

# NORCO COLLEGE *Student Handbook*

2018-2019



School of  
Arts & Humanities



School of  
Business & Management



School of  
Science, Technology, Engineering & Mathematics



School of  
Social & Behavioral Studies

**NORCO**  
COLLEGE

# NORCO COLLEGE

Wolde-Ab Isaac, Ph.D.  
*Chancellor*

Bryan Reece, Ph.D.  
*President, Norco College*

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All information contained in the 2018-2019 Student Handbook is current as of April 2018. 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 serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.

## Vision Statement

Norco – creating opportunities to transform our students and community for the dynamic challenges of tomorrow.





## President's Welcome



Dear Student,

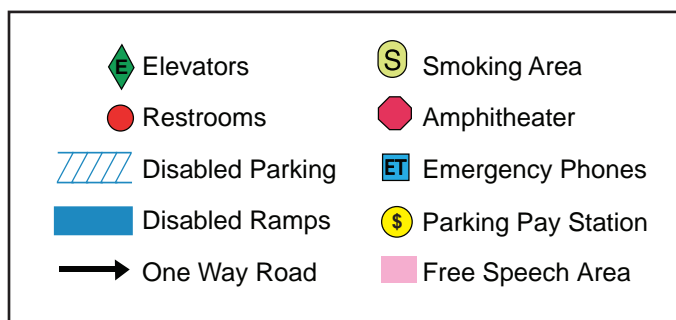
I want to welcome you to Norco College! You are now a part of a diverse culture of learners from all walks of life whose collective life experiences, values, and world views provide the essence of what makes Norco College great. Our mission is to serve our students by providing transformational educational 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.

Bryan Reece, Ph.D.  
President



## Norco College Map



A Student Services - (SSV)  
 B Science & Technology - (ST)  
 C Theater - (THTR)  
 D Humanities - (HUM)  
 E College Safety and Police  
 College Resource Center  
 F Central Plants  
 G Wilfred J. Airey Library - (LIBR)  
 H STEM Center 100  
 I Bookstore  
 J STEM Center 200 & 300

K Center for Applied and Competitive Technologies (CACT)  
 L West End Quad - (WEQ)  
 M Facilities  
 N Applied Technology - (ATEC)  
 O John F. Kennedy Middle College High School (JFK)  
 P Portables A & B  
 Q Industrial Technology (IT)  
 R Sports Complex  
 S Brenda and William Davis Center for Student Success (CSS)  
 The Corral (Cafeteria and Dining Room)  
 T Operations Center (OC)



# 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

Others structure your time. You can count on your parents and teachers to remind you of your responsibilities and to guide you in setting priorities.

#### **Classes**

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.

#### **Teachers**

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.

#### **Studying**

You may study outside of class as little as zero to two hours a week, and this may be mostly last minute test preparation.

You often need to read or hear preparations only once to learn all you need to learn about them.

#### **Tests**

Make-up tests are often available.

Teachers frequently rearrange test dates to avoid conflicts with school events.

Testing is frequent and covers small amounts of material.

#### **Grades**

Grades are given for most assigned work.

Initial test grades, especially when they are low, may not have an adverse effect on your overall grade.



## 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 College

You manage your own time. 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.

#### **Classes**

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.

#### **Professors**

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 text, 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.

#### **Studying**

You need to study at least two to three hours outside of class for each hour in class.

#### **Tests**

Make-up tests are seldom an option; if they are, you need to request them.

Professors in different courses usually schedule tests without regard to the demands of other courses or outside activities.

Testing is usually infrequent, often cumulative, covering large amounts of material.

#### **Grades**

Grades may not be provided for all assigned work.

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.





## 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.



**NORCO COLLEGE**

Class Schedule

Academics

- Home
- Class Schedule
- Academic Calendar
- College Catalog
- Degrees & Certificates
- Career & Technical Ed
- Distance Education
- Academic Advising
- Academic Success Center
- Academic Support

VIEW A LIST OF OPEN CLASSES

**CSU-GE**

**IGETC**

**PLANNING TOOLS FOR TRANSFER STUDENTS**

Use planning tools to develop the best schedule for you. Whether you are following CSU General Education (CSU-GE) or Intersegmental General Education Transfer Curriculum (IGETC), you will find classes that meet your needs. The Planning Tools forms are available on the Norco College website under CLASS SCHEDULE. The courses listed are those that Norco College is offering during each semester that can fulfill lower division general education requirements and are subject to change.

*It is recommended that all students looking to transfer to a 4-year university meet with an academic counselor to develop a Student Educational Plan for specific academic goals.*







## Activate Your Student Email

Students are provided a free student email 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 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 Admissions and Records at (951) 372-7002.

### Student Email Password Reset

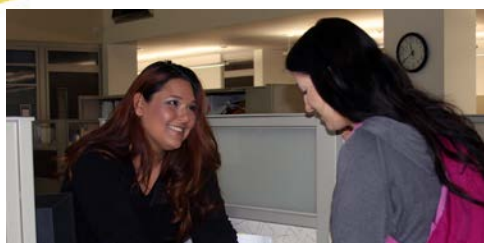
(Do not use [MAIL.OFFICE365.COM](mailto:MAIL.OFFICE365.COM) to reset email password)

If you cannot login to your RCCD student email account with your default password, you must login to WebAdvisor to reset your email account password. Microsoft Support CANNOT reset your password.

### To successfully reset your password you MUST:

1. Login to WebAdvisor
2. Select Student Email Password Reset located on the left hand side of the screen.
3. Keep in mind when resetting your email password that it may take up to five working days; this excludes weekends and holidays. Do not attempt to log in before the five-day period to avoid further login issues.
4. You CANNOT reset your password by using the Can't Access Your Account link on the Microsoft Office365 email account login page.
5. Once you've requested to reset your email password you may access your email account with their temporary/default password: your first and last name initials (first initial capitalized) followed by your six digit birthday(mmddyy) Example: Js072890
6. You will be required to customize your password for privacy after your successful login.





## How to Apply for Financial Aid

Norco College Student Financial Services Information

Telephone: (951) 372-7009

Location: Student Services Building, First Floor

Norco College Federal School Code: 041761

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 Qualifies for Financial Aid?

To receive aid, you must:

1. Prove financial aid need based on federal and state guidelines.
2. Have a high school diploma or GED.
3. Be enrolled as a regular student working toward a degree or certificate.
4. Be a U.S. citizen or eligible non-citizen.
5. Have a Social Security number.
6. Be making satisfactory academic progress.
7. Not be in default on any educational loan or owe a refund on an educational grant.

### Undocumented Students:

Eligible AB540 students may complete a DREAM Act application at: <https://dream.csac.ca.gov/>.

AB540 students may be eligible for the following:

Cal Grant/FTSS Grant Scholarships  
 California College Promise Grant Scholarships  
 Chafee Grant (for foster youth)

### To Apply for a FAFSA

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

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

1. Get your FSA ID - A FSA ID is used to log into FAFSA, make corrections, and sign the FAFSA electronically.
2. Complete the FAFSA - Once the Norco College Student Financial Aid Officer receives your FAFSA, we will send an email requesting additional forms that you can view on your WebAdvisor account. These forms are required to complete your financial aid file.
3. Complete your file - You can find most documents you need on the Student Financial Services website: [www.norcollege.edu/financialaid](http://www.norcollege.edu/financialaid). Your eligibility for financial aid cannot be determined until you return all requested documents. Once your file has been reviewed, you will receive an email regarding your financial aid eligibility.

### Financial Aid Award Letter

Once your financial aid file is complete, we will review your financial aid eligibility and send you an award letter via WebAdvisor to notify you of the 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, complete the FAFSA, DREAM Act application, or CCPG application form.

