



# *Student Handbook*

2023-2024

# Message from the President



Our students are able to choose from eight instructional pathways offered through a comprehensive liberal arts and sciences curriculum along with career technical programs. Each instructional pathway has built in support offered by a dedicated success team within academic engagement centers. Your success team will guide you through your educational pursuits whether that includes completing a degree, transferring to a four-year university, training for a career, or gaining new skills that prepare you for this thing called LIFE.

Riverside City College is the destination where you can find yourself surrounded by future world leaders and game changers, future educators and politicians, future lawyers and scientists, future doctors and nurses, future artists, and future culinary dynamos. You will interact and engage with them within our classroom settings, in our student clubs and organizations, at sporting events, planned activities, and around campus. RCC is known for its 18 stellar athletics teams, a highly-decorated Model United Nations program, world-class fine and performing arts, and state-of-the-art career education programs. We support our students

academically, socially, culturally, fiscally, and intentionally by providing a learning environment inside and outside of the classroom to enhance the overall student experience at RCC.

We have a cadre of programs and resources designed to address financial needs including our Promise Program, scholarships, financial aid, financial literacy workshops, internships and on-the-job experiences. We also offer a network of integrated academic support including tutoring, peer mentors, counseling, educational advising, and career exploration. We also provide opportunities for students in high school to advance your knowledge and strengthen your academic position through dual enrollment and concurrent enrollment.

I encourage you to be a lifelong learner, but more importantly, I encourage you to be a global citizen. On behalf of the faculty, classified professionals and management team, it gives me great joy to welcome you to Riverside City College and the RCC Tiger Family. We are proud and honored that you have chosen to be a part of our family. You couldn't have chosen a better place. We will walk with you every step of your academic journey – your journey to success. I look forward to meeting you! Take care and have a Tigerific Day!!!

FeRita Carter, Ph.D. Interim President

## Mission Statement

Riverside City College serves a diverse community of learners by offering certificates, degrees, and transfer programs that help students achieve their educational and career goals. The college strives to improve the social and economic mobility of its students and communities by being ready to meet students where they are, valuing and supporting each student in the successful attainment of their goals and promoting an inclusive, equity-focused environment.

## Vision

Riverside City College strives to provide excellent educational opportunities that are responsive to the diverse needs of its students and communities, and empowers both to be active participants in shaping the future.

## TIGER PRIDE VALUES

**Tradition and Innovation:** We work collaboratively to develop flexible and creative solutions to meet the evolving needs of our community and embrace change while respecting our tradition and legacy of strong partnerships.

**Integrity and Transparency:** We promote an environment of trust by being honest, fair, transparent, and equitable. We honor our commitments to our students, staff, and communities.

**Growth and Continuous Learning:** We commit to intellectual inquiry, reflection, professional development, and growth for all stakeholders. We adjust our teaching practices to provide equitable opportunities and outcomes and to encourage continual learning for our students, faculty, and staff.

**Equity-Mindedness:** We promote social justice and equity.

**Responsiveness:** We respond to the needs of our students and communities through engagement and collaboration.

**Student-Centeredness:** We create meaningful learning environments that value the strengths and experiences our students bring and that support students in developing and accomplishing their personal, education, and career goals.

*Approved by Board of Trustees on 1-21-2020*

Wolde-Ab Isaac, Ph.D.

Chancellor

RIVERSIDE CITY COLLEGE

FeRita Carter, Ph.D.

Interim President

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All information contained in the 2023-2024 Student Handbook is current as of June 2023. Although every effort has been made to ensure accuracy of the information in this handbook, students and others who use this handbook should consult with a counselor, dean, department chair or program directors for recent additions, deletions or changes. The most updated copy is available online at [www.rcc.edu](http://www.rcc.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. The following person has been designated to handle inquiries regarding the non-discrimination policies or practices: District Compliance Officer, 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.

# Quick Reference Numbers

College Number  
(951) 222-8000

RCCDPD (Safety and Police)  
Non-Emergency (951) 222-8171

Health and Psychological Services  
(951) 222-8151

## Important Telephone Numbers

<b>Admissions &amp; Records</b> .....	222-8600
<b>Athletics</b> .....	222-8420
<b>Bookstore</b> .....	222-8140
<b>CalWORKs Program</b> .....	222-8648
<b>Career &amp; Transfer Center</b> .....	222-8446
<b>Center for International Students and Programs</b> .....	222-8160
<b>Child Development Center</b> .....	222-8068
<b>Counseling Center</b> .....	222-8440
<b>Disability Resource Center</b> .....	222-8060
<b>EOPS</b> .....	222-8045
<b>Library</b> .....	222-8651
<b>Outreach and Welcome Center</b> .....	222-8574
<b>Spanish Information Line</b> .....	222-8107
<b>Student Activities</b> .....	222-8570
<b>Student Financial Services</b> .....	222-8710
<b>Transcripts</b> .....	222-8603
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Student Success & Support Program (SSSP) (formerly known as Matriculation) at Riverside City College (RCC) is intended to assist students in establishing educational goals and to provide support services to help them achieve these goals. The goals of the Student Success & Support Program are to ensure that students complete their college courses, persist to the next academic term, and achieve their educational objectives through the assistance of the student direct components of the SSSP process: admissions, orientation, placement, counseling and student follow-up.

### Admission to Riverside City College

First-time college students must complete the online Admission Application for the specific term they plan to start at RCC. Providing accurate information on the admission application is important because it provides us with the student's information and is the basis for services and educational planning.

When applying, students are asked to select their home college, educational goal, and the major (Program of Study) they will pursue. By applying to Riverside, students make RCC their home college and must select a major that is offered at the College. A careful review of the current Riverside City College Catalog provides students with the majors offered and the courses that must be taken to complete that major. Students may take coursework at Norco College and Moreno Valley College as well, but will receive services at RCC.

Students will receive their RCC email and login information to MyPortal/WebAdvisor (Student Portal) after completing an admission application. It is through MyPortal/WebAdvisor that students will be able to update their contact information, financial aid information, and register in classes AFTER completing the orientation. New students who complete the orientation early – see Important Dates – will receive an earlier registration appointment. If a student misses a semester (fall or spring), they must reapply to the College. Students may change their home college by completing a request at the Admissions & Records office. Please note that home college changes must be processed prior to registration.

To maximize the likelihood of success, students should complete their transfer-level English composition and transfer-level mathematics courses or begin ESL classes during their first year of enrollment. Development of competent reading, writing skills, and analytical skills provides a foundation that increases students ability to be successful in other college courses.

### Placement

RCCD uses multiple measure assessment criteria to assist students in determining appropriate placement for entering courses in English and mathematics. Placement criteria may use past performance measures like overall high school GPA, individual course-taking performance, and course-taking patterns to determine appropriate placement in English and mathematics courses. First-time college students are automatically placed into English and mathematics based upon information they supply on the admissions application. Students who wish to take English as a Second Language classes should use the online guided self-placement tool <https://www.rcc.edu/programs/esl.html> to help determine placement into ESL courses. Some returning students and students transferring to RCCD from another college may need to complete a placement survey (consult a counselor).

To maximize the likelihood of success, students should complete their transfer-level English composition and transfer-level mathematics courses or begin ESL classes during their first year of enrollment. Development of competent reading, writing skills, and analytical skills provides a foundation that increases students ability to be successful in other college courses.

Students with English placement recommendations that include a support class with the transfer level course may petition to take the course without support. Students seeking to opt out of ENG-91 must complete the English Placement Challenge form online <https://www.rcc.edu/student-support/matriculation.html>. Petitions take from one to five working days to process. It is strongly recommended that students enroll in appropriate English composition and mathematics courses during their first or second semester of enrollment. Placement results are found under the Placement Summary option in MyPortal/WebAdvisor. Students needing assistance with appropriate placement should visit the Counseling Center (located on the second floor of the Dr. Charles A. Kane Student Services and Administration Building (951) 222-8440).

Students who have a documented disability requiring a unique accommodation can request this service with the Disability Resource Center by calling (951)222-8060 or email [DRC@rcc.edu](mailto:DRC@rcc.edu).

#### *Student Educational Plan*

Counseling faculty are available to help matriculated students develop a comprehensive educational plan that outlines the courses necessary to achieve their goals. Students have access to view electronic Student Educational Plans through EduNav. When students change their major or goal, they need to see a counselor to update their plan. Due to a high demand in Counseling during the winter and summer, the best time to meet with a counselor is during the fall and spring semesters.

When students have a clear educational goal, college becomes more meaningful and beneficial. The goal could be to develop marketable skills for an occupation or completion of lower division general education plus major preparation for transfer to a university. Students who are undecided can meet with a counselor to discuss their options.

## Orientation/Counseling

Prior to registering for classes, first-time college students are required to complete an online orientation.

Students seeking to complete the online orientation need to log in to MyPortal/WebAdvisor to access the link. During the session, students will be introduced to services and programs available at RCC. In addition, information on registration procedures will be discussed. Once completed, students are cleared to register for classes on or after their registration date.

Students are encouraged to enroll for GUI 45 (Introduction to College) during their first term at RCC. This class will help in the transition to college and learn more about all the student services the College has to offer.

## Counseling for Continuing Students

Continuing matriculated students can meet with a counselor who will recommend appropriate coursework based on placements, review of official transcripts, and other information provided by students. Students who attended other college(s) must request to have an official transcript(s) sent to RCC before scheduling a counseling appointment. Remember that transcripts must be official and not over 90 days old. Students pursuing certificate or degree programs, either associate or baccalaureate, should meet with a counselor as needed to review and update their Student Educational Plan (SEP).

## Early Alert

Each fall and spring semester, faculty have the opportunity to participate in Early Alert. Early Alert allows instructors teaching an eight-week or longer course to identify students who are showing signs of academic difficulty. Studies show that early intervention helps to promote student success. By completing the Early Alert roster, faculty make recommendations for students to visit with them, a counselor, and/or tutorial services. Students then receive a notification to their student email that encourages them to participate in the recommended services.

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

## Student Rights and Responsibilities

Prerequisites for courses will be enforced according to District policy. Students have the right to challenge prerequisites on the following grounds:

1. The successful completion (C or better) of an equivalent course from another accredited college or university.
2. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite (Supporting documentation is required).
3. A prerequisite for a course necessary for graduation, transfer or a certificate is not offered and the unavailability of said prerequisite poses a hardship.
4. The prerequisite is discriminatory or being applied in a discriminatory manner.

Note: Coursework must be listed on the original school transcript. Coursework listed on a secondary transcript or degree audit is not acceptable documentation when challenging a course prerequisite(s).

It is the student's responsibility to: a) complete orientation, placement, and counseling prior to registering for classes, b) express a broad educational intent upon admission, and c) declare a specific educational goal by the time 15 semester units are completed. The student is also responsible for participating in counseling, attending class, completing assignments, checking their RCC student email, and maintaining progress toward that educational goal. If you have questions regarding the pre-enrollment process, please contact the Counseling Center at (951) 222-8440.

\*Please note that it is important to have all official high school, college transcripts and AP/IB test results on file at RCC. "Official" is defined as in a sealed envelope, transcript dated within the last 90 days. You can check the arrival of incoming transcripts on MyPortal/WebAdvisor at [www.rcc.edu](http://www.rcc.edu) (click on check transcripts received by RCC). Successful completion of some high school foreign language courses is accepted by the disciplines as an appeal to existing prerequisites. Equivalent courses from other accredited colleges and universities can fulfill prerequisite course requirements at RCC. Students must fill out a Prerequisite Validation Request form [https://forms.office.com/Pages/ResponsePage.aspx?id=F5tmSTP640qOzDzxFreQ5VA3rLZTvjVO\\_r52IP\\_oWYr5UOThEVTROM1Q0Q0lGNjg3QjdEWkpDQUo2RSQlQCN0PWcu&wdLOR=c655B0578-8065-FA48-B759-DCD03B4EC315](https://forms.office.com/Pages/ResponsePage.aspx?id=F5tmSTP640qOzDzxFreQ5VA3rLZTvjVO_r52IP_oWYr5UOThEVTROM1Q0Q0lGNjg3QjdEWkpDQUo2RSQlQCN0PWcu&wdLOR=c655B0578-8065-FA48-B759-DCD03B4EC315)



ORIENTATION → COUNSELING → SUCCESS AT RCC

RCC offers some courses which place limitations on enrollment. These limitations may include successful completion of courses, math and English placement, performance criteria, or health and safety conditions. Students who do not meet the conditions imposed by these limitations will be blocked from enrolling in these classes.

### Prerequisite

When a course has a prerequisite, it means that the corresponding discipline has determined that the student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (e.g., type 40 WPM), an ability (e.g., speak and/or write French fluently), a placement and/or prior academic background or successful completion of a course. **Successful completion of a prerequisite requires a grade of 'C' or better and/or 'P' (Pass). 'C-', 'D', 'F', 'FW' (Fail- did not withdraw), 'IP' (In Progress), 'NP' (No Pass), 'NC' (No Credit) or 'I' (Incomplete) grades are not acceptable.** If you are currently enrolled in a prerequisite course outside of RCCD, the course must be successfully completed with a final recorded grade before requesting validation of the prerequisite.

### Corequisite

When a course has a corequisite, it means that a student is required to take another course at the same time as the desired course. Some disciplines accept prior completion of the corequisite, so check the catalog description of each course carefully. Knowing the information presented in the corequisite course is considered necessary in order for a student to be successful in the course (e.g., completion of, or concurrent enrollment in Math 1A, Calculus I, is required for Physics 4A). Concurrent corequisite courses must be completed at RCCD. Previously completed corequisite course may be completed at RCCD or an outside institution (students are required to submit proof of prerequisite and corequisite coursework). Please visit the Admissions & Records office when experiencing registration issues pertaining to previously completed corequisites.

### Advisory

When a course has an advisory, it means that it is recommended a student have a certain preparation before entering the course. The preparation is considered advantageous to a student's success in the course. Since the preparation is advised, but not required, the student will not be blocked from enrolling in a class if she/he does not meet the advisory.

## FERPA Regulations

The Family Educational Rights and Privacy Act of 1974, as amended (sometimes referred to as the Buckley Amendment), is a federal law that protects the privacy of educational records of all students enrolled in schools beyond the high school level. Schools are required to maintain that privacy, primarily by restricting release of records and the access provided to those records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld. To learn more about FERPA regulations, please visit our website at [www.rcc.edu](http://www.rcc.edu).

## Matriculation Appeal Petition

Matriculation Appeal Petitions are available in the Counseling Center or by emailing [SSSP@rcc.edu](mailto:SSSP@rcc.edu) for the purpose of validating prerequisites completed at another accredited college or university, appealing an exception of pre-enrollment requirements, or filing a complaint of unlawful discrimination.

### Verifying Prerequisites/Corequisites

It is the student's responsibility to know and meet the course prerequisites and corequisites. These are stated in the course descriptions within the Schedule of Classes and the RCC Catalog.

If you have met the prerequisite at another accredited institution, you must provide verification through one of the following means:

- Submit official transcript(s) and complete a Prerequisite Validation Request. [https://forms.office.com/Pages/ResponsePage.aspx?id=F5tmSTP640qOzDzxFreQ5VA3rLZTvjVO r52IP\\_oWYr5UOThEVTROM1Q0Q0lGNjg3QjdEWkpD-QUo2RSQlQCN0PWcu](https://forms.office.com/Pages/ResponsePage.aspx?id=F5tmSTP640qOzDzxFreQ5VA3rLZTvjVO r52IP_oWYr5UOThEVTROM1Q0Q0lGNjg3QjdEWkpD-QUo2RSQlQCN0PWcu)
- Submit unofficial transcript(s) or grade report (must state final grade) and complete a Matriculation Appeal Petition. Petitions based on an unofficial transcript will be approved for one semester only. This will provide time for the student to request official transcript(s). Unofficial transcripts may be used one time only.
- If you wish to challenge a prerequisite for courses other than English, or math on the basis of knowledge, ability to succeed, or because of the unavailability of the prerequisite, submit a Matriculation Appeal Petition with supporting documentation to the Counseling Center or email it to [SSSP@rcc.edu](mailto:SSSP@rcc.edu). Successful completion of some high school foreign language courses is accepted by the disciplines as an appeal to existing prerequisites and/or corequisites.

Petitions to challenge a prerequisite or to file a complaint of unlawful discrimination are available in the Counseling Center located on the second floor of the Dr. Charles A. Kane Student Services and Administration Building.

## STUDENT HIGHLIGHT

### Anissa Gonzalez

**Pathway:** Psychology, Forensic Psychology, Speaker

**Programs:** Puente, La Casa

#### How has being at RCC benefited me:

Being involved at RCC has helped me embrace myself and find what I felt was the meaning of my life. Getting out of high school I was very unaware of what I wanted to accomplish. In. I have found my purpose which is my dream job to work in. I've been able to work on so many skills I never thought I'd be able to work on. Being able to speak in front of students to inspire, be included into many Latino events, it makes me feel like I'm able to embrace myself and who I am. Attending RCC has helped me in so many ways, including their resources and people. Attending here has been the best decision ever.

**Long-term Goal:** I want to be able to inspire students to work towards their goal no matter how hard it gets. To be a safe place for students to come to when needing advice on mental health. To inspire others. Also, to help in the forensic field and be able to talk to those in need. See how I can understand and make a change.





# Going to College is Different than High School

## HIGH SCHOOL

### RESPONSIBILITY

- Your time is structured by others.
- You need permission to participate in extracurricular activities.
- Guiding principle: You will usually be told what to do and corrected if your behavior is out of line.

### CLASSES

- You may study outside class as little as two hours a week, and this may be mostly last-minute test preparation.
- You seldom need to read anything more than once, and sometimes listening in class is enough.
- You are expected to read short assignments that are then discussed, and often re-taught, in class.

### INSTRUCTION

- Teachers monitor class attendance.
- Teachers provide you with information you missed when you were absent.
- Teachers remind you of your incomplete work.

### TESTS

- Testing is frequent and covers small amounts of material.
- Makeup tests are often available.
- Teachers frequently conduct review sessions, pointing out the most important concepts.

### GRADES

- Consistently good homework grades may raise your overall grade when test grades are low.
- Initial test grades, especially when they are low, may not have an adverse effect on your final grade.

## COLLEGE

### RESPONSIBILITY

- You manage your own time.
- You must decide whether to participate in co-curricular activities.
- Guiding principle: You are expected to take responsibility for what you do and don't do, as well as for the consequences of your decisions.

### CLASSES

- You need to study at least two to three hours outside of class for each hour in class.
- You need to review class notes and text material regularly.
- You are assigned substantial amounts of reading and writing which may not be directly addressed in class.

### INSTRUCTION

- Professors may not formally take roll, but they are still likely to know whether or not you attended.
- Professors expect you to get from classmates any notes from classes you missed.
- Professors may not remind you of incomplete work.

### TESTS

- Testing is usually infrequent and may be cumulative, covering large amounts of material. You, not the professor, need to organize the material to prepare for the test. A particular course may have only two or three tests in a semester.
- Makeup tests are seldom an option; if they are, you need to request them.
- Professors rarely offer review sessions, and when they do, they expect you to be an active participant, one who comes prepared with questions.

### GRADES

- Grades on tests and major papers usually provide most of the course grade.
- 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 graduate only if your average in classes meets the departmental standard - typically a 2.0 or 'C'.

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

## Tips for Studying:

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



## Tips for Preparing for a Test:

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

## Tips for Taking the Test:

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

## Postsecondary Education in California

California Community Colleges:

Includes 115 two-year/junior colleges and numerous branch campuses.

The California State University System:

Bakersfield, Channel Islands, Chico, Dominguez Hills, East Bay, Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Maritime, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, and Stanislaus.

The University of California System:

Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara, and Santa Cruz.

Independent California Colleges/Universities:

Approximately 75 colleges/universities affiliated with an association of the same name (AICCU).

## Types of Instruction

Semester System – Approximately 15-18 weeks of instruction.

Quarter System – It is approximately 10 weeks of instruction offered three times a year. Some colleges also offer a summer quarter.

Full-time/Part-time – Student's status based on the number of units. Often used to determine fees or progress toward meeting degree requirements. For full-time status a student must be enrolled in at least 12 units of credit for the fall/spring semesters and six units of credit for the winter/summer terms. Students who are enrolled in less than 12 units for fall/spring terms or less than six units for winter/summer are considered to be part time. Specialized programs may have a different unit requirement for full-time status because of state mandates.

Lower Division – Courses offered for freshman/sophomore level credit.

Upper Division – Courses offered for junior/senior class level credit.

Undergraduate – Courses offered for freshman through senior level credit. Also, students who have not completed a bachelor's degree.

## Degrees/Programs

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

Certificate – Normally awarded upon completion of a concentrated occupational program, usually at a community college.

Associate Degree – An Associate in Arts or Science or related degree, awarded by a community college upon completion of a program of study usually done in two years (full time).



Bachelor Degree – A Bachelor of Arts, Science or related degree, awarded by a university upon completion of a program of study usually done in four years (full time).

Master's Degree – A Master of Arts, Science or related degree, awarded upon completion of one or two years of study beyond the bachelor's level.

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

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.

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

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

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

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

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

## Admissions/Counseling

**Academic Probation** – Occurs when a student's cumulative GPA falls below a 2.0.

**Admission** – Complete and submit online admission application by term deadline date.

**Progress Probation** – Occurs when the cumulative percentage of unsuccessful units attempted at RCCD reaches or exceeds 50%.

**Registration** – Enrolling in classes.

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

**Non-Credit** – These courses are numbered in the 800's and are non-credit classes. No unit credit is earned in these courses.

**Drop/Add** – At RCC, 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 for each class. Find add/drop refund deadlines on MyPortal/WebAdvisor at [www.rccd.edu](http://www.rccd.edu). Click on class name/deadlines.

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

**Transcript** – The compilation of the student's grades, credits, honors, etc. received throughout his/her college career.

**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.

**Impacted Programs** – Majors at some colleges may be declared impacted because they receive more applications than program space allows. Impacted program applicants must normally apply during a specified time period and participate in a competitive selection process.

**Credit-by-Examination** – Credit may be granted to any student who satisfactorily passes an examination approved or conducted by the discipline or program in which a comparable course is offered. In the case of foreign languages students must complete a higher level course in order to receive credit for a lower level language course. Forms are available in Admissions & Records.

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

**CLEP** – College Level Examination Program – Students may receive college credit through CLEP exams. Contact the Counseling Center for more information.

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

## Financial Aid

**Financial Aid** – Money available from the federal and/or state government and various community sources. Aid possibilities include grants, loans, scholarships, and work-study programs.

**Cal Grants** – California financial aid program available to college bound students based on academic achievement and family financial need.



## High School Articulation

Did you take a career/technical class in high school? If so, you may be eligible for articulated credit at RCC. Articulated credit allows you to earn college credit for courses you completed at your high school or regional occupational program (ROP). For a list of articulated classes go to: <https://www2.rcc.edu/departments/careertech/Pages/Articulation-Resources-for-Teachers.aspx> and click on Articulation Agreements link. To apply for articulated credit, please go to: <http://explorecte.com/request>.

## Advanced Technical Arts & Trades, Business, Information Systems, & Technology, and Education & Teacher Preparation

RCC offers associate in science degrees and certificate programs with career and technical emphasis. Both provide instruction in the skills and knowledge needed to enter a skilled or professional occupation. Associate in science degree programs require completion of at least 60 units of credit, which normally takes four semesters. State approved certificate programs, leading to an associate of science degree, require a minimum of 18 units, but vary in number of units required; most can be completed in two semesters. Locally approved certificates may lead to employment. Each course required for the certificate must be completed with a 'C' grade or better. All can be counted toward the degree as well as the major.

## Need for Specialized Training

Many find it difficult to secure employment or to advance to increased responsibility and better-paying jobs without specialized training. General education has its value, to be sure, but in the early stages of one's career it is the specific, technical skills that an employer seeks. The certificate is the best evidence that this specialized training has been secured; some employers actually require it as a condition of employment or for reclassification for higher pay.

## How to Enroll in the Advanced Technical Arts & Trades, Business, Information Systems, & Technology, and Education & Teacher Preparation?

Individuals ready to enroll at RCC must file an official application online using the OpenCCApply portal located at <https://www.rcc.edu/become-a-student/index.html>. Admission to RCC is regulated by state law as prescribed in the California Educational Code. Some programs may require an additional supplemental application. Students can go online at <http://www.rcc.edu/student-support/academic-engagement-centers/cte-engagement-center.html> for more information.

## CTE Employment Placement

Students needing assistance in obtaining an off-campus job or internship, especially after graduation, should meet one-on-one with a CTE Employment Placement coordinator. The Employment Placement office is located in CAK, Room 101, which can provide job search assistance, including referrals to employers with job vacancies. Please contact (951) 222-8486 for more information or to make an appointment.

