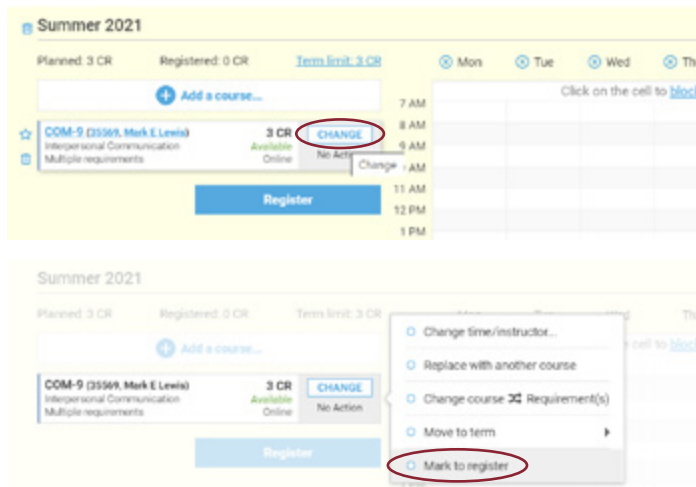


11. You can change the filters when searching for classes by **Type, Days** of the Week and Times, **Sites**

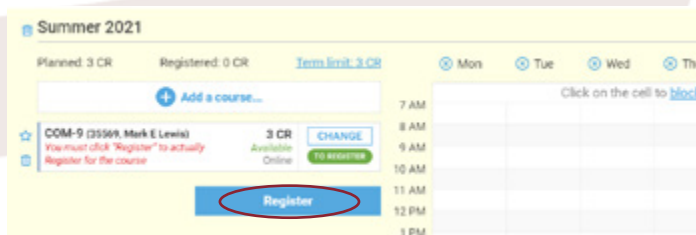


## How to Register for Classes Using EduNav

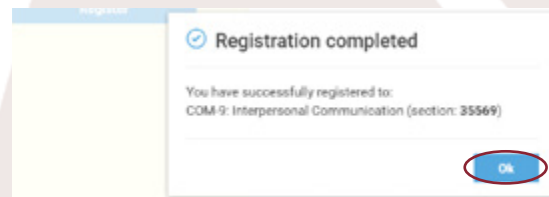
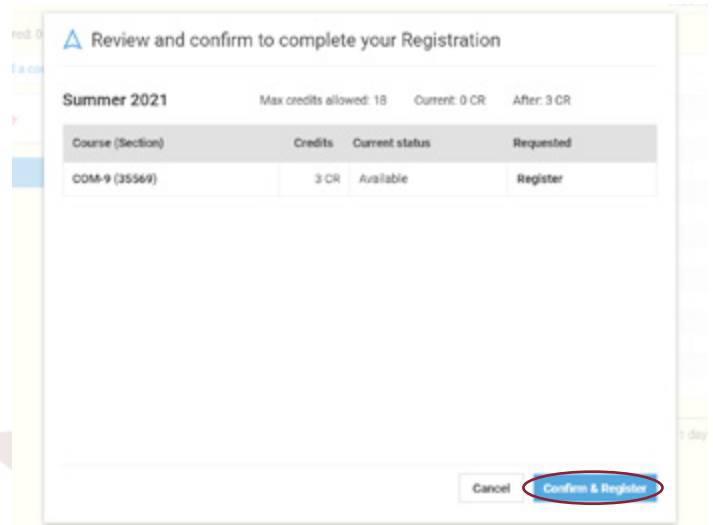
12. Once your schedule is set, click on the **Change** button and **Mark to Register** for each class.



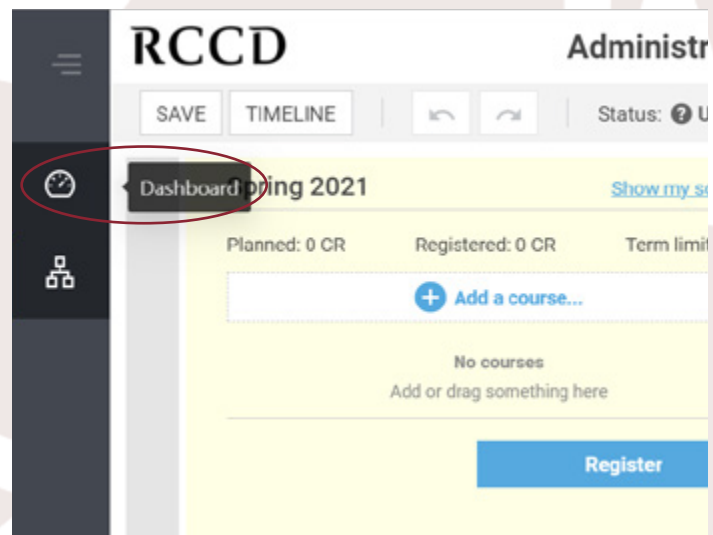
13. Click on the **Register** button.



14. Click on **Confirm & Register**



15. Click on the **Dashboard** to return to the Student Dashboard.



For more information on how to use EduNav, please visit our website: <https://www.norcollege.edu/services/counseling/Pages/EduNav.aspx>



## Placement Score Chart

### AB705-MMAP Placement Grid for English and Math

ENGLISH	MATH
30 – English 1A	70 – Math 1A
20 – English 1A	60 – Math 10
15 – English 91 & 1A	50 – Math 5, 9, 23
	40 – Math 9, 11, 26, 105
	35 – Math 12, 25
	30 – Math 109, 112, 125

#### GUIDED SELF-PLACEMENT

Per AB 705, students have the right to complete our locally developed process for self-placement in English, math, and English as a Second Language (ESL).

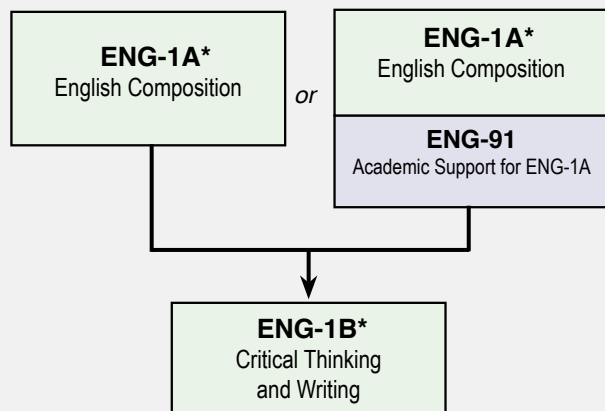
- For English guided self-placement, students who do not place into ENG-1A directly may visit: [www.norcocollege.edu/schools/arts/Pages/english.aspx](http://www.norcocollege.edu/schools/arts/Pages/english.aspx) and locate the section titled *How Am I Placed into English 1A vs. English 1A + 91?* to fill out the *English 91 Challenge/Opt-Out Form*.
- For math guided self-placement, students must visit with a counselor to discuss appropriate placement. In certain circumstances, some students will be referred to the math department chair for further assistance in self-placement. You can make an appointment with a counselor by visiting the Counseling webpage <https://www.norcocollege.edu/services/counseling/Pages/index.aspx>.
- For English as a Second Language (ESL) guided self-placement, students who feel they would benefit from English language instruction may visit: <https://www.norcocollege.edu/engagementcenter/Pages/ptesl.aspx> to take the *ESL GSP*.

# Moving through English, ESL, and Reading

Please visit the Counseling Department if you have any questions about the appropriate course(s) for you. <http://norcocollege.edu/services/counseling>

## English Composition at Norco College: Choosing the Best Path for You

Every student has the right to enroll directly into English 1A without taking English 91. If you would like more information on enrolling directly into English 1A without 91, see the challenge/opt in process 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 in part because of the extra and often unnecessary semester in a non-transferable course. However, Norco College offers sections of English 50 for students who want to take an English course before they enroll in English 1A. No students are placed into or required to take English 50.*

## Academic Literacy and Reading

### Transferable Reading Courses

#### ALR-3\*\*

Reading for Academic and Lifelong Literacy

Reading 3 provides students with academic and multi-disciplinary (such as Humanities, Science, and Health Fields) reading strategies needed for success in college classes and beyond. This course meets the reading competency graduation requirement, and the CSU and RCCD lifelong learning Area E requirement.

#### ALR-4\*\*

College Reading as Critical Thinking

Reading 4 provides students with argument analysis skills required for determining the validity of an author's opinion. Students learn to critically evaluate all persuasive modes of discourse. This course meets the CSU Critical Thinking requirement.

### Support Courses

#### ALR-83

College Reading & Thinking

Reading 83 reviews reading skills and strategies to help prepare students for college reading. This course meets the reading competency requirement.

#### ALR-887

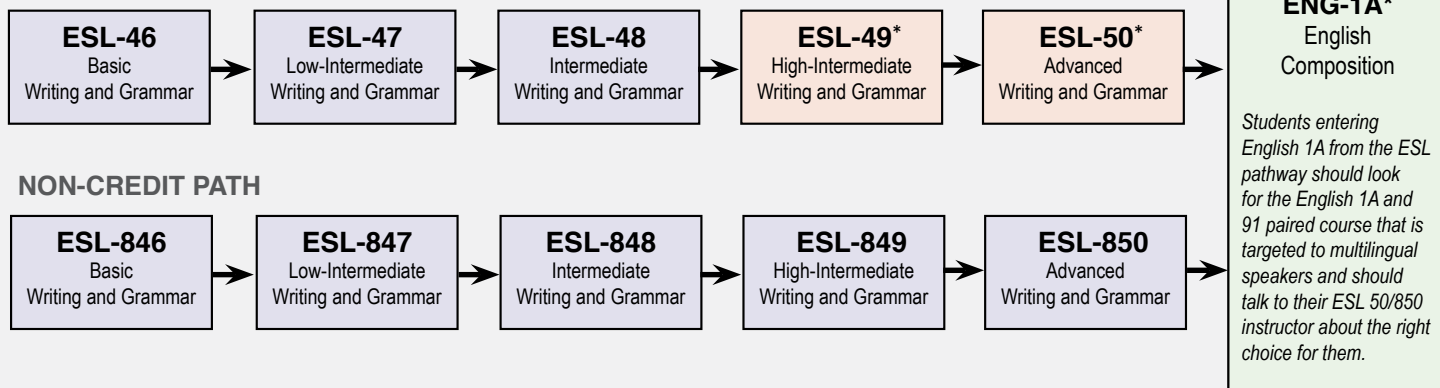
Reading Clinic

Reading 887 is a non-credit self-paced course that provides practice on individually prescribed learning plans designed to improve and develop reading skills. Instruction is provided on an individualized basis in conferences.