FAFSA - Norco school code: 041761

Dream Act - Norco school code: 04176100

### 1. Check to see if you qualify

The California College Promise Grant is an income ceiling 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



## How to Apply for Financial Aid (Continued)

is required. To qualify through the California College Promise Grant application, your income and/or parents' income cannot exceed the following ceilings\*:

Family Size	Income Ceiling
1	\$19,090
2	\$24,360
3	\$30,630
4	\$36,900
5	\$43,170

\*Income standards are for the 2016-2017 academic year

### 2. Allow 24-48 hours for your 2018-2019 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 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 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 DREAM Act must be submitted and processed. GPA verification must also be submitted to the California Student Aid Commission (CSAC).

1. Complete a FAFSA or 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**  
GPAs 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 application 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. 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.*

NORCO COLLEGE

SCHOOL OF  
Arts &  
Humanities

Art/Art History

Communication Studies

English

English as a Second Language

Humanities

Journalism

Library

Music Industry Studies/Music

Philosophy

Reading

Theater

World Languages

NORCO COLLEGE

SCHOOL OF  
Business &  
Management

Accounting

Business Administration

Logistics Management

Real Estate

Management

NORCO COLLEGE

SCHOOL OF  
Social &  
Behavioral Studies

Administration of Justice

Anthropology

Early Childhood Education

Economics

Guidance

History

Political Science

Psychology

Sociology

NORCO COLLEGE

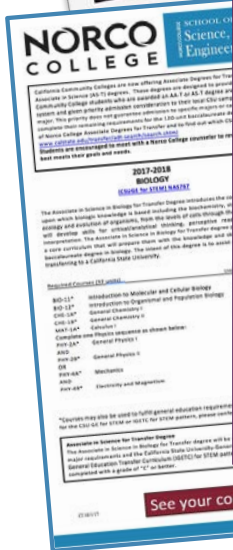
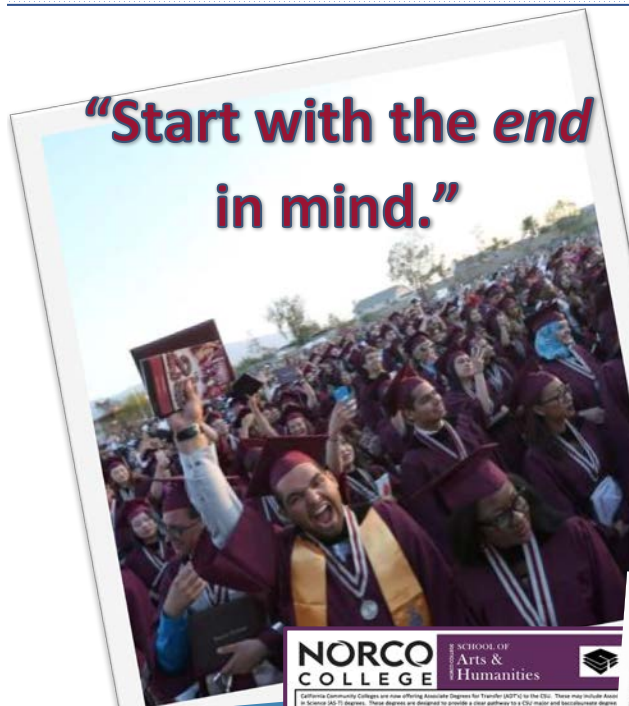
SCHOOL OF  
Science, Technology,  
Engineering & Mathematics

**Science & Health:**  
Anatomy and Physiology  
Biology  
Chemistry  
Geography  
Health Science  
Kinesiology  
Physics

**Technology, Engineering & Math:**  
Architecture, Computer Applications  
CIS & Computer Science  
Construction Technology  
Drafting Technology, Engineering  
Electronics & Electrician  
Game Development, Manufacturing  
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



**NORCO COLLEGE** SCHOOL OF Arts & Humanities

California Community Colleges are now offering Associate Degrees for Transfer (ADT) to the CSU. These include Associate in Science (AS) degrees. These degrees are designed to provide a clear pathway to CSU major and undergraduate degree programs who are awarded an ADT or AS-T degree are guaranteed admission with junior standing somewhere in the CSU for admission consideration for their first CSU semester in a program that is deemed eligible by their community college under admission to specific majors or campuses. Students who have been awarded an ADT or AS-T are able to complete their first 120-unit baccalaureate degree within 60 semesters on the transfer units. To view the most current list of these college assets that will allow CSU campuses accept each degree, please go to [www.ccsd.edu/transfer/transferable\\_courses.html](http://www.ccsd.edu/transfer/transferable_courses.html). Students are encouraged to meet with a Norco College counselor to review their options for transfer and to develop a plan that meets their goals and needs.

**2017-2018 ENGLISH**

The Associate in Arts in English for Transfer degree is a curriculum pattern designed specifically to transfer students to the English major and minor at the CSU. Though the majority of students who earn this degree will transfer to the CSU, students may also transfer to other CSU campuses or to a four-year university. Students earning this degree will be eligible for transfer with junior standing, and will receive credit for all transferable units. Students earning this degree will be able to transfer to a CSU campus with junior standing and will be able to transfer to a CSU campus with junior standing. Students earning this degree will be able to transfer to a CSU campus with junior standing and will be able to transfer to a CSU campus with junior standing.

**2017-2018 BIOLOGY**

The Associate in Science in Biology for Transfer degree introduces the student to the study of life and the natural world. The degree is designed to provide students with the knowledge and skills necessary to succeed in a four-year biology program at the CSU. The degree is designed to provide students with the knowledge and skills necessary to succeed in a four-year biology program at the CSU. The degree is designed to provide students with the knowledge and skills necessary to succeed in a four-year biology program at the CSU.

**2017-2018 CHEMISTRY**

The Associate in Science in Chemistry for Transfer degree introduces the student to the study of matter and its properties. The degree is designed to provide students with the knowledge and skills necessary to succeed in a four-year chemistry program at the CSU. The degree is designed to provide students with the knowledge and skills necessary to succeed in a four-year chemistry program at the CSU. The degree is designed to provide students with the knowledge and skills necessary to succeed in a four-year chemistry program at the CSU.

**2017-2018 PHYSICS**

The Associate in Science in Physics for Transfer degree introduces the student to the study of matter and its properties. The degree is designed to provide students with the knowledge and skills necessary to succeed in a four-year physics program at the CSU. The degree is designed to provide students with the knowledge and skills necessary to succeed in a four-year physics program at the CSU. The degree is designed to provide students with the knowledge and skills necessary to succeed in a four-year physics program at the CSU.

**See your counselor for YOUR plan!**

Getting you to graduation takes a lot of resources, and you will need help. Guided Pathways, 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 or Faculty Advisor to start you on your path to success.

**SCHOOL OF Business & Management** School Trailhead for Business & Management Suggested Initial Coursework **NORCO COLLEGE**

This College Trailhead is a suggested pathway for majors in Business & Management. This suggested pathway will help you START on the path to success. This College Trailhead will guide you through the first semester as you explore the core requirements for your transfer goal. It is essential that you meet regularly with your Counselor and Educational Advisor. The Academic Pathways for university or college transfer, A.S., A.A., and ADT degrees will give you more information about suggested term schedules and can vary depending on the institution, academic status, course availability and other factors. You must check in with your counselor for more specific information for each semester. See your counselor for ADT, AA, AS and university or college transfer requirements <http://www.norccollege.edu/schools/paths/school-of-business-and-management.aspx>

**Possible Careers**  
The Norco College School of Business & Management provides relevant, rigorous and career-focused degree programs that meet the needs of self-directed adults who seek to achieve educational and professional goals.

**Suggested Initial Courses**  
ENG 1A (not extension unless stated)  
CO 1A  
POL 1  
BUS 20  
GSI 47

**School of Social & Behavioral Studies Trailhead**  
Choose from this list to get on the right path. Full-Time is 15 units.  
Educational Disciplines: ADT Administration of Justice, ANT-Anthropology, EAR-Early Childhood Education, ECON-Economics, GSI-Guidance, HIS-History, POL-Political Science, PSY-Psychology, SOC-Sociology

**See your counselor for your plan!**

STEM Science & Health Center: Valencia Boulevard, B...