## Certificate and Degree Course Requirements

Students should plan to enroll in the specific courses listed under the certificate or degree desired. If a required course for a certificate or degree program is no longer offered, please see the department chair to ascertain an acceptable course substitute. Fifty percent of the coursework required for any certificate or degree pattern must be completed at RCC.

## How to Get Further Information

Many Advanced Technical Arts & Trades, Business, Information Systems, & Technology, and Education & Teacher Preparation programs are described in special publications of the College. These can often be obtained from high school counseling offices or prospective students may contact the College via email or telephone: Educational Advisors Anthony Escalera, [anthony.escalera@rcc.edu](mailto:anthony.escalera@rcc.edu), (951) 222-8557, and Lorena Franco at [lorena.franco@rcc.edu](mailto:lorena.franco@rcc.edu), or in person at RCC's Advanced Technical Arts & Trades, Business, Information Systems, & Technology, and Education & Teacher Preparation Engagement Center located in the Technology A Building, Room 101. Students can also get information online at <http://www.rcc.edu/student-support/academic-engagement-centers/cte-engagement-center.html> or send general inquiries to [wearecte@rcc.edu](mailto:wearecte@rcc.edu).

## Associate in Science Degree

The associate in science degree consists of coursework totaling 60 units or more, including coursework in a specific college certificate pattern plus general education and elective courses.

## State Approved Certificate (Certificate of Achievement)

The state approved certificate consists of coursework totaling 18 units or more completed in a specific occupational college certificate pattern. State approved certificates may lead to employment competency and may also lead to an associate of science degree.

## Locally Approved Certificate (Certificate of Career Preparation)

The locally approved certificate consists of coursework totaling between four to 17 units completed in a specific occupational certificate pattern. Locally approved certificates may lead to employment competency, but do not necessarily lead to an associate of science degree.

## Applying for Certificate or Degree

Students must file an application in the academic year in which they anticipate completing the requirements. Students will need to log into their MyPortal/WebAdvisor account online and choose Degree Application or Certificate Application from the Academic Profile Menu in order to apply for their degree/certificate. Students planning to participate in commencement must file their degree or certificate applications by April 1.

Students may apply for degrees and certificates for any term in the following four application periods:

- First day of Summer term through July 15 to graduate in Summer, Fall, Winter or Spring
- First day of Fall term through October 15 to graduate in the Fall, Winter or Spring
- First day of Winter through February 1 to graduate in Winter or Spring
- First day of Spring term through April 1 to graduate in Spring



Administration of Justice

Crime Scene Investigation

Oliver Thompson ..... (951) 222-8954

Air Conditioning and Refrigeration

Kfir Mendelovitz ..... (951) 222-8228

Applied Digital Media & Printing

Patrick Scullin ..... (951) 222-8583

Sunny Siu ..... (951) 222-8580

Automotive Technology

Paul O'Connell ..... (951) 222-8348

Business Administration

Don Wilcoxson ..... (951) 222-8175

Laneshia Judon ..... (951) 222-8820

Computer Science

Janet Lehr ..... (951) 222-8974

Computer Applications and Office Technology

Janet Lehr ..... (951) 222-8974

Computer Information Systems

Janet Lehr ..... (951) 222-8974

Cosmetology

Peter Westbrook ..... (951) 222-8186

Culinary Arts

Information Line (Eat Food) ..... (951) 328-3663

School of Education and Teacher Preparation

Debbie Cazares ..... (951) 222-8957

Exercise, Sport and Wellness

Jim Elton ..... (951) 222-8264

Film, Television and Video Production

Scott Hernandez ..... (951) 222-8352

Nursing

Jackie Urena ..... (951) 222-8366

Pathway to Law/Paralegal Studies

Laneshia Judon ..... (951) 222-8820

Photography

Matthew Brabant ..... (951) 222-8087

Sign Language Interpreting

Diana MacDougall ..... (951) 222-8832

Welding Technology

Jim Knieriem ..... (951) 222-8279

Check out our new website:

<https://www.rcc.edu/pathways/advanced-technical-trades/index.html>

<https://www.rcc.edu/pathways/business-and-information-systems/>

<https://www.rcc.edu/pathways/education-teacher-preparation/>



General education prepares students to be able to demonstrate an understanding of how knowledge is discovered and constructed in the natural sciences, the social and behavioral sciences, the humanities, and language and rationality. Students will understand the methods of inquiry that underlie the search for knowledge in these fields. In addition, students will gain demonstrable skills in four broad interdisciplinary areas:

### Critical Thinking

Students will be able to demonstrate higher-order thinking skills about issues, problems, and explanations for which multiple solutions are possible. Students will be able to explore problems and, where possible, solve them. Students will be able to develop, test and evaluate rival hypotheses. Students will be able to construct sound arguments and evaluate the arguments of others.

### Information Competency & Technology Literacy

Students will be able to use technology to locate, organize and evaluate information. They will be able to locate relevant information, judge the reliability of sources, and evaluate the evidence contained in those sources as they construct arguments, make decisions and solve problems.

### Communication

Students will be able to communicate effectively in diverse situations. Be able to create, express and interpret meaning in oral, visual and written forms. Will also be able to demonstrate quantitative literacy and the ability to use graphical, symbolic and numerical methods to analyze, organize and interpret data.

### Self-development & Global Awareness

Students will be able to develop goals and devise strategies for personal development and well being. Be able to demonstrate an understanding of what it means to be an ethical human being and an effective citizen in their awareness of diversity and various cultural viewpoints.



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

## Associate Degree for Transfer

California Community Colleges are now offering associate degrees for transfer (ADTs) to the CSUs. 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 Riverside City College Associate Degrees for Transfer and to find out which CSU campuses accept each degree you should meet with a Riverside City 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 Riverside City 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. Planning early is essential to make sure you meet the transfer requirements.

### Riverside City College ADT Website

<https://www.rcc.edu/student-support/articulation.html>

### 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 Riverside City College:

Administration of Justice

Anthropology

Art History

Biology

Business Administration 2.0

Chemistry

Child and Adolescent Development

Communication Studies 2.0

Computer Science

Early Childhood Education

Economics

Elementary Teacher Education

English

Environmental Science

Film, Television, Electronic Media

Geography

Geology

History

Journalism

Kinesiology

Law, Public Policy, Society

Mathematics

Music

Nutrition and Dietetics

Philosophy

Physics

Political Science

Psychology

Social Justice Studies: Gender Studies: Social Justice Studies General

Sociology

Spanish

Studio

Theatre Arts

Please refer to the College Catalog for additional degree, certificate and transfer patterns.



## Attendance

It is the responsibility of all 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 instructors reserve the right to administratively withdraw students who do not regularly attend or who miss the first day of class. However, it is ultimately the student's responsibility to officially withdraw from a class if they do not plan to complete a course.

## Withdrawals

A 'W' on your transcript does not compute into your GPA, but excessive withdrawals will result in progress probation/dismissal and may affect a student's eligibility for financial aid. Please refer to MyPortal/WebAdvisor at [www.rcc.edu](http://www.rcc.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 on the Incomplete Contract. Students receiving an Incomplete ('I') may print out the Incomplete Contract on MyPortal/WebAdvisor at [www.rcc.edu](http://www.rcc.edu). Students have up to 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', 'C', or 'P' (pass) in 50% or more in all coursework attempted.

## Probation

Students who have attempted 12 semester units or more will be placed on *academic* probation if their grade point average is below 2.0. Students will be placed on *progress* probation if they have attempted 12 or more semester units and have an excessive number of 'W', 'I', 'NP', 'F', or 'FW' grades. "Excessive" is defined as 50% or more. Students placed on probation will be notified through their RCC email account. Students on academic or progress probation are encouraged to complete the online probation workshop (<https://launch.comevo.com/rcc/3948/-/pub/Intake>) and/or attend a PAWS (Pause, Assess, Work, Succeed) workshop offered by the Counseling Center. Students on probation may enroll for a maximum of 13 units in the spring and fall semesters and seven units in the summer and winter terms.

## Dismissal

Students who maintain less than a 2.0 GPA for two consecutive semesters are subject to *academic* dismissal. Students shall also be subject to *progress* dismissal if the number of 'W', 'I', 'NP', 'F', or 'FW' entries reaches or exceeds 50% for two consecutive semesters. Students placed on dismissal will be notified of their next steps through their RCC email account.

## Waiver of Dismissal

Students may re-enter the semester following dismissal after successful petition to Counseling at the student's home college. All re-admit students must go through the on-line dismissal workshop, and meet with a counselor to complete a Readmit Commitment in order to register for classes. However, re-admit student's academic status remains "dismissal" until their cumulative GPA is 2.0 or higher and the percentage of 'W', 'I', 'NP', 'F', or 'FW' entries is less than 50%.

## 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.

<i>Units Attempted</i>	<i>Grade</i>	<i>Point Value</i>
3 units	A	12
3 units	B	9
3 units	C	6
3 units	D	3
3 units	F	0
15	<b>GPA = 2.0</b>	30

### GRADING:

Accomplishment in coursework is indicated by the following symbols:

<i>Symbol</i>	<i>Definition</i>	<i>Grade Point</i>
A	Excellent . . . . .	4
B	Good . . . . .	3
C	Satisfactory . . . . .	2
D	Passing, less than satisfactory. . . . .	1
F	Failing . . . . .	0
FW	Fail - did not withdraw . . . . .	0
P	Pass (at least satisfactory, the equivalent of a 'C' or better. Not computed in GPA.) . . . . .	0
NP	No Pass (less than satisfactory or failing. Not computed in GPA.) . . . . .	0
I	Incomplete . . . . .	0
MW	Military Withdrawal . . . . .	0
EW	Excused Withdrawal . . . . .	0

## Admissions & Records

Admissions & Records plays a valuable role in your college education by taking you from application to graduation. Admission and registration procedures will be the same for students at each college within the District. You may submit an application, process registration or obtain information at any college. RCC Admissions & Records services are available on the first floor of the Dr. Charles A. Kane Student Services and Administration Building. For more information, please call (951) 222-8600 or email [admissionsriverside@rcc.edu](mailto:admissionsriverside@rcc.edu).

### Transcript Requests

Students may order a copy of their official transcripts on MyPortal/WebAdvisor at [www.rcc.edu](http://www.rcc.edu), or directly through TranscriptPlus. The first two official transcripts are free. After that there is a \$7 charge per transcript with rush service available for an additional fee. All transcript requests are completed online. You can receive assistance with placing an order in Admissions & Records or by calling Parchment Customer Service at 1-847-716-3005. Transcripts are mailed first class mail, FedEx options are available, or are transmitted online. Transcript requests should be submitted at least two weeks before needed. Transcripts cannot be supplied for college work completed at other institutions. For more information, please visit <http://www.rcc.edu/academics/transcript-requests.html>.

### Enrollment Verifications

Students may order Enrollment Verifications on MyPortal/WebAdvisor at [www.rcc.edu](http://www.rcc.edu). The first two requests are free. After that there is a \$2 charge per verification. Verifications can also be ordered at the three colleges. Same day service is not available. Submit the request two weeks before needed. For more information, please visit <http://www.rcc.edu/academics/enrollment-verification.html>.

### Change of Address

It is the student's responsibility to advise Admissions & Records of any change in either their home or temporary address. Students may change their address and other information on MyPortal/WebAdvisor (personal profile updates) at [www.rcc.edu](http://www.rcc.edu) or at any Admissions office. Legal name changes can be completed in-person or online through this form, <https://adobe.ly/2V0kpeA>, with appropriate documentation. Chosen or preferred name changes can be completed in-person or online through this form, <https://adobe.ly/36Ie35W>.

## Art Gallery

The RCC Quad Art Gallery is located in Room 140 of the A.G. Paul Quadrangle. When exhibits are open, the regularly scheduled Gallery hours are Monday through Thursday 10 am to 5 pm and Thursday evenings from 6 to 8 pm. Special appointments may be made for large groups. Receptions are free and open to the public. For information you may contact the Gallery Director, Leslie Brown, at (951) 222-8358, [leslie.brown@rcc.edu](mailto:leslie.brown@rcc.edu), or for the most recent information, please check the website: <https://www.rcc.edu/community/art-gallery.html>.

This beautifully renovated Gallery exhibits works by highly recognized and acclaimed artists, many exceptional regional artists, art faculty, and students. Each year, toward the end of spring semester,

the Gallery hosts the impressive Art Student Honors Exhibition. Art department faculty members select outstanding students to display the best classroom works from the previous year. Typically the exhibition showcases stellar students whose work demonstrates extraordinary skill, innovation and variety. In addition, exhibitions have included internationally renowned artists such as Charles Arnoldi, Don Reitz and Jerome Witkin.

RCC is one of the few California community colleges to have a permanent art collection. Included in this prestigious collection are the watercolor paintings of the California Group: Rex Brandt, Milford Zornes, Robert E. Wood, Phil Dike, and Paul Mays. Also included in the collection are Salvador Dali lithographs, a Sally Strand drawing, an unparalleled collection of works by Miné Okubo, southern California artist; Karen Kauffmann; and large scale works of printmaker Patrick Merrill. Merrill's and Kauffmann's works remain on display in the Library. The Center for Social Justice & Civil Liberties houses the Okubo collection. Faculty artists' works include those by Leslie Brown, Bette Fauth, Dayna Peterson Mason Gregg, John Hopkins, Steve Horn, Robert Jew and William Mitchell. Beloved local artists are also represented such as Charles A. Bibbs, Joanna Mersereau, Don O'Neill and Martin Tobias, among others. Works from the permanent collection can be viewed in offices located throughout the three college District.

## Basic Needs Resource Center

The Basic Needs Resource Center is available to all RCC students who feel they are in need. We define NEED as a situation where students are faced with financial challenges and would otherwise have limited resources to supplement their meals. The Basic Needs Resource Center (BNRC) goal is to help supplement basic needs and promote sustainability for overall student wellness and success. All registered RCC students are eligible to get free groceries and snacks from the BNRC Food Pantry. Students can take a food bag once every other week. (Twice a month). Students will be signed in with their Student ID number and a reusable tote bag will be provided.

## Bookstore

The Tiger spirit is stronger than ever at your campus bookstore. With a full lineup of all the course material options at Riverside City College, plus a great assortment of Tiger gear and supplies, the campus store is the perfect destination for students and alums. Front and center for us is the task to make your education experience more affordable and more successful, which is why we offer the widest range of options at the store that help combat the high cost of course materials. From new editions to used textbooks, digital courseware and rental options, you'll find lots of ways to gather the course materials you need, in whatever format you need, and at the best possible price. For example, our rental program saves up to 80% of the retail price of a new textbook, and we offer our Price Match program should you find a lower price locally or online at Amazon or Barnes & Noble. Please see Bookstore staff for complete details.

We're working with other campus partners as well to help drive down costs, including faculty to encourage savings through early adoptions, publishers to deliver savings through digital programs, and with technologies that streamline access and offer more affordable choices.

In store or online, you'll also find a great selection of supplies to

support courses and programs at Riverside City College. Of course, if it's Tiger spirit wear or gifts you crave, the campus store is the place for you. From authentic Riverside City College hoodies, T-shirts and hats to dorm stuff, computers and all sorts of supplies, you're sure to find it here.

Our store team is excited to serve the Tiger campus community! Stop on by...we're looking forward to seeing you.

RCC Bookstore

Shop online 24 hours a day at <https://www.bkstr.com/riversideccstore/home>

(951) 222-8140

## CalWORKs Program

The CalWORKs program is funded through the Chancellor's Office of California Community Colleges. CalWORKs is designed to promote self-sufficiency through employment and education. The population that is eligible to receive services via CalWORKs is Temporary Assistance for Needy Families (TANF), recipients with minor children. The CalWORKs program partners with the Department of Public Social Services (DPSS) to ensure students are successful in school and the workplace. Our CalWORKs staff is available to assist students by providing valuable services and resources.

Services available include:

- Career and academic counseling
- Priority registration
- Intensive case management
- Work Study opportunities
- Assistance with county requirements
- Gas cards
- Access to computers and printers
- School supplies
- Commencement regalia

CalWORKs students may receive supplemental services through the Department of Public Social Services CalWORKS program, such as:

- Childcare
- Transportation
- Textbooks and materials
- Parking permits

### Class and Study Time Guideline

It is recommended that students participate in at least three hours of study time for every lecture hour in class. Below is a chart converting units to hours spent in class along with the recommended study time per term for on-campus, online and hybrid classes.

Course Units	Class Lecture Hours Per Term	Recommended Study Time Per Term
1 Unit	18 Hours	54 Hours
2 Units	36 Hours	108 Hours
3 Units	54 Hours	162 Hours
4 Units	72 Hours	216 Hours
5 Units	90 Hours	270 Hours
6 Units	108 Hours	324 Hours

### CalWORKs Work Study

RCC teams up with employers to provide paid job training to eligible students. This program benefits employers as well as students. To be

eligible students are required to:

- Maintain half-time enrollment (3 units for summer and winter, 6 units for fall and spring)
- Maintain a minimum cumulative 2.0 GPA
- Be eligible for the CalWORKs program
- Home college must be RCC.

For more information, call (951) 222-8648.

## Career & Transfer Center

### Career Center Services

At the Riverside City College Career Center, our mission is to enhance student success by providing services that will help students become active participants in the career development process. The Career Center prepares students to make informed career choices based on personality, interests, skills, goals and values related to vocational and pre-professional planning and job success.

#### Career Center Services and Resources include:

- Career and Major Exploration and Planning Assistance
- Career Assessments and Interpretations
- Career Advising and Counseling
- Career Events and Workshops
- Career Website/Canvas Pages
- Employment Search Assistance and Resources
- Guest speakers from different career fields
- Support with writing resumes, interviewing assistance, researching occupations and labor market information
- Computer access to utilize online resources
- And more!

#### Career Center Contact Information

For more information, please use any of the following:

RCC Career Website: [www.rcc.edu/careercenter](http://www.rcc.edu/careercenter)

RCC Career Email: [CareerCenter@rcc.edu](mailto:CareerCenter@rcc.edu)

RCC Career Phone: (951) 222-8446

### Transfer Center Services

The Transfer Center aims to carry out its commitment to the academic and social well being of all students by increasing the number of students prepared for transfer to baccalaureate-level institutions.

Through a combination of diverse transfer efforts, the Transfer Center seeks to provide students with an emphasis of those who have been historically and traditionally underrepresented in the transfer process with the necessary resources needed for a successful transition into a four-year institution.

The Transfer Center is dedicated to educating and guiding students through the transfer process by providing transfer workshops.

- Information on transfer requirements and major preparation.
- Counseling appointments with university representatives and staff who can assist students in exploring majors and determining choice of colleges/universities.
- Virtual visits – Opportunities for students to connect with universities throughout the nation via cutting-edge web technologies.
- Resource library that includes university and college catalogs.
- Computer access to utilize Internet resources, complete

college/university applications, and view college/university information online.

- Transfer workshops focusing on the UC/CSU application process, and the UC Personal Insight Questions (Essay).
- Transfer fairs are coordinated by the Transfer Center every fall and spring semester where over 35 university representatives visit our campuses to speak one-on-one with students and answer questions.
- A Transfer Recognition Ceremony is held every spring semester to recognize students who have successfully fulfilled transfer requirements and who are transferring to a four-year college/university.

**Resources:**

- Resource library that includes college, brochures, and handouts
- Monthly calendar of events/workshops/university representatives in the Transfer Center.

**RCC Transfer Website:**

<https://www.rcc.edu/student-support/transfer-center.html>

The Career and Transfer Center is located in the Dr. Charles A. Kane Student Services and Administration Building, Room 101, or call (951) 222-8446.

**CENTER FOR COMMUNICATION EXCELLENCE**

- Do you wow your instructors in class presentations and discussions?
- Need help with interviewing?
- Would you like to improve the quality of your relationships?

**SERVICES INCLUDE**

PERSONAL TUTORING  
COMPUTERS/PRINTERS/LAPTOPS  
SPEECH REHEARSAL SPACE  
COMMUNICATION TEXTBOOKS  
GROUP WORK SPACE

LOCATED IN MLK 221  
OPEN M-TH 9:00-4:00 P.M.  
(951) 222-8635

ALL SERVICES ARE FREE!      NO APPOINTMENTS NEEDED!

## Center for Communication Excellence

In a supportive learning environment, student tutors are available to offer academic assistance related to communication skills, free of charge and without scheduled appointments, to students who are enrolled in any class on campus. Our skilled tutors have experience with all Communication Studies courses offered at RCC and are equipped to help students work toward academic success in any of their classes. The Center for Communication Excellence (CCE) offers a range of services to assist students with communication-oriented tasks (oral and written) and skill development. For example, we can help you learn to be a better student by becoming a better listener; prepare and practice for oral presentations in the privacy of a soundproof booth, on video and/or with a student tutor who can offer immediate feedback, assisting with group projects. Our tutors can also guide any/all content in Communication Studies courses. Additional services include: Internet linked computers and laptops for research and writing, space for groups to work on projects, video recording in our soundproof booth, and printing. The CCE is located in MLK 221 and can be accessed virtually via zoom as well. Hours of operation vary for fall and spring semesters. Call (951) 222-8635 for information or visit our website at <https://www.rcc.edu/student-support/academic-support.html>.

## Center for International Students and Programs

RCCD has approximately 200 students from about 30 countries each semester. The Center provides academic and immigration advising to international visa students, offers specially designed orientation sessions, registers students in classes, and maintains students' records through SEVIS (Student and Exchange Visitor Information System). The Center sponsors the International Club at RCC and creates a friendly environment for international and domestic students to interact with one another. Students are exposed to a variety of different cultures and have opportunities to volunteer in local community organizations. Students meet leaders from America and other countries to discuss current world affairs. For more information, please visit the Center for International Students and Programs in Technology B, Room 203, or call (951) 222-8160.



## Child Care

The Early Childhood Education program provides educational preschool, toddler, and infant programs for children of students, faculty and the community. The Center accepts children from six weeks through five years of age. Children benefit from a developmentally appropriate inclusive educational program that exemplifies the finest in preschool education. Hours: 6:30 am to 5:30 pm, Monday through Friday. We do not have school age or off-track care. For more information, call (951) 222-8068. Call Dr. Toni Rangel at (951) 222-8902 or email [toni.rangel@rcc.edu](mailto:toni.rangel@rcc.edu) for information about childcare tuition assistance.

## Counseling Center

### Riverside City College Counseling Mission:

The Riverside City College Counseling Center provides a supportive, student centered and holistic approach to education that seeks to maximize the potential of each individual student with integrated and comprehensive student support services. As student advocates and consultants to the College community, we are committed to fostering a professional environment that stimulates learning, respects diversity and promotes the development and success of students in accordance with the student success pathways. Riverside Counseling faculty are committed to:

- Providing counseling services in accordance with the highest ethical and professional standards in the field
- Promoting the academic, social and emotional success of students
- Empowering students to realize their potential to affect positive change as citizens of local and world communities
- Assisting students in becoming healthy, informed, aware and committed citizen-scholars
- Sustaining a campus environment that supports the holistic development of each student

Riverside City College Counseling's Mission is in direct alignment

with the College's mission. The Counseling Center provides integrated and comprehensive counseling services which empower and support our diverse community of learners at RCC. The counseling services provided enable students to take full advantage of their college experience while maintaining success within the student success pathways. Counseling provides integrated and comprehensive student support services to assist students in achieving their goals. All Counseling faculty and staff are committed to the students we serve, and many times we serve as the voice for students. Students are our number one priority.

Counselors advise students in planning and achieving their personal, educational and career/vocational goals through:

- Individual counseling appointments, express/walk-in counseling, online counseling
- Orientation
- Student Educational Plans (SEPs)
- Academic probation/dismissal counseling
- Transfer course selections for UC, CSU and private universities
- Certificate and associate degree requirements
- Instruction of guidance courses
- Assessment and interpretation of career inventories
- Referrals to other support services
- Career exploration
- Transcript evaluation and interpretation
- Workshops for Student Success

### How to Schedule an Appointment with a Counselor

New students may make an appointment with a counselor after completing orientation and counseling. Students may call the Counseling Center at (951) 222-8440 for an appointment or may schedule an appointment online at <https://esars.rccd.edu/Riverside/Counseling2/index.html>. If a student is unable to keep an appointment, we ask that the student call and cancel or reschedule 24 hours prior. Counseling hours vary by term. The Counseling Center is located on the second floor of the Dr. Charles A. Kane Student Services and Administration Building.