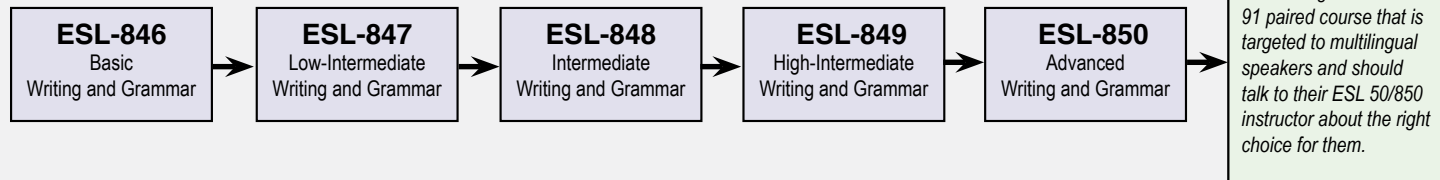
*Note: These are all individual courses that are not in a sequence.*

## English as a Second Language

### CREDIT PATH



### NON-CREDIT PATH



Credit and non-credit courses offer the same material, often in the same classroom. Students who want degree credit, units, or transferable courses should take the credit courses.

Non Degree Applicable

Minimum AA/AS Degree Applicable

Transferable and Degree Applicable

\* UC/CSU Transferable

\*\* CSU Transferable Only

\*\*\* Associates Degree Applicable Only

# Moving Through Math at Norco College

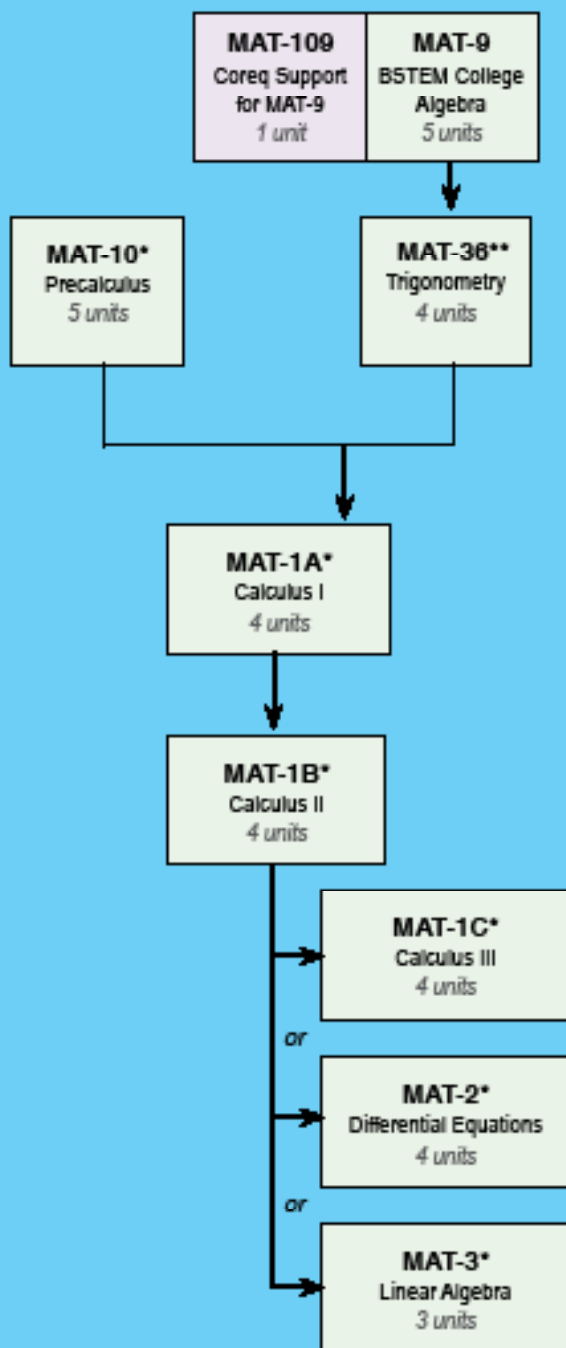
Please visit the Counseling Department before enrolling  
if you have questions as to appropriate Math course for your major.

951-372-7101

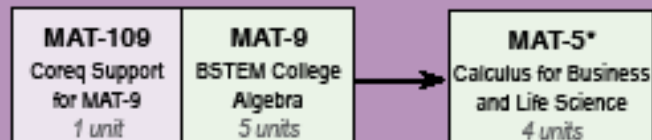
You can also make an appointment to see a counselor at:

<https://www.norcocollege.edu/services/counseling/Pages/index.aspx>

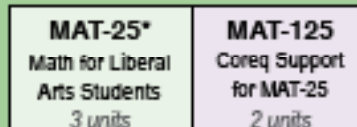
## Science, Technology, Engineering, & Math (STEM) Majors



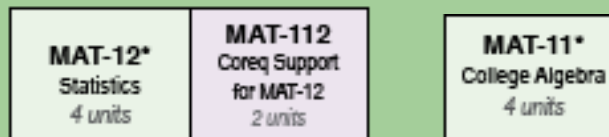
## Business Majors



## Liberal Studies Majors



## Social and Behavioral Science Majors



Non Degree Applicable

Transferable and Degree Applicable

\* UG/CSU Transferable

\*\* CSU Transferable Only

## Sample Schedule

### Make a Plan for Registration

You're ready to start planning out your semester. Here is a chart to help you plan your days on and off campus.

#### EXAMPLE: Planning Your Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00	MAT-1A	HES-1	MAT-1A	HES-1	Leisure Time	PSY-1	Study Time
8:30							
9:00							
9:30							
10:00	Study Time	Study Time	Study Time	Study Time	Study Time		
10:30							
11:00							Leisure Time
11:30							
Noon	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
12:30							
1:00	Work	Leisure Time	Work	Leisure Time	Study Time	Leisure Time	Study Time
1:30							
2:00							
2:30							
3:00							Leisure Time
3:30							
4:00							
4:30							
5:00							
5:30							
6:00	HIS-6				Leisure Time		
6:30							
7:00		Study Time	Leisure Time	Study Time			Study Time
7:30							
8:00							
8:30							
9:00							
9:30							



## Planning Your Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:30 a.m.							
7:00							
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
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9:30							
10:00							
10:30							

**Helpful Hint: Consider enrolling in Guidance 48: College Success Strategies. This class goes over time management, study skills, money management, and how to stay healthy in college.**

## Learning Styles

Now that you have your class schedule set, it's time to refine your study skills and discover your learning style. Knowing your learning style will help you be successful in your classes; and refining your study skills will help you be successful in college.

### Discover Your Learning Style

Someone gives you a phone number, but you don't have a pen handy. How will you remember it?

<b>A. You repeat it out loud.</b>	<b>B. You picture it in your head.</b>	<b>C. You write it with your finger on your hand or some other surface.</b>
You might be an <b>auditory learner</b> .	You might be a <b>visual learner</b> .	You might be a <b>tactile/kinesthetic learner</b> .
<b>If you are an auditory learner...</b> You remember stories better if you hear them than if you read them; can follow spoken instructions better than written ones; and say every word in your head as you read silently.	<b>If you are a visual learner...</b> You learn best from reading; like to see things written out; and picture things in your head to remember them.	<b>If you are a tactile/kinesthetic learner...</b> You enjoy hands-on learning; you're good at puzzles and mazes; and you can often put things together without instructions.
<b>If this is you, try...</b> <ul style="list-style-type: none"> <li>• Reading and repeating important points out loud</li> <li>• Listing the steps of a task out loud</li> <li>• Learning from lectures and tapes</li> <li>• Discussing concepts with others</li> </ul>	<b>If this is you, try...</b> <ul style="list-style-type: none"> <li>• Watching the instructor and taking notes during lectures to stay focused</li> <li>• Drawing out diagrams, charts, or tables</li> <li>• Organizing, rewriting, highlighting, or color-coding notes</li> <li>• Visualizing words or facts to be memorized</li> </ul>	<b>If this is you, try...</b> <ul style="list-style-type: none"> <li>• Memorizing or drilling while walking, pacing, or exercising</li> <li>• Making lists or writing things out several times</li> <li>• Using computers and hands-on study aids</li> <li>• Learning by doing and practicing, or by role-playing</li> </ul>

## Active Classroom Learning

Every class is different, every student learns differently, and every professor teaches differently. Some instructors have textbooks, some don't. Some professors provide you PowerPoint lectures online before class, some don't. Some professors allow you to voice record their lectures, and some don't.

Below are some tips to get you started. Don't be afraid to ask your instructor how he/she thinks you can learn the information best:

1. Be prepared. Have a pen, highlighters, textbook, and laptop.
2. Read notes and/or assignments before the next class meets.
3. Write notes in the textbook and highlight important topics.
4. When taking notes from the lecture, write down the main points.
5. Listen carefully during lectures and do not be afraid to ask questions related to the topic at hand.
6. Actively participate in classroom discussions.
7. Set up a study schedule (use the one we provided in this handbook) and follow it. Allow enough time for all your classes. This will help you avoid having to cram at the last minute.



## Preparing for a Test

Before a test or exam, find out...

What type of test will it be? (multiple choice, essay...)

How much of your grade will it be worth?

What will be covered? Write down which topics and textbook chapters to study.

Gather all your materials (handouts, notes, books); organize them by topic.

Make a study schedule; remember, several shorter review periods help more than one panicky night-before study session.

If you plan to study with a group, do it well before the test.

Make study aids based on the type of test it will be (e.g., make flashcards of definitions. Make a "cram sheet" of formulas).

Try different study strategies:

Turn textbook headings into questions, and then answer them out loud or in your head.

Practice defining or explaining things in your own words.

Highlight key facts in your notes, using different colors for different types of facts.

Work through review questions.

Get a good night's sleep – even if it means studying a bit less – and don't skip breakfast.





## Grading and Attendance

### Attendance

It is the responsibility of students to attend classes regularly. When students have been absent due to illness, they should report to their instructor to explain the absence as soon as possible. Your instructor reserves the right to administratively withdraw students who do not regularly attend. However, it is ultimately the student's responsibility to officially withdraw from a class if they are no longer attending.

### Withdrawals

A "W" or an "EW" on your transcript does not compute into your GPA, but excessive withdrawals will result in progress probation. Please refer to WebAdvisor at [www.norcocollege.edu](http://www.norcocollege.edu) for withdrawal deadlines.

### Incomplete

Students are not to re-enroll for a course in which a grade of "I" has been recorded. Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered on the student's record. The condition for removal of the "I" shall be stated by the instructor. Students receiving an incomplete (I) may print out the incomplete contract at [www.norcocollege.edu](http://www.norcocollege.edu). Students have one year to complete an incomplete or the grade will become an "F" or whatever grade the instructor puts on the incomplete contract form.

### Good Standing

Students are considered to be in good standing when they achieve a cumulative grade point average of 2.0 or higher and earn grades of "A," "B," or "C" in 50% or more in all coursework attempted.

### Scholastic Honors at Commencement

Honors at commencement will be awarded to students with a cumulative GPA of 3.30 or higher. Their names are listed in the program as receiving an associate degree with distinction (3.30 GPA) or with great distinction (3.70 GPA). A silver tassel will be worn by students graduating with honors. Coursework taken during the final spring semester will not be used to calculate honors. Grade point averages are not rounded up. The cumulative GPA includes coursework taken within Riverside Community College District colleges and at all other accredited institutions.