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.norccollege.edu/schools](http://www.norccollege.edu/schools) for more information





## Career Decision-Making Process

Below are the four phases to making a decision about your career called the Career Decision-Making Process. Please contact the Counseling department at (951) 372-7101 if you have any questions and/or need career counseling.

### 1. DISCOVER

- ◇ Learn more about yourself
- ◇ How do these traits relate to your future career?  
Questions to start asking yourself:
  - ✦ What are my strengths? What are my values? What kind of lifestyle do I want to live?

### 2. EXPLORE

- ◇ Research more about careers and learning areas that interest you
- ◇ Career assessments help to align careers to your personality type. Visit the Career and Job Placement Center and/or Counseling Center to choose the assessment that's right for you
- ◇ Conduct Informational Interviews to find out more about the career that interests you  
Questions to ask yourself:
  - ✦ Do my skills match with the skills required for this occupation? What skills do I need to gain? How do I obtain these skills? What should I major in to get me to my career goal?

### 3. DECIDE

- ◇ Compare your options, narrow down your choices, and make the best decision for yourself
- ◇ Take into account your interests, values and transferrable skills
- ◇ Once you've decided, consider job shadowing and/or internships  
Questions to ask yourself:
  - ✦ What are the advantages and disadvantages of each option? What is the current labor market? What major will help me get to my career choice?

### 4. ACT

- ◇ Schedule an appointment online with a counselor to develop a Student Educational Plan (SEP)  
Questions to ask yourself:
  - ✦ Where can I get help? What are my resources? What will be my short term goals (1-2 year) and long term goals (3-5 year) to get to my career goal?

## Online Career Resources



[www.bls.gov/ooh](http://www.bls.gov/ooh)



[www.eureka.org](http://www.eureka.org)

Site code: IUJRUYV



[www.cacareerzone.org](http://www.cacareerzone.org)



<http://salarysurfer.cccco.edu>



[www.onetonline.org](http://www.onetonline.org)



[www.servicelocator.org](http://www.servicelocator.org)



## How to Choose a Major

### Statistics for undeclared majors:

More than 50 percent of college graduates pursue careers that are not related to their majors.

Thirty to forty percent of incoming students are uncertain of a major or their field of study.

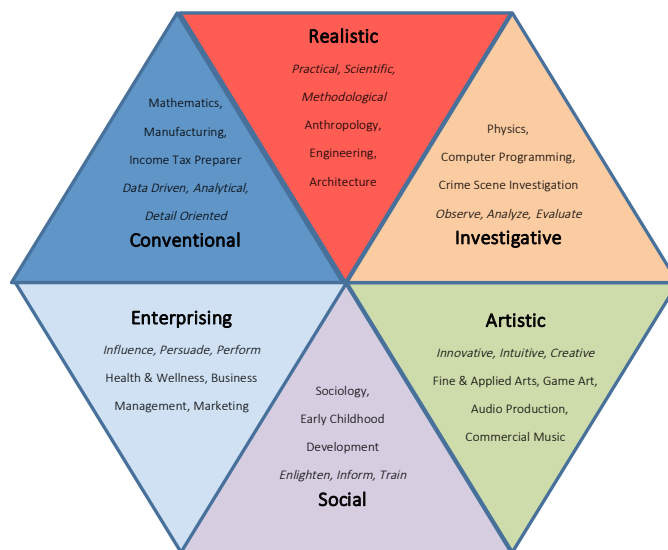
It is also estimated that over 75% to 80% of students change their majors.

Good news: Retention rates for declared students are better, and there is help on selecting a major.

### Before deciding, explore and ask yourself:

#### 1. Who am I?

- ◆ What kind of lifestyle do I want?
- ◆ What kind of budget does that lifestyle require?
- ◆ Explore and find how your likes, dislikes and values match possible career choices.
  - ✦ The Holland Quiz can help you decide. Visit the Career and Job Placement Center to take the Holland Quiz.
  - ✦ Find your code? What is your dominant code and what is your combination code?



#### 2. What do I want to do?

- ◆ What career do I want? What field or industry do I want to dedicate my career to?
- ◆ What are the daily functions of that career choice?
- ◆ Do the work conditions match your personality, likes, dislikes and values?
- ◆ How much does it pay? Does it match the type of lifestyle I want?

#### 3. How do I get it?

- ◆ Research
- ◆ Explore, consider interning. Determine whether you see yourself in a particular job setting on a daily basis.
- ◆ Decide and develop an educational plan that leads to a career that matches who you are and what you want to do.



## 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**

Crime Scene Investigation

### **Area of Emphasis Degrees**

Administration & Information Systems

Communications, Media & Languages

Fine & Applied Arts

Humanities, Philosophy & Arts

Kinesiology, Health & Wellness

Pre-Engineering

Social & Behavioral Studies

Math & Science

### **Associate Degrees for Transfer**

Administration of Justice

Anthropology

Biology

Business Administration

Chemistry

Communication Studies

Computer Science

Early Childhood Education

English

History

Mathematics

Philosophy

Physics

Political Science

Psychology

Sociology

Spanish

Studio Arts

### **Business Administration**

Accounting Concentration

Entrepreneurship: Getting Started

Entrepreneurship: Legal and Finance

General Business Concentration

Logistics Management

Logistics Management Concentration

Management Concentration

Real Estate Concentration

Real Estate Salesperson & Transaction

Registered and Small Business Income Tax Preparer

Small Business Accounting

Small Business Payroll Accounting

Retail Management/WAFC

Business Information Worker

### **Electrician & Electronics**

Digital Electronics

Electrician

Electrician Apprenticeship

Green Technician

Sounds & Communication System Installer

Apprenticeship

### **Engineering & Design**

3D Mechanical Drafting

Architectural Graphics

Construction Technology

Drafting Technology

Engineering Graphics

\*Construction Management

### **Industrial Automation & Manufacturing**

Computer Numerical Control Programming

Computer Numerical Control Operator

Conventional Machine Operator

Computer-Aided Production Technology

Industrial Automation

Supply Chain Automation

Facility Maintenance

### **Multimedia & Game Development**

Audio Production

Game Art: Character Modeling

Game Art: Environments & Vehicles

Game Design

Game Programming

Music Industry Studies: Performance

### **Early Child Development**

Early Childhood Education

Early Childhood Intervention Assistant

ECE/Assistant Teacher

ECE/Twelve Core Units

### **Information & Communication Technologies**

Computer Programming

C++ Programming

Full Stack Web Development

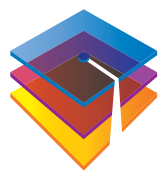
Graphic Design

Java Programming

\*Program in process of becoming state certified



## Associate Degree for Transfer



Associate Degree  
for Transfer<sup>SM</sup>

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:

<http://norcocollege.edu/services/counseling/transfer/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)

<http://adegreewithaguarantee.com/>

<http://sb1440.org/>

### ADT Degrees offered at Norco College:

Administration of Justice	History
Anthropology	Mathematics
Biology	Philosophy
Business Administration	Physics
Chemistry	Political Science
Communication Studies	Psychology
Computer Science	Sociology
Early Childhood Education	Spanish
English	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.**



### 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...





## 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.**





## Manage Your Workload

### Deciding How Many Units to Take

Rather than focus on how many units needed to accomplish your educational goal, you should focus on how many units are needed to earn AA degree. 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

Being in school is hard; add a work schedule on top and you've got some major planning to do. 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:** Look at your semester educational plan you developed with your counselor to determine how many units should be taken in a semester. Try to combine *easy* with *hard* classes to assure your success.