## Disability Resource Center (DRC)

The Disability Resource Center (DRC) provides appropriate, comprehensive, reliable, and accessible services to students with documented disabilities who request services. DRC staff facilitate and encourage academic achievement, independence, self-advocacy and social inclusion for students with disabilities. RCC provides reasonable accommodations in accordance with the Americans with Disabilities Act, Section 504 and 508 of the Rehabilitation Act, and California's Title V Regulations.

The DRC office is located in the Dr. Charles A. Kane Student Services and Administration Building, Room 130. Services are provided according to individual needs and may include: adaptive computer technology, alternate media, priority registration, counseling, academic counseling, scribes, mobility assistance, test accommodations, interpreters and captionists for the deaf/hard of hearing, and assistive listening devices.

**Disabilities which may qualify students for services are:**

- **brain injuries**
- **developmental**
- **health**
- **hearing**
- **learning**
- **mobility**
- **mental health**
- **visual**
- **temporary**

DRC staff members are trained to assist students with disabilities. The College's administration, faculty and staff are supportive of students who have disabilities. There is a college-wide commitment to ensure accessibility for students with disabilities. For further information regarding services, call (951) 222-8060 (voice); (951) 801-5675 (VP).

### High Tech Center

Adaptive technology and alternative media are available for students to assist them in achieving maximum independence while pursuing their educational goals. If you would like more information about the services provided at the High Tech Center, please contact the DRC office and arrange to meet with a specialist.

### Assessment for Learning Disability

The DRC may provide learning disability assessments to students, as defined by the California Community College LD Eligibility Model. Students who believe they may have an undiagnosed learning disability should contact the DRC office to schedule an appointment with a specialist or counselor to determine if assessment is appropriate.

### Workability III – Department of Rehabilitation

Workability III is a cooperative program between DRC and the State Department of Rehabilitation. The program provides eligible students with educational and career guidance, employment preparation, and offers guidance classes. Participants receive a wide range of benefits and services. If you are interested in participating in this program, please speak with your Department of Rehabilitation counselor or DRC counselor for more information.



## Extended Opportunity Programs & Services (EOPS), and Cooperative Agencies Resources for Education (CARE) and NextUp

Funded by the State of California as a College Pathway Program, EOPS's primary goal is to encourage the enrollment, retention and transfer of students disadvantaged by language, social, economic, and educational circumstances, and to facilitate the successful completion of their goals and objectives in college. CARE and NextUp are supplemental categorical components of EOPS.

### EOPS Eligibility Criteria:

- Identify RCC as their "Home College"
- California resident or AB540 student
- Have completed the FAFSA
- Enrollment in at least 12 units
- Have completed fewer than 70 degree applicable units
- Qualify for the California College Promise Grant, formerly the BOG fee waiver
- Have an educational disadvantage (as determined by RCC placement survey and other factors)

### EOPS Services Include:

#### Academic Counseling

An EOPS counselor is available for EOPS students after the student is accepted into the program. Certificated counselors provide personal, academic, and career counseling.

#### Registration Services

Priority registration is provided for EOPS students for the fall and spring semesters. This service assists students with access to the classes listed on their student educational plans.

#### Book Voucher

A supplemental book voucher is provided to EOPS students who have met the requirements of the EOPS Mutual Responsibility Contract and who are progressing academically. The book voucher amount varies contingent on funding.

**Tutorial Services**

Tutors are ready to help in academic subjects offered at RCC. Sessions are held on campus or virtually on a one-to-one basis.

**Transfer Information & Assistance**

Students receive counseling and advisement that helps to ensure a successful transition to the four-year college or university of their choice.

**Cooperative Agencies Resources for Education (CARE)**

The CARE program is a program for single parent students who are receiving CalWORKs cash-aid or Temporary Aid to Needy Families (TANF).

CARE is committed to helping single parent students break the cycle of poverty and overcome barriers that may prevent them from achieving their academic and personal goals due to educational, financial or language needs. CARE provides assistance and encouragement to eligible Riverside City College students who meet the EOPS CARE eligibility requirements. Every CARE student is an EOPS student who must meet the eligibility criteria for both programs.

**CARE Eligibility Criteria:**

- Qualify as an EOPS student
- Currently a CalWORKs or TANF recipient receiving cash aid
- 18 years of age or older
- Single head of household
- Have at least one child

**CARE services are supplemental to EOPS services and may include:**

- Childcare stipend
- Transportation assistance
- Academic/personal/career counseling
- Workshops
- CARE support networking
- Book services
- Educational supply voucher
- RCC cafeteria vouchers

**NextUp**

NextUp (formerly known as Cooperating Agencies Foster Youth Educational Support Program) is a supplemental, categorical component of EOPS designed to strengthen the capacity to support the college success, health, and well-being of current and former foster youth who are enrolled at RCC. NextUp provides assistance and encouragement to eligible Riverside City College students. Every NextUp student is an EOPS student.

**NextUp Eligibility Criteria:**

- Participate as an EOPS student
- Be under the age of 26 years upon entering the NextUp program
- Be a current, or former, foster youth in California whose dependency was established, or continued, by the court on, or after, the student's 13th birthday

**NextUp services are supplemental to EOPS services and may include:**

- EOPS services
- Book services
- Educational supply assistance
- Food assistance
- Unmet need grants
- Specialized support workshops
- Transportation assistance

If you are interested in applying for EOPS, please stop by the EOPS office in the Dr. Charles A. Kane Student Services and Administration Building, or call (951) 222-8045. The EOPS application is available online through MyPortal/WebAdvisor, listed under Supplemental Applications.

**Services for EOPS, CARE & NextUp are available at:**

Riverside City College  
Dr. Charles A. Kane Student  
Services and Administration Building, 2nd floor  
4800 Magnolia Avenue  
Riverside, CA 92506-1299  
(951) 222-8045

**Faculty Advising**

RCC Counseling faculty are working with faculty from various disciplines who will serve as faculty advisors. Faculty advisors will be available to students to share information about their specified disciplines, guide them through their experience at RCC through goal completion, and provide information regarding programs, career opportunities, and course selection within their disciplines. Students should be referred to Counseling for transfer information, student educational planning, and counseling related services.

**Food Services**

The City Grill offers breakfast, lunch and dinner including baked goods, sandwiches, a variety of beverages, grab and go foods, and coffee from 7am until 5pm, Monday through Thursday, and on Fridays from 7am until 1pm when classes are in session. The Cafeteria is located in the lower Bradshaw Building.

**Vending:**

Vending machines are located throughout the campus offering hot/cold beverages, snacks and sandwiches.

The City Express is currently closed, we are working to reopen soon!

Hours are subject to change.

For more information, please visit our website at <https://www.rcc.edu/life-at-rcc/student-dining.html>

## Foster/Kinship Care Education (FKCE) Program

The Foster and Kinship Care Education program (FKCE) provides the continuing training/education hours that resource families are mandated to receive each year in order to maintain their approval with the County of Riverside. All resource families are strongly encouraged to complete at least eight hours each year. RCC provides a minimum of 150 training hours each year on topics including, but not limited to, child development, attachment, impact of abuse and neglect, special needs children, positive discipline, self-esteem, etc. Classes are open to others who care for children including childcare providers, teachers and social workers, and are provided free of charge. Workshops are held at off-campus locations throughout Riverside County. For more information call (951) 222-8937 or email [fkce@rcc.edu](mailto:fkce@rcc.edu).

## Foster Youth Support Services: The Guardian Scholars Program (GS)

The Guardian Scholars Foster Youth support services program is designed to assist current and former foster youth at RCC ages 18-26 years. Eligible students submit a dependency verification form stating that they were in the foster care system any time after the age of 13. Guardian Scholars can help provide on- and off-campus resources, activities and other support needed to help our foster students navigate through RCC successfully. For more information please contact the program's Foster Youth Specialist at (951) 222-8251.

## STUDENT HIGHLIGHT

### Darcy K. Marquez

**Pathway:** Sociology

**Programs:** EOPS, Guardian Scholars, Upward Bound

**How has being involved on campus helped you at RCC?** By staying involved on campus at RCC I have been exposed to and introduced to opportunities I would have never even imagined I would be able to grasp. Guardian Scholars and the EOPS program has allowed me to utilize all resources offered to prosper in my academics. In my time at RCC I have obtained internships and job opportunities. As a first-generation, former foster youth and young Latinx women I have learned to adapt and overcome adversity as a way of prioritizing my academics. If I were as isolated as I was before I was introduced to such programs, I believe I would not have made it as far in education experience as I have today.

**Long-term Goal:** My long-term goal right now involves me graduating soon and transferring over to a four-year Cal State University. As I continue my academic career as a transfer, I hope to continue gaining internship experience and build my experience in volunteering and lifting my community. As a Sociology major, I am striving towards becoming an Outreach Specialist for marginalized youth or possibly become a high school counselor. My ultimate goal in life is to fulfill the gaps society as inputted between troubled youth and general resources.



## Gateway College and Career Academy

Gateway College and Career Academy (GCCA) is an accredited public high school located on RCC's campus where students can earn a high school diploma and college credits at the same time. Gateway is open to any high school aged student up to the age of 21 years of age (based on continuous enrollment guidelines) who are not on track to graduate with their current class, behind on credits, who have stopped attending school, or simply ready for an alternative option to their traditional school setting.

Students can gain a high school diploma and achieve success within RCC's supportive college community. Gateway students learn within a smaller community of peers under the guidance of a caring team of counselors, teachers, and support staff. The school provides significant personal, academic, and career counseling that builds self-efficacy and empowers students to excel in their educational endeavors. Gateway students learn how to succeed in a college environment by having access to flexible schedules, many courses, support programs, services, and events offered by Gateway and RCC. Best of all, college courses and materials are FREE to all Gateway students.

The Gateway experience creates an environment that empowers students to focus their studies on an individualized pathway that aligns high school completion requirements with successful completion of college degree or certificate requirements at RCC. Gateway provides students with the opportunity to get a head start on their college goals while still completing their high school diploma.

For more information, please call the Gateway College and Career Academy main line at (951) 222-8934, Engagement Coordinator at (951) 946-8864, or visit our website at [riversidegccca.org](http://riversidegccca.org).

## Guided Pathways Framework

The Guided Pathways framework is a highly structured approach to student success that: 1) provides all students with a set of clear course-taking patterns that promotes better enrollment decisions and prepares students for future success; and 2) integrates support services in ways that make it easier for students to get the help they need during every step of their community college experience. Guided Pathways is designed to provide students with the most direct route to degree completion, greatly increasing a student's chance of graduating or transferring in two years, and to connect college to careers.

### Instructional Pathways



Instructional Pathways were developed by RCC faculty and counselors to group programs of study into related career areas of interest. At the point of college application, students will choose an Instructional Pathway based upon career interest, major, skills, knowledge and goals. RCC programs of study have been restructured into eight Instructional Pathways.



Integrated academic support for Instructional Pathways is provided within the Engagement Centers.

### Trailheads

Trailheads are designed to help students navigate through their first 15 units at RCC within their chosen Instructional Pathway. The Trailhead courses will allow students to explore their major and career choices within their anticipated program of study while remaining on path for timely completion.

Students who have identified a specific program of study should use a Program Map to guide their course taking sequence.

### Program Maps

Riverside City College faculty and counselors have collaborated to create program maps that describe an ideal course-taking pattern and co-curricular milestones for timely degree and certificate completion. Current program maps can be found on the College website. Students are encouraged to meet with a Riverside City College counselor to review their options for transfer and to develop an individualized educational plan that best meets their goals and needs.

## Honors Program

The Honors Program offers an enriched academic experience for motivated students aiming to transfer to a four-year institution. Honors classes are limited to 20 students and taught seminar style. Students read challenging texts, write original arguments, participate actively in class, and often present their research at statewide conferences. The classrooms are active and dynamic, and faculty offer one-on-one mentoring. Honors students also become part of a close-knit community, going on field trips, taking many of the same classes, and often transferring together to the school of their choice.

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

- 3.2 GPA in nine transferable units OR faculty/counselor recommendation
- Completed Honors Program application
- Students will need to complete an Honors Program orientation before or during their first semester in the program.

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

- 3.2 GPA OR faculty/counselor recommendation
- Completed RCCD application
- Completed Honors Program application
- Students will need to complete an Honors Program orientation before or during their first semester in the program.

### Benefits:

- Transfer agreements, including the UCLA TAP agreement
- Smaller classes: Honors classes have a maximum of 20 students and are taught seminar style, emphasizing active student participation
- Help in the transfer process: workshops, one-on-one mentoring, help from Honors coordinators and faculty in preparing applications for university admissions and scholarships

- Field trips: cultural activities, college visits, and other enrichment activities
- Leadership opportunities: students may serve as a class advocate, a student representative on the Honors Advisory Council, an elected officer in the Honors Community Club, or as a volunteer in outreach activities
- Honors Study Center in QD 207: place for gathering; allows for informal study groups, personalized interaction with Honors professors, access to transfer advice and research materials, and a general sense of belonging to a cohort of similarly-interested students
- Conference presentations, scholarships, and essay contests.

For more information:

Website: <https://www.rcc.edu/academics/honors/index.html>

Instagram: RCCHPC

Video: [https://www.youtube.com/watch?v=tfL8SS6\\_fZs](https://www.youtube.com/watch?v=tfL8SS6_fZs)

Email: [diana.pell@rcc.edu](mailto:diana.pell@rcc.edu) or [michael.love@rcc.edu](mailto:michael.love@rcc.edu)

## La Casa

La Casa Program and the Latina/o Student Engagement Center have been established to support Latinx, Chicanx, Hispanic, and Indigenous student success at Riverside City College.

The purpose of La Casa is to increase student retention, course, degree, and certificate completion, and transfer rates. The program targets underserved equity groups and provides them with academic, instructional, self-affirming, and direct support so students remain engaged in campus life, become culturally empowered, and successfully complete their educational goals.

La Casa Program offers academic services including counseling, educational advising, printing, textbook support, access to technology, and student peer mentoring.

The center helps students build community and connect to other campus resources and activities. It also provides students the opportunity to participate in culturally relevant events, professional development workshops, volunteer work, and motivational speaking engagements.

Engagement Center Location: Bradshaw Student Center, Room 202  
For more information, please call (951) 222-8168

## Library

The Library provides students access to library collections, research instruction, study/lounge spaces, food and beverage vending machines, computers, copiers, scanners, and printers.

Library website: <http://library.rcc.edu>

Reference Desk: (951) 222-8652

Text a Librarian (140 characters max.): (951) 338-5365

Check Out Desk : (951) 222- 8651

Current Library hours are posted on the library website. Library collections support student learning with books, textbooks, videos, study aides, as well as academic journals, magazines, and newspapers both in print and online via the library website. Students may also

borrow laptops and hotspots from the Library. Librarians provide research assistance and instructions to students and other library users in-person, or by phone, chat, text, and workshops.

## Math Learning Center

The Math Learning Center's goal is to ensure each student receives the help they need in order for them to succeed. We provide a clean and engaging learning environment for students to study in groups or alone. We offer computer access for students enrolled in math classes that require computers, textbook checkouts, and tutors for all math classes offered at RCC. Services are offered for all three colleges.

We are located in the Riverside City College Martin Luther King Building, 3<sup>rd</sup> Floor Room 307

Monday - Thursday 9 am to 5 pm and Friday 9 am to 2 pm

You may stop by or call (951) 222-8000 Ext. 4100 or (951) 222-8552.

## Parking

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

You can purchase a semester parking permit on WebAdvisor. Semester permits are virtual permits and only valid in white lined student/visitor spaces. Cost of permits, violations, lot locations, and designations are available through the RCCD Safety and Police website <https://www.rccd.edu/police/parking/Pages/index.aspx>. Parking Services can be reached at RCC (951) 222-8520.

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

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

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

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

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

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

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

## RCC Promise Program

The Promise Program helps current-year high school graduates and first-time nontraditional college students remove barriers to pursuing an education and career goals by making it affordable.

The program covers two years of tuition and supports students seeking a certificate of completion or the requirements needed to earn an associate degree or transfer. Additionally, the Promise Program provides additional support with textbook vouchers, counseling, and mentoring. Students must be enrolled as a full-time student to participate in the Promise Program.

### Program Eligibility

You are eligible if:

- You are a 2023 new college student
- You have completed the 2023-2024 Financial Aid (FAFSA) or Dream Act Application
- You have submitted an RCC Admissions Application for Fall 23
- You selected Riverside as your home campus
- You are a California resident or eligible by AB 540/Dream Act status
- You are determined to finish your associate degree and/or transfer to a university in two years
- You are committed to attending college full time

Benefits of being a Promise Student:

- FREE tuition and fees
- \$250 in book support each semester (fall and spring)
- Priority registration
- Access to counselors to assist your educational path
- Access to educational advisors
- Peer mentors
- Faculty advising
- Academic support
- Co-curricular activities that contribute to academic success

For questions, send an email to [the.promise@rcc.edu](mailto:the.promise@rcc.edu), call (951) 328-3820, or visit the information desk in the RCC Martin Luther King Building.

Also, visit the Promise program website at <https://www.rcc.edu/become-a-student/promise-program.html>

## Puente Program

The RCC Puente program is a rigorous academic and community leadership program to help students transfer to four-year colleges and universities. The program meets this goal through a two-semester English composition class emphasizing Chicano/Latino literature, two-semester guidance classes, counseling, and mentoring by professional community members. Students remain with the same instructor, counselor and mentor for the academic year. The program is offered at the three colleges. Puente is open to all students.

To participate a student must be:

- Eligible for English 1A in the fall semester
- Willing to enroll in concurrent Guidance courses
- Interested in transferring to a four-year college or university
- Interested in exploring Chicano/Latino authors and issues
- Willing to participate in Puente Club for leadership opportunities

**For further information contact:**

RCC Counseling Center (951) 222-8440

Email: [RCC\\_Puente@rcc.edu](mailto:RCC_Puente@rcc.edu)

### STUDENT HIGHLIGHT

#### Michael D. Ruby III

**Pathway:** Psychology

**Programs:** Puente Project, La Casa Engagement Center

#### How has being involved on campus helped you at Riverside City College?

Being involved on campus has allowed me to reconnect with my culture academically and socially. For example, being a part of Puente has allowed me to step out into my community and advocate for academic and personal change. These programs have also allowed me to reconnect with various organizations, assembly leaders, and professionals. Therefore, being involved these programs have allowed me to navigate my way through the community college system.

**Long-term Goal:** Some of my long-term goals include becoming a psychologist specializing in eating disorders and educating my community on the importance of this social issue. Going forward, I plan on also being involved with organizations that give back to the community which has served me. For example, some organizations I'm passionate about are de-stigmatizing community colleges and providing health and economic resources to the Latinx community here in Riverside.



## Riverside Community College District Foundation

The RCCD Foundation is a nonprofit 501(c)(3) organization founded in 1975 to raise and manage private donations that benefit RCCD and its colleges, students, and programs. This goal is accomplished by building partnerships with alumni, friends and the business community

to explore philanthropic opportunities and inspire giving. The Foundation is professionally managed by staff who are experts in the field of philanthropy and is overseen by a committed volunteer Board of Directors. Foundation activities are primarily focused on supporting the strategic priority initiatives as defined by the Chancellor and college presidents. The Foundation also provides guidance, consultation and oversight of all fundraising activities district-wide.

**Mission Statement.** The Riverside Community College District Foundation enhances the intellectual, cultural and educational needs of District and college students, faculty, staff and our communities. We pursue resource development and philanthropic activities in support of continued excellence and improved access. As stewards, we collaborate with business and community stakeholders to fuel the region's workforce development, innovation, and economic growth.

**Scholarships.** Scholarships have long been at the heart of the RCCD Foundation's fundraising efforts. Each year, thanks to the generosity of donors, the Foundation provides nearly \$500,000 in scholarship support to the hard working students of Moreno Valley, Norco, and Riverside City colleges. Donors who wish to support the scholarship mission of the Foundation have a variety of options, including contributing to an existing scholarship or establishing a new scholarship. More information about scholarship options can be found on the Foundation website, [www.rccd.edu/foundation](http://www.rccd.edu/foundation), or by contacting the Foundation office at (951) 222-8626.

**Century Circle.** Century Circle is an annual giving program managed by the RCCD Foundation. Its purpose is to provide funding for special projects identified by the RCCD Foundation Board of Directors in alignment with the priorities of the Chancellor and the leadership of Moreno Valley, Norco, and Riverside City colleges. Donors who contribute at least \$1,000 per year to the Century Circle fund play an integral role in the RCCD Foundation's endeavor to help the District and colleges respond to their most pressing needs. Donors to the Century Circle fund receive unique opportunities to learn about the impacts of their contributions throughout the academic year. The RCCD Foundation Board of Directors distributes Century Circle funds through a process that ensures alignment with identified priority areas of the Chancellor and college presidents. Department heads, college presidents, the Chancellor or any member of the RCCD Foundation Board of Directors may initiate requests for Century Circle funds. Information about Century Circle can be found on the RCCD Foundation website, [www.rccd.edu/foundation](http://www.rccd.edu/foundation), or by contacting the Foundation office at (951) 222-8626.

**Heritage Circle.** Heritage Circle is a recognition program that honors visionary individuals who, by naming the RCCD Foundation in their estate plans or through other planned gift arrangements, contribute to the long-term success of the students, faculty and programs at Moreno Valley, Norco and Riverside City colleges. Generous donors who join the Heritage Circle belong to an exclusive group of individuals who care deeply about the future of the Riverside Community College District. The RCCD Foundation invites donors to partner with us by becoming a Heritage Circle member to help the RCCD colleges continue to meet the educational and workforce needs of our region for many years to come. In appreciation for their generosity, Heritage Circle members receive unique opportunities for recognition and participation, including special invitations throughout the year from the Chancellor and college presidents. More information about Heritage Circle and planned giving through the RCCD Foundation can be obtained by contacting the Foundation office at (951) 222-8626.

## Safety and Police

RCCD Safety and Police Department provides 24/7/365 public safety services to students, faculty, staff and visitors. For example, RCCD Police officers engage in routine patrols of the colleges and facilities, respond to emergency and non-emergency requests for services, enforce traffic laws, and investigate crimes. Community Service Coordinators (CSC) and Community Service Aides (CSA) assist in college patrols and parking issues, enforce parking regulations, and deliver additional services such as battery jumps, vehicle unlocks and building security. Safety escorts are also available to walk you safely to your car or any location on RCCD properties. Call (951) 222-8171 to arrange for an escort to meet you at your location.

Additionally, Lost and Found items will be located at any of our three stations located at all three colleges. Lost and Found can be reached at RCC (951) 328-3548.

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

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

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

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

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

### Secure RCCD

Secure RCCD uses notification and reporting services from Rave Guardian in order to deliver emergency notification messages from the District and/or the colleges via telephone, email, and/or text messaging. Emergency notifications will deliver important information regarding emergencies at District sites. Secure RCCD includes a **free** mobile phone application: Guardian. The application will enhance campus safety and security measures for students and employees.

**RCCD Alert** is the District's emergency notification system. It will quickly deliver emergency notifications and important announcements to your phone via text messages, email, and/or recorded voice messages.

Download **Guardian**, a free mobile phone application, which turns your phone into an extra safety tool.



- **Set a Safety Timer:** Allows selected friends and family to monitor your location and be notified of your intended arrival.

- **Manage and Message Your Guardians:** Invite family and friends to be your guardian, and communicate with them through the application.

- **Create a Smart911 Safety Profile:** User-created safety profiles contain information regarding residence (home and school), medical conditions and other key information. When a student requires assistance, your safety profile will be displayed to RCCD Police or Smart911 - enabled 9-1-1 centers nationwide.

To sign up for **Secure RCCD** and download the Guardian application, visit: [www.rccd.edu](http://www.rccd.edu). Under 'Links' on the right hand side, click Rave Guardian.

**In order to receive emergency notifications, students should regularly check their contact information.**

## School of Education & Teacher Preparation

The RCC School of Education offers a broad range of lower division college courses for students interested in pursuing a variety of careers in K-12 education and/or early childhood programs serving children and families. We are interested in identifying, recruiting, preparing and transferring an ethnically diverse, highly skilled population of future teachers and other early childhood professionals. Teacher preparation is one ambitious area of focus where we aspire to change the way the clinical education of teachers is pursued in our country. We aim to do this by introducing hands-on curriculum into the freshman and sophomore college experience and pursuing it actively throughout the teacher preparation process. We offer an accredited, high quality educational facility with students learning about and observing children ages six weeks through five years of age. Opportunities are also available for students to complete fieldwork in elementary school and special education classrooms. We believe that our model, integrated collegiate study of content, and pedagogy early in one's career will not only help alleviate a shortage of teachers, but also improve the quality of child development and teacher education services in our communities.