## STUDENT PROFILE



**Rudy Ackerman**

**High School:** Allegiant Christian School

**What brought you to Norco College:** I came to Norco College because of a mail pamphlet and divine timing.

**Major:** Psychology

**Long-Term Goal:** To develop skills and prepare for my life.

**Hobbies/Interests:** Martial arts and exercise for overall mind body health. The arts have been my passion forever, such as acting, dancing, etc.

## Early Alert



Each fall and spring semesters, faculty have the opportunity to participate in Early Alert. Early Alert allows instructors teaching an eight-week or greater course to identify students who are showing signs of academic difficulty. Studies show that early interventions help to promote student success. By completing the Early Alert roster, faculty make recommendations for students to visit with their instructor, counselor, and/or tutor. Students are notified through their student email account. Students are encouraged to participate in the recommended services over the next two weeks.

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





## How To Calculate Your GPA

### GPA

GPA stands for grade point average. Letter grades are given the following number values:  
**A-4, B-3, C-2, D-1, F-0, FW-0**

Each class has a specific unit value. Multiplying the letter grade value by the unit value equals the grade points. To figure your GPA, divide the total number of grade points by the total number of units attempted.

Your GPA is calculated by dividing the total number of grade points earned by the total number of units attempted. Classes taken for credit/no-credit are not used in the calculation.

Grade points are awarded based on the following criteria:

<u>GRADE</u>		<u>GRADE POINTS</u>
"A"	=	4
"B"	=	3
"C"	=	2
"D"	=	1
"F"	=	0
"FW"	=	0

### EXAMPLE:

<u>CLASS</u>	<u>UNITS ATTEMPTED</u>	<u>UNITS COMPLETED</u>	<u>GRADE</u>	<u>GRADE POINTS EARNED</u>
ENGLISH 1A	4	0	F	0
CIS 1A	3	3	B	9
HISTORY 7	3	3	A	12
GUIDANCE 48	0	2	CR	0
BIOLOGY 1	4	4	C	8
<b>TOTAL</b>	<b>14</b>	<b>12</b>		<b>29</b>

### CALCULATING GPA:

Grade Points Earned 29  
 Units Attempted 14

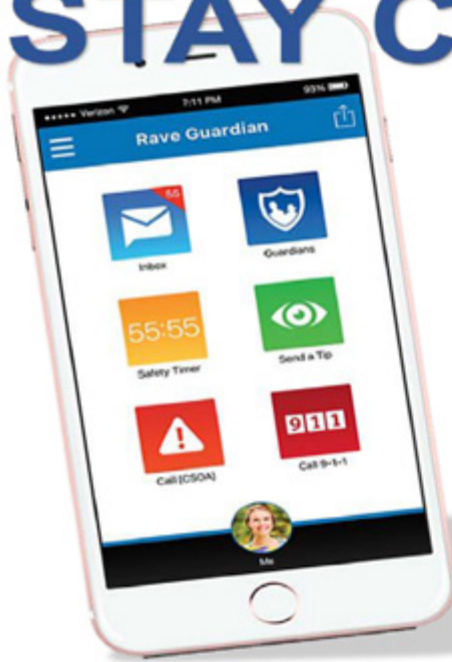
$$29 \div 14 = \mathbf{2.071 \text{ GPA}}$$



**NORCO COLLEGE**



# 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 logon.



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!**



Available on the  
**App Store**



ANDROID APP ON  
**Google play**



## A to Z Guide

### Campus Resources

#### Admissions and Records

First floor, Student Services Building  
(951) 372-7002  
Provides assistance with students' enrollment needs including application, course adds and drops, records, graduation and online services.

#### Art Gallery

Science & Technology Building, Room 111  
(951) 372-7031  
Designed for multipurpose use in the visual and interdisciplinary arts. View student exhibitions and various professional exhibitions throughout the year.

#### Basic Needs and Wellness

Norco College believes that in order to learn, students need to have their basic needs met: food to eat and a safe place to live. If you are facing challenges securing food, housing, or other basic needs, you are not alone, and Norco College may be able to help during this time of crisis. We invite you to learn about the many resources available to support you by contacting [basicneeds@NorcoCollege.edu](mailto:basicneeds@NorcoCollege.edu).

#### Bookstore

(951) 372-7085  
Rent or purchase new or used textbooks. Students can purchase school supplies, scantrons, beverages, snacks, novelty items, and more. Textbook Tip: Once you're registered, order your books on WebAdvisor by selecting 'Order Textbooks' link. Bookstore staff will have your book order ready for pick-up in store.

#### CalWORKs

Second floor, Center for Student Success  
(951) 372-7052  
TANF (Temporary Assistance for Needy Families) cash aid recipients with minor children and attending or planning to attend Norco College, may be eligible to receive special support services. Norco's CalWORKs support services include priority registration, job search, resume assistance, resource referrals and academic guidance.

#### The CARE Network

The CARE (Coordination, Assessment, Response, and Education) Network exists to assist with any situation that could potentially disrupt a student's academic or social well-being within the campus community. The CARE Network meets bi-monthly to review referrals to support the academic, emotional, and overall well-being of students and the campus community. For further information on the CARE Network procedures, please contact the Office of Student Life at (951) 372-7021, or the Dean of Student Life directly.

#### Career Center

Second floor, Student Services Building  
(951) 372-7147  
Offers career assessments, career counseling, employment resources (resume writing, interview skills, networking, etc.), an online job board (NC Connect), and general job search assistance.

#### Corral (Food Services)

First floor, Center for Student Success  
(951) 738-7267  
Offers a variety of dishes to satisfy your appetite. Meet your study group for coffee or just relax with a snack.

#### College Safety & Police

College Safety & Police, Building E  
(951) 222-8171 (Emergency Calls: 911)  
Provides a safe and secure learning environment for students, faculty, staff and visitors.

#### Counseling Department

Second floor, Student Services Building  
(951) 372-7101  
Offers academic, career, and personal counseling services, including one-on-one assistance with your Student Educational Plan to help students toward completing a degree, certificate and/or transfer completion. Visit [www.norcocollege.edu/services/counseling](http://www.norcocollege.edu/services/counseling) to view options on how to meet with a counselor.

#### Disability Resource Center (DRC)

First floor, Center for Student Success  
(951) 372-7070  
Ensures that students with verified disability have equitable access to their education through support services and approved academic adjustments.



## A to Z Guide

### **Engagement Center**

Science & Technology Building, Room 108

(951) 372-7176

Incoming students can meet with an Educational Advisor, by appointment or as a drop in, to receive information about placement results, campus resources, explore course options for their first semester, and assistance with registration. Testing is also available on Fridays by appointment. The following tests offered: Placement Test for English as a Second Language (PTESL), Spanish, Chemistry Diagnostic and the Nelson Denny Reading test.

### **Extended Opportunity Programs and Services EOPS/CARE/NEXTUP**

Second floor, Center for Student Success

(951) 372-7128

Advances educational opportunities for low-income, first-generation college students through high quality services that support success, persistence, and graduation.

### **Health & Psychological Services**

First floor, Wilfred J. Airey Library

(951) 372-7046

Committed to helping students stay healthy. Students are eligible for free consultations and treatment for short-term illnesses and minor injuries.

### **Honors Program**

(951) 372-7815 or (951) 372-7101

The Honors Program is comprised of student scholars and faculty who share a passion for learning. Students have the opportunity to take advantage of transfer agreements with four-year universities and explore various honor excursions.

### **Learning Resource Center (LRC)**

First floor, Wilfred J. Airey Library

(951) 372-7896

Provides guided academic support through tutorial services, both by appointment and on a drop-in basis, express walk-in math tutoring, and assessment testing.

### **Library**

(951) 372-7019

The Wilfred J. Airey Library is available for informational, research and study needs. Services include: research assistance provided by library faculty, electronic resources, study rooms, and textbooks for two hour in-library use.

### **Mustang Tutoring**

Learning Resource Center

First floor, Wilfred J. Airey Library

(951) 372-7143

Provides peer-to-peer academic support through one-on-one or group tutoring sessions.

### **Outreach Services**

First floor, Center for Student Success

(951) 739-7856

Empowers students to pursue their postsecondary academic goals by guiding them through the college enrollment process. Services include campus tours, participation in community and K12 events, and college fairs.

### **Phoenix Scholars Program (Foster Youth Services)**

Second floor, Center for Student Success

(951) 807-5066

Committed to increasing access to college and support for transition-age youth who have experienced foster care at some point in their lives. Visit Phoenix Scholars Center for more information.

### **Puente Program**

Second floor, Student Services Building

(951) 372-7101

Inspires you to transfer to four-year colleges, obtain your bachelor's degree, and return to the community as a leader and mentor.

**Scholarships** are available through the Riverside Community College District Foundation Office. Students must complete an on-line application and go through the eligibility and selection process. Visit the Financial Aid website and click on Scholarships link on the left side of the page for more information.

## A to Z Guide

### **STEM Pathways**

STEM Center  
(951) 739-7803  
Designed for students interested in the fields of Science, Technology, Engineering and Math. STEM students receive counseling, mentoring, and assistance with the transfer process.

### **Student Life**

Second floor, Center for Student Success  
(951) 372-7021  
Offers co-curricular programs designed to provide students with an opportunity to apply what is learned in the classroom to real life settings.

### **Student Employment**

First floor, Student Services Building  
(951) 372-7190  
Provides opportunities to gain work experience through part-time employment under the Federal Work Study, District or CalWORKs Work Study Program.

**Student Email** is the primary communication tool used by instructors and College administrative offices. Activate your email as soon as possible and check often to stay in the loop.

### **Student Financial Services**

First floor, Student Services Building  
(951) 372-7009  
Provides financial aid assistance to students in need. Aid consists of loans, grants, work-study programs, fee waiver and scholarships.

### **Transfer Center**

Second floor, Student Services Building  
(951) 372-7043  
Provides students with information and hands-on experiences regarding transfer requirements to the CSU, UC, and private colleges, ensuring a seamless transition from Norco College to a four-year university.

### **TRiO, Student Support Services (SSS), Student Support Services (SSS, RISE), and Student Support Services (SSS STEM)**

Second floor, Student Services Building  
(951) 372-7149  
Works to increase retention, graduation rates of first-generation, low-income, or disabled students who wish to attend a four-year college.

### **Umoja Program**

Second floor, Center for Student Success (CSS 204)  
(951) 738-7707  
UMOJA is designed to increase academic success among all students at Norco College with an emphasis on the African-American population. A major key to student success is through fostering a sense of community. Through the linking of academic, social, and cultural offerings, the program UMOJA aims to promote student success as well as to develop leadership skills in its members. Learn more at: <https://norcocollege.edu/umoja>.

### **Upward Bound (TRiO)**

STEM Center, Room 104  
(951) 738-7721  
Provides low-income and first-generation high school students with academic guidance, college preparation, and personal development. Our primary goal is for students to graduate from high school and continue their post-secondary education.

### **Veterans Resource Center**

Next to STEM Center  
(951) 372-7142  
Provides assistance to student veterans, active duty military members, and VA dependents in obtaining educational benefits, counseling referrals, and course enrollment.

**WebAdvisor** is your lifeline to online student services. You can search, add/drop classes, apply for graduation, and request a parking permit from the comfort of your home.