## Tips For Your First Semester

With orientation and assessment behind you, you're probably ready to sit back and relax for a while before starting college, but don't get too comfortable. Before you know it, you'll find yourself on campus, thrown into a whirlwind of decisions. Choosing your courses will be among the first. Picking classes in high school may not have been a big deal, 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 make it easier to select your courses.

### Tip 1: Search on WebAdvisor

Go to [www.norcollege.edu](http://www.norcollege.edu). Click on WebAdvisor and then view open classes by campus. You will find class names, titles, location, meeting information, units, faculty, and available capacity. If you click on class names/deadlines, you can find detailed information about the class, including any prerequisite requirements.

### 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 a Writing and Math Course

It's in your best interest to take a writing class and math class during your first semester, even if you're not required to do so. You can apply these skills to other courses throughout college, and in whatever career you choose.

### 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.norcollege.edu](http://www.norcollege.edu). Students undecided on their career choice or needing help with being in college can also choose Guidance courses for additional support.

## STUDENT PROFILE



### Nicole Safavi

**Program:** Honors

**How has being involved on campus helped you at Norco College:** Being involved has helped me stay on top of my academics and maintain my work ethic. It allows me to give back to the community as well.

**School:** School of Social & Behavioral Studies

**Long-term Goal:** I want to be a surgeon and travel internationally to help those in need.



## Your Guide to Success

Norco College's Path to Earning an AA/AS and/or Transfer to a University				
<b>Getting Started...</b> <b>Complete the following: Online Application → Orientation → Placement Test → First Semester Ed Plan</b>				
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 Websites	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
<b>Explore Student Support Programs - EOPS, DRC, Honors, Puente, Transfer Center</b>				
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	Attend resume and writing and interviewing workshops
<b>Visit a Counselor each term to make sure you are on track</b>				
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 Job Fair	Remember to request your official Norco College transcripts and send to chosen universities
Notes: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	Notes: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	Notes: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	Notes: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	Notes: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____







# How to Register for Classes Using WebAdvisor

## SEARCH AND REGISTER

1. From the Registration menu, click on **Register and Drop Classes**.
2. On the next page, click on **Search and Register for Classes**.
3. Select a **Term** and **Location** from the drop-down menu at the top and at least one additional search criteria such as Subject and Course.

### Search/Register for Classes

**You must select the Term, Location and at least one additional field in order to search for classes.**

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

\* = Required

Term\*  Location\*

Special Programs  See Help

Subject (ex.ENG)	Course (ex. 1A)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Classes Meeting After  Classes Ending Before

Starting on/After Date  Ending By Date

Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun ☐

Course Title Keyword(s)

Instructor's Last Name

**NOTE:** Selecting too many additional criteria's may limit your search results. Therefore, only select the required criteria's (Term and Location) and those that are important to you (Subject and Course).

4. Once you have selected your parameters, click **Submit** and wait a moment.
5. When the search results page appears, you will see all courses that meet your specified parameters. Place a checkbox next to the course(s) for which you want to register and press **Submit**.

### Section Selection Results

Narrow my search

Re-sort my results

**NOTE:** If Status is listed as Closed or Waitlisted, you may only move it to your Preferred list and cannot be registered. You may add yourself to the waitlist on the next page.

Select	Term	Status	Class Name/Deadlines	Location	Meeting Information	Faculty	Available/ Capacity/Waitlist	Units
<input type="checkbox"/>	Spring 2015	Waitlist Closed	<a href="#">ACC-1A-33461 (33461) Principles of Accounting</a>	Norco College	2/17/2015-04/09/2015 Hybrid Tuesday, Thursday 06:00PM-07:25PM, Applied Technology, Room 114 (more)...	Y. Kirkpatrick	6 / 45 / 0	3.00
<input type="checkbox"/>	Spring 2015	Waitlist Closed	<a href="#">ACC-1A-33462 (33462) Principles of Accounting</a>	Norco College	2/17/2015-06/11/2015 Web Enhanced Lecture Tuesday, Thursday 09:40AM-11:05AM, Industrial Technology, Room 109	P. Worsham	4 / 45 / 0	3.00
<input checked="" type="checkbox"/>	Spring 2015	Waitlist Closed	<a href="#">ACC-1A-33463 (33463) Principles of Accounting</a>	Norco College	2/17/2015-06/11/2015 Online Days to be Announced, Times to be Announced Online, Room LINE	P. Worsham	3 / 40 / 0	3.00
<input type="checkbox"/>	Spring 2015	Waitlisted	<a href="#">ACC-1A-33464 (33464) Principles of Accounting</a>	Norco College	2/17/2015-06/11/2015 Online Days to be Announced, Times to be Announced Online, Room LINE	P. Worsham	0 / 40 / 18	3.00
<input type="checkbox"/>	Spring 2015	Waitlist Closed	<a href="#">ACC-1A-33465 (33465) Principles of Accounting</a>	Norco College	2/17/2015-06/11/2015 Hybrid Tuesday, Thursday 08:00AM – 09:25AM, Industrial Technology, Room 109 (more)...	P. Worsham	1 / 45 / 0	3.00
<input checked="" type="checkbox"/>	Spring 2015	Open	<a href="#">ACC-1A-33466 (33466) Principles of Accounting</a>	Norco College	2/17/2015-06/11/2015 Web Enhanced Lecture Saturday 08:00AM – 11:20AM, Industrial Technology, Room 109	V. Turner	15 / 45 / 0	3.00



## How to Register for Classes Using WebAdvisor

6. The courses that you selected have now been added to your Preferred Classes List. To complete registration, click the down arrow in the Action column beside each class and select **RG - Register** to register into a course or **WL - Waitlist** to be added to a waitlist, then click **Submit**.

Preferred Classes List

Action	Term	Class Name/Deadlines	Location	Meeting Information	Faculty	Available/ Capacity/Waitlist	Units	Authorization Code
<b>RG - Register</b> ▼	Spring 2015	<a href="#">ACC-1A-33463 (33463) Principles of Accounting</a>	Norco College	2/17/2015-06/11/2015 Online Days to be Announced, Times to be Announced Online, Room LINE	P. Worsham	3 / 40 / 0	3.00	<input type="text"/>
<b>WL - Waitlist</b> ▼	Spring 2015	<a href="#">ACC-1A-33466 (33466) Principles of Accounting</a>	Norco College	2/17/2015-06/11/2015 Web Enhanced Lecture Saturday 08:00AM – 11:20AM, Industrial Technology, Room 109	V. Turner	15 / 45 / 0	3.00	<input type="text"/>

**NOTE:** Authorization/Add Codes are only required after the first day of class, and expire on the course add deadline. Codes are obtained from the instructor.

7. The page that follows will display the completed registration results, listing the classes you are registered and waitlisted for. *Be sure to take note of any red error messages at the top of the page. You will need to meet the registration requirements for all sections in order for your registration request to be completed.*

### CONFIRM YOUR STATUS

To verify that you have successfully registered, go to the Students Menu and click **My Class Schedule** to confirm your enrollment (under Registration). If there are no courses listed in your schedule or there are courses missing, return to the Registration function and try again, double-checking all selections.

### EXPRESS REGISTRATION

If you have already chosen your classes and/or already know the five-digit section number of the classes you wish to register for, use the **Express Registration** link in the Register and Drop classes screen. Enter the section number and term, then complete registration on the following page in the same manner as above.

#### Express Registration

- Lecture/Lab – If you are enrolling in a lecture class that requires a lab, you must enter the lecture section number before the lab section number.
- If you receive an error on the registration results screen, please be aware that none of your requested classes will register. You will need to use the “back” button on your browser and begin again.
- If you have an authorization/add code from the instructor, enter the Section Number, select the Term and then click Submit. The authorization/add code will be required on the Register and Drop Sections screen that will appear next.