Opportunities include:

- Careers and baccalaureate transfer pathways in Teacher Preparation
- Careers and baccalaureate transfer pathways in Early Childhood Education
- Associate's degree in Elementary Education
- Associate's degree in Education, Human Development and Special Needs
- Associate's degree in Child and Adolescent Development
- Associate's degree in Early Childhood Education (ECE)
- Associate's degree in Early Intervention
- Six-unit certificate in ECE to be an Assistant Teacher in a Children's Center
- 12-unit Certificate in Infant/Toddler Specialization and/

- or ECE
- 31-unit Certificate in Early Childhood Intervention and/or ECE
- Coursework applicable toward the California State Child Development Permit at the Assistant Teacher, Associate Teacher, Teacher Master Teacher, and Site Supervisor levels

Information about Teacher Preparation or Early Childhood Education is on the following website:

Early Childhood Education:  
<https://www.rcc.edu/pathways/education-teacher-preparation/>

## Spanish Speaking Personnel

### Spanish Line - (951) 222-8107

**Admissions & Records** (*Departamento de Registro y Matriculacion*)  
 Rosa Vargas ..... (951) 222-8605  
 Lourdes Davis ..... (951) 222-8711  
 Francisco Medina ..... (951) 222-8000 ext. 4180

**Administrative Support Center** (*Centro de Apoyo Administrativo*)  
 Juan Lopez ..... (951) 222-8796

**Counseling Center** (*Oficina de los Consejeros*)  
 Claudia Castro ..... (951) 328-3691  
 Lupe Delgadillo ..... (951) 222-8439  
 Maria M. Maness ..... (951) 222-8721  
 Jazmin Paz ..... (951) 328-3750  
 Sal Soto ..... (951) 222-8496  
 Jackie Urena ..... (951) 222-8366

**Disability Resource Center** (*Servicios de Estudiantes con Discapacidades*)  
 David Dileo ..... (951) 328-3681

**CTE Engagement Center**  
 Lorena Franco ..... (951) 222-8624  
 Lily Martinez ..... (951) 222-8812

**Rubidoux Annex**  
 Maggie Martinez ..... (951) 328-3883

**Safety & Police/Parking** (*Departamento de Policia y Seguridad/ Estacionamiento*)  
 Sylvia Valentines ..... (951) 328-3547

**Student Financial Services**  
 Elva Garcia ..... (951) 222-8230  
 Maria de Jesus Gallegos ..... (951) 222-8741  
 Lucy Valenzuela ..... (951) 222-8733

**Veterans Resource Center**  
 Santos Martinez ..... (951) 222-8602

**Welcome Center & Outreach**  
 Jessica Contreras ..... (951) 328-3718  
 Constantino Gonzalez ..... (951) 222-8000 ext 4108  
 Vanessa Zamudio ..... (951) 328-3812

**Workforce Preparation** (*Departamento de Capacitacion de Empleo*)  
 Miguel Contreras ..... (951) 222-8089

## Student Financial Services

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

### Applying for financial aid

The application used in applying for financial assistance is the Free Application for Federal Student Aid (FAFSA). The FAFSA application is available online at [www.studentaid.gov](http://www.studentaid.gov). Students who are not eligible for the FAFSA application and meet the AB 540 residency requirements may complete the California Dream Application online at <http://dream.csac.ca.gov>. There are workshops available to assist students with completion of the FAFSA/Dream Application. For workshop times and dates, please view the SFS website at <https://www.rcc.edu/become-a-student/how-to-pay-for-school/financial-aid.html>, under workshops. Make sure to list the correct school code on the FAFSA/Dream application.



College	FAFSA School Code	Dream School Code
Riverside City College	#001270	#00127000
Moreno Valley College	#041735	#04173500
Norco College	#041761	#04176100

The FAFSA/Dream application is available October 1 each year. Complete the application each year to meet the California state grant application deadline. Community college deadline is September 2nd. UC, CSU and private college deadline is March 2nd.

When completing the FAFSA application, the FSA ID is used to electronically sign the online FAFSA. Dependent students will have a parent apply for their own FSA ID number. Parents will need to sign the FAFSA until the student is 24 years of age or no longer considered a dependent student. Dream applicants can apply for a PIN number to sign the application through the Dream Application website.

Once the application is completed the results will be sent to RCC. Students must have an RCC Admissions application on file in order for the application to be received. All students are issued a RCCD email account. Directions to activate and access the email account are online at [www.rcc.edu](http://www.rcc.edu), under the Become a Student webpage. An email is sent to the student email account outlining financial aid steps. Required actions must be completed online at <https://rcc.studentforms.com> Use your MyPortal log in to access your financial aid actions. All actions are submitted online through this portal.

Dependent students who cannot provide parents' information on the application must first complete the application and submit it online, then after completing the application, visit the SFS office regarding a Petition for Independent Status (Dependency Override).

Financial aid disbursements are issued from a third party agent. All students who complete their financial aid file with RCC will receive information from the disbursing company on the disbursement options available. Students may choose direct deposit into their personal account, a debit card or paper check. All students eligible for financial aid must make a choice in order to avoid delay.

The FAFSA will determine eligibility for federal and state waivers, grants and loans. The Dream application will determine eligibility for the California College Promise Grant.

- **The California College Promise Grant (CCPG)**, is a state program which waives enrollment fees for qualifying CA resident students and eligible AB 540 non-resident waiver students. If eligible, the CCPG will waive enrollment fees. During the fall and spring semesters, the parking fee will be reduced to \$30 per semester. The CCPG does not pay for books or other educational supplies, the student services, health or transportation fees or additional class fees (such as art and CPR fees as listed in the schedule of classes). California residents complete the Free Application for Federal Student Aid (FAFSA) online at [www.studentaid.gov](http://www.studentaid.gov) and list school code #001270, and you will be automatically awarded the CCPG if eligible. AB 540 students complete the California Dream Application online at <https://dream.csac.ca.gov>, list school code #00127000 and you will be automatically awarded the CCPG if eligible. An email is sent to the RCCD student email account when the CCPG eligibility is available on MyPortal/WebAdvisor under the financial aid award letter. No separate application is required.

Students on academic dismissal will not be eligible for the CCPG. Loss of CCPG appeals are available in the Student Financial Services offices.

- Non-resident students may be eligible to apply for a non-resident tuition deferment if eligible for financial aid. This deferment is to assist students in securing enrollment while waiting for student grants and/or student loans to credit their Admissions & Records account balance. Non-Resident Tuition Deferment Forms must be submitted each semester and/or 30 days within disbursement of Stafford Direct Loan funds. For more information, view the "information for non-resident" chapter in our consumer guide online at <https://www.rcc.edu/become-a-student/how-to-pay-for-school/financial-aid.html>.
- **Federal Pell Grant** is awarded to eligible undergraduate students to assist in paying for educational expenses and is awarded based on financial need. Unlike loans, Pell Grants do not have to be repaid (unless students withdraw from courses and owe a refund or do not successfully pass courses). The information provided on the Free Application for Federal Student Aid (FAFSA) is used to produce an Expected Family Contribution (EFC). This EFC number will determine eligibility for the Pell Grant and for how much. The number of units enrolled in and college satisfactory Academic Progress also determine eligibility. Once all application procedures are completed with the SFS office, Pell Grant eligibility will be determined. The award letter on My Portal/Web Advisor will list how much financial aid has been awarded, including the Pell Grant. All award letters are based on full-time enrollment and disbursements are adjusted based on units. Students may not receive Pell Grant funds from more than one school for the same period of enrollment. Students have a "Lifetime Eligibility Usage" (LEU) limit on receiving the Pell Grant. Students are eligible to receive the Pell Grant for 12 full-time semesters. Each full-time semester counts at 50%, with a lifetime limit of 600%. For more information on your individual LEU percentage, log into your financial aid history at [www.nsls.ed.gov](http://www.nsls.ed.gov).
- **Federal Supplemental Educational Opportunity Grant (FSEOG)** (up to \$1,000 for the academic year at RCC and is subject to change) is awarded first to students with exceptional financial need and have the lowest expected family contribution (EFC) granted on the FAFSA. Like the Pell Grant, FSEOG is a cash award that does not require repayment as long as students remain in courses and complete them successfully. Due to limited funding, priority is given to students who apply for the FAFSA by priority deadlines and qualify for the maximum Pell Grant award. This grant is limited and is awarded until funds are exhausted.
- **Cal Grants** are awarded by the California Student Aid Commission (CSAC) to California residents or eligible AB 540 Dream applicants who graduated from a California high school and will be attending a qualifying institution at least half time (6 or more units). The deadline to apply for these grants is September 2nd for student attending a California Community College. March 2nd for students attending a UC, CSU or private college. To apply for the Cal Grant awards, complete the FAFSA or Dream application and have a GPA verified by the above deadlines. The student's financial aid file must be completed, an eligible academic program (major) on file with the Admissions & Records office, and Satisfactory Academic Progress (SAP) standard must be met

to qualify.

Disbursement is contingent upon eligibility and funding. Cal Grant eligibility can be found online at <https://webgrants.csac.ca.gov>.

- **CHAFEE Grant Program** provides grants of up to \$5,000 to eligible foster youth. An Independent Living Coordinator with the Department of Public Social Services determines whether or not a student is an eligible foster youth. Students must be enrolled in college or vocational school at least half time (6 units) during the fall and/or spring semester and must meet Chafee program Satisfactory Academic Progress (SAP) before the CHAFEE grant can be disbursed. The FAFSA application is required for RCC to verify eligibility for this grant.

Disbursement is contingent upon eligibility and funding. An application for this grant can be completed at [www.chafee.csac.ca.gov](http://www.chafee.csac.ca.gov). This grant will be renewed automatically by CSAC as long as the student meets specific criteria. Each CHAFEE grant disbursement is released by CSAC during the fall and/or spring semester at which time the SFS office reviews the student's eligibility prior to the disbursement being released to the student. All disbursement(s) for CHAFEE grants must be picked up in person with a valid picture ID at your home college (this is subject to change).

- **Federal Work Study** (earn up to \$5,000 per academic year). The FWS program offers students the opportunity to earn additional funding through part-time employment. It also allows students to gain work experience and pay for a portion of their educational expenses. All positions require that students maintain half-time enrollment (3 units for summer and winter, 6 units for fall and spring) and a minimum 2.0 CGPA (exceptions may be made on a case-by-case basis). To apply for Federal Work Study, students must complete the FAFSA application online at [www.studentaid.gov](http://www.studentaid.gov) and list the RCC school code #001270. To apply for a FWS position, students must have a completed financial aid file. To view available jobs or for more information on FWS, please view the Student Financial Services website at <https://www.rcc.edu/become-a-student/how-to-pay-for-school/financial-aid.html> for the link to student employment job listings. Students not qualifying for financial aid may apply for Institutional district work study found at the same link.
- **Learning-Aligned Employment Program** is an internship program funded through the state of California that offers eligible students attending Riverside City College the opportunity to earn money to assist in paying for college expenses while gaining valuable education-aligned, career-related employment related to the student's program of study, career goals or assists in career exploration. The program matches students with employers on or off-campus that are capable of offering full-time employment opportunities after graduation within their areas of study.

Eligible students are from an underrepresented background and meet all the following criteria:

- At least half-time enrollment (Summer/Winter minimum 3 units, Fall/Spring minimum 6 units)
- California resident classification • Satisfactory academic progress

in a program leading to a degree or certificate

- Completing the FAFSA or CA Dream application and demonstrating financial need
- Eligibility to work in the United States

Priority will be given to eligible students who are first-generation college students, current/former foster youth, homeless, or at risk of being homeless. Further priority will be given to eligible students majoring in a science, technology, engineering, or mathematics (STEM) discipline.

- **Federal Direct Loan Program** - Riverside City College (RCC) participates in the Federal Direct Loan Program. At RCC it is our plan to help our students reach their educational goal with the least amount of student loan debt as possible. **RCC does not recommend borrowing more than \$10,000 at the community college level (this amount includes all loans from any other institutions attended). Students can view a complete loan history at National Student Loan Data System <https://www.nsls.ed.gov>. A Department of Education FAFSA FSA ID number is required to access this website.**
- Students must meet the SFS Satisfactory Academic Progress (SAP) standard and must be enrolled at least half time (6 units) in courses listed on their Student Educational Plan. Students must have a completed financial aid file at RCC and be notified of their eligibility for any grant aid, Federal Work Study or scholarships before applying for a loan. Students may pick up a loan packet and submit your "Direct Loan Request Form" to the RCC Student Financial Services office.
- Students must also have a current Student Educational Plan (SEP) on file with RCC which corresponds with the student's academic program declared in Admissions & Records as well as the courses that they are currently enrolled in.
- Students will receive notification by email within two weeks after the deadline date they submitted the "Direct Loan Request Form" regarding the status of their loan request. Prior to disbursement, your eligibility to receive your Direct Loan will be reviewed (enrollment status and Satisfactory Academic Progress). Disbursement dates can be located in your Loan Information Guide received at the time of application.
- Please refer to our consumer guide online at <https://www.rcc.edu/become-a-student/how-to-pay-for-school/financial-aid.html> for a full list of requirements for applying for a student loan at RCC.
- Students should learn and consider carefully their responsibility in securing a federal student loan. RCC also reserves the right to deny loans to students on a case-by-case basis. Students will be notified by mail if their loan request has been denied.

## Scholarships

Riverside Community College District offers scholarships through its Foundation office and generous donors. These scholarships are based on a variety of majors, career goals, GPA, community service, and club involvement:

- **RCCD Scholarships** for continuing and transferring students are available every fall semester with a deadline in early January. Information and instructions on how to apply is available on our website early in the fall semester at <https://www.rcc.edu/become-a-student/how-to-pay-for-school/financial-aid.html>. Scholarship information workshops are held at RCC prior to the scholarship deadline to assist students in the scholarship application process and are also available on our website.

Applicants chosen for RCCD scholarships are notified by May of each year. The scholarship funds for students continuing at RCC are disbursed during the following fall and spring semesters, upon verification of eligibility, based on the disbursement method selected. The scholarship funds for students transferring to a university are disbursed to the transfer institution during the next fall semester. Transfer students must return the Transfer Notification form with the transfer institution information.

- **RCCD Scholarships for High School Seniors** are available beginning in January of each year with a deadline in early March. These scholarships are awarded to high school seniors who will be attending RCC during the academic year after they graduate from high school. Information is available at <https://www.rcc.edu/become-a-student/how-to-pay-for-school/financial-aid.html> in January and February of each year and also at each high school within the RCC District.

### Responsibilities and Requirements

Riverside City College must follow federal, state and institutional regulations in administering financial assistance programs. Students must adhere to all federal, state and institutional guidelines when applying for and receiving financial assistance. If students do not follow the requirements, eligibility may be rescinded. Please review the following guidelines:

- **Ability to Benefit**

Beginning in 2012 -13, students must have met one of the following requirements to be eligible to receive financial assistance:

- High school diploma
- GED certificate
- Completed an approved Home School program
- Passed the California High School Proficiency Exam
- Were enrolled in an eligible program of study prior to July 1, 2012 and either passed the ability to benefit test or met ability to benefit unit requirements. For more information on Ability to Benefit, please review that section in our consumer guide online at <https://www.rcc.edu/become-a-student/how-to-pay-for-school/financial-aid.html>

- **Student Educational Plan**

You must enroll in and successfully complete courses according to your Student Educational Plan (SEP). To develop your SEP you should meet with an academic counselor. Appointments can be made at the Counseling Center or via phone at (951) 222-8440.

- **Return of Title IV Funds**

Students who drop or fail to successfully complete courses may need to REPAY a portion of financial assistance received. (See our

consumer guide for more information regarding Return of Title IV Funds.) Students cannot receive financial assistance at two institutions at the same time (with the exception of the California College Promise Grant [CCPG], formerly the BOGW). All students must determine their home college within the RCC District in order to receive financial assistance. All units taken within the RCC District (Moreno Valley College, Norco College, Riverside City College) will be paid for by the home college, if eligible.

- **Satisfactory Academic Progress**

All students must meet the SFS Satisfactory Academic Progress (SAP) standard to maintain financial aid eligibility. If the SAP standard is not met, the student will become ineligible for most types of financial assistance. If determined ineligible for financial aid due to SAP, students may appeal through the SFS appeal process. For additional information regarding our SAP standard and the related components, please review the Satisfactory Academic Progress chapter in our consumer guide at <https://www.rcc.edu/become-a-student/how-to-pay-for-school/financial-aid.html>.

- **Contact Information**

Be sure to keep mailing address, phone number, and email address current. This ensures information regarding financial aid is received in a timely manner. This information can be updated via MyPortal/ WebAdvisor or in person at the Admissions & Records office on any college. Visit your RCCD email regularly, as all updates and communications are sent to the RCCD email account.

- **Social Security Number**

Be sure that the Social Security number on file with RCC is provided and correct as it is not required on the Admissions application but is needed for ALL financial aid applicants. We cannot process most types of financial assistance without the Social Security number on file.

- **Disbursement and Deadline Information**

Deadlines for submitting all financial aid tasks are located on our disbursement schedule. Disbursement of financial assistance occurs after the student has completed the application, completed all financial aid tasks and enrolled accordingly. For dates of deadlines and disbursements, please view our consumer guide on our website at [www.rcc.edu/services/studentfinancialservices](http://www.rcc.edu/services/studentfinancialservices) or pick up a disbursement schedule at the RCC financial aid counter.

- **Veterans**

Applying for financial assistance through the FAFSA application does not affect GI Bill benefits. All Veterans should apply for financial assistance by completing the FAFSA application online at [www.studentaid.gov](http://www.studentaid.gov).

If you have any questions, please contact us by email at [studentfinancialservices@rcc.edu](mailto:studentfinancialservices@rcc.edu).

Riverside City College  
Student Financial Services Office  
“Helping to Build Dreams”



## Student Health & Psychological Services

The Health & Psychological Services staff is committed to helping students achieve and maintain optimum physical, mental and emotional health, so you can be successful in college and in life. Professionals include registered nurses, physicians, and licensed mental health staff as well as interns. Services include:

- Consultation for health concerns; a caring licensed nurse is available for drop in.
- Evaluations and treatment of injuries and short-term illnesses.
- In-office lab tests, immunizations, tuberculin skin tests, and physical exams.
- Birth control for males and females; family pact available.
- Low-cost prescription medications as needed and free over-the-counter meds.
- Personal counseling for depression, anxiety, stress, low self-esteem or addiction.
- Emergency care for injuries on campus; student accident insurance available.
- Students who need access to outside medical care. Consult with our nursing staff; they can help you enroll in health insurance through the Affordable Care Act or Medi-Cal plus.

Medical records and discussions with Student Health & Psychological Services staff are kept confidential. Your records will not be released without your written consent unless required by law.

**We are located in the Bradshaw building, below the Bookstore.**

**SHPS Hours:** Monday-Friday 8 am to 5 pm

**Appointments:** Call (951) 222-8151

Appointments with a physician may be made in person or by telephone.

**Walk-ins are seen as time permits.**

**Eligibility:** Health & psychological services are available to currently enrolled full- and part-time RCCD students.

**College injuries should be reported to Health Services as soon as possible.**

**For emergencies, call RCCPD (Safety & Police), 9-1-1.**

## Study Abroad Program

The mission of the Study Abroad Program (SAP) is to provide RCCD students with opportunities for study and service learning, and travel abroad. Through faculty-led semester study abroad, faculty-led short-term course abroad, and travel tours, RCCD SAP offers wide varieties of programs and destinations aimed at promoting student's personal growth, expanding individual's horizon, cultivating global citizenship, intercultural understanding, and preparing students for possible international career opportunities while earning credits toward fulfilling your educational plan. Study Abroad Program is your gateway to international travel. Make it happen! The SAP office is located in the RCC Digital Library, 3rd floor, room 313. It can be reached at [study.abroad@rccd.edu](mailto:study.abroad@rccd.edu) or (951) 222-8385. For current program offerings, check [www.rccd.edu/services/studyabroad](http://www.rccd.edu/services/studyabroad).

## TRIO Student Support Services Program

The Riverside City College SSS program is a federally funded TRIO program designed to provide supportive services to disadvantaged college students to enhance their potential. The program provides opportunities for academic development, assists students with basic college requirements, and motivates students towards successfully completing their college education.

The SSS program aims to assist students in completing their education through retention strategies and graduation/transfer assistance.

### SSS Services

- Tutoring
- Early registration
- Academic counseling
- Financial literacy education
- Financial aid assistance
- Transfer information and assistance
- Mentoring
- College tours
- Cultural field trips
- Student success workshops
- Personality and career exploration

### SSS Eligibility

Students must qualify in one of the following areas:

- 1st generation
- Low income
- Students with disabilities
- Veterans

And students must demonstrate:

- Academic need
- US citizen or permanent resident status
- \*the Regular SSS currently admits undocumented students

*Priority Given to first-year students*

### SSS Projects

#### Promoting Student Success

Riverside City College is currently funded for three SSS projects: Regular, Disabled and Veterans. The SSS projects work in collaboration with each other to provide academic support services to a wide range of educationally disadvantaged students. Support services are tailored to the specific needs of each of the target populations, while also providing opportunities for SSS students to participate in programming/services across all three projects.

#### Regular

This classic SSS project provides services to first-generation and low-income students who are in need of academic support services to graduate and/or transfer. Priority is given to first-year students who are interested in transferring.

## RISE

The **Realizing Individual Success through Education** project provides academic support services to students receiving accommodations (or eligible for accommodations) through the RCC Disability Resource Center. Support services are geared towards students who are pursuing a degree and/or transfer. This project operates in collaboration with the Disability Resource Center.

## STAR

The **Success Through Achievement and Retention** project provides academic support services and leadership development to RCC Veterans to decrease student time to graduation and transfer. This project operates in collaboration with the Veterans Resource Center and various community agencies.

**Contact Information**

Office: Dr. Charles A. Kane

Student Services and Administration Building, 2nd floor

Monday, Wednesday, Thursday and Friday 8 am - 5 pm,

Tuesday 8 am - 6 pm (closed major holidays)

Phone: (951) 222-8312

Fax: (951) 328-3514

sss@rcc.edu

<https://www.rcc.edu/student-support/student-support/trio.html>

The Riverside City College TRIO Student Support Services programs are annually funded by the US Department of Education at \$785,664.

## STUDENT HIGHLIGHT

## Demetria S. Shaffer

**Pathway:** Sociology and Social and Behavioral Studies

**Program:** TRIO

### How has being involved on campus helped you at Riverside City College?

Being involved on campus has provided me with extended counseling support to assist me with reaching my academic goals. I was able to learn and obtain some of the many resources that our campus has available. It gave me the opportunity to break out of my comfort zone and expand on my personal development for my future self.

**Long-term Goal:** Attend Cal State San Bernardino to get my Bachelors in Sociology and then utilize my skills and knowledge to give back to my community to assist the growing population of homeless. I'd like to collaborate with local government agencies and corporations to see what can be done to increase homeless shelter and additional resources to get people back on their feet for a productive and health quality of life. I would really love to buy a few acres of land and build a small community of tiny homes for the homeless, I believe that would be a great start not just for them but for everyone.



## Tutorial Services

Our Tutorial Services program offers individualized instruction in course content, overall review and study skills by peer tutors. Services are offered at all three colleges. If you are a registered student and need assistance in the course you are enrolled in, there is no cost to you—only the price of making your future at RCC more beneficial to you.

### Riverside City College

Martin Luther King Building, Room 232

Monday -Thursday 8 am - 4 pm

Friday 8 am - noon

You may stop by or call (951) 222-8169 or 8170.

<https://www.rcc.edu/student-support/tutorial-services.html>

## Umoja Project

The Umoja Project is a student success program that utilizes classified staff, specialized counselors, faculty mentors, and peer mentors to work with students to develop leadership skills and establish benchmarks for their academic success. The Umoja Project utilizes student engagement, retention, and success infused with African cultural traditions. The Swahili name of Umoja means "unity" and is dedicated to enhancing the personal experiences of African Americans and all other students to promote self-efficacy and academic persistence toward their educational goals.

Umoja offers courses such as ENG 1A, ENG 1B, and others to promote the African American Diaspora.

The program has a campus center where club activities, counseling appointments, and workshops occur. Successful outcomes are connected to mentoring, leadership, life planning, and developing an understanding of the community college culture and its services.

Office location: Bradshaw Student Center, Room 110

For more information, please call (951) 222-8033 or visit the Umoja Website <https://www.rcc.edu/student-support/cultural-engagement-resources/umoja.html>

## Veterans Resource Center

Veterans who are seeking to use Veterans Affairs (VA) Educational Benefits should apply online to the VA at [www.gibill.va.gov](http://www.gibill.va.gov). Allow three to six weeks for processing. Once processed, the VA will send applicants two copies of their Certificate of Eligibility. One copy must be given to the RCC Veterans Services office. Questions regarding payment, Certificate of Eligibility or benefit call 1-888-442-4551.