**Wireless Access (WiFi)** is available for use for an allotted time. Click on your WiFi icon (on your computer) to start the process as a guest user.

### **Writing Lab**

Industrial Technology, Room 121  
The Writing Lab is a supplemental learning environment in which students enrolled in certain English and ESL classes work on specific lab assignments that supplement the lecture portion of their classes. Students must choose their weekly lab hour when registering for their English or ESL class. Access to this lab is limited to students enrolled in the specific courses with lab requirements.

## **Disability Resource Center**

The Disability Resource Center (DRC) provides appropriate, comprehensive, reliable, and accessible services to students a verified disability that requests services. The DRC staff facilitate and encourage academic achievement, independence, self-advocacy, and social inclusion for students with disabilities. Norco College provides reasonable academic adjustments, auxiliary aids, and services in accordance with the Americans with Disabilities Act, Section 504 and 508 of the Rehabilitation Act, and California's Title 5 Regulations.

The DRC is located on the first floor of the Center for Student Success. Academic adjustments, auxiliary aids, and services may be provided to students according to their individual needs. These may include: assistive computer technology, alternate media, priority registration, academic and disability counseling, note-taking assistance, mobility orientation, test adjustments, interpreters or real-time captionist for the deaf or hard of hearing, and adaptive classroom furniture. Some of the disabilities which may qualify for services are: learning disabilities, mental health conditions (depression, anxiety, PTSD, eating disorders, etc.), cardiac disease, amputation, multiple sclerosis, arthritis, respiratory impairment, cerebral palsy, diabetes, orthopedic disabilities (broken bone, back injury, etc.), visual impairment, and temporary disabilities.

The director and staff members in the DRC are trained and eager to assist students with disabilities. The college is committed to ensure accessibility for all students and supportive of students who have disabilities. For further information regarding services, please call (951) 372-7070 or e-mail the DRC at [drc@norcocollege.edu](mailto:drc@norcocollege.edu).

## **High Tech Center**

Assistive technology and alternative media are available for students to achieve maximum independence while pursuing their educational goals. The DRC assesses a student's current computer knowledge to determine eligibility and subsequent training. Contact the DRC at (951) 372-7070 to schedule a meeting with a DRC specialist.

## **Assessment for Learning Disability**

The DRC has the ability to determine if a student has learning disability as defined by the California Community Colleges and may qualify for DRC services. Students who have a history of learning difficulty and suspect that they may have an undiagnosed, qualifying specific learning disability should call the DRC to schedule an appointment to determine if assessment is appropriate.

## **WorkAbility III**

A cooperative program between the DRC and the State Department of Rehabilitation (DOR), WorkAbility III can provide students with educational and career guidance, employment preparation, and classes to reach their goals; participants receive a wide range of benefits and services. While direct access to WorkAbility III services is not available at Norco College, the DRC staff can refer students to the WorkAbility III program offered through Riverside City College's Disability Resource Center.



## The Writing and Reading Center (WRC) LIB110

Staffed with trained peer writing tutors and English professors, the Norco College WRC is a space where students from ANY class can come for help with their reading and writing!

We are here to help you work through difficult readings or plan, organize, draft, and revise your writing assignments from beginning to end to maximize your potential for success in your classes!

We also offer online writing skills workshops, printing, handouts you can take home, and you can come in for help with your English lab assignments as well. If you're just looking for a peaceful place to hang out and get some work done while enjoying a free cup of coffee or tea, stop by the WRC!

Tutoring in the WRC is drop-in, so no appointment is needed! For current open hours and more information about workshops, labs, etc., please visit the Writing and Reading Center webpage at [https://www.norcollege.edu/academicAffairs/tl/lrc/tutorial\\_services/Pages/Writing.aspx](https://www.norcollege.edu/academicAffairs/tl/lrc/tutorial_services/Pages/Writing.aspx)

### STUDENT PROFILE



**Aneesah Kinney**

**High School:** Orange Grove High School

**What brought you to Norco College:** I came to Norco College to earn a degree and transfer.

**Major:** Psychology

**Long-Term Goal:** My long-term goal is to have a degree as well as to become a part of the medical field.

**Hobbies/Interests:** My hobbies include running my lash business as well as going to the gym and reading.



## Student Life

The Office of Student Life supports all aspects of student engagement and involvement through co-curricular programming. This includes:

- Physical and Mental Wellness
- Community Services
- Clubs, Sports Teams and Extracurricular Activities
- Personal, Academic and Professional Growth
- and School Spirit

Staff members are here to ensure your college experience is maximized to its fullest potential within a safe, fun, and healthy learning environment.

Please take a minute to visit the webpages below at [www.norcollege.edu](http://www.norcollege.edu) and explore all that the Office of Student Life has to offer. Please visit our office on the second floor of the Center for Student Success. We are happy to answer your questions and point you in the right direction.

[Associated Students \(ASNC\)](#)

[Athletics](#)

[Basic Needs \(Food and Housing Insecurities\)](#)

[Health Services](#)

[Standards of Student Conduct](#)



## Associated Students of Norco College

Telephone Number: (951) 372-7007  
 Location: CSS 205, Second Floor of Center for Student Success Building

We, the students of Norco College, in order to establish an effective student government, recognize the inherent rights and responsibilities of self-government, represent student interests, rights and concerns, and stimulate student awareness and involvement in the many academic, cultural, social, and community opportunities available at Norco College.

The Student Activities office is the home of the Associated Students, the student government representing the student voices of Norco College.

The ASNC sponsors various clubs/organizations, including honors societies, social services, and professional and general interest clubs/organizations. Membership to these organizations is open to all students who have paid the current semester's student services fee. Students are encouraged to join campus organizations or form new ones. Not all clubs listed here are currently active. The Clubs and Organizations Guide offers a complete listing of all campus clubs and procedures for starting a new club. Club guides are available in the Student Life office (CSS 205).

Active Minds  
 American Medical Student Association  
 Art  
 Choir  
 Christian Community  
 Dreamers & Leaders  
 Drumline  
 E-Sports  
 Guitar  
 Honors  
 Karate  
 Kinesiology Student Association

Men of Color Community  
 Music Industry Studies  
 Norco Student Veterans of America  
 Philosophical Psychological Affairs  
 PRISM (Queer/LGBTQIA+ Community)  
 PUENTE  
 Rugby  
 Social Gaming  
 STEM  
 Umoja  
 Umoja Filamu - Film



## Family Educational Rights and Privacy Act (FERPA)

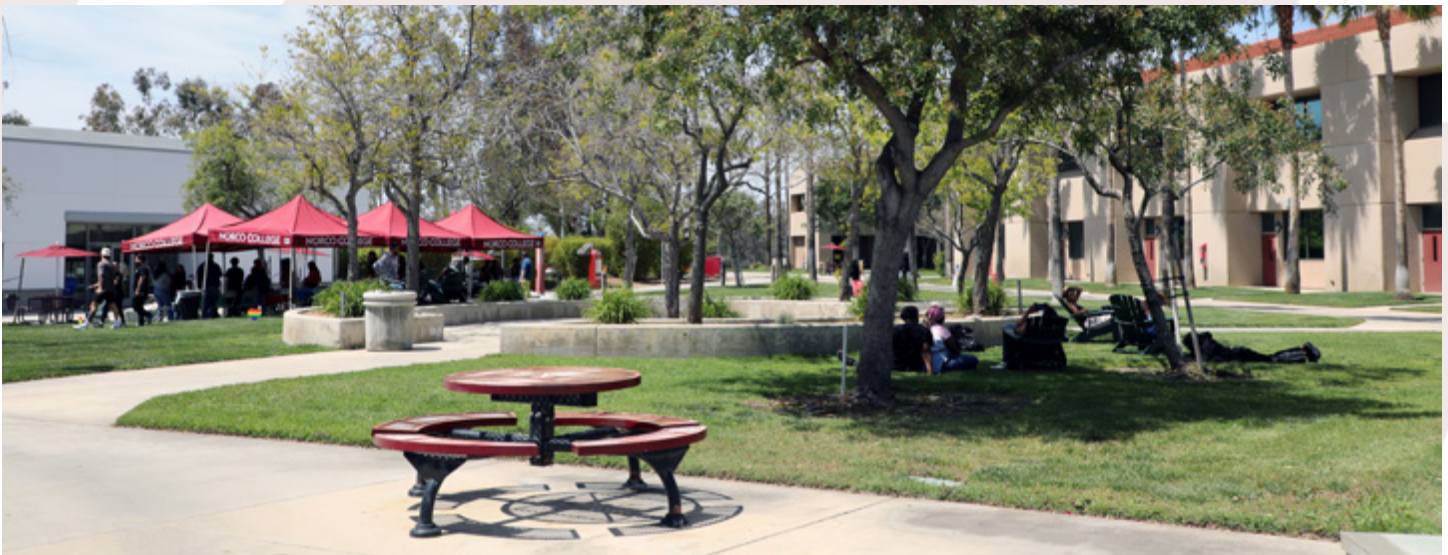
Riverside Community College District adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining education records. Although the College applies the provisions of FERPA in a strict manner, the law allows the College to release student directory information.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

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 at RCCD may go to the Student Services office and request to have directory information withheld.

The student's prior written consent is not required to disclose non-directory information under specific conditions according to FERPA regulations. (Included under this provision is the ability to disclose education records to parents of a student under 18 years of age as defined in Section 152 of the Internal Revenue Code of 1986. Refer to [www.norcocollege.edu/Pages/FERPA.aspx](http://www.norcocollege.edu/Pages/FERPA.aspx) for more information.)

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

1. The right to inspect and review the student's education records within 45 days of the date RCCD receives a request for access. Copies are not provided if the student has an outstanding financial or other hold on their records. The District may assess a charge pursuant to Board Policy Regulation 3300 for furnishing copies of any education record. Students should submit to the Admissions and Records, dean, head of the academic department, or other appropriate official written requests that identify the record(s) they wish to inspect. The RCCD official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the RCCD official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask RCCD to amend records that they believe are inaccurate or misleading. They should write the RCCD official responsible for the record, clearly identify the part of the record they want to change, and specify why



## Family Educational Rights and Privacy Act (FERPA)

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 procedure will be provided to the student when notified of the right to a hearing.

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

The Riverside Community College District is dedicated to maintaining the absolute integrity of student records as well as protecting the student's rights of access to those records. To this end, administrative regulations for granting of requests to inspect and review records are detailed in Board Policy 5040.

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 ID.

It is the responsibility of the student to update WebAdvisor to advise the Admissions and Records Office of any change in address or telephone number. Change of information forms are available at [www.norcocollege.edu](http://www.norcocollege.edu).

### UNITY ZONE

"A place where we can  
dream, love, unite, and be  
proud of who we are."

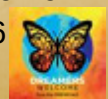
Unity Zone is a Support center for LGBTQ+ and Undocumented students; it is dedicated to providing students a safe haven, educational and community resources, and a sense of familial community.

By providing a **Safe Haven**, students are able to freely express themselves and not feel a sense of fear, anxiety, or shame.

The center provides a plethora of **educational and community resources** such as a lending library, scholarship information, computer access, as well as information regarding community support centers.