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

\* = Required

Section Number	Select Term *
<input type="text" value="32099"/>	15SPR Spring 2015 ▼
<input type="text" value="33485"/>	15SPR Spring 2015 ▼
<input type="text" value="34990"/>	15SPR Spring 2015 ▼
<input type="text"/>	<input type="text"/> ▼



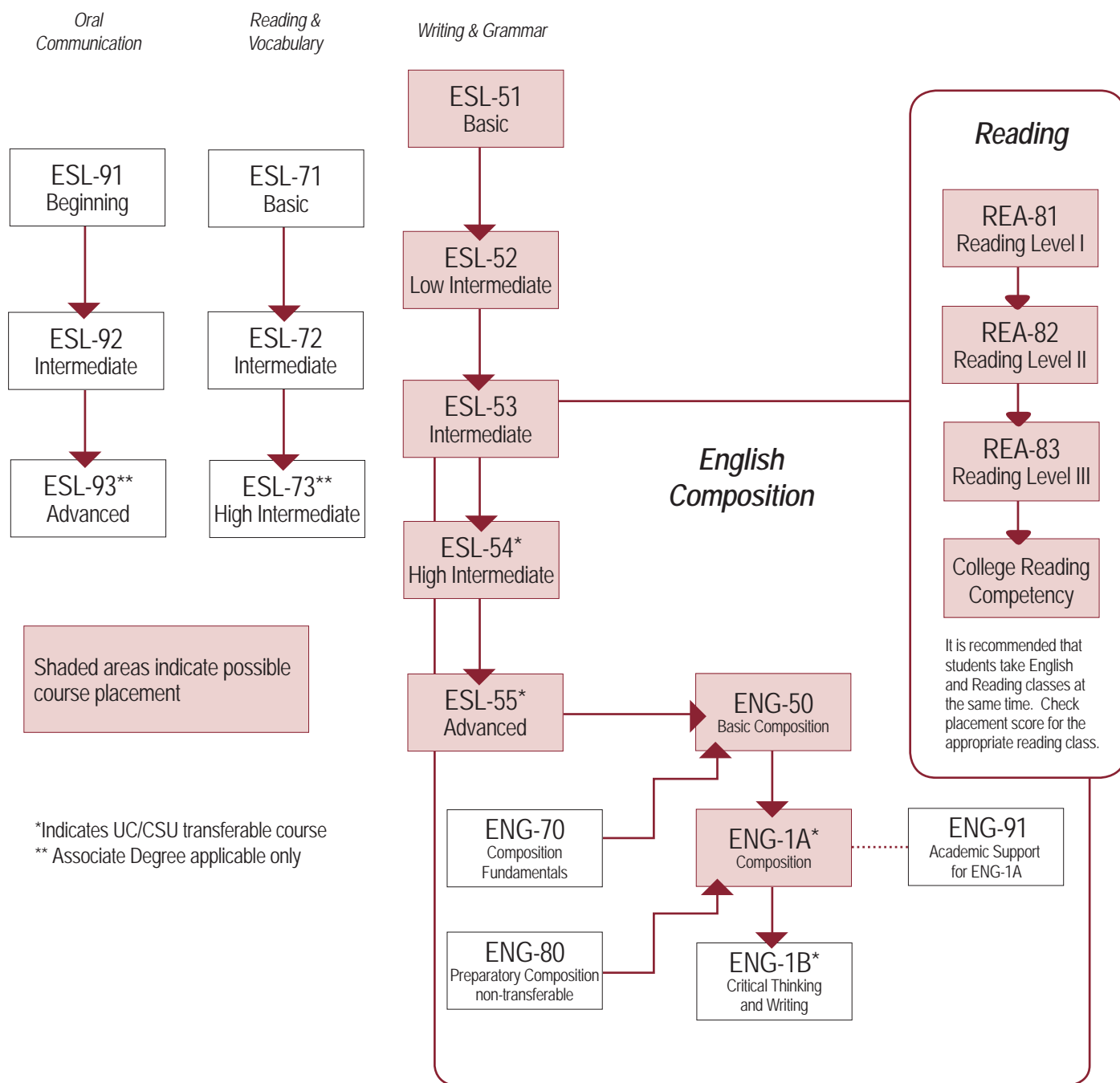
## Placement Test Score Chart

**Accuplacer/PTESL Placement Grid** (For Tests Taken After July 1, 2001)

PTESL	READING CPT MMAP	WRITING CPT MMAP EAP-ENGLISH	MATH CPT MMAP EAP-MATH												
50 – ESL 55*	40 – College Level	30 – English 1A	70 – Math 1A												
40 – ESL 54*	30 – Reading Skills 83	20 – English 50	60 – Math 10												
30 – ESL 53*	20 – Reading Skills 82	15 or 10 – English 70	50 – Math 4, 5, 11, 12, 25, 36												
20 – ESL 52*	10 – Reading Skills 81	5 – English 70 (Discuss PTESL with Student)	40 - Math 4, 5, 11, 12, 25												
10 – ESL 51*	<div>*Suggested companion courses to core ESL courses</div> <table><thead><tr><th>Core Course</th><th>Suggested Courses</th></tr></thead><tbody><tr><td>ESL 51</td><td>ESL 71, 91</td></tr><tr><td>ESL 52</td><td>ESL 71, 91</td></tr><tr><td>ESL 53</td><td>ESL 71 or 72, 92</td></tr><tr><td>ESL 54</td><td>ESL 72 or 73, 90, 92 or 93</td></tr><tr><td>ESL 55</td><td>ESL 72 or 73, 90, 93</td></tr></tbody></table>		Core Course	Suggested Courses	ESL 51	ESL 71, 91	ESL 52	ESL 71, 91	ESL 53	ESL 71 or 72, 92	ESL 54	ESL 72 or 73, 90, 92 or 93	ESL 55	ESL 72 or 73, 90, 93	30 – Math 53, 35
Core Course			Suggested Courses												
ESL 51			ESL 71, 91												
ESL 52			ESL 71, 91												
ESL 53			ESL 71 or 72, 92												
ESL 54	ESL 72 or 73, 90, 92 or 93														
ESL 55	ESL 72 or 73, 90, 93														
			20 – Math 52												
			15 – MOV and NOR only: Math 64 RIV: Math 65 or Math 90D												
			10 – MOV and NOR only: Math 63 RIV: Math 65 or Math 90A												