Veterans must activate their student email account, and check email daily to receive important Veterans' and College information. Veterans may also be eligible for financial aid and are encouraged to submit the FAFSA (Free Application for Federal Student Aid) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Before a VA Student Educational Plan (SEP) can be developed, transcripts must be received by RCC in order to have prior credits evaluated. Transcripts from other educational institutions should be mailed to: RCC, Admissions & Records, Incoming Transcripts, 4800 Magnolia Avenue, Riverside, CA 92506-1299.

Veterans Resource Center can be reached at (951) 222-8607 or by email at: [veterans@rcc.edu](mailto:veterans@rcc.edu). Our website is: <https://www.rcc.edu/student-support/cultural-engagement-resources/veterans.html>

### Military Credit

Five units will be awarded towards fulfillment of RCCD GE area E: Health Education and Self Development upon presentation of an official Joint Services Transcript or Community College of the Air Force Transcript as evidence of completion of basic training. Military transcripts are evaluated based on the recommendations of the ACE Military Guide. Credit may be used to fulfill RCCD GE, area of emphasis, certificate or elective degree requirements.

Three units will be awarded towards CSU General Education area E certification for military veterans who submit an official Joint Services Transcript or Community College of the Air Force as evidence of completion of basic training (per CSU policy).

Request your official military transcript at [jst.doded.mil/jst/](http://jst.doded.mil/jst/) which can be sent electronically to Riverside City College.

No more than 30 units may be granted for CLEP, military training, AP or credit by exam. Any military credit granted is usable toward your AA/AS degree from a college within RCCD only, and is not posted to your RCC transcript. Contact our Veterans Resource Center for more information at (951) 222-8607.

Transcripts must be official, sealed, and printed less than 90 days from day being submitted. After transcripts are received, veterans and dependents are to contact the Veterans Resource Center to schedule an appointment with the VA Counselor to create a Student Educational Plan for VA approved programs. Students must register for classes outlined in their student educational plan in order to receive VA education benefits. Check the VA website at [www.gibill.va.gov](http://www.gibill.va.gov) for a list of approved programs at RCC.

After registering for classes, Veterans must turn in the Veterans Statement of Responsibility (SOR) to the Veterans Resource Center at RCC. This SOR is required in order for an enrollment certification to be submitted to the VA and to prevent the Veteran from being dropped for nonpayment. This process may take up to three weeks. This form must be submitted to RCC Veterans Resource Center every term to request benefits.

Veterans are eligible for priority registration for four years, within 15 years after being discharged from active duty. In order to be eligible, Veterans must take a copy of their DD214 Member 4 discharge paper to the Veterans Resource Center at RCC. Active duty members qualify for two years of priority registration by presenting their Military ID card. Priority dates are posted on the website at [www.rcc.edu/riverside](http://www.rcc.edu/riverside). Click on: Going to College and then on Veterans Assistance.

The Veterans Resource Center (VRC) is located in the Music building room MUS 105. RCC is pleased to provide the VRC a relaxing area for veterans to build camaraderie. It also includes computers, a study area, sofas and chairs.

### Welcome Center & Outreach

The Outreach and Welcome Center educates, enriches and transforms lives. We meet students at any step in their educational journey and assist them through their successful transition to Riverside City College. We connect our students to resources and programs that support students through their first days in college. Additionally, we

are also the home for TODEC an immigration legal assistance for students and their families.

We are experts in:

- Applying to RCC
- Accessing MyPortal
- Registering for Classes
- Password Resets and more.

**Connect with us:**

**In person:** CAK-115 Monday, Wednesday-Friday 8am-5pm and Tuesday 8 am -6 pm

**Virtually:** Monday - Thursday 2pm-4pm  
<https://tinyurl.com/RCCwelcomectr>  
951.222.8574  
[outreach@rcc.edu](mailto:outreach@rcc.edu)



### Writing and Reading Center

The Writing and Reading Center (WRC) promotes literacy across the disciplines by providing academic support to students enrolled in English, Reading, and ESL classes and by providing content-area reading and writing instruction. The WRC offers the following:

- Faculty conferences
- Reading tutoring
- Peer tutoring
- Writing and reading clinic courses

We are located on the first floor of the Martin Luther King (MLK) Building, Room 119, and can be reached by phone at (951) 222-8632. You can find us on Canvas!



### Student Newspaper

RCC students are eligible to gain practical experience reporting, editing and operating a newsroom for RCC's award-winning student newspaper, Viewpoints. Student journalists write stories, shoot photos, create illustrations and content for social media, design pages, or produce videos and podcasts. Viewpoints is the voice of the students and the RCC community in print and online ([www.viewpointsonline.org](http://www.viewpointsonline.org)). Viewpoints students enroll in either Journalism 20 or Journalism 52. For more information about how to join Viewpoints, go to <https://viewpointsonline.org/join-viewpoints/>.

## Athletics

### Which Sports May I Participate in at RCC?

There are 18 intercollegiate sports teams at RCC:

#### Men

- Baseball
- Basketball
- Cheer & Stunt
- Cross Country
- Football
- Golf
- Swimming
- Tennis
- Track & Field
- Water Polo

#### Women

- Basketball
- Beach Volleyball
- Cheer & Stunt
- Cross Country
- Softball
- Swimming
- Tennis
- Track & Field
- Volleyball
- Water Polo

### How Do I Participate in a Sport?

There is an interest form for prospective student athletes to fill out. Go to <http://rccathletics.com/landing/index>, find the Recruits tab, and click Become a Tiger. Fill out the form completely, noting the sports of interest, and submit. An athletic coach will reply to your inquiry, giving you more information on the next steps to become a Tiger.

### Eligibility at RCC

You are eligible to compete in intercollegiate athletics for RCC if you meet the following conditions:

- You are an amateur athlete in the sport in which you intend to compete
- You are a first-time participant in intercollegiate athletics at any college
- You are enrolled in 12 units and will maintain continuous enrollment in at least 12 units during the season of a sport.

After participating in a sport, it is necessary to maintain a 2.0 GPA for further eligibility in sports.

To be eligible for a second season of a sport, an athlete must complete at least 24 units between seasons with a 2.0 GPA.

Eighteen of the 24 units required to be eligible shall be in courses counting toward remediation, a certificate, graduation or transfer according to an educational plan.

A student athlete must have a comprehensive Student Educational Plan on file by October 15, if your first competition in any sport occurs during the fall academic term, and March 1, if your first competition in any sport occurs during the spring academic term.

Nine of the 12 units shall be in courses counting toward remediation, a certificate, graduation or transfer according to an educational plan with the athletic director.

Find us on social media



@rcc\_athletics

### Eligibility to Transfer

Transfer to a NCAA institution is based, in part, on high school academic performance.

The following must be satisfied in high school:

1. Graduate from high school
2. Attain a 2.0 GPA in at least 16 core courses
3. Attain satisfactory score on the SAT or ACT
4. Be cleared by the NCAA Eligibility Center for qualified status.

To check on qualifying status go to [eligibilitycenter.org](http://eligibilitycenter.org).

### Qualifier

Having met these requirements in high school, a RCC student athlete may transfer after a minimum of one semester completion of 12 transferable units for each full-time semester of attendance as long as a 2.5 GPA is maintained.

### Nonqualifier

If you are a nonqualifier at the time of high school graduation, RCC student athletes must complete 48 transferable units and earn an AA degree before they may transfer and be eligible to compete at most four-year colleges and universities.

Please make a counseling appointment during your first semester for more details.

If there is another sport you'd like to add to the list, it may be considered, based on student interest.

You may want to join the Century Club: jog, swim and cycle 100 miles and earn a T-shirt. For further information, call (951) 222-8576.

### How Much Does It Cost To Attend Our Games?

All students who pay their student services fee are admitted FREE to all Tiger home football and basketball games with their valid student ID.

All other sports do not require an admission ticket.



# Athletics Staff Directory

## Administration

Payton Williams ..... (951) 222-8420  
Athletic Director [payton.williams@rcc.edu](mailto:payton.williams@rcc.edu)

Heather E. Smith ..... (951) 222-8835  
Administrative Assistant [heather.e.smith@rcc.edu](mailto:heather.e.smith@rcc.edu)

Jaclyn Myers ..... (951) 328-3708  
Educational Advisor [jacklyn.myers@rcc.edu](mailto:jacklyn.myers@rcc.edu)

Loren Overbo ..... (951) 222-8571  
Educational Advisor [loren.overbo@rcc.edu](mailto:loren.overbo@rcc.edu)

Nicho DellaValle ..... (951) 222-8121  
Sports Information Director [nicho.dellavalle@rcc.edu](mailto:nicho.dellavalle@rcc.edu)

Shandon Silva ..... (951) 222-8121  
Compliance Director [shandon.silva@rcc.edu](mailto:shandon.silva@rcc.edu)

Todd Babcock ..... (951) 222-8135  
Athletic Trainer [todd.babcock@rcc.edu](mailto:todd.babcock@rcc.edu)

Nate Swift ..... (951) 222-3648  
Athletic Trainer [nate.swift@rcc.edu](mailto:nate.swift@rcc.edu)

Kelly Wierama ..... (951) 222-8908  
Athletic Trainer [kelly.wierama@rcc.edu](mailto:kelly.wierama@rcc.edu)

Peter Anerio ..... (951) 222-3876  
Equipment Manager [peter.aneiro@rcc.edu](mailto:peter.aneiro@rcc.edu)

## Baseball

Rudy Arguelles ..... (951) 222-8235  
Baseball Head Coach [rudy.arguelles@rcc.edu](mailto:rudy.arguelles@rcc.edu)

## Basketball

Philip Mathews ..... (951) 222-8341  
Men's Basketball Head Coach [philip.mathews@rcc.edu](mailto:philip.mathews@rcc.edu)

Alicia Berber ..... (951) 222-8218  
Women's Basketball Head Coach [alicia.berber@rcc.edu](mailto:alicia.berber@rcc.edu)

## Cheer & Dance

Rachelle Fawcett ..... (951) 222-3549  
Cheer and Dance Director [rachelle.fawcett@rcc.edu](mailto:rachelle.fawcett@rcc.edu)

## Cross Country

Jim McCarron ..... (951) 222-8322  
Men's Cross Country Head Coach [jim.mccarron@rcc.edu](mailto:jim.mccarron@rcc.edu)

Damien Smith ..... (951) 222-8272  
Women's Cross Country Head Coach [damien.smith@rcc.edu](mailto:damien.smith@rcc.edu)

## Football

Tom Craft ..... (951) 222-8105  
Head Football Coach [tom.craft@rcc.edu](mailto:tom.craft@rcc.edu)

## Golf

Steve Sigloch ..... (951) 222-8210  
Men's Golf Head Coach [steven.sigloch@rcc.edu](mailto:steven.sigloch@rcc.edu)

## Beach Volleyball

Ashleigh Atsaros ..... (951) 222-8018  
Head Coach [ashleigh.atsaros@rcc.edu](mailto:ashleigh.atsaros@rcc.edu)

## Softball

Michelle Daddona ..... (951) 222-8367  
Softball Head Coach [michelle.daddona@rcc.edu](mailto:michelle.daddona@rcc.edu)

## Swimming

Jason Northcott ..... (951) 222-8277  
Men's Swim and Dive Head Coach [jason.northcott@rcc.edu](mailto:jason.northcott@rcc.edu)

Doug Finfrock ..... (951) 222-8277  
Women's Swim and Dive Head Coach [doug.finfrock@rcc.edu](mailto:doug.finfrock@rcc.edu)

## Tennis

Evan Parry ..... (951) 694-2408  
Men's Tennis Head Coach [evan.parry@rcc.edu](mailto:evan.parry@rcc.edu)

Nikki Bonzoumet ..... (951) 222-8422  
Women's Tennis Head Coach [nikki.bonzoumet@rcc.edu](mailto:nikki.bonzoumet@rcc.edu)

## Track & Field

Jim McCarron ..... (951) 222-8322  
Men's Track and Field Head Coach [jim.mccarron@rcc.edu](mailto:jim.mccarron@rcc.edu)

Damien Smith ..... (951) 222-8272  
Women's Track & Field Head Coach [damien.smith@rcc.edu](mailto:damien.smith@rcc.edu)

## Volleyball

Clara Lowden ..... (951) 222-8298  
Women's Volleyball Head Coach [clara.lowden@rcc.edu](mailto:clara.lowden@rcc.edu)

## Water Polo

Jason Northcott ..... (951) 222-8277  
Men's Water Polo Head Coach [jason.northcott@rcc.edu](mailto:jason.northcott@rcc.edu)



## Office of Student Life & Leadership

The Office of Student Life supports all aspects of student engagement and success at the College. The department also hosts a variety of equity and diversity programs and events. We are located on the second floor in the Bradshaw building above the cafeteria in Room 207. For more information contact us at (951) 222-8570

The Office of Student Life and Leadership is the hub of campus life where we provide "outside the classroom" learning in civic, cultural, and leadership engagement. Through our office, you can join a club, organization, and/or student government, as well as learn about events and programs happening on campus. We also host annual events like Homecoming, Halloween Town, and our Spring Egg Hunt.

The Associated Students of Riverside City College, also known as ASRCC, is the official student government of RCC. ASRCC is one of the most active student governments in the California Community College system. All RCC students are eligible to participate and enjoy the benefits of membership of ASRCC if they are enrolled in classes and pay their student services fee. Benefits of participation include access to services, discounts to local vendors and California attractions, entrance into events and athletics, free food, participation in clubs and organizations, and leadership and decision-making opportunities.

The ASRCC is also responsible for representing the social, political, and educational concerns of RCC students. Their purpose is to develop student leaders and provide them with the skills to expand their learning. Involvement in the ASRCC includes the Executive Cabinet, Senate, and Supreme Court. Students who are involved develop interpersonal communication, budget, event planning, legislative skills, programming experience and much more!

The ASRCC Executive Cabinet consists of the President, Vice President, and Council Directors who coordinate the advocacy and programmatic aspects of student government. The Executive Cabinet is responsible for activities and events on campus that not only entertain students but educate them as well. The Campus Activities Council, Special Events Council, Multicultural Activities Council, Public Relations Council and Inter-Club Council provide over 100 programs a year for RCC students to participate in including: athletic events, lectures, concerts, food giveaways, heritage celebrations, cultural events, trips, conferences, college visits, and more!

Student clubs and organizations are the foundation of student involvement and programming for RCC students. The Inter-Club Council (ICC) is responsible for coordinating the many activities of the clubs on campus. Clubs and organizations host over 100 programs and events a year to engage students. RCC offers opportunities for students to get involved in over 70 clubs and organizations representing academic, career, and special interests. Clubs are organized by students with a faculty advisor, while organizations are sponsored by faculty with a course component. For a detailed list of current clubs, visit our website at <https://www.rcc.edu/life-at-rcc/clubs-and-organizations.html>.

The ASRCC Senate oversees the legislative component of student government. Senators are elected to serve and represent their fellow students and represent the interests of the students. ASRCC Senate writes resolutions, advocates at the state level, attends shared governance committees with faculty, staff, and administration, and

hosts open forums for student input. The ASRCC Senate is looking for dedicated students who have a passion for making RCC a better place for current and future students.

Fuel your school! The ASRCC Resource Center provides students FREE snacks, school supplies, scantrons, toiletries, and more. Students can access to the Resource Center daily, just stop by our location in Bradshaw 204 and swipe your student ID. The Resource Center is operated by student volunteers and hours vary each semester. If you are interested in volunteering at the Center, contact Student Activities.

In addition, ASRCC is part of the three college district (RCCD) and includes Associated Students at Moreno Valley (ASMVC) and Norco (ASNC). The Student Trustee is an elected student who is the official student representative to the RCCD Board of Trustees. The student trustee is elected by all three colleges and works to serve the students of RCCD.

The easiest way to get involved is to sign up! Stop by Bradshaw 207 during business hours, Monday through Friday, to learn about campus events, ASRCC, clubs, and organizations. We are here to answer any questions about your involvement and even help you start your own club. We also have information about student life and resources you might need in the community. You can also check out the website at <https://www.rcc.edu/life-at-rcc/student-government.html>

When you're involved on campus and in the community, you can earn service hours. The more hours you earn, the more recognition you receive. Students who accumulate 50 or more service hours a year are invited to a recognition banquet and receive service awards. Plus, the banquet is FREE for you as the student! You qualify for these service awards by recording your service hours in [rivasrcc.org](https://rivasrcc.org) and getting the approval of your faculty advisor, Student Activities coordinator, or outside community sponsor. Students have organized blood drives, tutored, assisted the homeless and elderly, worked with research, and more!

There are numerous opportunities to impact your experience here at RCC, but it's up to you to take advantage of all these great things! For more information, you can visit our office in Bradshaw, call (951) 222 - 8570, or visit our website at <https://www.rcc.edu/life-at-rcc/clubs-and-organizations.html>. Make the best of your two years and get involved!



## MyPortal...a world of opportunities

Go to [www.rcc.edu](http://www.rcc.edu) and use MyPortal to check your RCCD email, registration appointment, search for classes, register for classes, pay fees, order transcripts, and enrollment verifications.

User Name: Your User Name is your RCCD student email address.

Password: If you have never logged in to MyPortal, your Password is the first letter of your first name in uppercase and the first letter of your last name in lowercase combined with your six digit date of birth (example: Js061090). Once you have logged in, you will be required to immediately change your Password for security purposes.

Registration Date: To check your registration date and time, log into MyPortal at [www.rcc.edu](http://www.rcc.edu). Click on: "Check my Registration Date/Holds." You can register on or after the date/time listed. If you have any holds, you will not be able to register until all holds have been cleared.

### Why Use MyPortal?

- You can access from a computer anywhere.
- It's available 24 hours a day/7 days a week except for occasional maintenance.
- You don't have to wait in long lines.
- View course descriptions, check out open classes and available seats.
- Search for classes by subject, time, date, location or instructor
- View add/drop and refund deadlines.
- Access your RCCD student email.

### Need Help?

- See the Student Knowledge page for tutorial videos.
- Visit the Welcome Center or Admissions & Records for hands-on assistance.
- Email: [AdmissionsRiverside@rcc.edu](mailto:AdmissionsRiverside@rcc.edu) for more information.

### Looking for a Form?

- Go to <https://www.rcc.edu/become-a-student/index.html> and click on the Important Forms and Documents button.

## RCC College ID Card

The RCC College Card is your official identification around the College. It allows students access to the library and labs at any college in the Riverside Community College District. As long as your Student Services fee has been paid, it provides entry to numerous student

activities, including athletic and performing arts events. Students also receive discounts at many of the local eateries, movie theatres and attractions throughout California. Thanks to partnerships with Wells Fargo, the RCC College Card also provides exciting benefits specifically for Riverside City College students.

Students can obtain their RCC College Card if they have met all of the following requirements:

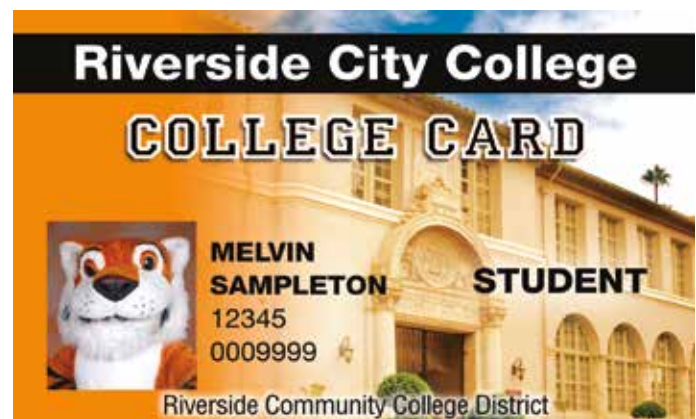
- Your home college is Riverside City College.
- You are able to provide a valid photo ID, such as a high school ID, driver's license or passport.
- You are registered for classes. **You are not eligible to obtain your College ID Card if you are only waitlisted for classes.**

The RCC College Card can be obtained anytime at the Admissions & Records office and at the Digital Library's Circulation Desk. Each RCC student can be issued up to two College Cards per term at no cost. After these two cards have been issued the student can wait until the beginning of the next term and receive a new College Card, or they can pay a \$5 rush fee and get a new College Card issued on the same day.

Chosen or preferred names can be printed on your RCC College Card, too! Stop by the Admissions & Records office for assistance. Chosen or preferred name changes can be completed in-person or online through this form, <https://adobe.ly/36Ie35W>.

The RCC College Card is the property of the Riverside Community College District and must be presented or surrendered upon **demand** by any authorized College personnel.

Riverside Transit Agency (RTA) allows college students registered into one or more units to ride the bus for free. See the RTA GoPass Program info on the website here: <https://rcc.edu/life-at-rcc/discounts-and-savings.html#gopass>



## Free Email For All Students

As a student in RCCD, you are provided with a free student email account via Office 365 by Microsoft. Through their RCCD email accounts, students will correspond with faculty and receive important notices about new classes, schedule changes, waitlist statuses, financial aid and more.

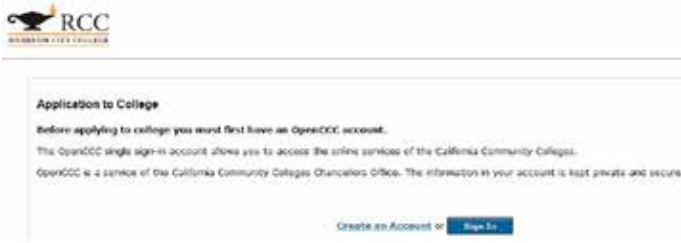
If you do not know your RCCD email address, go to the WebAdvisor Main Menu and click Learn your RCCD Email Address.

You can access your RCCD email account through MyPortal or by going directly to the Windows Live website at [www.outlook.com/student.rcc.edu](http://www.outlook.com/student.rcc.edu).

When you log in for the first time, your temporary password will be your upper case first initial, lower case last initial, and six digit date of birth. (Example, if your name is John Smith and your birth date is 06/10/1990, then you will type in Js061090.)

## Online Services at RCC

Use this sheet to keep track of your username and passwords for all services offered at RCC.



Access the online application from the RCC homepage at [www.rcc.edu](http://www.rcc.edu). Select on Become a Student.

If it is your first time completing an application, create an account by clicking on Create an Account. Remember to write down your username and password.

If you have already created an account, click on: Sign in.

For help retrieving your username or password, click on Log In Help or call (877) 247-4836.

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

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



Access MyPortal from the RCC homepage: [www.rcc.edu](http://www.rcc.edu).

Use MyPortal to check student email, registration date, search, register, manage your waitlist and drop classes, order parking permits and transcripts, pay fees and more.

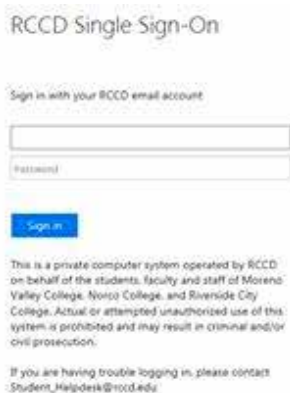
User ID: \_\_\_\_\_ Password: \_\_\_\_\_



## Online Services at RCC

Use this sheet to keep track of your username and passwords for all services offered at RCC.

### RCC Email



Retrieve your RCCD email address

- Launch WebAdvisor at [www.rccd.edu](http://www.rccd.edu)
- Click on Learn Your RCCD Email Address?

Access your account:

- From MyPortal, click Office 365 under the My Student Email section or
- From your browser, type in: [www.outlook.com/-student.rccd.edu](http://www.outlook.com/-student.rccd.edu).
- Follow the Microsoft prompts to set up and activate your account. When you log in for the first time, your temporary password will be upper case first initial, lower case last initial and six digit date of birth. (Example: if your name is John Smith and your birth date is 06/10/1990, then you will type in Js061090.)

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

### Canvas



RCCD uses Canvas LMS to host courses. Canvas can be accessed through the RCC website at [www.rccd.edu](http://www.rccd.edu).

- At top right of the website, select “Links” and then select “Online/Hybrid Courses” from the dropdown menu.
- Enter your RCCD email address.
- Enter your password.

If you don't know your RCCD student email password, please contact the college Admissions and Records at: (951) 222-8600 or RCCD 24/7 Helpdesk at (951)-222-8388.

Courses should be available 2-4 hours after registration. If you do not see your course on the Canvas Dashboard, click on “Courses” in the left-hand global navigation and select “All courses.” Contact Admissions & Records if your courses are not visible. General Canvas help is available from RCCD 24/7 Helpdesk at (951) 222-8388.