Students form **familial communities** in the Unity Zone by establishing relationships, participating in discussion circles and connecting with like-minded individuals.

Unity Zone is located in the Center for  
Student Success (CSS) 216





## A Successful Mustang:

### Accepts Responsibility

One way Norco College judges success is by the number of students who parade each year across the graduation stage. A key component in student success is having a safe and healthy learning environment.

Norco College's dedication to you is evident in our core commitments:

**Mutual Respect.** Belief in the personal dignity and full potential of every individual and in fostering positive human values in the classroom and in all interactions.

**Inclusiveness.** Embracing diversity in all its forms – global as well as local – and creating a supportive climate that encourages a variety of perspectives and opinions.

**Integrity.** Maintaining an open, honest, and ethical environment.

**Environmental Stewardship.** Being mindful of the impact we have on the environment, as individuals and as a community, and fostering environmental responsibility among students.

**Student Success.** Being an institution that places high value on the academic and personal success of students in and outside of the classroom where meeting student needs drives all decisions regarding educational programs and services.

### Standards of Student Conduct

References: [BP 3500](#)

Ed Code Section 66300, 66301, 76033;

Accreditation Standard II.A.7.b

Health and Safety Code Section 11362.79

34 C.F.R. Part 86, et seq.

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

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

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

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

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

1. Causing, attempting to cause, implying, or threatening to cause, harm to another person (whether or not the threat is in person, defined as, but not limited to, physical harm, harm to profession (defamation) or psychological harm.
2. Possessing, selling or otherwise furnishing any firearm, knife, explosive or other dangerous object, including, but not limited to, any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor.
3. Possessing, using, selling, offering to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5. It is also unlawful under federal law to possess, use, sell, offer to sell, furnish, or be under the influence of, any controlled substance, including medical marijuana.
4. Committing or attempting to commit robbery, bribery, or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.

6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willfully or persistently smoking in any area where smoking has been prohibited by law or by policy or procedure of the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior toward an individual or group based on ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of section 422.6 of the Penal Code, or any other status protected by law.
10. Engaging in willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Engaging in disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
12. Engaging in dishonesty  
Forms of dishonesty include, but are not limited to:
  - a. Plagiarism, defined as presenting another person's language (spoken or written), ideas, artistic works or thoughts, as if they were one's own;
  - b. Cheating, defined as the use of information not authorized by the instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, recordings, Internet resources, and other students' work;
  - c. Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents;
  - d. Forging, altering or misusing District or College documents, keys (including electronic key cards), or other identification instruments.
  - e. Attempting to bribe, threaten or extort a faculty member or other employee for a better grade;
  - f. Buying or selling authorization codes for course access.
13. Entering or using District facilities without authorization.
14. Engaging in lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
15. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
16. Engaging in persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
17. Preparing, giving, selling, transferring, distributing, or publishing, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including, but not limited to, handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure without authorization.
18. Using, possessing, distributing or being under the influence of alcoholic beverages, controlled substance(s), or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District off-site class, or during any District sponsored activity, trip or competition.
  - a. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic



beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.

19. Violating the District's Computer and Network Use Policy and Procedure No. 3720 in regard to their use of any, or all, of the District's Information Technology resources.
20. Using electronic recording or any other communications devices (such as MP3 players, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.
21. Eating (except for food that may be necessary for a verifiable medical condition) or drinking (except for water) in classrooms.
22. Gambling, of any type, on District property.
23. Bringing pets (with the exception of service animals) on District property.
24. Distributing printed materials without the prior approval of the Student Activities office. Flyers or any other literature may not be placed on vehicles parked on District property.
25. Riding/using bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) outside of paved streets or thoroughfares normally used for vehicular traffic.
26. Riding/using any and all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, without prior approval.
27. Attending classrooms or laboratories (except for those individuals who are providing accommodations to students with disabilities) when not officially enrolled in the class or laboratories and without the approval of the faculty member.
28. Engaging in intimidating conduct or bullying against another person through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
29. Abuse of process, defined as the submission of malicious or frivolous complaints.
30. Violating any District Board Policy or Administrative Procedure not mentioned above.

## **Responsibility**

- A. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. In this regard, please refer to Administrative Procedure 5520, which deals with matters of student discipline and student grievance.
- B. The Vice President of Student Services of each college will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters contained in Administrative Procedure 5520.
- C. The Vice President of Academic Affairs of each college will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters contained in Administrative Procedure 5522.
- D. For matters involving the prohibition of discrimination and harassment, the concern should be referred to the District's Diversity, Equity and Compliance Office.
- E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be published in all schedules of classes, the college catalog, the student handbook, and the faculty handbook. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

## **Practices Academic Honesty**

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

1. The faculty member may: a) reduce the score on test(s) or assignment(s); b) reduce the grade in the course; or c) fail the student in the course if the weight of the test(s) or assignment(s) warrants course failure. The faculty member may recommend to the College Deans of Instruction that the student be suspended from the course. If the course suspension is recommended, the College Deans 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 Deans of Instruction will make note of the offense in the student's educational records. A second instance of academic dishonesty may result in expulsion proceedings. Any enrollment, tuition, and other applicable fees will not be refunded as a result of disciplinary action for academic misconduct.

## **Does Not Tolerate Discrimination or Harassment**

### **Non-Discrimination Policy**

The Riverside Community College District Board of Trustees has adopted policies and procedures that comply with federal and state laws relating to prohibition of discrimination and/or harassment on the basis of an actual, perceived or association with others': disability, sex/gender, nationality, race or ethnicity, age (40+), religion, sexual orientation, marital status, Vietnam Veteran status or any characteristic listed or defined in section 11135 of the Government code or any characteristic that is contained the in the prohibition of hate crimes set forth in subdivision (a) of section 422.6 or the penal code.

### **Harassment Policy**

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by the 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 exploitations. It shall also be free of other unlawful harassment, including that which is based on actual or perceived disability, sex/gender, nationality, race or ethnicity, religion, sexual orientation, age, or any characteristic listed or defined in the 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 condition, grade, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Retaliation may involve, but is not limited to, the making of reprisal or threats of reprisal, 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.

### **Parking Regulations**

Permits are required for summer, fall, and spring terms when parking on Riverside Community College District (RCCD) property (including interior streets where parking is permitted), 24 hours a day, seven days a week (Board Policy 5750).

You can purchase a semester parking permit on WebAdvisor. Semester permits are virtual permits and only valid in white lined student/visitor spaces. Cost of permits, violations, lot locations, and designations are available through the RCCD Safety and Police website <https://www.rccd.edu/police/parking/Pages/index.aspx>. Parking Services can be reached at 951-372-7088.

**Paystation:** Hourly or daily permits can be purchased at paystations located throughout the parking lots. Fees are as follows: \$1 for 1 hour, \$3 for 4 hours, and \$5 for entire day. Paystation permits must be properly displayed on the driver's side dashboard of your vehicle. Paystation permits are only valid in white lined student/visitor spaces.

**Parking App:** Purchase your daily parking permit through the quick and easy parking app "ParkMobile". Valid in any white lined student/visitor space. Download the application on a cellphone - ParkMobile. Parking App for US. There are signs located throughout the parking lots with instructions.





**Metered Parking:** Metered 30-minute and 20-minute parking are located throughout parking lots. These spaces are for visitors only. Student permits are not valid in any 30-minute or 20-minute space for any length of time.

**Visitors:** A visitor coming to the College may park in any white lined student/visitor space by purchasing a permit at any parking paystation throughout all three colleges. There are a few 30-minute and 20-minute parking spaces throughout the parking lots where no fee is required.

**Disabled Placards/Plates:** DMV parking placards or license plates for those with a disability must be properly displayed and must purchase a student parking permit. Vehicles displaying disabled placards or license plates can park in any available parking space throughout the parking lots.

**Visitors with Disabled Placards/Plates:** DMV parking placards or license plates must be properly displayed. Visitors with disabled placards or license plates do not have to purchase a parking permit.

**Citations:** If you receive a parking citation and you believe it was issued in error, you will be required to contest your citation within 21 calendar days of the issuance of the citation (California Vehicle Code 40215(a)). Information on how to contest is located on the front and back of the citation. RCCD Safety and Police Department enforces all other rules of the California Vehicle Code (i.e., posted time zones, red curbs, disabled spaces, expired vehicle registration, etc.) 24 hours a day, 7 days a week.

### **Safety & Police**

RCCD Safety and Police Department provides 24/7/365 public safety services to students, faculty, staff and visitors. For example, RCCD Police officers engage in routine patrols of the colleges and facilities, respond to emergency and non-emergency requests for services, enforce traffic laws, and investigate crimes. Community Service Coordinators (CSC) and Community Service Aides (CSA) assist in

college patrols and parking issues, enforce parking regulations, and deliver additional services such as battery jumps, vehicle unlocks and building security. Safety escorts are also available to walk you safely to your car or any location on RCCD properties. Call (951) 222-8171 to arrange for an escort to meet you at your location.

Additionally, Lost and Found items will be located at any of our three stations located at all three colleges. Lost and Found can be reached at 951-372-7088.

You are encouraged to report any criminal activity or any other emergencies at any time on RCCD property by calling 9-1-1. Emergency calls originating from RCCD property will be routed to the Riverside County Sheriff's Communication Center and RCCD Police will respond. For non-emergencies, please dial (951) 222-8171.

For information regarding the Institutional Crime Statistics in accordance with the Jeanne Clery Disclosure of Campus Security Policy & Campus Security Act, please go to <https://www.rccd.edu/police/Pages/index.aspx> then click on the link which says "Clery Reports."

Finally, please keep in mind that RCCD Safety and Police Department cannot keep our college communities safe without your assistance. We therefore ask you to participate by:

1. Staying informed (i.e., please read messages and notices regarding campus safety issues)
2. Staying alert (i.e., please pay attention to your surroundings as you move onto and through our campuses)
3. Reporting safety concerns to RCCDPD (e.g., suspicious persons or circumstances, safety hazards, etc.).

Together we can better protect everyone's safety and property, and make your college experiences great ones.

## Strives for Physical and Mental Wellness

### Health Services

- First aid and emergency care
- Physician/nurse practitioner diagnosis and treatment
- Low-cost physical exams for RCCD program requirements
- Immunizations and TB testing
- Women's health screening
- Men's health screening
- Personal counseling
- Substance abuse information and counseling
- Community referrals
- Free over-the-counter medications and condoms

### Fees

There is no fee for an office visit, however, a small fee may be charged for in-office lab tests, prescription medicines and immunizations (see immunizations for details).

RCCD program required physical exam (Nursing, Physician Assistant, etc.) - \$25

### In-office lab tests

Pregnancy test - \$10

Low-cost lab tests including immunization titers are provided by Quest Diagnostics with the physician's order either in clinic or off-site locations located near the college.