## Moving Through English, ESL and Reading

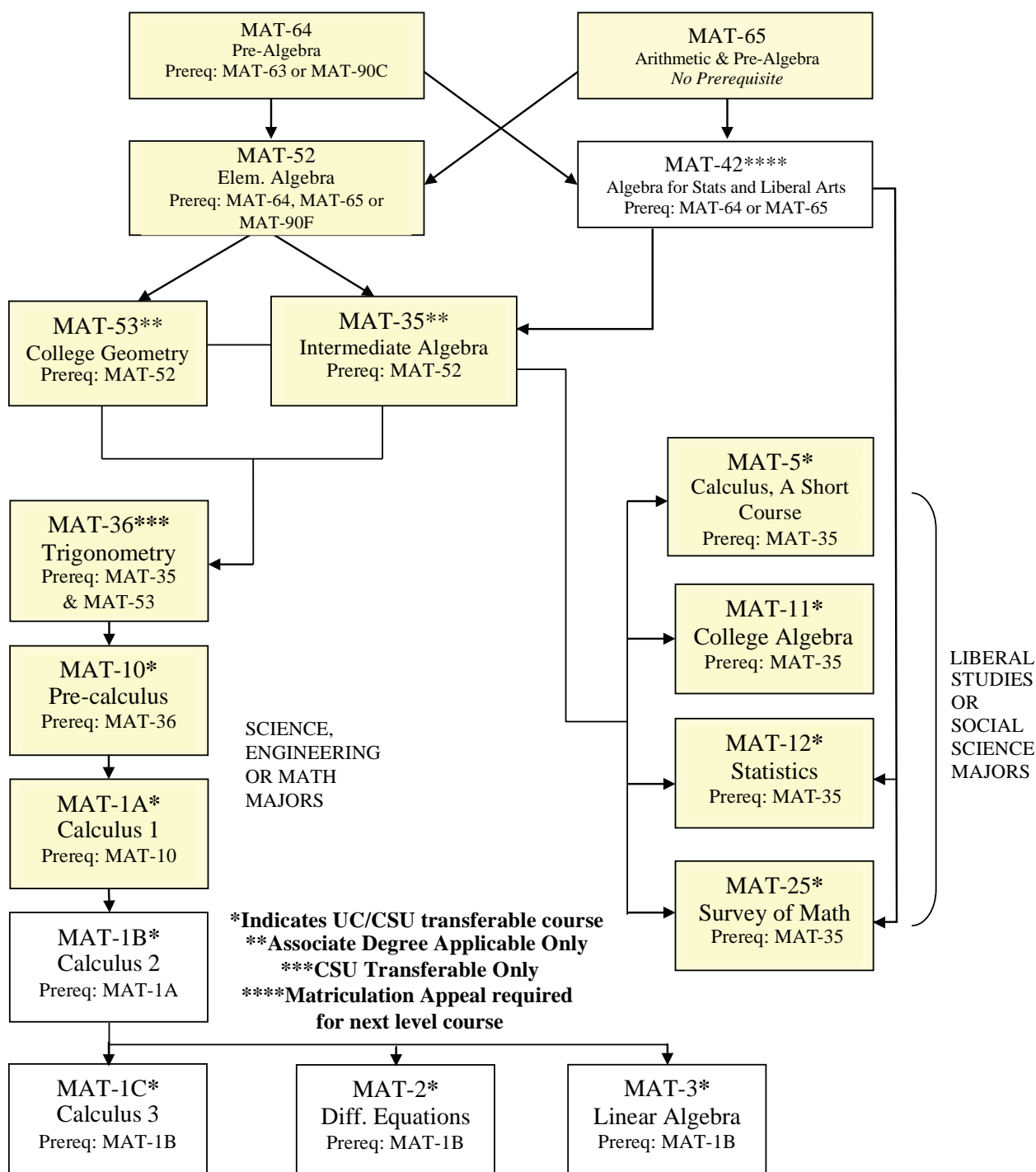






## Moving Through Math

SHADED AREAS  
INDICATE POSSIBLE  
COURSE PLACEMENTS





## 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-35	HES-1	MAT-35	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							
11:30							
Noon							
12:30							
1:00							
1:30							
2:00							
2:30							
3:00							
3:30							
4:00							
4:30							
5:00							
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6:00							
6:30							
7:00							
7:30							
8:00							
8:30							
9:00							
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.



# Did you know?

You're going to face 215 deadlines  
this year at Norco College

PLUS

papers + quizzes + tests + research  
+ projects + life

GradGuru is a free app that helps you stay on track  
with deadline reminders and tips for success.



Download today and stay on track.



Personalized for you by **NORCO**  
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" 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



### Jimmy Rameriz

**Program:** Honors, SSS-RISE, Veterans

**How has being involved on campus helped you at Norco College:** Being in SSS is like being with family: a family that helps you with everything school-related (e.g.; selecting classes, college applications, and sometimes, even providing snacks!

**School:** School of Business and Management

**Long-term Goal:** To earn a Bachelor's degree in business and join the army as an officer, or earn an MBA.





## 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
<hr/>				
TOTAL	14	12		29

### 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 Guides

### 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.

#### Assessment Center

First floor, Wilfred J. Airey Library  
(951) 372-7176

The assessment process is a required step for all non-exempt, first-time college students and for other students who want to enroll into English, math and/or English as a Second Language (ESL) classes for the first time. The assessment test is used to place students in the appropriate English, reading, math and/or ESL classes. Students can also take the Spanish placement test and the California Chemistry Diagnostic (with a counselor's approval). All tests are by appointment.

#### 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.

#### Career Center

Second floor, Center for Student Success  
(951) 372-7147

Offers career exploration, job leads, resume assistance, workshops, semi-annual job fairs, and more.

#### Corral (Food Services)

First floor, Center for Student Success  
(951) 372-7110

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) 222-8172 (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.

#### Disability Resource Center (DRC)

First floor, Center for Student Success  
(951) 372-7070

Ensures that students who have a documented disability have equitable access to their education through support services and approved accommodations.

#### Extended Opportunity Programs and Services (EOPS) & CARE

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.





## A to Z Guides

### **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 CIS & Game labs, tutorial services, 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**

Second 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 (Foster Youth Services)**

Second floor, Center for Student Success

Committed to increasing access to college and support for transition-age youth who have experienced foster care at some point in their lives. Students need to visit Student Financial Services as their first point of contact, and then EOPS-eligible students can receive services through EOPS.

### **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 application and go through the eligibility and selection process. Visit Financial Aid for more information.

### **STEM Pathways**

STEM Center

(951) 372-7806

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) 372-7007

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**

Second floor, Center for Student Success

(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.



## A to Z Guides

### **Student Financial Services**

First floor, Student Services Building  
(951) 372-7009

Provides financial aid assistances to students in need. Aid consists of loans, grants, work-study programs, fee waiver and scholarships.

### **Student Support Services (SSS) & Realizing Individual Success through Education (RISE)**

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.

### **Student Success & Support Program (SSSP)**

Second floor, Student Services Building  
(951) 372-7101

Provides services that support students' entry into college. The services include: assessment, orientation and counseling.

### **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.

### **Tutorial Services (see Mustang Tutoring)**

### **Umoja Program**

Second floor, Student Services Building  
(951) 372-7101

Offers courses in English and guidance with a focus on African-American studies and culture.

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

Portable A  
(951) 372-7819

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**

First floor, Student Services Building  
(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 Building, Room 121  
The Writing Lab is a required supplemental instructional environment, where students in certain English and ESL classes work on guided learning tasks to supplement lectures. Because the lab is connected to specific class lectures, of courses, access is limited to students enrolled in specific English or ESL courses requiring the lab component.





## Disability Resource Center

The Disability Resource Center (DRC) provides appropriate, comprehensive, reliable, and accessible services to students with documented disabilities who request 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: adaptive 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

Adaptive 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.





## English Writing Lab

If you are enrolled in an English course, you must also attend a weekly writing lab. This will help you develop writing skills for your English course, and for all future courses you take at Norco.

The Writing Lab is a required supplemental instructional environment, where students enrolled in certain English and ESL classes work on guided learning tasks to supplement lecture to support student success. Because the lab is connected to the lecture part of the courses, access is limited to students enrolled in specific English or ESL courses requiring the lab component.

You must register for the Writing Lab on WebAdvisor on your registration date and time. You can select the day and time that works best with your current class and work schedule. In some instances, you will attend your writing lab before your English class – that's ok! Remember, you select the lab day and time that will work best with your schedule.

It is essential that you attend your first lab for orientation during the first week of the semester even if your English class hasn't met yet. The lab is located in the Industrial Technology Building, Room 121.

### STUDENT PROFILE



#### Jason Caceres

**Program:** Veterans

**How has being involved on campus helped you at Norco College:**

It gave me a different perspective on education. I recieved support from those around me, which enabled me to help others, and gave me the

motivation to keep going.

**School:** School of Science, Technology, Engineering & Mathematics

**Long-term Goal:** To earn a Master's degree in computer science.







## 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
- Career Exploration
- On- and Off-Campus Employment Opportunities
- Community Services
- Leadership Programs
- Personal, Academic and Professional Growth

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.norcocollege.edu](http://www.norcocollege.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](#)

[Career & Job Placement](#)

[Health Services](#)

[Standards of Student Conduct](#)

[Student Employment](#)

## STUDENT PROFILE



### Keyonnaisha Davis

**Program:** Umoja

**How has being involved on campus helped you at Norco College:** Participating in Umoja has helped me with time management and has given me a personal academic relationship with my professors and counselors.