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

## Registration Worksheet

### THINGS TO KNOW WHEN YOU REGISTER...

- Check MyPortal/WebAdvisor at [www.rcc.edu](http://www.rcc.edu) for your registration appointment date and time.
- You will NOT be able to register prior to your assigned registration date/time.
- You will need your RCC ID or RCCD student email to access your registration. Instructions regarding your MyPortal username and password are available online.



### THINGS TO DO BEFORE YOU REGISTER...

- Ensure that all past-due fees and holds are cleared.
- If you are in high school, on academic dismissal, or are participating in any other special programs, please verify your specific registration procedures in the Schedule of Classes on MyPortal/WebAdvisor at [www.rcc.edu](http://www.rcc.edu) or with the department before attempting to register. Many of the above students will be required to register in person.

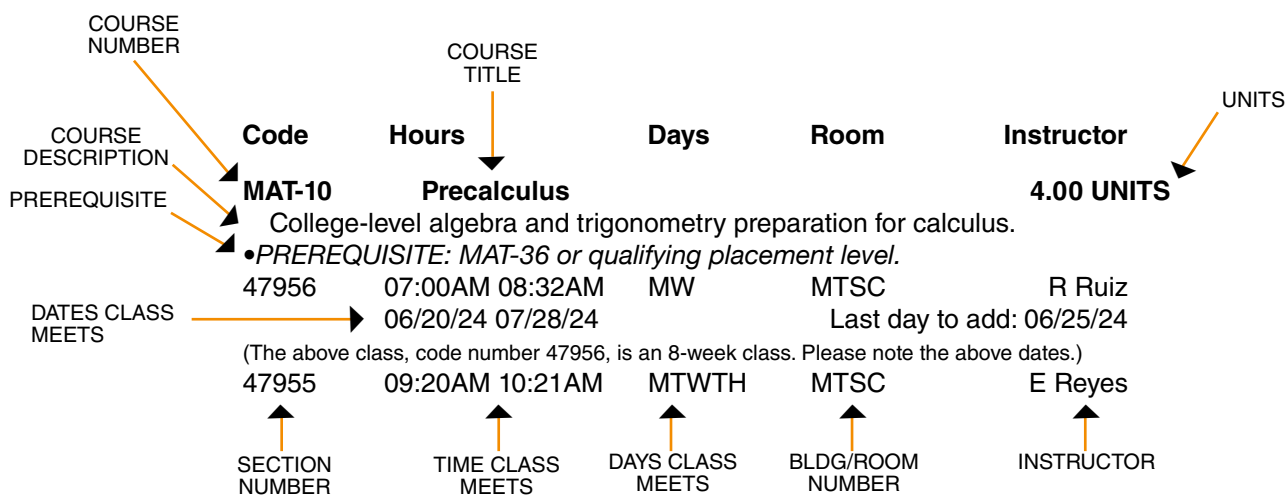
### THINGS TO CHECK FOR AS YOU MAKE YOUR CLASS SELECTIONS...

- Is the class still open? Check MyPortal/WebAdvisor or the link of open classes on the website for open classes (new sections may be added and classes may re-open if students drop). If the class is closed, refer to adding classes in the schedule of classes or select other options.
- Have you met all necessary prerequisites for each class? These are listed in the schedule of classes and online.
- Do any of your classes overlap? You must have an Approval for Overlapping Classes form signed by the instructor and Dean of Instruction. You can add in-person or through your RCCD student email by sending the signed form to [admissionsriverside@rcc.edu](mailto:admissionsriverside@rcc.edu).

## Reading the Class Schedule

After you have given some thought to the number and types of classes you would like to take, you are ready to organize your first semester of classes using the class schedule which is published for fall, winter, spring, and summer. It is important to note that classes may vary in length. Some courses are offered off campus, and evening courses are designated by bold print. If you enroll in a day class, you must enroll in a day lab (when one is required.)

### How to Read the Schedule of Classes



**M** Monday  
**T** Tuesday  
**W** Wednesday

**TH** Thursday  
**F** Friday  
**S** Saturday

**SU** Sunday  
**TTH** Tuesday and Thursday  
**SS** Saturday and Sunday



### How to Schedule Your First Year

With orientation 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: Review the College Catalog

View the College Catalog at [www.rcc.edu](http://www.rcc.edu). Look through it thoroughly. You'll find certificates, associate degrees, and transfer program requirements. Review the course descriptions so you have a better idea of the course content.

Mark the classes that interest you. If you have an idea of what you want to major in, consider taking some of the general requirements in your major. If you're like most freshmen and have no idea what you want to major in yet, think about taking classes in areas that spark your interest. Have you always wanted to learn about space? Try an astronomy class. Do fossils intrigue you? Sign up for anthropology.

#### Tip 2: Search on MyPortal/WebAdvisor

Go to [www.rcc.edu](http://www.rcc.edu). Click on MyPortal/WebAdvisor, 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 3: 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 4: 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 5: Take Advantage of Counseling Services

Make it a priority to meet with a counselor during your first fall or spring term. Together, you will develop your Comprehensive Student Educational Plan (SEP) which will serve as your roadmap of courses needed to complete educational goals at RCC..

#### Tip 6: Use AP and IB Credits

Before you register, find out if you've already fulfilled any of your requirements. If you score high on AP exams, for example, you may not have to take certain classes. Submit your official AP exams results to Admissions & Records prior to your counseling appointment.

#### Tip 7: Take a Math and English/Writing Course

It is in your best interest to take an English and math course during your first semester(s). You can apply the writing skills you develop in all your other classes throughout college and in whatever career you choose. Math courses help establish critical thinking and problem-solving skills that can be applied in all areas of study. It has also been shown that students are more successful in their math courses the sooner they attempt them in their college career.

#### Tip 8: Make a Plan for Registration Day

Registering for classes can be a nailbiting experience. You can be sure that some of the classes you want will be full, or that you'll have to choose between two classes that are held at the same time. So, after you come up with your dream schedule, make a list of alternative classes. Your preparations will make registration day easier, and help you start your first year off right.

If you take:	Number of Years to Reach Your Goal:		
	Program Certificate (30 Units)	Associate Degree (60 Units)	Bachelor Degree (120 Units)
One Class per Semester (3 Units)	5 Years	10 Years	20 Years
Two Classes per Semester (6 Units)	2-1/2 Years	5 Years	10 Years
Three Classes per Semester (9 Units)	1-1/2 Years + 3 Units	3 Years + 6 Units	6-1/2 Years + 3 Units
Four Classes per Semester (12 Units: Minimum full-time load)	1 Year + 6 Units	2-1/2 Years	5 Years
Five Classes per Semester (15 Units: Average full-time load)	1 Year	2 Years	4 Years

*Note: You can shorten these timeframes by taking summer or winter session courses.*

One important aspect of a successful college career is managing your time well. Making the right choices about how to spend your time is one of the most important things you will do. The following pages will assist you with planning your time schedule for college.

Unlike the formal structure of a high school schedule, a college schedule can be very unstructured. You are in charge of your own schedule. Many sections of the same class are offered at various times of the day. It is up to you to select the time which best meets your needs. It is possible to arrange your schedule so that you may attend classes on certain days of the week. In other words, it is not mandatory for you to attend classes Monday through Friday.

It is important to consider all aspects of your life when planning your class schedule. Work, family commitments, recreational activities, and other areas must be included in your daily schedule. In fact, you are encouraged to take into consideration all aspects of your life when planning your class schedule.

Planning time for study is one of the most important ingredients of academic success. Most college classes require far more study time than high school classes. A general rule of thumb to follow when trying to set up a time schedule for studying is to plan on two hours of study per week for each unit of class you are enrolled in. For example, a three-unit class may require up to six hours of study per week (based on a 16-week semester).

To ease some of the confusion you might be experiencing, we have designed a sample schedule for you. It includes class time, study time, work time, and leisure time. Note that the sample student is taking 13 units and has arranged 24 hours of study time. Also, note the student is working 20 hours per week. Please refer to the following recommended guidelines to determine your workload.

<b>If you work</b>	<b>Take no more than</b>
40 hours per week	6 units
30 hours per week	9 units
20 hours per week	12 units
5-15 hours per week	14-16 units

There is a blank time management schedule for you in the following pages. Please use it and revise it once the semester begins if it is not meeting your scheduling needs. Again, for each unit that you take, there will be two to three hours of outside study per week. You must, therefore, manage your class and study time carefully, keeping in

mind your employment and other responsibilities. Because effective time management plays a key role in your success at RCC, please see a counselor if you are having difficulty with your planning. Remember, your success in college is important to us, and we are here to assist you.

Tips that Lead to Success

- Get involved - join a club/activity
- Find a study partner or study group
- Attend all classes
- See a counselor
- Use campus and community resources
- Talk to your professors
- Know about office hours
- Set realistic goals
- Take into consideration personal/family responsibilities





## How To Prepare for your Counseling Appointment at RCC



**Make appointment with a counselor and show up on time – Keep your appointment!**

### COME PREPARED:

- Official transcript from any other institution on file at RCC (sealed envelope/printed within 90 days)
- AP official transcript on file (to order you may call (866) 630-9305 or apstudents@info.collegeboard.org)
- High school transcript may be used in some cases
- First choice school and major
- Specifically state needs – i.e., I need a student educational plan for, I need a readmit contract for, I need to complete academic renewal, I need to review my courses, I need a new educational plan because I have changed my major
- Take GUI 47 – Career Explorations
- Develop a list of questions so that you don't forget them during the session
- Schedule appointment knowing that it will take the full 45 minutes

### Questions to ASK:

Transfer related questions – what do I need for major requirements, general education requirements, etc.

- What schools offer this major
- What is required for this major
- What are minimum qualifications for major and acceptance

Other questions

- What is Academic Renewal and do I qualify
- How can I return to good standing – what is the fastest way to bring up my GPA
- How do I remain in good standing with financial aid
- How do I balance course load
- How do I file appeals

### Questions/Suggestions for your Faculty Advisor:

- What schools are best for this major
- Possible internships
- Course sequence
- What to expect with course load before and after transfer
- Possible careers for this major
- Help with personal statement
- Meeting during posted office hours

### Other Referrals

Welcome Center – for any registration, email, MyPotal/WebAdvisor related questions

Admissions – residency, filing of late adds, extenuating circumstances

Departments – Course Repetition, Course Substitution forms

# Sample Schedule

## Make a Plan for Registration

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 am	ENG-1A	GUI-48	ENG-1A	GUI-48	Leisure Time	SOC-1	Study Time
8:30 am							
9:00 am							
9:30 am							
10:00 am	Study Time	Study Time	Study Time	Study Time	Study Time		
10:30 am							
11:00 am							Leisure Time
11:30 am							
12 pm	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
12:30 pm							
1:00 pm	Work	Leisure Time	Work	Leisure Time	Study Time	Leisure Time	Study Time
1:30 pm							
2:00 pm							
2:30 pm							
3:00 pm							Leisure Time
3:30 pm							
4:00 pm							
4:30 pm							
5:00 pm							
5:30 pm							
6:00 pm	HIS-7				Leisure Time		
6:30 pm							
7:00 pm		Study Time	Leisure Time	Study Time			Study Time
7:30 pm							
8:00 pm							
8:30 pm							
9:00 pm							
9:30 pm							

# Planning Your Schedule

## Make a Plan for Registration

Here is a chart to help you plan your days on and off campus.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am							
8:30 am							
9:00 am							
9:30 am							
10:00 am							
10:30 am							
11:00 am							
11:30 am							
12 pm							
12:30 pm							
1:00 pm							
1:30 pm							
2:00 pm							
2:30 pm							
3:00 pm							
3:30 pm							
4:00 pm							
4:30 pm							
5:00 pm							
5:30 pm							
6:00 pm							
6:30 pm							
7:00 pm							
7:30 pm							
8:00 pm							
8:30 pm							
9:00 pm							
9:30 pm							

## MY SEMESTER-BY-SEMESTER RESOURCE

NOTE: This is NOT an Educational Plan. Use this resource to organize your courses and when in doubt, consult a counselor.

SUMMER (6 WKS)	FALL (16 WKS)	WINTER (6 WKS)	SPRING (16 WKS)
<p>Semester Units _____</p> <p><i>Recommend 3-6 Units</i></p>	<p>Semester Units _____</p> <p><i>Full Time = 12-13 units. Less than 12 units is Part Time.</i></p>	<p>Semester Units _____</p> <p><i>Recommend 3-6 Units</i></p>	<p>Semester Units _____</p> <p><i>Full Time = 12-13 units. Less than 12 units is Part Time.</i></p>
<p>SUMMER (6WKS)</p> <p>Semester Units _____</p> <p><i>Recommend 3-6 Units</i></p>	<p>FALL (16WKS)</p> <p>Semester Units _____</p> <p><i>Full Time = 12-13 units. Less than 12 units is Part Time.</i></p>	<p>WINTER (6 WKS)</p> <p>Semester Units _____</p> <p><i>Recommend 3-6 Units</i></p>	<p>SPRING (16WKS)</p> <p>Semester Units _____</p> <p><i>Full Time = 12-13 units. Less than 12 units is Part Time.</i></p>
<p>SUMMER (6 WKS)</p> <p>Semester Units _____</p> <p><i>Recommend 3-6 Units</i></p>	<p>FALL (16 WKS)</p> <p>Semester Units _____</p> <p><i>Full Time = 12-13 units. Less than 12 units is Part Time.</i></p>	<p>WINTER (6 WKS)</p> <p>Semester Units _____</p> <p><i>Recommend 3-6 Units</i></p>	<p>SPRING (16WKS)</p> <p>Semester Units _____</p> <p><i>Full Time = 12-13 units. Less than 12 units is Part Time.</i></p>



# Riverside Community College District

## 2023-2024 ACADEMIC CALENDAR

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

July 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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

October 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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

December 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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

March 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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

May 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31*	

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

- Required Day for New Faculty - August 15
- FLEX Days  
Fall: August 16, 17 and 18  
Spring: February 9
- Part-time Faculty Orientation to be arranged by college
- Legal Holiday/Day of Observance
- Commencement (June 7)
- Classes Not in Session
- Summer Session 2023  
June 20 - July 28 (6 weeks)  
Weekend Classes: June 24 - July 23
- Fall 2023  
August 21 - December 16  
Weekend Classes: August 26 - December 9
- Winter Session 2024  
January 2 - February 8 (6 weeks)  
Weekend Classes: January 6 - February 4
- Spring 2024  
February 12 - June 7  
Weekend Classes: February 24 - June 2
- Final Exams  
Fall: December 10 - 16  
Spring: May 31 (evening) - June 7 (morning)

\* May 31 - Day Classes Meet as usual / Late Afternoon and Evening Classes Meet Friday for Final Exams  
\*\* June 7 - Morning and Early Afternoon Final Exams and Evening Commencement

## Guidance Classes/Goals

If you are undecided about your future goals or if you need to improve your study skills, consider taking the following classes:

### Guidance 45 - Introduction to College

1 unit

Designed to teach students about college and about RCC. Students will develop an Educational Plan that will allow them to accomplish their academic goals. Additionally, students will become familiar with all the support services on campus. *If you are new to college and want to know your way around campus and the resources available to you, this class is for YOU.*

### Guidance 46 - Introduction to the Transfer Process

1 unit

An *Introduction to the Transfer Process*, this class focuses on the university system and explains higher education in California. Students will become very familiar with the application process, personal statement, and major preparation required prior to transfer. *If you have questions about the university and how to decide on which school to transfer to, this is for YOU!*

### Guidance 47 - Career Exploration and Life Planning

3 units

Ever thought about what career or major you should go into? *Career Exploration and Life Planning* helps students clarify their values, identify skills, understand their temperament and personality, and explore potential majors and careers that would best “fit” them. Come and find out all you can about how to develop a resume and build interview skills that will allow you to be successful in your job search. *Undecided about what direction to go into for the future, sign up for this class today!*

### Guidance 48 - College Success Strategies

3 units

Being a student in college is not easy. It takes a lot of hard work and commitment. College Success Strategies focuses on the areas that students need to master in order to be successful in school. Time management, study skills, money management, and health are just some of the major topics covered in this class. *Most students need help in these areas. Register today! It will make a huge difference!*

Take a few moments to consider some of your goals. Now, list them below.

#### **GOALS FOR THE SEMESTER:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### **GOALS FOR THE NEXT TWO YEARS:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### **GOALS FOR THE NEXT FIVE YEARS:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



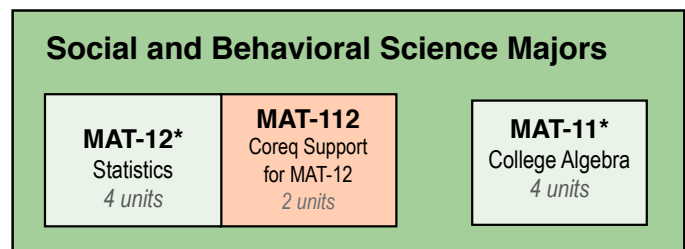
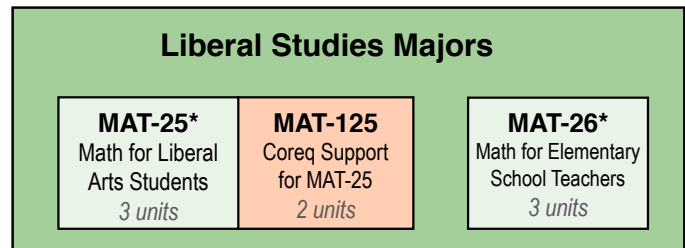
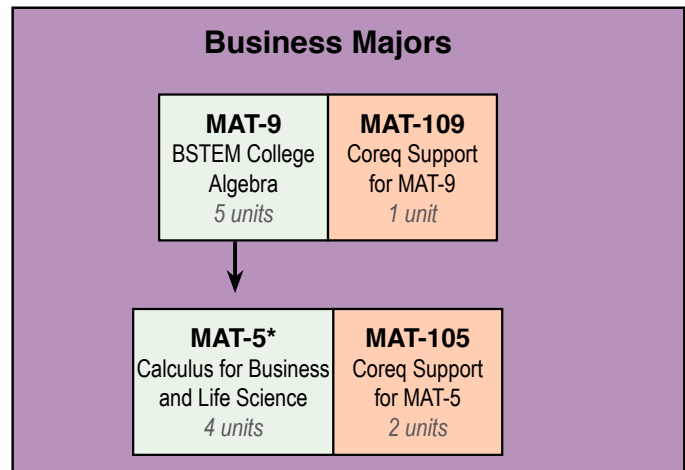
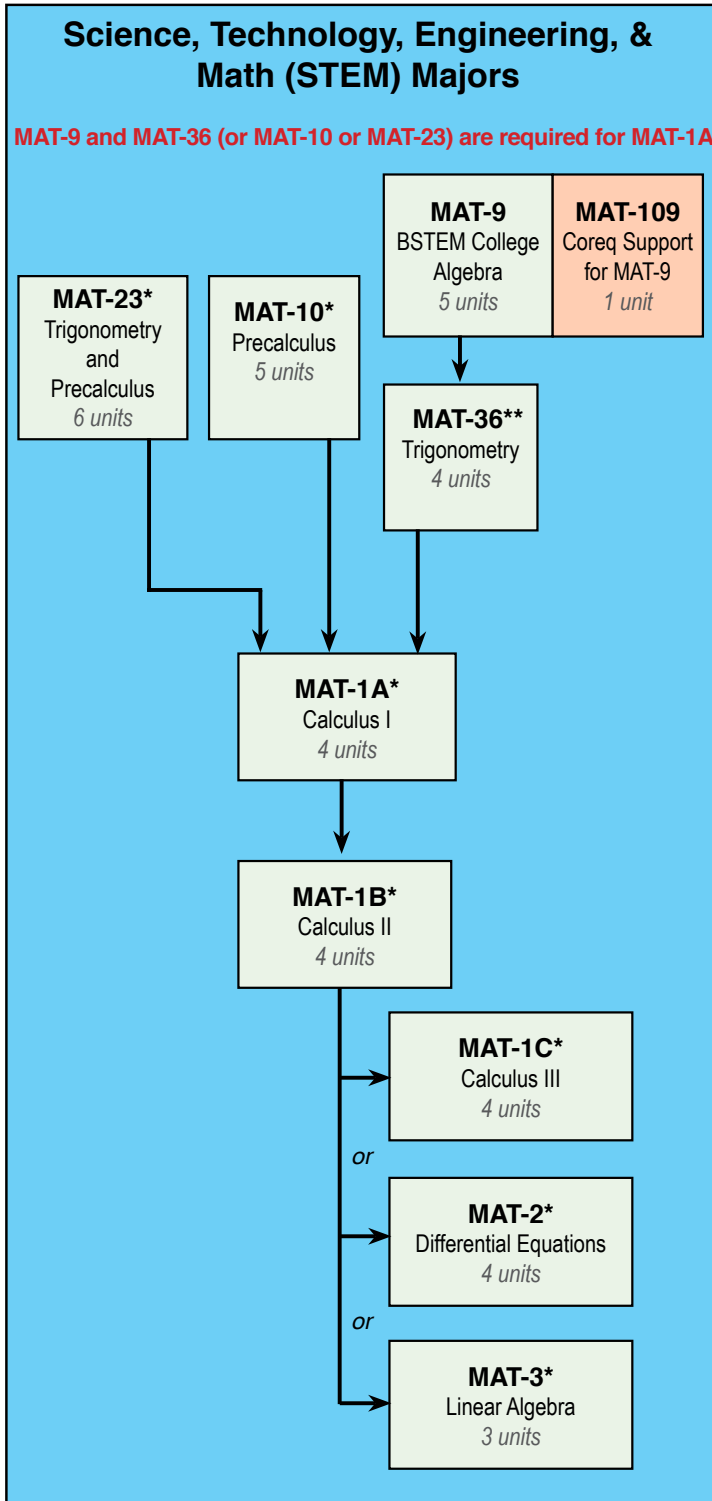
# Moving Through Math at Riverside City College

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

951-222-8440 – CAK, 2nd Floor

You can also make an appointment to see a counselor at: <https://www.rcc.edu/student-support/counseling.html>

For CSU/UC School/Major specific courses please visit [www.assist.org](http://www.assist.org)



Non Degree Applicable, only need to enroll if placed

Transferable and/or Degree Applicable

\* UC/CSU Transferable

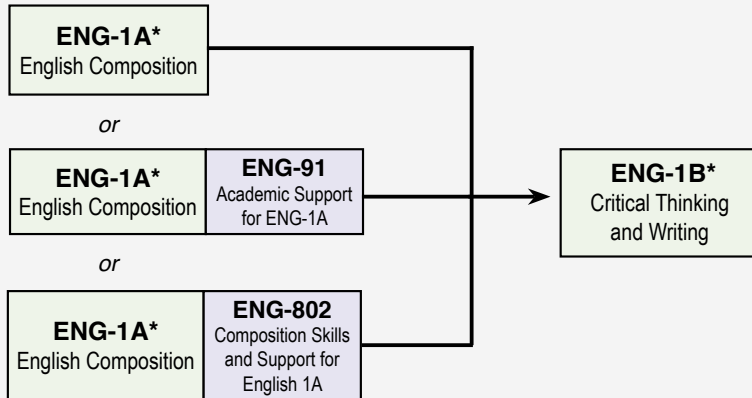
\*\* CSU Transferable Only

Updated December 2022

# English, ESL, and Reading

Please visit the Counseling Department if you have any questions about the appropriate course(s) for you. <https://www.rcc.edu/student-support/counseling.html>

## Complete English in Your First Year

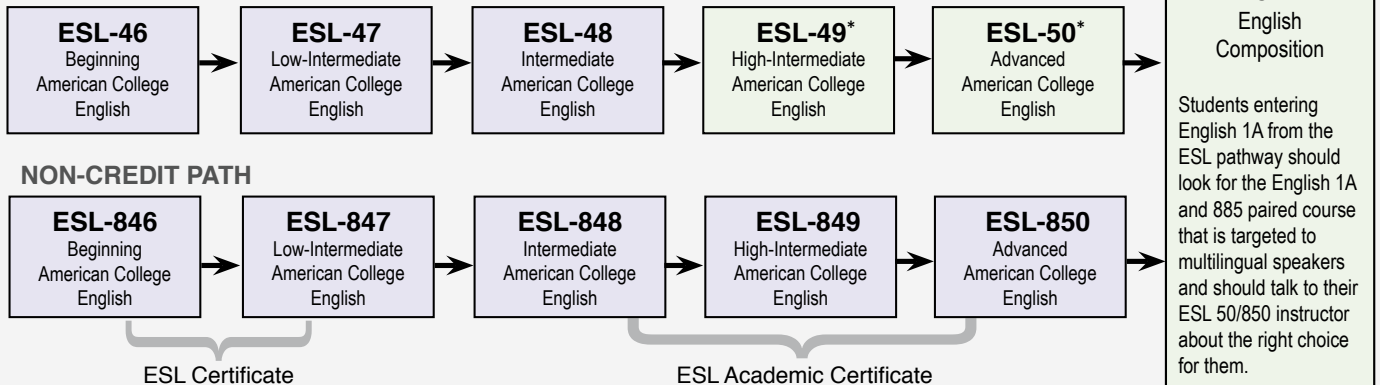


The best path for you includes enrolling in English 1A in your first year at RCC. All students can enroll directly into English 1A. We also offer credit and zero-unit/zero-cost non-credit support courses for students in an English 1A class. Students who received a placement of English 1A with a required English 91 course have a right to enroll without English 91; if you would like more information on enrolling directly into English 1A without 91, see the challenge/opt-in process at the Counseling Office or at our [English Requirements webpage](#).