## FREE TUTORING

in the Learning Resource Center

### Tutorial Services Hours:

Monday:	9 am - 7 pm
Tuesday:	9 am - 7 pm
Wednesday:	9 am - 7 pm
Thursday:	9 am - 7 pm
Friday:	9 am - 4 pm

Call to make an appointment:  
**(951) 372-7143**

Tutorial Services is located in the  
Learning Resources Center,  
First Floor of the Wilfred Library Building

## We can help you!

- Motivation
- Mathematics
- English
- Accounting
- Chemistry
- Anthropology
- Anatomy
- History
- Note-taking
- Reading
- Spanish
- French
- ESL
- CIS
- Biology
- Health Science
- Gaming
- Communications
- Psychology
- Time Management
- And more...



## A Successful Mustang:

### Tips on How to Be a Healthy Balanced Student

"Two rules for stress management:

Rule one: Don't sweat the small stuff.

Rule two: It's all small stuff."

Robert Eliot

**Learn to relax.** Take minibreaks. Sit down and get comfortable. Slowly take a deep breath in, hold it; and then exhale very slowly. At the same time, let your shoulder muscles droop. Smile and say something positive like, "I am r-e-l-a-x-ed."

**Practice acceptance.** Don't let yourself get distressed over things you can't change, like someone else's feelings or beliefs. If something unjust bothers you, continue to act responsibly; but accept the fact that you cannot always make the world right.

**Talk sensibly to yourself.** Ask yourself whether this will matter a year or 20 years from now. See if you can let the negative thoughts go. Watch out for perfectionism. Everyone makes errors, including you and I.

**Get organized.** Make a schedule of daily activities that includes time for schoolwork, sleep, relationships and recreation. Use a daily things to do list.

**Reduce time urgency.** Allow plenty of time to get things done. Practice the notion of pace not race.

**Disarm yourself.** Adjust your approach to an event according to its demands. You don't have to raise your voice in a simple discussion. Stop blaming, putting other people down, and trying to have the last word.

**Quiet time.** Balance your school, family, social, and work demands with special private times. Unwind by practicing a hobby, taking a quiet stroll, soaking in a hot bath, watching a sunset, or listening to calming music.

**Eat sensibly.** A balanced diet will provide all the necessary energy you will need to be mentally and physically alert to deal with stress. Put out the cigarettes—they restrict blood circulation and affect the stress response.

**Talk to friends.** Daily doses of conversation, regular social engagements, and occasional sharing of deep feelings and thoughts can reduce stress.

### And Finally...

*"The secret of health for both mind and body is not to mourn for the past, not to worry about the future, or not to anticipate trouble, but to live in the present moment wisely and earnestly."*

The Buddha

## Understands That Students Have Rights

### Students Rights and Responsibilities

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

1. If space is available in a course when a student files a challenge to the prerequisite or corequisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working day period, then the student shall be allowed to enroll in the course.
2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for the subsequent term.

Students wishing to utilize the challenge procedure must contact Counseling and complete the required matriculation appeals petition. Prerequisite 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

## A Successful Mustang:

- of Title 5, section 55003;
3. The prerequisite or corequisite is either unlawfully discriminatory or is 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 education 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 other.

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, the District has the obligation to produce that information.

### **Commitment to Diversity, Nondiscrimination and Prohibition of Harassment and Retaliation Policies**

Board Policy 6100 Commitment to Diversity  
Board Policy 6410 Nondiscrimination  
Board Policy 6430 Prohibition of Harassment and Retaliation

A complete copy of the Board Policies cited can be found at [www.rccd.edu/bot/Pages/policies.aspx](http://www.rccd.edu/bot/Pages/policies.aspx), or by calling (951) 222-8039.

### **Commitment to Diversity**

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

### **Nondiscrimination**

The Riverside Community College District Board of Trustees has adopted policies and procedures that comply with federal and state laws relating to prohibition of discrimination and/or harassment on the basis of an actual, perceived or association with others': disability, sex/gender, nationality, race or ethnicity, age (40+), religion, sexual orientation, marital status, Vietnam Veteran status or any characteristic listed or defined in section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of section 422.6 of the Penal Code.

### **Prohibition of Harassment and Retaliation**

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on actual or perceived disability, sex/gender, nationality, race or ethnicity, religion, sexual orientation, age, or any characteristic listed or defined in section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of section 422.6 of the Penal Code.

This policy applies to all aspects of the academic environment, including, but not limited to, classroom conditions, grades, academic standing, employment opportunities, scholarships,





recommendations, disciplinary actions, and participation in any community college activity.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Retaliation may involve, but is not limited to, the making 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.

### **Complaint Process**

In its goal to provide quality instruction and service, Norco College provides students access to appropriate College staff and administration to resolve questions and concerns about Norco College staff, policies, procedures, or other actions or inactions of the College. Norco College and its employees make every effort to serve students courteously and efficiently, including acting in accordance with college policies and state and federal laws. Individuals dissatisfied with a campus policy or the conduct of a college employee can bring a complaint, a written or verbal notice of dissatisfaction, to the attention of the appropriate faculty, staff, or administrator at any time. If a problem is identified, applicable remedies will be put in place as soon as possible. Before filing a complaint, individuals should make every effort to resolve their dissatisfaction informally with the college personnel immediately involved. If addressing an issue informally does not lead to satisfactory resolution, the individual may register a complaint with the appropriate supervisor or administrator in alignment with the appropriate administrative procedure below. Complaints escalating to this level must be submitted in writing so that the appropriate administrator can

investigate your complaint and respond. Please refer to the following Riverside Community College District Administrative Policies or go to the following link on the Norco College website for more information: [www.norcollege.edu/Pages/Complaint-Procedures.aspx](http://www.norcollege.edu/Pages/Complaint-Procedures.aspx).

### **Student Grievance Process for Instruction and Grade Related Matters AP 3500(B)**

Riverside Community College District  
Administrative  
Procedure

No. 3500(B)

Student Services

AP 3500(B) STUDENT GRIEVANCE PROCESS FOR  
INSTRUCTION AND GRADE RELATED MATTERS

References:

Education Code Section 76224  
Title 5 Section 55024

#### **I. General Provisions**

1. Purpose: The purpose of the Student Grievance Procedure is to provide a means by which a student may pursue a complaint for an alleged violation of college or district policy concerning instruction or to appeal a grade. However, complaints regarding discrimination harassment or retaliation are to be handled in accordance with Administrative Procedure 3435 titled Handling Complaints of Discrimination, Harassment or Retaliation.
2. Scope: Student grievances for matters other than for discipline such as, but not limited to, grade challenges and academic or program issues, will be processed in the following manner. Please note: Per Education code 76224, the instructor's grade is final except in cases of mistake, fraud, bad faith, or incompetency. A grievable action is an action that is in violation of a written college or district policy or procedure, or an established practice. The basis of the grievance is that an action constitutes arbitrary, capricious, or unequal application of a written college or district policy or procedure or an established practice.
3. Confidentiality: To protect to the maximum extent possible, the privacy of individuals

who in good faith file legitimate grievances, these procedures will be considered confidential throughout initial consultation, preliminary and final review, and appeal, unless required to be disclosed pursuant to a court order or state or federal law. Confidentiality will also be afforded the respondent to avoid unwarranted damage to reputation. Breach of confidentiality by any party to the grievance is considered unethical conduct and may be subject to disciplinary action. However, those involved in the hearing process may seek consultation and/or guidance from the District's General Counsel, or academic or student services administrators. There may be cases where disclosure of part or all of the proceedings and final outcome must be considered to provide a remedy to the student, to correct misperceptions of the reputations of parties to the grievance, or for the best interests of the institution. In these cases, if, and only if, deemed appropriate by majority vote of the grievance committee in concurrence by the President, public disclosure will be directed through the President's office.

4. Protections for complainants: Any student has the right to seek redress under these procedures and to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.
5. Abuse of process: A student must proceed with a complaint in good faith. Abuse of process, malicious complaints or frivolous complaints may be grounds for disciplinary action.

## II. Definitions

1. District -- The Riverside Community College District
2. Student -- Any person currently enrolled as a student at any college or in any program offered by the District.
3. Instructor -- Any academic employee of the

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

4. Day -- Days during which the District is in session and regular classes are held, excluding weekends and holidays.
5. Time Limits -- Any time specified in the above procedures may be shortened or lengthened if there is mutual agreement by all parties.

## III. Informal Consultation Process

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

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

## IV. Grievance Process and Formal Hearing

If the issue is not resolved through informal consultation, the student may file a written grievance requesting a formal hearing within thirty (30) calendar days of the informal consultation with the Dean. The written request should contain a statement detailing the grievance to be resolved,



and the action or remedy requested. The student will direct this grievance to the President. The student must notify the President at the time the student submits his/her request for a formal hearing if an accommodation for a disability will be needed at the hearing.

1. Upon receipt of a written request for a formal hearing, the President will, within three (3) days, excluding weekends and holidays, of receipt of the request for hearing, appoint an administrator (not the Vice President of Academic Affairs) to serve as chair of a grievance committee for the hearing.
2. A grievance withdrawn from the formal hearing stage will be deemed without merit and cannot be refiled.
3. The formal hearing will be conducted before a College Grievance Committee. This committee will be composed of the following individuals:
  - a. Two (2) students appointed by the College Student Body President.
  - b. Two (2) faculty members appointed by the College Academic Senate President.
  - c. One (1) academic administrator (not the Vice President of Academic Affairs) appointed by the President of the College. The individual may be from another College in the District.
  - d. The chair of the committee, which is selected by the President, (see above) will be part of the committee, but will not vote in the final decision, except in the case of a tie.
4. The College Grievance Committee Chair will:
  - a. Forward a copy of the request for hearing to the faculty member being grieved within seven (7) days (excluding weekends and holidays) of receipt of the request.
  - b. Within a reasonable time period not to exceed twenty (20) days (excluding weekends and holidays) set a reasonable time and date for the hearing as well as a reasonable time limit for its duration. In the event the

parties are not available within the 20 days, the Vice President has the discretion of extending the time period, with notification to the parties.