**School:** School of Science, Technology, Engineering & Mathematics

**Long-Term Goal:** To graduate with an Associate's degree in pre-engineering and transfer to a four-year university.



## 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).

### **Academic**

- Music Industries Studies
- Norco Choir Organization
- Norco Karate Club
- Puente Organization
- Umoja Organization

### **Athletics**

- Soccer Club

### **Business**

- Students in Free Enterprise (SIFE)

### **Honors**

- Phi Theta Kappa (PTK)

### **Religious**

- Mustangs for Christ

### **Social and Cultural**

- Anthropology Club
- Dreamers and Leaders Club
- Gender & Sexual Awareness Club

### **Special Interest**

- Art Club
- Circle K International
- Drama Club
- Public Health & Wellness
- Sociology Club
- STEM Club
- Swing it Up
- Veterans Club



## 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.norcollege.edu/Pages/FERPA.aspx](http://www.norcollege.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



### 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 also on site on Mondays and a nurse practitioner is on site on Thursdays. Available services include physicals, prescription assistance and more.

**Psychological Services**  
Marriage & family counselors are on site to provide personal counseling for depression, anxiety, self-esteem and more. Days and hours vary. Call for information.

**Hours of Operation**  
Monday and Wednesday: 8 am - 4 pm  
Tuesday and Thursday: 8 am - 7 pm  
Friday: 8 am - 2 pm  
(hours vary during summer and winter sessions)

**NORCO COLLEGE**  
Health Services

*Call now and schedule your appointment today.*  
**(951) 372-7046**

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





## 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 5500](#)

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

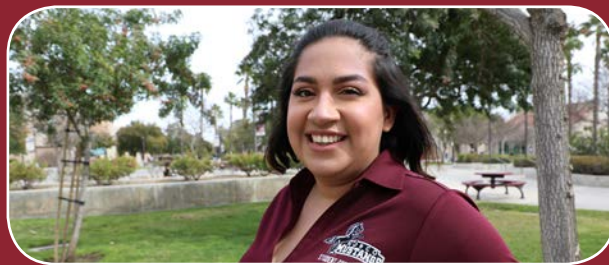
The Riverside Community College District Board of Trustees has adopted policies and procedures that comply with federal and state laws relating to prohibition of discrimination and/or harassment on the basis of an actual, perceived or association with others': disability, sex/gender, nationality, race 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.

## STUDENT PROFILE



### Jennifer Vasquez-Bonilla

**Program:** ASNC, EOPS, Honors, Puente

**How has being involved on campus helped you at Norco College:** Opportunities have opened up to me by staying involved. Opportunities like meeting authors, going to Sacramento to lobby, and studying abroad in Spain for the summer before transferring.

**School:** School of Arts & Humanities

**Long-Term Goal:** After earning my Bachelor's degree, I want to apply for law school and get my JD degree.





## **Parking Regulations**

Official [Board Policy 6750](#)

Regulations for Policy AP 6750, Parking

All RCCD parking regulations and California Vehicle Code laws shall be enforced 24 hours a day, 7 days a week. In addition, the following College and District rules and regulations will be in effect:

### **Visitors, Volunteer, Vendor and Customer Parking**

1. Visitors to the College shall park in the white-striped student stalls, in metered parking, or marked timed spaces, wherever available.
2. Visitors may obtain a temporary parking permit from the Norco College Police Department at (951) 372-7088.
3. Special parking permits for individuals, who are volunteering service to Norco College, may be issued by Norco College Police and will indicate which parking areas the volunteers may use.
4. Vendors may obtain a vendor permit from Norco College Police.
5. Norco College may charge a reasonable per vehicle fee for special event attendees.
6. No District/College department shall issue any parking permit without authorization from Norco College Police.

### **Metered parking**

1. Metered parking areas are located in various Norco College parking lots. Instructions for usage of parking meters are posted in and around the area.
2. Fees for metered parking are as follows: \$1 for 1 hour, \$3 for 4 hours, and \$5 for entire day.

### **Student Parking Lots**

1. Student parking stalls are designated by white painted lines or signage stating they are for student use.
2. Staff and vendor parking permits are valid in student parking areas.
3. Suspension of citations for non-permit parking in student lots is up to the discretion of the Norco College President and may include:  
Pre-set registration dates as advertised in

the Norco College schedule of classes  
Graduation ceremonies  
Convocation  
Some special events.

### **Staff Parking Lots**

1. Staff parking stalls are designated by yellow painted lines or signage stating they are for staff use.
2. Any grace period(s) will be identified at the start of each semester by Norco College Police and communicated to employees.
3. Permits may only be used by the employees to whom they are assigned and are not to be shared with any other District employee.
4. Employees may not park in spaces reserved for specific individuals.

### **Disabled Parking**

1. Only vehicles displaying a current, valid disabled placard or license plate may park in a designated disabled parking space.
2. Disabled placards and plates are only considered valid when the person to whom it was issued is driving or is a passenger in the vehicle. Students and staff must have a parking permit in addition to a disabled placard.
3. In addition, such vehicles must display a current Student, Staff or Visitors Parking Permit.
4. Visitors with a disabled placard may park without a parking permit.

### **Motorcycle Parking and Displaying of Parking Permits**

1. A current parking permit is to be displayed on the left front fork.
2. Motorcycles must be parked in designated motorcycle parking areas only.

### **Purchasing Permits**

1. Staff parking permits may be purchased at the Norco College Student Services offices.
2. Student parking permits may be purchased at the Norco College Student Services offices or through WebAdvisor.
3. Permits will be available on a semester and/or yearly basis (yearly permits are available for staff only).



### Waiver of Fees

The following categories of individuals shall be provided free parking permits:

- Board of Trustees
- Foundation Board of Directors
- Emeriti
- Members of community groups and public officials so designated by the Norco College president.

### Fee Schedule

#### 1. Automobile

- Fall and Spring Semesters: \$50
- Students receiving FAFSA may be eligible for discounted parking. See Student Financial Services for more information.
- Summer Intersession: \$25
- Carpool Fall and Spring Semesters: \$35
- Carpool Summer Intersession: \$15

#### 2. Motorcycle

- Fall and Spring Semesters: \$15
- Summer Intersession: \$10

### Enforcement

1. Norco College Police has primary responsibility for the enforcement of all Norco College parking regulations and California Vehicle Code violations.

### Refunds and Replacement of Parking Permits

1. Should a class be canceled and it is the only class for the student, a 100 percent refund of the permit fee will be made.
2. Students who officially withdraw from all classes in which they were enrolled before the start of a term or before the refund deadline, will receive a 100 percent refund of the fee.
3. Prior to the refund deadline date, and upon request, staff members and students, who inadvertently pay for a permit which is not needed, will have the fee refunded in full.
4. Students, who drop on-campus and retain off-campus classes, will receive no refund.
5. If a parking permit is lost or stolen, an

Affidavit of Lost or Stolen Parking Permit must be submitted to District Police, Parking Services for consideration.

6. Meter permits and/or time purchased at a meter are non-refundable, unless it can be shown that the meter is malfunctioning.

### More Information

To learn more about parking rules and regulations, visit our website at [www.norcocollege.edu](http://www.norcocollege.edu).

## Respects the Safety of Others

### Norco College Police

Safety is a priority for Norco College.

Our sworn police officers are POST certified and have the same authority as municipal and county law enforcement officers. Their job is to provide a safe and secure learning environment for our students, faculty, staff and visitors.

Our office is located in the Norco College Police Building E.

As a POST-certified agency, Norco College Police officers respond to incidents on campus and in the immediate vicinity of our colleges and education centers.