## English as a Second Language

### CREDIT PATH



Students entering English 1A from the ESL pathway should look for the English 1A and 885 paired course that is targeted to multilingual speakers and should talk to their ESL 50/850 instructor about the right choice for them.

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

## Academic Literacy and Reading

### Transferable Reading Courses

**ALR-3\*\***  
Reading for Academic and Lifelong Literacy

ALR-3 provides students with academic and reading strategies needed for success in college classes and beyond. This course meets the reading competency graduation requirement, and the Area E-Lifelong Learning requirement at CSU and RCCD.

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

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

### Support Course

**ALR-887+**  
Reading Clinic

ALR-887-provides practice on individually prescribed learning plans designed to improve and develop reading skills. This non-credit clinic also gives students access to free resources such as tutoring in reading.

\*Note: This is an individual courses that is not in a sequence.

Non Degree Applicable
Transferable and Degree Applicable

\* UC/CSU Transferable  
\*\* CSU Transferable Only  
Updated November 2021

# Information About Sexual Violence

## I. What is sexual violence?

Sexual violence is any unwanted, forced, tricked, or coerced sexual activity. There are many forms of sexual violence, some of which include:

- Rape/attempted rape
- Sexual assault
- Incest
- Date/acquaintance rape
- Sexual harassment
- Unwanted sexual touching
- Voyeurism
- Forced to watch or partake in pornography

Rape is never the victim's fault and it is never too late to seek help. No matter who raped you, when the assault occurred, or how you choose to take care of yourself, medical and emotional help are available.

## II. Facts and myths about sexual violence

### FACTS

- Women on American college campuses who are from 18 to 24 years of age are at greater risk for becoming victims of rape, sexual assault, domestic violence, and stalking than women in the general population or women in a comparable age group. Research over the past 20 years has consistently shown that the rate of sexual assault among women who are in this age group (18 to 24) traditionally considered to be college-aged is one in four.
- Studies have consistently shown that sexual assault primarily targets women and youth, and that most perpetrators are friends, relatives, acquaintances, or someone else who is known by the victim. According to the 2003 National Crime Victimization Survey, approximately 70 percent of female rape victims knew their assailant.
- In 1994, Ms. Magazine's report on "Recognizing, Fighting and Surviving Date and Acquaintance Rape" documented that one in four college women had been the victim of a completed actual rape or attempted rape, and that, in 84 percent of the attacks, the victim knew the perpetrator.
- The National Violence Against Women Survey of 1998 demonstrated that 83 percent of rape victims were less than 25 years old when they were assaulted.
- In 2000, the Sexual Victimization of College Women Survey estimated that a college with 10,000 students could expect more than 350 rapes per year to occur on that campus.
- Additionally, half of all stalking victims are between the ages of 18 and 29, and women between the ages of 16 and 24 experience the highest rate of domestic violence victimization.
- While sexual assault primarily affects young women, they are not the only targets. Women of all ages, men, children, individuals with disabilities, members of cultural and religious minority groups, and lesbian/gay/transgendered individuals also experience sexual assault or rape.
- Every two and one-half minutes a woman is raped or sexually assaulted—this calculation is based on the 2004 National Crime Victimization Survey from the Bureau of Justice Statistics, U.S. Department of Justice.

### MYTHS

- Rape is a sexual crime
- Women are powerless against rape
- Women secretly want to be raped
- Only young attractive women are raped
- Only women with bad reputations are raped
- Women who dress sexy are asking to be raped

## III. Support Information and Resources

Support information and resources are available to you if you have been a victim of rape, sexual assault, dating violence, domestic violence, and/or stalking crimes or have friends, peers, or acquaintances who have been victimized. All sexual assaults are considered very serious matters to RCC and are given the highest priority for response. A survivor of rape or sexual assault on or off campus may obtain assistance by contacting someone in the following agencies/departments/groups.

- Riverside Community College District Safety and Police Department (RCCDPD)  
(951) 222-8171 Dispatch (951) 222-8171 SART member
- Riverside Police Department (951) 826-5314 or Emergency 9-1-1
- Riverside Sheriff Department (951) 776-1099
- Rape, Abuse, and Incest National Network (RAINN) Hotline (800) 656-4673
- Riverside Rape Crisis Center (951) 686-7273 (24-Hour Crisis Line)
- Alternatives to Domestic Violence (951) 683-0829 (24-Hour Crisis Line)
- Health Department (951) 358-5000
- Victim Witness Program (951) 955-5450
- College Health Service Center  
Moreno Valley College (951) 571-6103  
Norco College (951) 372-7046  
Riverside City College (951) 222-8151
- College Counseling Center  
Moreno Valley College (951) 571-6104  
Norco College (951) 372-7101  
Riverside City College (951) 222-8440
- Title IX Coordinators  
District Office (951) 328-3874  
Moreno Valley College (951) 571-6279  
Norco College (951) 739-7801  
Riverside City College (951) 328-3703

## IV. Process for Filing

Process for filing internal administrative complaints with campus administration and criminal charges with local law enforcement:

- After a reported incident occurs the following procedures will be used in the investigation.
  - ~ Identify the victim(s) and all others on the scene.
  - ~ Provide emergency medical treatment for the victim(s) if needed.
  - ~ Establish rapport with victim(s).
  - ~ Conduct cursory interview to determine specific crimes, suspect identity, or other pertinent information.
  - ~ The officer will determine the location of the suspect.
  - ~ Crime broadcast if appropriate.
  - ~ Identify and protect all crime scenes.

~ Identify and interview all possible witnesses.

- Care for the victim’s needs:
  - ~ Transport victim to the medical exam as soon as possible.
  - ~ Notify rape crisis advocacy to meet at exam location.
  - ~ Find comfortable and private area for team interview.
  - ~ Obtain detailed account of the crime from the victim.
- For complaints regarding sexual harassment refer to District Board Policy and Administrative Procedure 6433, Prohibition of Sexual Harassment Under Title IX located on the RCCD website or contact the District Compliance Officer and Title IX Coordinator at (951) 328-3874.

**V. Policy and Regulations**

All victims of sexual violence are highly encouraged to report the crime. Rape is one of the most under-reported crimes. According to the Rape, Abuse, and Incest National Network (RAINN) only about 36% of rapes were reported to law enforcement in 2004. The most common reasons given by victims for not reporting the crime are the beliefs that this is a private/personal matter and that they fear reprisal from the assailant.

In an effort to encourage victims to report assaults, the following exception will be made. The victim of sexual assault will not be disciplined as defined in the Board Policy 3500, “Standards of Student Conduct,” 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 College property.

In the state of California if a person is prevented from resisting by any intoxicating or anesthetic substance or any controlled substance and this condition was known, or reasonably should have been known by the accused, this is rape. Refer to Title 9, Chapter 1 #261, sections (3), (4), (4A), (4B), and (4C) of the California Penal Code.

This means if sex happens while you were drunk and without your consent, you were raped. Being drunk or high lowers your inhibitions and impairs your ability to make safe choices. Date rape drugs are out there. Watch your own drink, and watch each other’s drinks. Be aware that if you are drinking, you may not be able to hear the NO your partner is trying to communicate to you.

The idea that a person says no when they mean yes is not true. Pushing or turning away is a non-verbal NO! If your partner says No-STOP! It still means NO! A clear and sober YES is the only answer that means YES.

**VI. Information regarding campus, criminal, and civil consequences of committing acts of sexual violence.**

The punishments for rapes and sexual assaults vary according to the facts related to the crime. Rape is punishable by imprisonment in the state prison for up to three, six, or eight years.

Sexual assault or harassment by an RCC student on District property may result in expulsion from the College and criminal prosecution of the perpetrator.

**Drug Abuse Prevention Program**

**Statement of Philosophy and Purpose**

It is the intention of Riverside City College to provide an environment that maximizes academic achievement and personal growth. The District recognizes that alcohol, tobacco, and other drug use or abuse poses a significant threat to the health, safety, and well-being of users and the people around them. Substance abuse also interferes with academic, co-curricular, and extra-curricular interests and can lead to health, personal, social, economic, and legal problems.

Alcohol and other drug abuse, addiction or dependency is a behavioral/medical problem. Because the District’s intent is to be helpful, not punitive, programs have been developed to deter alcohol and other drug abuse. First, education is provided. Second, a program of assistance and referral is available. Third, disciplinary procedures are applied to uphold the District’s policy regarding alcohol and other drug use and the Standards of Student Conduct as listed in the Student Handbook.

The District’s policy is that all use of alcohol and other drugs is prohibited on District property and at any college-sponsored or related activity regardless of its location. Furthermore, the use of tobacco is prohibited in all District buildings.

**Education**

RCC offers a wide variety of educational opportunities to its students and the community which address alcohol and other drug-related issues. Information about courses is available in the College Catalog, Class Schedule and through the Counseling Center. Additional educational opportunities include awareness activities, conferences, workshops, films/videos, and lectures – some of which are available at College Health Services at each campus.

**Assistance and Referral**

Students can seek help through College Health Services. Student health professionals provide assistance for students with alcohol or drug-related problems, including crisis intervention, education and referral. Contact the Student Health Center at (951) 222-8151 or the Counseling Center at (951) 222-8440.

**Off-Campus Services**

For off-campus services call:  
 Riverside County Drug Abuse Program ..... (951) 955-2100  
 Riverside County Alcohol Program..... (951) 778-3500

**For toll-free information call:**

Riverside Recovery Resources, Inc. ....1 (800) 801-4673  
 Alcoholics Anonymous -  
     Inland Empire Center Office.....1 (909) 825-4700  
 American Council on Alcoholism .....1 (800) 527-5344  
 Referrals Cocaine Hotline ..... (951) 359-3895  
 Cocaine Anonymous - Inland Empire..... (951) 359-3895  
 National Council on Alcoholism/  
     Drug Dependence..... 1 (800) NCA-CALL  
 Al Anon - Inland Empire ..... (909) 824-1516  
 NA - Inland Empire..... (951) 243-8899

**I. Introduction**

Free inquiry and free expression are essential attributes of an educational community. As members of that community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truths. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the community. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the college community. Students should endeavor to exercise their freedom with maturity and responsibility.

**II. Responsibility**

- A. The Chief Executive Officer is responsible for establishing appropriate procedures for the administration of disciplinary actions. Issues involving matters of student grievance or student discipline follow the procedure below.
- B. The Chief Student Services Officer will be responsible for the overall implementation of the regulations which are specifically related to all non-academic, student-related matters.
- C. The Chief Instructional Officer will be responsible for overall implementation of regulations which are specifically related to class activities or academic matters.
- D. The District Compliance officer shall be responsible for the overall implementation of regulations, which are specifically related to the prohibition of discrimination, harassment and retaliation. Any complaint of unlawful discrimination (including sexual harassment) should be reported to the District Compliance Officer via telephone (951) 328-3874 or in writing: Riverside Community College District Office, 3801 Market Street, Riverside, CA 92501. NOTE: Board Policy 3500 does not apply to these matters.
- 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 syllabus.

**III. SSSP (formerly matriculation) Student Rights**

- A. To challenge a prerequisite for a course because:
  - the necessary corequisite and/or prerequisite is not available
  - the student has the knowledge or ability to succeed in the course despite not meeting the prerequisite.
- B. To file a complaint of unlawful discrimination if the placement, orientation, counseling, prerequisites (or any other pre-enrollment procedure) is being applied in a discriminatory manner.
- C. To meet with a counselor to develop a Student Educational Plan, once an educational goal has been selected.

**IV. SSSP (formerly matriculation) Student Responsibilities**

- A. To declare a broad educational intent upon admission.
- B. To declare a specific educational goal by the time 15 semester units are completed.
- C. To meet with a counselor to develop a Student Educational Plan (SEP).
- D. To attend classes, complete assignments, and maintain progress toward a goal.

**V. Standards of Student Conduct (Board Policy 3500)**

References: Ed Code Section 66300, 66301, 76033; ACCJC Accreditation Standards I.C.8 and 10 (formerly 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 writing, by electronic means (including social media) or in person. Harm is defined as, but not limited to, physical harm, harm to profession (defamation) or psychological harm.  
Threats of any kind directed at anyone on District property or one of its approved educational sites will not be tolerated. District Police shall be called by the receiver of the threat or anyone on behalf of the receiver.
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, including e-cigarettes and vapors 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 or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, military and 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 (1) of section 422.6 of the Penal Code, or any other status protected by law.
10. Engaging in negligent and/or 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 registration.
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. 2720 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; doxing 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 3500[A], which deal with matters of student discipline and student grievance.
- B. The Vice President of Student Services of each College will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters contained in Administrative Procedure 3500[A].
- 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 3500[B].
- 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 included in all schedules of classes, the college catalog, the student handbook, and the faculty handbook, all of which are produced and posted to the college websites. Faculty members are encouraged.

Date Adopted: May 15, 2007

Revised: May 17, 2011

Revised: August 20, 2013

Revised: September 15, 2015

(Replaces the Standards of Student Conduct portion of Policy 3500)

## VI. Student Discipline Procedures (Administrative Procedure 3500[A])

#### References:

Education Code Sections 66017, 66300, 72122, 76030 and 76032

#### I. General Provisions

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



protected by the state and federal constitutions, and by Education Code Section 76120 and will not be used to punish expression that is protected.

## II. Definitions

District -- The Riverside Community College District

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

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

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

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

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

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

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

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

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

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

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

## III. Academic Dishonesty

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

1. The faculty member may:

- reduce the score on test(s) or assignment(s) according to the weight of the test or assignment;
- reduce the grade in the course if the weight of the test or assignment warrants grade reduction; or,
- fail the student in the course if the weight of the test or assignment warrants course failure.

The faculty member may recommend to a College Dean of Instruction that the student be suspended from the course. If the course suspension is recommended, the Dean of Instruction will review the information regarding the charge of academic dishonesty, notify the student, consult with the faculty member regarding the recommendation for suspension and turn the matter over to the Vice President of Student Services who will take appropriate action.

2. If the suspension is upheld, the College Vice President of Student Services will make note of the offense in the student's educational records. A second instance of academic dishonesty may result in

expulsion proceedings. Enrollment, tuition, and other applicable fees will not be refunded as a result of disciplinary action for academic dishonesty.

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

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

- Removal from Class (Education Code Section 76032) -- Any instructor may order a student removed from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the appropriate Department Chair person and/or the Dean of Instruction, who will in turn notify the Dean of Student Services or designee. The Dean of Student Services or designee shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests it, the Dean of Student Services or designee shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Dean of Student Services or designee from recommending further disciplinary action in accordance with these procedures based on the facts which led to the removal.
- Immediate Interim Suspension (Education Code Section 66017) -- The President or designee may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days.
- Withdrawal of Consent to Remain on Campus -- The President or designee may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn by the President or designee, a written report must be promptly made to the Chancellor. The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven (7) days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions.

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

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

## V. Process Preceding Suspensions or Expulsions

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

- Notice -- The Vice President of Student Services or designee will provide the student with notice of the conduct warranting the discipline.
- Time limits -- The notice must be provided to the student within five (5) days of the date on which the conduct becomes known to the Vice President of Student Services or designee; in the case of continuous, repeated or ongoing conduct, the notice must be provided within five (5) days on which the conduct becomes known to the Vice President of Student Services or designee.
- Meeting -- Unless otherwise agreed upon, the student must meet with the Vice President of Student Services or designee within five (5) days after the notice is provided. During the meeting, the student

will be given the following:

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

#### D. Potential Disciplinary Actions

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

#### VI. Hearing Procedures

- A. Request for Hearing -- Within five (5) days after receipt of the President's or designee's decision regarding a long-term suspension, the student may request a formal hearing. The request must be made in writing to the President's or designee's.
- B. Schedule of Hearing -- The formal hearing shall be held within ten (10) days (excluding weekends and holidays) after a formal request for hearing is received.
- C. Hearing Panel -- The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member and one student.

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

- D. Hearing Panel Chair -- The President or designee shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.
- E. Conduct of the Hearing -- The hearing will comply with principles of due process, including the right to confront and cross examine witnesses. The following procedure will be followed:
  1. The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided

by the student before the hearing begins.

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

#### VII. President's Decision

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

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

a new written decision which contains specific factual findings and conclusions. The decision of the President shall be final.

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

#### VIII. Chancellor's Decision

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

#### IX. Board of Trustees Decision

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

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

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

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

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

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

The final action of the Board of Trustees on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

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

Office of Primary Responsibility: Vice Chancellor, Educational Services  
Administrative Approval: June 5, 2007 Revised: May 28, 2013  
Revised: September 23, 2013 Revised: January 27, 2015  
(Replaces discipline procedures in RCCD Regulation 3500[A])

#### VII. Student Grievance Process for Instruction and Grade Related Matters (Administrative Procedure 3500[B])

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 6430[A] 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 2231.

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, C:\Users\radams\Documents\Legal\Hearing Protocol Rev 1.doc which shall serve as a guideline during the hearing. Any requests for deviations from, or additions to, the hearing protocol, shall be addressed to the Committee Chair who will make the decision on whether or not the deviation or addition will be allowed.

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

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

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

#### 5. The Grievance Committee will:

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

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

#### V. Appeals

1. Either party, within five (5) days (excluding weekends and holidays) of receipt of the Committee's decision, may appeal the decision to the 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 <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)

#### VI. Responsibility

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

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

Office of Primary Responsibility: Vice Chancellor, Educational Services  
College Vice President of Academic Affairs

Administrative Approval: May 28, 2013

Revised: August 2015 (job titles only)

(Replaces a portion of grievance procedures in RCCD Regulation 3500[B])

#### VIII. Student Grievance Process for Matters other than Instruction, Grades or Discipline (Administrative Process 3500[C])

##### 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 6430[A] titled Handling Complaints of Discrimination, Harassment or Retaliation.

Complaints regarding student discipline are to be handled in accordance with Administrative Procedure 3500[A] Student Discipline Procedures.

Complaints regarding instruction and/or grades are to be handled in accordance with Administrative Procedure 3500[B] Student Grievance Process for Instruction and Grade Related Matters.

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

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

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

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

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

##### II. Definitions

A. District -- The Riverside Community College District

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

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

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

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

##### III. Informal Consultation Process

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

A. A student will be encouraged to contact the individual responsible for the situation which is the subject of the grievance and attempt, in good faith and in a professional manner, to resolve the concern informally.

B. If the issue is not resolved with the individual who is the subject matter of the grievance, the student may file a written Request for Consultation with the Dean/Director, or designee, responsible for the Department/individual that is the subject of the grievance. Forms will be available from the office of the Dean/Director or the appropriate Vice President. The Dean/Director will convey a decision to all affected parties, as well as note that decision on the form.

#### IV. Grievance Process and Formal Hearing

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

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

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

This committee will be composed of the following individuals:

1. Two (2) students appointed by the College Associated Students President.
2. One (1) faculty member appointed by the College Academic Senate President.
3. One staff member appointed by the President.
4. One Dean/Director level administrator (not connected with the individual or department that is the subject of the grievance) appointed by the President.
5. One Vice President (not connected with the individual or department that is the subject of the grievance) appointed by the President of the College to serve as the chair of the committee. This individual may be from another College in the District. The chair of the committee will not vote in the final decision.

C. The College Grievance Committee Chair will:

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

Individuals approached by either party to act as a witness for that party are not under any obligation to do so and may decline to be a witness. Any witness has the right to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior,

verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.

4. Notify the parties that they are entitled to bring a representative, from within the District, to assist them during the hearing. The representative's role is restricted to assisting the party. He/she may not actively participate in the grievance hearing or engage in the proceedings. The Representative must be an individual from within the District (student or employee). Legal representation is prohibited.
5. Notify both parties as to who the members of the grievance committee will be. Each party will be allowed one (1) opportunity to request that a committee member be replaced with a different person because of perceived bias or conflict of interest. Any such requests must be directed to the committee chair within two (2) days of notification of who the committee members will be and will state the perceived bias or conflict of interest. At that time, the committee chair may excuse that committee member and seek a replacement.
6. Provide, to the parties and Grievance Committee, prior to the hearing, a copy of the document titled Grievance Hearing Protocol, C:\Users\radams\Documents\Legal\Hearing Protocol Rev 1.doc which shall serve as a guideline during the hearing. Any requests for deviations from, or additions to, the hearing protocol, shall be addressed to the Committee Chair who will make the decision on whether or not the deviation or addition will be allowed.
7. Develop a list of questions, or intended areas of inquiry, sending it to both parties and the Grievance Committee at least three (3) days (excluding weekends and holidays) in advance of the hearing.
8. Maintain an official recording (audio or video) of the proceeding which will be kept in a confidential file but be available for review by either party. Individual parties will not be allowed to have their own recording device.
9. Ensure that the formal hearing will be closed to the public.
- D. The Grievance Committee will:
  1. Judge the relevancy and weight of testimony and evidence. The committee will make its findings of fact, basing its findings on the evidence presented. It will also reach a decision by a simple majority vote for disposition of the case.
  2. Submit its findings of fact and disposition to each party and the Vice President within ten (10) days (excluding weekends and holidays) of the completion of the formal hearing.

#### V. Appeals

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

#### VI. Further Rights to File a Complaint

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

- A. The Accrediting Commission for Community and Junior Colleges (ACCJC) at <http://www.accjc.org/complaint-process>. ACCJC is the agency that accredits the academic programs of the California Community Colleges. A complaint associated with the District's compliance with academic program quality and accrediting standards can be filed with this agency.
- B. If your complaint does not concern the District's compliance with academic program quality or accrediting standards, then a

complaint may be filed with the California Community College (CCC) Chancellor's Office by completing the form(s) found on the link below: <http://californiacommunitycolleges.cccco.edu/complaintsForm.aspx>

C. Any type of complaint may be filed with the California State Attorney General using the form available at: [http://ag.ca.gov/contact/complaint\\_form.php?cmplt=PL](http://ag.ca.gov/contact/complaint_form.php?cmplt=PL)

#### 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  
College Vice President

Administrative Approval: November 25, 2013

Revised: August 2015 (job titles only)

(Replaces a portion of grievance procedures in RCCD Regulation 3500[C])

#### IX. Associated Students Organization (Administrative Procedure 3400)

##### References:

Education Code Section 76060, 76120

Each College in the District shall have an Associated Students Organization.

Both day and evening student representatives shall be encouraged to participate.

A governing body shall be elected that shall keep an account of its meetings, expenditures, authorizations, and policies established.

A simple majority of the elected voting members of each of the College's Associated Students Organizations' governing body shall constitute a quorum.

##### Authorization

In accordance with the Charter granted to the Associated Students Organizations (ASMVC, ASNC, ASRCC) by the Board of Trustees of Riverside Community College District, the applicable College President will have responsibility for the effective functioning of the Associated Students' Government and their related organizations. The College Presidents may exercise the power of veto on actions taken by the Associated Students.

In addition, the Board of Trustees retains the right to revoke the Charters granted to the Associated Students Organizations for reasons of misuse of funds, improper conduct or neglect of said Charter.

##### Collecting and Dispensing Funds

The three (3) College Associated Students Organizations will be authorized to collect and dispense funds within the guidelines set forth in the Education Code and the policies of the Board of Trustees. An annual audit will be conducted by Accounting Services and all audit reports will be submitted to the Board of Trustees for acceptance. Subsequently, these reports will become part of the public record.

##### Chartering of Student Organization/Club

###### A. Membership

An organization/club in which active membership is limited to enrolled RCCD students and has an advisor who is a current full-time member of the teaching staff of the college may become a chartered student organization/club by complying with the chartering policies set forth in the three (3) College Associated Students Organizations' Constitution/By-Laws through the authorization vested in them by the Board of Trustees. Campus organizations/clubs will be open to all enrolled students who have paid their Student Services Fee.

###### B. Compliance

Student organizations/clubs are required to comply with the chartering policies of the Associated Students, Board of Trustees and the Education Code and are subject to revocation of their charter or other discipline

for violation of such policies or regulations.