- c. Arrange for a disability accommodation if requested pursuant to the above.
- d. Within three (3) days, excluding weekends and holidays, after setting the hearing date, notify both parties that they are to provide to the Chair signed written statements specifying all pertinent facts relevant to the grievance. A copy of these statements will be given, by the Chair, to the other party, as well as the Grievance Committee members. At this time, both parties will also be invited by the Chair to submit a list of potential witnesses and the rationale for calling them. Each party's witness list will be given to the other party and to the Grievance Committee. Witnesses will be called at the discretion of the Grievance Committee Chair. This signed statement and witness list is to be received by the Chair no later than 10 days prior to the hearing. Individuals approached by either party to act as a witness for that party are not under any obligation to do so and may decline to be a witness. Any witness has the right to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.
- e. Notify the parties that they are entitled to bring a representative, from within the District, to assist them during the hearing. The representative's role is restricted to assisting the party. He/she may not actively participate in the grievance hearing or engage in the proceedings. The Representative must be an individual from within the District (student or employee). Legal

- representation is prohibited.
- f. Notify both parties as to who the members of the grievance committee will be. Each party will be allowed one (1) opportunity to request that a committee member be replaced with a different person because of perceived bias or conflict of interest. Any such requests must be directed to the committee chair within two (2) days of notification of who the committee members will be and will state the perceived bias or conflict of interest. At that time, the committee chair may excuse that committee member and seek a replacement in accordance with IV.3 above.
- g. Provide, to the faculty, student and Grievance Committee, prior to the hearing, a copy of the document titled Grievance Hearing Protocol, which shall serve as a guideline during the hearing. Any requests for deviations from, or additions to, the hearing protocol, shall be addressed to the Committee Chair who will make the decision on whether or not the deviation or addition will be allowed.
- h. Develop a list of questions, or intended areas of inquiry, to both parties and the Grievance Committee at least three (3) days (excluding weekends and holidays) in advance of the hearing.
- i. Maintain an official recording of the proceeding which will be kept in a confidential file but be available for review by either party. Individual parties will not be allowed to have their own recording device.
- j. Ensure that the formal hearing will be closed to the public.
- 5. The Grievance Committee will:
  - a. Judge the relevancy and weight of testimony and evidence. The committee will make its findings of fact, basing its findings on the evidence presented. It will also reach a decision for disposition of the case.
  - b. Submit its findings of fact and

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

### Appeals

1. Either party, within five (5) days (excluding weekends and holidays) of receipt of the Committee's decision, may appeal the decision to the Vice President of Academic Affairs. The Vice President may:
  - a. Concur with the decision of the Committee, or
  - b. Modify the Committee's decision. The Vice President will submit his/her decision to each party and the President within ten (10) days (excluding weekends and holidays) of receipt of the Committee's decision.
2. Either party, within five (5) days (excluding weekends and holidays) of receipt of the Vice President's decision, may appeal the decision to the President. The President may:
  - a. Concur with the decision of the Vice President, or
  - b. Modify the Vice President's decision. The President will submit his/her decision to each party within ten (10) days (excluding weekends and holidays) of receipt of the Vice President's decision. In all cases, final decision will rest with the President. After a student has exhausted all grievance rights at the College level, the student has the right to file a complaint with any of the following resources:

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





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

- To the State Attorney General using the forms available at [http://ag.ca.gov/contact/complaint\\_form.php?cmplt=PL](http://ag.ca.gov/contact/complaint_form.php?cmplt=PL)

### **Responsibility**

The Vice President of Academic Affairs will be responsible for the overall implementation of these procedures and will retain a file of all grievances for matters relative to this procedure for this college. This file may be maintained electronically. Matters involving the prohibition of discrimination and the prohibition of sexual harassment and any concerns regarding these matters should be referred to the District's Department of Diversity, Equity and Compliance.

Office of Primary Responsibility: Provost/Vice Chancellor, Educational Services

College Vice President of Academic Affairs

Administrative Approval: May 28, 2013

(Replaces a portion of grievance procedures in RCCD Regulation 6080)

### **Student Grievance Process for Matters Other Than Instruction, Grades, or Discipline AP 3500(C)**

Riverside Community College District  
Administrative Procedure No. 3500(C)  
Student Services

AP 3500(C) STUDENT GRIEVANCE PROCESS FOR  
MATTERS OTHER THAN INSTRUCTION, GRADES OR  
DISCIPLINE

References: Education Code Section 76224  
Title 5 Section 55024

#### **I. General Provisions**

- A. Purpose: The purpose of this Procedure is to provide an equitable means by which a student may pursue a complaint for an alleged violation of college or district policy concerning any student service area program or staff such as, but not limited to,

student financial services, disabled students programs and services, EOPS, admissions and records, counseling, library and learning resources, health/psychological services and tutorial services. Complaints regarding discrimination harassment or retaliation are to be handled in accordance with Administrative Procedure 3435 titled Handling Complaints of Discrimination, Harassment or Retaliation. Complaints regarding student discipline are to be handled in accordance with Administrative Procedure 3500(A) Student Discipline Procedures. Complaints regarding instruction and/or grades are to be handled in accordance with Administrative Procedure 3500(B) Student Grievance Process for Instruction and Grade Related Matters.

- B. A grievable action is an action that is in violation of a written college or district policy or procedure, or an established practice. The basis of the grievance is that an action constitutes arbitrary, capricious, or unequal application of a written college or district policy or procedure or an established practice.
- C. Confidentiality: To protect to the maximum extent possible, the privacy of individuals who in good faith file legitimate grievances, these procedures will be considered confidential throughout initial consultation, preliminary 2 and final review, and appeal, unless required to be disclosed pursuant to a court order or state or federal law. Confidentiality will also be afforded to the respondent to avoid unwarranted damage to reputation. Breach of confidentiality by any party to the grievance is considered unethical conduct and may be subject to disciplinary action. However, those involved in the hearing process may seek consultation and/or guidance from the District's General Counsel, or appropriate administrators. There may be cases where disclosure of part or all of the proceedings and final outcome must be considered to provide a remedy to the student, to correct misperceptions of the reputations of parties to the grievance, or for the best interests of the institution. In these cases, if, and only

if, deemed appropriate by majority vote of the grievance committee in concurrence by the President, public disclosure will be directed through the President's office.

- 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 intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.
- E. 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 or situation giving rise to the grievance to initiate the informal consultation process.

- A. A student will be encouraged to contact the individual responsible for the situation which is the subject of the grievance and attempt, in good faith and in a professional manner, to resolve the concern informally.
- B. If the issue is not resolved with the

individual who is the subject matter of the grievance, the student may file a written Request for Consultation with the Dean/Director, or designee, responsible for the Department/individual that is the subject of the grievance. Forms will be available from the office of the Dean/Director or the appropriate Vice President. The Dean/Director will convey a decision to all affected parties, as well as note that decision on the form.

## IV. Grievance Process and Formal Hearing

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

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

- A. Upon receipt of the request for formal hearing, the President will, within three (3) days, excluding weekends and holidays, of receipt of the request for hearing, appoint an administrator (not the Vice President who oversees the individual or department that is the subject of the grievance) to serve as chair of a grievance committee for the hearing.
- B. The formal hearing will be conducted before a College Grievance Committee. This committee will be composed of the following individuals:
  - 1. Two (2) students appointed by the College Associated Students President.
  - 2. One (1) faculty member appointed by the College Academic Senate President.



3. One staff member appointed by the President.
  4. One Dean/Director level administrator (not connected with the individual or department that is the subject of the grievance) appointed by the President.
  5. One Vice President (not connected with the individual or department that is the subject of the grievance) appointed by the President of the College to serve as the chair of the committee. This individual may be from another College in the District. The chair of the committee will not vote in the final decision.
- C. The College Grievance Committee Chair will:
1. Within a reasonable time period not to exceed twenty (20) days (excluding weekends and holidays) set a reasonable time and date for the hearing as well as a reasonable time limit for its duration. In the event the parties are not available within the 20 days, the Chair has the discretion of extending the time period, with notification to the parties.
  2. Arrange for a disability accommodation if requested pursuant to the above.
  3. Within three (3) days, excluding weekends and holidays, after setting the hearing date, notify both parties that they are to provide to the Chair signed written statements specifying all pertinent facts relevant to the grievance. A copy of these statements will be given, by the Chair, to the other party, as well as the Grievance Committee members. At this time, both parties will also be invited by the Chair to submit a list of potential witnesses and the rationale for calling them. Each party's witness list will be given to the other party and to the Grievance Committee. Witnesses will be called at the discretion of the Grievance Committee Chair. This signed statement and witness list is to be received by the Chair no later than 10 days prior to the hearing. Individuals approached by either party to act as a witness for that party are not under any obligation to do so and may decline to be a witness. Any witness has the right to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.
4. Notify the parties that they are entitled to bring a representative, from within the District, to assist them during the hearing. The representative's role is restricted to assisting the party. He/she may not actively participate in the grievance hearing or engage in the proceedings. The Representative must be an individual from within the District (student or employee). Legal representation is prohibited.
  5. Notify both parties as to who the members of the grievance committee will be. Each party will be allowed one (1) opportunity to request that a committee member be replaced with a different person because of perceived bias or conflict of interest. Any such requests must be directed to the committee chair within two (2) days of notification of who the committee members will be and will state the perceived bias or conflict of interest. At that time, the committee chair may excuse that committee member and seek a replacement.
  6. Provide, to the parties and Grievance Committee, prior to the hearing, a copy of the document titled Grievance Hearing Protocol, which shall serve as a guideline during the hearing. Any requests for deviations from, or additions to, the hearing protocol, shall be addressed to the Committee Chair who will make the decision on whether or not the deviation or addition will be allowed.

7. Develop a list of questions, or intended areas of inquiry, sending it to both parties and the Grievance Committee at least three (3) days (excluding weekends and holidays) in advance of the hearing.
8. Maintain an official recording (audio or video) of the proceeding which will be kept in a confidential file but be available for review by either party. Individual parties will not be allowed to have their own recording device.
9. Ensure that the formal hearing will be closed to the public.
- D. The Grievance Committee will:
  1. Judge the relevancy and weight of testimony and evidence. The committee will make its findings of fact, basing its findings on the evidence presented. It will also reach a decision by a simple majority vote for disposition of the case.<sup>6</sup>
  2. Submit its findings of fact and disposition to each party and the Vice President within ten (10) days (excluding weekends and holidays) of the completion of the formal hearing.

## V. Appeals

- A. Either party, within five (5) days (excluding weekends and holidays) of receipt of the Committee's decision, may appeal the decision to the President. The President may:
  1. Concur with the decision of the Committee, or
  2. Modify the Committee's decision. The President will submit his/her decision to each party within ten (10) days (excluding weekends and holidays) of receipt of the Committee's decision. In all cases, final decision will rest with the President.

## VI. Further Rights to File a Complaint

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

- A. The Accrediting Commission for Community and Junior Colleges (ACCJC) at [www.accjc.org/complaint-process](http://www.accjc.org/complaint-process).

[www.accjc.org/complaint-process](http://www.accjc.org/complaint-process). ACCJC is the agency that accredits the academic programs of the California Community Colleges. A complaint associated with the District's compliance with academic program quality and accrediting standards can be filed with this agency.

- B. If your complaint does not concern the District's compliance with academic program quality or accrediting standards, then a complaint may be filed with the California Community College (CCC) Chancellor's Office by completing the form(s) found on the link below:  
<http://californiacommunitycolleges.cccco.edu/complaintsForm.aspx>.
- C. Any type of complaint may be filed with the California State Attorney General using the form available at: [http://ag.ca.gov/contact/complaint\\_form.php?cmplt=PL7](http://ag.ca.gov/contact/complaint_form.php?cmplt=PL7).