### Contact Information

Building E

Emergency Calls: 911

Non-Emergency Calls: (951) 222-8172

### Safety Escort Service

Upon request, escort services are available to walk you to and from your vehicle. Escorts are available from 8 am to 10 pm, Monday through Friday. Community Service Officers of the College Police (dressed in either a blue vest or a blue shirt) will provide you with escort services, in addition to campus information. Contact the Dispatch Center at (951) 222-8171 to request an escort at any of the three RCCD colleges.



## A Successful Mustang:

### 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.

#### 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



## A Successful Mustang:

### 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 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 7100 Commitment to Diversity

Board Policy 3410 Nondiscrimination

Board Policy 3430 Prohibition of Harassment and Retaliation

A complete copy of the Board Policies cited can be found at [www.rccd.edu/administration/board](http://www.rccd.edu/administration/board) or [www.rccd.edu/administration/humanresources](http://www.rccd.edu/administration/humanresources), 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.norcocollege.edu/Pages/Complaint-Procedures.aspx](http://www.norcocollege.edu/Pages/Complaint-Procedures.aspx).

## **Student Grievance Process for Instruction and Grade Related Matters AP 5522**

Riverside Community College District  
Administrative  
Procedure  
No. 5522



## Student Services

### AP 5522 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 5524**

Riverside Community College District

Administrative Procedure No. 5524

Student Services

AP 5524 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 5520 Student Discipline Procedures. Complaints regarding



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

- B. A grievable action is an action that is in violation of a written college or district policy or procedure, or an established practice. The basis of the grievance is that an action constitutes arbitrary, capricious, or unequal application of a written college or district policy or procedure or an established practice.
- C. Confidentiality: To protect to the maximum extent possible, the privacy of individuals who in good faith file legitimate grievances, these procedures will be considered confidential throughout initial consultation, preliminary 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.<sup>4</sup>
  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.<sup>5</sup>
  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). 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 critical thinking courses such as English, mathematics, and/or 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 Tests** – Tests to help students determine careers they are best suited for. At Norco College students may need to make an appointment with a counselor in order to get a recommendation to the tests.

**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

**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.





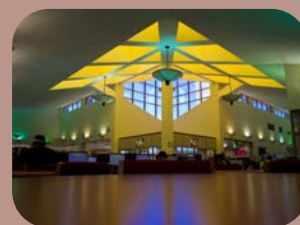
"The Secret to  
College Success &  
Life - Long Learning"

## Wilfred J. Airey Library - Norco Your College 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



**NORCO**  
COLLEGE



Visit us @: <http://norcollege.libguides.com/home>

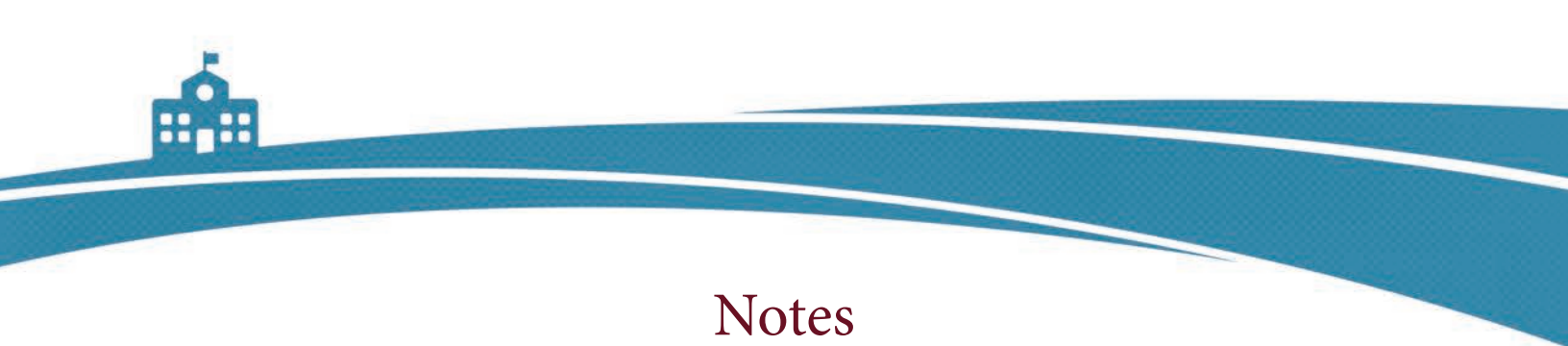
Contact us @: 951-372-7019



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2018-2019 Norco College Student Handbook 71









# Riverside Community College District

## 2018-2019 ACADEMIC CALENDAR

### June 2018

S	M	T	W	Th	F	S
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3	4	5	6	7	8	9
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### July 2018

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### October 2018

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### November 2018

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### December 2018

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### January 2019

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### February 2019

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### March 2019

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### April 2019

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### May 2019

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### June 2019

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\* May 31- Day Classes Meet/Evening Final Exams for Classes Meeting Friday Late Afternoon and Evenings Only

\*\* June 7 - Morning and Early Afternoon Final Exams and Evening Commencement

    Required Day for New Faculty - August 21

    FLEX Days  
Fall: August 22, 23 and 24  
Spring: February 8

Part-time Faculty Orientation to be arranged by college

    Legal Holiday/Day of Observance

    Commencement (June 7)

    Classes Not in Session

    Summer Session 2018  
June 18 - July 26 (6 weeks)  
Weekend Classes: June 23 - July 22

    Fall 2018  
August 27 - December 14  
Weekend Classes: September 1 - December 9

    Winter Session 2019  
January 2 - February 7 (6 weeks)  
Weekend Classes: January 5 - February 3

    Spring 2019  
February 11 - June 7  
Weekend Classes: February 23 - June 2

    Final Exams  
Fall: December 8 - 14  
Spring: May 31 (evening) - June 7 (Morning)





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School of Science, Technology, Engineering, & Mathematics  
School of Social & Behavioral Studies



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# 2018-2019 DATES TO REMEMBER

## Summer Session

June 18 – July 26

June 18 . . . . . Day and Evening Classes Begin  
June 23 . . . . . Weekend Classes Begin  
July 4 . . . . . Holiday  
July 22 . . . . . Weekend Classes End  
July 26 . . . . . Day and Evening Classes End

## Winter Session

January 2 – February 7

January 1 . . . . . Holiday  
January 2 . . . . . Day and Evening Classes Begin  
January 5 . . . . . Weekend Classes Begin  
January 21 . . . . . Holiday  
February 3 . . . . . Weekend Classes End  
February 7 . . . . . Day and Evening Classes End

## Fall Semester

August 27 – December 14

August 21 . . . . . Required Day for New Faculty  
August 22, 23, 24 . . . . . FLEX Days  
August 27 . . . . . Classes Begin  
September 1 . . . . . Weekend Classes Begin  
September 3 . . . . . Holiday  
November 12 . . . . . Holiday  
November 22 . . . . . Holiday  
November 23, 24, 25 . . . . . Friday, Saturday  
and Sunday Classes Not in Session  
December 8, 9, 10, 11, 12, 13, 14 . . . . Final Exams  
December 9 . . . . . Weekend Classes End  
December 14 . . . . . Full Term Classes End  
December 25 . . . . . Holiday

## Spring Semester

February 11 – June 7

February 8 . . . . . FLEX Day  
February 11 . . . . . Classes Begin  
February 15, 18 . . . . . Holiday  
February 16, 17 . . . . No Saturday/Sunday Classes  
February 23 . . . . . Weekend Classes Begin  
April 1 . . . . . Holiday  
April 8-14 . . . . . Spring Break (no classes)  
May 27 . . . . . Holiday  
May 31 . . . . . Final Exams  
(Thursday Evening Only Classes)  
May 31, June 1, 2, 3, 4, 5, 6, 7 . . . . . Final Exams  
June 2 . . . . . Weekend Classes End  
June 2 . . . . . Classes Not in Session  
June 7 . . . . . Full-Term Classes End  
June 7 . . . . . Commencement and Final Exams