##### C. Use of College Name

1. Student organizations/clubs shall not use the name of the District/College or any abbreviation thereof, as part of its name, except upon the authorization of the District/College CSSO, or his/her designee.

2. Chartered organizations/clubs may state that their membership is composed of enrolled students of RCCD, but shall not imply that they are acting on behalf of RCCD or with its approval or sponsorship.

D. Use of District/College Facilities/Posting and Distribution of Literature  
Each College will follow Board Policies and Administrative Procedures 3550 Speech: Time, Place and Manner, for information on posting and distribution of literature and 5700 Use of Facilities for information on the issue of permitting chartered organizations to use District/College facilities for meetings.

##### E. Advocacy

Chartered student organizations/clubs, and individual students may take positions on issues if they make clear in doing so that they are not representing the view of the college, the student government, or the students as a whole.

##### F. Organizational Fund Raising

College procedures shall permit fund raising by chartered student organizations/clubs on their respective College campuses, when approved by the applicable College CSSO, or designee. Board administrative procedures prohibit fund raising or appeals for funds on or off campus by students or others unless expressly authorized.

Office of Primary Responsibility: Vice Chancellor, Educational Services,  
College Chief Student Services Officers

Administrative Approval: August 16, 2010

Revised: April, 2014 (job titles only)

Revised: August 2015 (job titles only)

(Replaces RCCD Regulation 6120)

#### X. NonDiscrimination (Board Policy 6410)

##### References:

Education Code Sections 200 et seq., 66250 et seq., 70901, 72010, et seq., and 87100 et seq.;

Penal Code Sections 422.55 et seq.;

Government Code Sections 11135 -11139.5, 12926.1 and 12940 et seq.;

California Code of Regulations, Title 5 Sections 53000 et seq. and 59300 et seq.;

Title 20, United States Code, Section 1681

Title 29, United States Code, Section 794

Title 42, United States Code Sections 6101, 12100 et seq., and 2000d

Accreditation Standard I.6

Veterans Employment Opportunity Act of 1998

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

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to actual, perceived or association with others' ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, genetic information, ancestry, sexual orientation, or physical or mental disability, pregnancy, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code. In addition to these protected bases, the District additionally provides equal employment opportunities to all applicants and employees regardless of gender, medical condition, marital status, or status as a Vietnam-era veteran.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding

alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

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

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

Information regarding the filing of a complaint can be obtained from the Director, Diversity, Equity and Compliance, and is also included in Administrative Procedures 6410 and 6430[A].

Date Approved: May 15, 2007

Revised: February 26, 2008

Revised: November 18, 2008

Revised: September 18, 2012

Revised: October 15, 2012

(Replaces Policies 5100 and 5200)

## **XI. Prohibition of Harassment and Retaliation (Board Policy 6430)**

References:

Education Code Sections 212.5, 44100, 66250, et seq, 66271.1, 66281.5 66700, 70901 and 72011;

California Code of Regulations, Title 5, Sections 59320, et seq;

Government Code Sections 11135-11139.5, and 12950.1;

Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e;

Title IX, Education Amendments of 1972

Penal Code Section 422.55 and 422.6

Title 20, United States Code, Section 1681

Title 29, United States Code, Section 794

Title 42, United States Code, Sections 6101, 2000d and 12100, et seq.

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on actual, perceived or association with others' ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, sexual orientation, physical or mental disability, genetic information, or any characteristic listed or defined in Section 11135 of the government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

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

harassment following the initiation of an informal or formal complaint. Such conduct is illegal and constitutes a violation of this policy.

Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint, who refers a matter for investigation or complaint, who participates in an investigation, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of unlawful discrimination or harassment.

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

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

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in 6435 titled "Discrimination & Harassment Complaints & Investigations". A copy of the procedure is available at <http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx>, in each College library and all administrative offices in the District. Supervisors are required to report all incidents of harassment and retaliation that come to their attention.

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

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

Date Adopted: February 26, 2008

Revised: November 18, 2008

Revised: September 18, 2012

(Replaces Policies 1810[A]/4110/6110)

## **XII. Student Rights Related to Unlawful Discrimination**

While students are free to express their concerns about unlawful discrimination or unwelcome behavior directly to the individual(s) who offended them, there is no legal requirement to do so. A decision to exercise or not exercise this option will not preclude a complainant from seeking assistance through the District's administrative process.

Riverside Community College District has identified the District Compliance Officer to the State Chancellor's Office and to the public as the single District officer responsible for receiving all unlawful discrimination complaints filed pursuant to Title 5, section 59328, and for coordinating their investigation. The actual investigation of the complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the officer designated to receive complaints is named in the complaint or is implicated by the allegations in the complaint.



Administrators, faculty members, other District employees, and students shall direct all complaints of unlawful discrimination to the responsible District officer.

### XIII. Academic Freedom (Administrative Procedure 2030, page 6)

The District reaffirms its commitment to academic freedom, but recognizes that academic freedom does not permit unlawful discrimination, harassment, or retaliation. To the extent that these policies and procedures are in conflict with the District's policy on academic freedom, the harassment policies and procedures shall prevail. Nothing in District policies and procedures shall be interpreted to prohibit bona fide academic requirements for a specific District program, course or activity.

It is recognized that an essential function of education is a probing of opinions and an exploration of information and ideas that may cause some students discomfort. It is further recognized that academic freedom insures the faculty's right to teach and the students' right to learn. If a faculty member wishes to use sexually explicit materials in the classroom, the District strongly recommends that faculty member work with the District Compliance Officer as well as academic discipline colleagues to assure that sexual harassment regulations are not violated.

When investigating unlawful discrimination or harassment complaints containing issues related to course material, the designated investigator will consult with a group of one to three (1-3) faculty members in that subject area appointed by the Academic Senate with respect to contemporary practices and standards for course content and delivery.

### XIV. Discrimination & Harassment Complaints & Investigations (Administrative Procedure 6435)

The complete procedure and board policies can be found at [www.rcc.edu/board](http://www.rcc.edu/board). Available in alternate formats.

This is a summary of your right to file an informal or formal complaint of discrimination or sexual harassment. This is only a summary. Please see Administrative Procedures AP6435 for the complete District procedure. AP6435 can be found at [www.rcc.edu](http://www.rcc.edu) under Board of Trustees Policies, at [www.rcc.edu/administration/hr/dec.cfm](http://www.rcc.edu/administration/hr/dec.cfm) or from the Diversity, Equity and Compliance office at (951) 222-8039.

#### How to Report

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

- Date, time, and location of the incident
- Names and contact information for those involved and possible witnesses, if known
- Detailed information regarding the incident(s) observed
- Report your concerns and problems to the District by calling (951) 222-8039.

#### Discrimination/Harassment

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

- Ethnic Group Identification
- Religion
- Sex or Gender
- Color
- Sexual Orientation
- National Origin
- Age
- Race
- Ancestry
- Physical or Mental Disability

*Or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.*

#### Sexual Harassment

Has no place in an academic or work setting. RCC is committed to providing a positive and safe environment for all students, employees, and visitors. The following is a partial list of prohibited sexual harassment activities:

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

#### Resolution

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

#### Informal Complaints

May be filed by contacting the RCCD Diversity, Equity and Compliance office at (951) 222-8039. Informal complaints require written acknowledgement from the person filing the complaint. Choosing the informal process does not prevent the right to file a formal complaint.

#### Formal Complaints

May be filed by contacting

Human Resources and Employee Relations  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501  
(951) 222-8039

<https://www.rccd.edu/admin/hrer/dec/Pages/discrimination.aspx>

or with the

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

Formal complaints must be a written and signed statement that alleges harassment, discrimination or retaliation in violation of District policies and procedures. Formal complaints may be filed by any student, employee, or third party who believes they have been discriminated against or harassed by a student, employee, or third party in violation of AP 6435 and the related policies.

To speak with someone regarding filing a complaint of unlawful discrimination, harassment and/or retaliation, please call (951) 222-8039.

Download the District Procedure for filing a complaint and complaint form: <http://rccd.edu/administration/humanresources/DEC/Pages/Complaint.aspx>

Handling Complaints of Unlawful Discrimination or Harassment Procedure - PDF

Discrimination Complaint Form - PDF

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

- Date, time and location of the incident;
- Names and contact information for those involved and possible witnesses;
- Detailed information regarding the incident(s) observed.

For complaints regarding classroom issues that do not involve unlawful discrimination and/or harassment, please contact the Instructor, Department Chair, Campus Dean of Student Services, or Campus Dean of Instruction.

Relevant District Policies:

District Nondiscrimination Policy BP6410

District Equal Employment Opportunity Policy BP6420

- District Prohibition of Harassment and Retaliation Policy BP6430
- District Commitment to Diversity Policy BP6100
- District Child Abuse Reporting AP5818

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

### Timeline for Filing a Complaint

Since failure to report harassment and discrimination impedes the District's ability to stop the behavior, the District strongly encourages anyone who believes they are being harassed or discriminated against, to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and remediate.

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

U.S. Department of Education, Office for Civil Rights (OCR)

50 Beale Street, Suite 7200

San Francisco, CA 94105

(415) 486-5555

TDD (877) 521-2172

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

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

Department of Fair Employment and Housing (DFEH)

Los Angeles District Office

1055 West 7<sup>th</sup> Street, Suite 1400

Los Angeles, CA 90017

(800) 884-1684

TTY (800) 700-2320

[www.dfeh.ca.gov](http://www.dfeh.ca.gov)

Equal Employment Opportunity Commission (EEOC)

Los Angeles District Office

Roybal Federal Building

255 East Temple Street, 4<sup>th</sup> Floor

Los Angeles, CA 90012

(800) 669-4000

TTY (800) 669-6820

### Retaliation

Retaliation exists when action is taken against a complainant or participant in the complaint process that (i) adversely affects the individual's employment or academic status; and (ii) is motivated in whole or in part by the individual's participation in the complaint resolution process.

No individual who makes a complaint alleging a violation of District Policy or who participates in the investigation or resolution of such a complaint shall be subject to retaliation as a result of such activity or participation. Any acts of retaliation, as defined in this Policy, shall be grounds for discipline or corrective measures, up to and including expulsion, termination of employment.

### Confidentiality

Is maintained to the extent possible by law.

*Usted puede localizar el procedimiento completo y las pólizas de la Junta Directiva Escolar en [www.rcc.edu/board](http://www.rcc.edu/board). Disponible en formatos alternos*

Este es un resumen del derecho que usted tiene a presentar una queja formal de discriminación o de acoso sexual. Este es sólo un resumen. Por favor vea las Pólizas de la Junta Directiva Escolar AP6435 para el procedimiento completo del Distrito.

### Cómo denunciar

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

- Fecha, hora y ubicación del incidente;
- Nombres e información para ponerse en contacto con personas involucrados y posibles testigos, si se conocen;
- Información detallada referente al/a los incidente(s) que observó;
- Para quejas sobre acoso sexual, consulte el Distrito Política de la Junta y Procedimiento Administrativo 6433, Prohibición de Acoso Sexual bajo el Título IX ubicado en el Sitio web de RCCD o comuníquese con el Oficial de Cumplimiento del Distrito y Coordinador del Título IX al (951) 328-3874.

### La discriminación o el hostigamiento

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

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

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

### El hostigamiento sexual

No es tolerado en un ambiente académico o de trabajo. RCC está comprometido a proveer un ambiente positivo y seguro para todos los estudiantes, empleados y visitantes. A continuación hay una lista parcial de actividades de hostigamiento sexual prohibidas:

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

### La Resolución

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

### Las quejas informales

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

### Las quejas Formales

Se pueden reportar en la oficina de DEC del Distrito o a la oficina del Rector del Estado

Recursos Humanos y Relaciones con los Empleados  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501  
(951) 222-8039  
[www.rccd.edu](http://www.rccd.edu)

o con

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

Las quejas formales deben ser por escrito y firmada que alegue acoso, discriminación o represalias en violación de las políticas y procedimientos del Distrito. Quejas formales pueden ser presentadas por cualquier estudiante, empleado o tercera persona que crea haber sido discriminado o acosado por un estudiante, empleado o tercera persona en violación de AP 6435 y políticas relacionadas.

El formulario de queja esta disponible en las siguientes páginas web:

- <https://www.rccd.edu/admin/hrer/dec/Pages/discrimination.aspx>

Si usted observa o es testigo de lo que usted cree que es discriminación ilegal o acoso, por favor documente la siguiente información:

- Fecha, hora y lugar del incidente;
- Nombre e información de contacto de las personas involucradas y posibles testigos;
- Información detallada sobre el incidente y lo observado.

Para quejas relacionadas con asuntos en el salón de clases que no involucren asuntos de discriminación y/o acoso, por favor infórmele al Instructor, al Jefe del Departamento, Director de Servicios al Estudiante del Colegio, o al Director de Instrucción del Colegio.

Pólizas relevantes del Distrito:

- Póliza de No-Discriminación del Distrito BP6410
- Póliza de Igualdad de Oportunidades de Empleo del Distrito BP6420
- Póliza de Prohibición de Acoso y Represalias del Distrito BP6430
- Póliza de Compromiso a la Diversidad del Distrito BP6100
- Reporte de Abuso Infantil del Distrito AP5818

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

### El Plazo para Reportar una Queja

Dado que no denuncia el acoso y la discriminación impide la capacidad del Distrito para detener el comportamiento, el Distrito fuertemente anima a cualquiera que crea que está siendo acosado o discriminado, para presentar una denuncia. El Distrito también recomienda fuertemente que se presenten dichas quejas en un plazo de 30 días del presunto incidente. Todas las quejas se toman en serio y serán investigadas con prontitud. La demora en la presentación de una queja impide la capacidad del Distrito para investigar y remediar.

En casos donde no se involucran discriminación u hostigamiento relacionados con el empleo, además de la oficina del Rector del Estado arriba mencionada, tiene el derecho de reportar una queja con las siguientes agencias externas:

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

En casos donde no se involucran discriminación u hostigamiento relacionados con el empleo, tiene el derecho de reportar una queja con las siguientes agencias externas:

Department of Fair Employment and Housing (DFEH)  
 Los Angeles District Office  
 1055 West 7<sup>th</sup> Street, Suite 1400  
 Los Angeles, CA 90017  
 (800) 884-1684  
 TTY (800) 700-2320  
[www.defh.ca.gov](http://www.defh.ca.gov)

Equal Employment Opportunity Commission (EEOC)  
 Los Angeles District Office  
 Roybal Federal Building  
 255 East Temple Street, 4<sup>th</sup> Floor  
 Los Angeles, CA 90012  
 (800) 669-4000  
 TTY (800) 669-6820

### Las represalias

La represalia existe cuando se toma acción en contra de un demandante o participante en el proceso de una queja que (1) afecta adversamente el empleo o estatus académico del individuo; y (2) es motivado en todo o en parte por la participación del individuo en el proceso de resolución de quejas.

Ningún individuo que presente una queja alegando una violación de la Póliza, del Distrito o que participe en la investigación o resolución de dicha queja estará sujeto a represalias como resultado de dicha actividad o participación. Cualquier acto de represalia, como se define en esta Póliza, será base para medidas disciplinarias o correctivas, hasta incluyendo la expulsión, la terminación del empleo

### La confidencialidad

Se mantiene hasta que sea posible por ley.

### XV. Training and Education

The Diversity, Equity & Compliance Office shall be responsible for providing a training/education program on these procedures and the applicable policies and regulations to all new and current employees, as well as all new and continuing students, on a systematic basis. The program shall include, but not be limited to, the following:

1. the serious nature of unlawful discrimination (including sexual harassment);
2. the consequences of unlawful discrimination;
3. the implementation of appropriate sanctions; and
4. an individual's rights under federal and state law and District policies.

The District Compliance Officer is available to provide training programs on unlawful discrimination policy and procedure to all District employees. During the first year of employment, all new District employees will receive information on the policy and enforcement procedures.

A training program or informational services will be made available to all students at least once annually. The student training or informational

services will include an explanation of the policy, how it works, and how to file a complaint. In addition, a copy of the District's written policy on unlawful discrimination, as it pertains to students, will be provided as a part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session, as applicable.

All personnel designated to implement these procedures shall have sufficient knowledge and training to investigate and resolve complaints regarding Title 5, Title VII and Title IX discrimination, including sexual harassment.

For further information on policies, regulations and complaint procedures relating to unlawful discrimination, contact:

**Director, Diversity, Equity & Compliance**  
 Riverside Community College District  
 3801 Market Street  
 Riverside, CA 92501  
 (951) 222-8039  
[www.rccd.edu](http://www.rccd.edu)

**Department of Fair Employment and Housing (DFEH)**  
 Los Angeles District Office  
 1055 West 7<sup>th</sup> Street, Suite 1400  
 Los Angeles, CA 90017  
 (800) 884-1684  
 TTY (800) 700-2320  
[www.defh.ca.gov](http://www.defh.ca.gov)

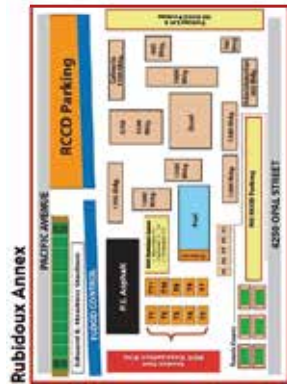
**Equal Employment Opportunity Commission (EEOC)**  
 Los Angeles District Office  
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 255 East Temple Street, 4<sup>th</sup> Floor  
 Los Angeles, CA 90012  
 (800) 669-4000  
 TTY (800) 669-6820

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

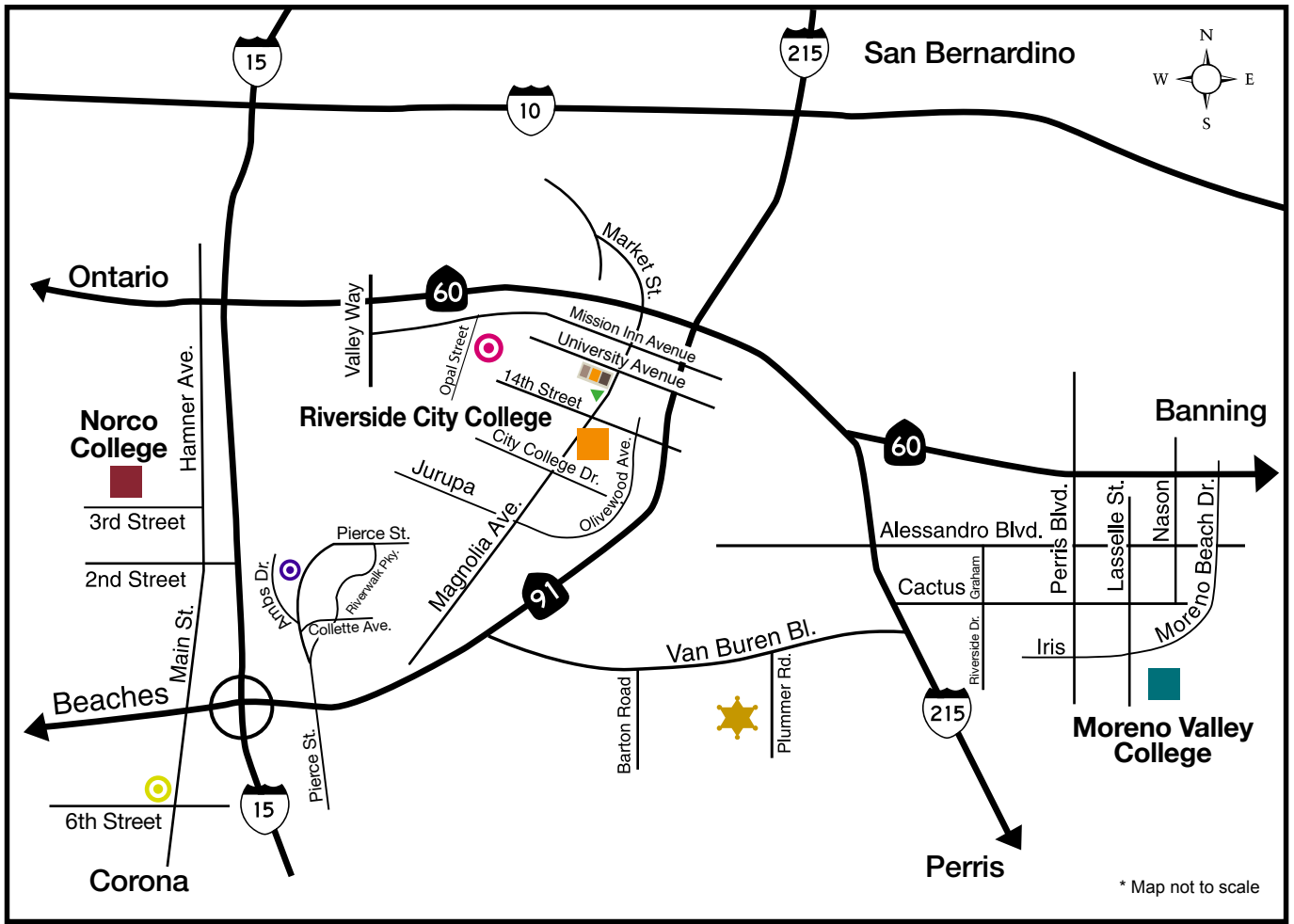
**State Chancellor's Office**  
**California Community Colleges (CCCCO)**  
 1102 Q Street • Sacramento, CA 95811-6549  
 (916) 445-4826  
[www.cccco.edu](http://www.cccco.edu)

# Riverside City College










- (AR) Art
- (AT) Automotive Technology
- (BE) Business Education (Alan D. Pauw)
- (CAK) Kane Student Services & Administration Building (Dr. Charles A. Kane)
- (CS) Ceramics
- (COSM) Cosmetology
- (CSA) Coil School for the Arts
- (CUL) Culinary Arts Academy
- (DL) Digital Library & Learning Resource Center (Salvador G. Reteilla)
- (ECEC) Early Childhood Education
- Facilities:
  - (FBTC) Fran Bushman Tennis Courts
  - (HG) Gymnasium (Catherine S. Huntley)
  - Landis Performing Arts Center
  - (LYWN) Lovelorn Complex
  - (MLK) Martin Luther King Jr. High Tech Center
  - (INTSC) Math & Science Building
  - (MUS) Music
  - (NUR) School of Nursing
  - Parking Structure
  - (PLS) Planetarium (Robert T. Dixon)
  - (PLS) Pilates Studio (Eleanor H. Crabtree)
  - (QD) Quadrangle (Arthur G. Paul)
  - (RAC) Riverside Aquatics Complex
  - (STVR) Music Hall (Richard M. Stover)
  - Sports Complex (Samuel C. Evans)
  - Student Center (Ralph H. Bradshaw)
  - (TECH A) Technology A
  - (TECH B) Technology B
  - Warehouse
  - (WG) Gymnasium (Arthur N. Wheelock)
  - (WS) Stadium (Arthur N. Wheelock)



10/14/2023



\* Map not to scale

- 
**Moreno Valley College**  
 16130 Lasselle Street  
 Moreno Valley, CA 92551-2045  
 (951) 571-6100
- 
**Norco College**  
 2001 Third Street  
 Norco, CA 92860-2600  
 (951) 372-7000
- 
**Riverside City College**  
 4800 Magnolia Avenue  
 Riverside, CA 92506-1299  
 (951) 222-8000
- 
**Ben Clark Training Ctr.**  
 16791 Davis Avenue  
 Riverside, CA 92518  
 (951) 571-6300
- 
**The Center for Social Justice and Civil Liberties**  
 3855 Market Street  
 Riverside, CA 92501
- 
**RCCD Economic Development**  
 152 East Sixth Street  
 Corona, CA 92879  
 (951) 571-6474
- 
**Rubidoux Annex**  
 4250 Opal Street  
 Jurupa Valley, CA 92509  
 (951) 328-3790
- 
**Stokoe Annex**  
 4501 Ambs Drive  
 Riverside, CA 92505  
 (951) 328-3660
- 
**Centennial Plaza:**  
 RCC Culinary Arts Academy  
 RCCD District Offices  
 3801 Market Street  
 Riverside, CA 92501  
  
 Coil School for the Arts  
 3890 University Avenue  
 Riverside, CA 92501

Riverside City College  
2023-2024  
Student Handbook

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Issued by  
Riverside City College

Photography  
Michael Leone

Layout & Design  
Stefanie Hernandez

Cover Design  
Deb Ferguson

Printing  
Riverside Community College District  
Printing Services

Check us out on our homepage:  
[www.rcc.edu](http://www.rcc.edu)



4800 Magnolia Avenue  
Riverside, CA 92506

[www.rcc.edu](http://www.rcc.edu)