## VII. Responsibility

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

Office of Primary Responsibility: Vice Chancellor, Educational Services, Economic Development and Planning College Vice President Administrative  
 Approval: November 25, 2013  
 (Replaces a portion of grievance procedures in RCCD Regulation 6080)





## **RCCD Welcomes All Students**

### **RIVERSIDE COMMUNITY COLLEGE DISTRICT**

#### **RESOLUTION OF THE BOARD OF TRUSTEES OF THE RIVERSIDE COMMUNITY COLLEGE DISTRICT IN SUPPORT OF STUDENT ACCESS AND PROTECTION**

##### **RESOLUTION NO. 38-16/17**

**WHEREAS**, the California Community Colleges system is committed to serving all students who can benefit from a post-secondary education, without regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, genetic information, ancestry, sexual orientation, or physical or mental disability, pregnancy, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.; and

**WHEREAS**, Riverside Community College District is the 7<sup>th</sup> oldest and 5<sup>th</sup> largest community college district in the California Community College System with three accredited colleges of Moreno Valley College, Norco College and Riverside City College; and

**WHEREAS**, the California Community Colleges Board of Governors has adopted a strategic plan which states, in part: "All people have the opportunity to reach their full educational potential... The Colleges embrace diversity in all its forms . . . All people have the right to access quality higher education;" and

**WHEREAS**, California's diversity is a great source of innovation and industry, making California one of the largest economies in the world and an economic engine for the United States; and

**WHEREAS**, approximately one tenth of California's workforce is undocumented and contributes \$130 billion annually to its gross domestic product, according to the California Assembly; and

**WHEREAS**, great uncertainty exists about what specific immigration and education policies will be

pursued by the incoming administration, and immigrants and other populations within the community college system are fearful of policies that may result in deportation or forced registration based on their religion; and

**WHEREAS**, over the past several weeks, the Chancellor's Office of Riverside Community College District and the California Community Colleges Chancellor's Office has reassured students and colleges that our campuses will remain safe, welcoming places for students of all backgrounds to learn; informed them that no changes have been made with regard to admissions or financial aid; informed students that financial aid for certain undocumented students is protected by state law; called on President Donald J. Trump to preserve the Deferred Action for Childhood Arrivals Executive Order; and the state Chancellor's Office joined with the University of California and the California State University to defend the right of all students to obtain a higher education in California;

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees of Riverside Community College District agrees and conforms to the declaration by the California Community Colleges Board of Governors that all 113 community colleges remain open, safe and welcoming to all students who meet the minimum requirements for admission, regardless of immigration status, and that financial aid remains available to certain undocumented students; and

**BE IT FURTHER RESOLVED** that the Board of Trustees of Riverside Community College District urges the incoming administration to continue the Deferred Action for Childhood Arrivals program, which grants "Dreamers" -people who were brought to this country as children by their parents - reprieve from deportation because California and the United States are stronger due to their contributions to our economy, to our communities and to our Armed Forces; and

**BE IT FURTHER RESOLVED** that the Riverside Community College District and its three colleges shall not release any personally identifiable student information related to immigration status without a judicial warrant, subpoena or court order, unless

authorized by the student or required by process of law; nor shall the District enter into any agreement with Federal, State or local law enforcement agencies regarding immigration matters; and

**BE IT FURTHER RESOLVED** that the Riverside Community College District and its three colleges shall not cooperate with any efforts to create a registry of individuals based on any protected characteristics such as religion, national origin, race, or sexual orientation; and

**BE IT FURTHER RESOLVED** that the Board of Trustees of Riverside Community College District affirms that that all students have an opportunity to receive an education in the community college system, regardless of immigration status and any other protected status; and

**BE IT FURTHER RESOLVED** that the Board of Trustees of Riverside Community College District affirms the California Community College Board of Governor's system's stated values for responding to any request to participate in joint efforts with other government agencies to enforce federal immigration law and when responding to requests for personally identifiable student information; and

**BE IT FURTHER RESOLVED** that the Board of Trustees of Riverside Community College District and its three colleges shall vigorously advocate at every level of government to protect our students and our system's values.

**PASSED AND ADOPTED** this 21<sup>st</sup> day of February 2017, at the regular meeting of the Riverside Community College District Board of Trustees.



President of the Board of Trustees  
Riverside Community College District



## College Terms

**Accredited** – A college or program that has been certified as fulfilling certain standards by a national and/or regional professional association.

**Advanced Placement (AP)** – Designated high school honors classes that provide college credit for students scoring at a certain level on a final examination.

**Assessment Test** – Tests administered by colleges to determine the entry-level placement of students in skills-based courses, namely English as a Second Language (ESL).

**Associate's Degree** – A two-year degree, awarded by a community college upon completion of a program of study.

**Bachelor's Degree** – A four-year degree, awarded by a university upon completion of a program of study.

**Career Assessment** – A tool used to take inventory of a student's skills, interests, abilities, values, and/or personality. These assessment instruments are used by counselors to learn about students and recommend careers students should explore and evaluate. Contact the Career Center at (951) 372-7147 for more information.

**Certificate** – Awarded upon completion of a concentrated occupational program, usually at a community college.

**Certification** – A verification done by the community college verifying that a student has completed the California State University General Education (CSU GE) or the Intersegmental General Education Transfer Curriculum (IGETC) requirements. Students request certification at the time transcripts are sent.

**College Level Examination Program (CLEP)** Students may receive college credits through CLEP exams. Contact counseling for more information.

**Concentration** – An option or special emphasis within a degree program. Concentrations are noted on the degree.

**Corequisite** – A condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course.

**Credential (Teaching)** – If you want to teach in California, you must obtain either a multiple subject (for grades K-8) or a single subject (for grades 7-12) credential. This is obtained upon the completion of a bachelor's degree and prescribed professional education requirements.

**Credit-by-Examination** – Credit may be granted to a student who satisfactorily passes an examination approved or conducted by the discipline or program in which a comparable course is offered. In the case of foreign languages, students must complete a high-level course in order to receive credit for a lower-level language course. Forms are available on the Admissions and Records webpage at [www.norcocollege.edu](http://www.norcocollege.edu).

**Doctorate Degree** – A Ph.D., or related degree, awarded upon the completion of a prescribed program beyond the master's degree level.

**Drop/Add** – At Norco College, once the term has started, students are required to obtain an authorization code from the instructor in order to add a class. No code is required to drop a class. Refer to the schedule of classes for add deadlines. Find add/drop refund deadlines on WebAdvisor at [www.norcocollege.edu](http://www.norcocollege.edu). Click on class names/deadlines.

**Educational Goal** – The desired outcome after completing college courses (i.e., earn a certificate, obtain an associate degree, update job skills, transfer to a four-year college or university, etc.)

## College Terms

**EduNav** – A degree planning tool to help students and their advisors navigate the path all the way to graduation. With EduNav, students plan and register for all their courses in a guided, intuitive system, personalized to the students needs and preferences.

**General Education/Breadth Requirement** – Course requirements, which students are expected to meet regardless of major field. The UC, CSU and many independent colleges have articulation agreements with Norco College, which allow students to complete their general education before they transfer on to universities. More information can be obtained through the Transfer Center.

**Impacted Programs** – Some majors, at some colleges, may be declared impacted because they receive more applications than program space allows. Applications for impacted programs may be required at a specific time and could entail a competitive selection process.

**Major** – A specialized field of study that a student chooses to pursue which leads to a degree and preparation for a career.

**Master's Degree** – A four-year degree, awarded upon completion of one or two years of study beyond the bachelor's level.

**Midterms** – Tests given halfway through the semester to gauge how the student is progressing.

**Minor** – A secondary field of study outside of the major field. Some degree programs require a minor.

**Pass/No Pass** – A grading where students do not receive a letter grade for taking a course. Depending upon the student's achievement in the class, Pass (P) or No Pass (NP) will appear on his/her transcripts. Deadlines for selecting Pass/No Pass are in the class schedule.

**Prerequisite** – A condition of enrollment a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

**Program of Study** – An organized program of courses within a discipline leading to an associate degree or certificate.

**Schedule of Classes** – A publication used during registration, providing the subject, description of course, course number, course title, units, time, instructor, and location of classes offered.

**Student Educational Plan (SEP)** – A SEP is a plan which lists the classes you will need to complete your educational goal at Norco College.

**Syllabus** – A description of a course which also lists the dates of major exams, assignments and projects.

**Transfer Program** – A community college program that provides the first two years of transferable credits (60-70 units) in preparation for the bachelor's degree.

**Units/Credits** – What a student receives when completing a college course. Units are based upon the amount of hours spent in class.

**Waitlist** – A list formed after a course reaches maximum capacity of students expressing an interest to register for the class if a spot becomes available.

**WebAdvisor** – a Web interface that offers students access to student registration dates, registration and payment, grades, transcript requests, enrollment verifications, financial aid information, and much more.







*"The Secret to College Success and Life-Long Learning"*



NORCO COLLEGE  
Wilfred J. Airey Library

## Wilfred J. Airey Library

- Reference and Research Services
- Current Course Textbooks for Student Use
- 24/7 Live Online Reference Librarian Assistance
- Online Subscription Journal Databases (Remote Accessibility)
- Information Competency Transferable Credit Course (LIB 1)
- Library Skills Instruction Workshops
- Computer/Internet Access (Wireless Availability)
- Large Dedicated Study Area/Study Rooms
- Semester-long Library Laptop Loans

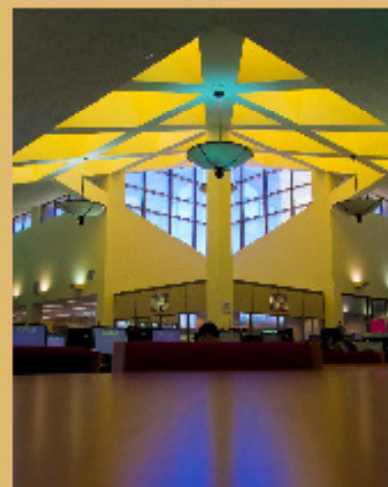
### Fall and Spring Hours:

Mon-Thurs: 7:30am-8pm

Fri: 7:30am-4pm

Sat: 9am-2pm

Sun: CLOSED



**NORCO**  
COLLEGE

Visit us @: <http://norcolibrarylibguides.com/home>  
Contact us @: 951-372-7019



Or Follow us on  
@NorcoCollegeLib



## Notes



## Notes



# 2023-2024 Academic Calendar

June 2023						
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 2023						
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 2023						
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 2023						
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 2023						
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 2023						
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 2023						
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 2024						
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 2024						
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 2024						
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 2024						
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 2024						
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 2024						
S	M	T	W	Th	F	S
						1
2	3*	4	5	6	7**	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Required Day for New Faculty - August 15

FLEX Days  
Fall: August 16, 17 and 18  
Spring: February 9

Part-time Faculty Orientation  
to be arranged by college

Legal Holiday/Day of Observance

Commencement (June 7)

Classes Not in Session

Voting Information

Summer Session 2023  
June 20 - July 28 (6 weeks)  
Weekend Classes: June 24 - July 23

Fall 2023  
August 21 - December 16  
Weekend Classes: August 26 - December 9

Winter Session 2024  
January 2 - February 8 (6 weeks)  
Weekend Classes: January 6 - February 4

Spring 2024  
February 12 - June 7  
Weekend Classes: February 24 - June 2

Final Exams  
Fall: December 10 - 16  
Spring: May 31 (evening) - June 7 (morning)

\* May 31 - Day classes meet as usual. Late afternoon and evening classes meet on Friday for final exams.

\*\* June 7 - Morning and early afternoon final exams and evening Commencement.



**NORCO**  
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