RIVERSIDE COMMUNITY
COLLEGE DISTRICT

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All information contained in the 2013-2014 Student Handbook is current as of June 2013. Although every effort has been made to ensure accuracy of the information in this handbook, students and others who use this handbook should consult with a counselor, dean, department chair or program directors for recent additions, deletions or changes. Updates can also be found online at www.rcc.edu.

The Riverside Community College District complies with all federal and state rules and regulations and does not discriminate against any person on the basis of race, religion, gender, disability, medical condition, marital status, age or sexual orientation. This holds true for all students who are interested in participating in educational programs, including career and technical education programs, and/or extracurricular school activities. Limited English speaking skills will not be a barrier to admission or participation in any program. Harassment of any employee/student with regard to race, religion, gender, disability, medical condition, marital status, age or sexual orientation is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to the District’s Title IX Officer/Section 504/ADA Coordinator, Ms. Chani Beeman, 3845 Market St., Riverside, CA 92506, (951) 222-8039. Available in alternative formats.
The matriculation program at Riverside City College is intended to assist students in establishing appropriate educational goals and to provide support services to help them achieve these goals. Students eligible for matriculation will be provided an evaluation of basic skills, orientation, counseling, completion of an educational plan, and follow-up services.

Almost all first-time college freshmen must complete Assessment, Orientation, and Counseling prior to registering for classes.

Assessment of Basic Skills
Preparation levels are required for placement in English, ESL, mathematics, and reading courses. These placement levels are based on a combination of test scores and other academic experience. Because RCC uses multiple measure placement criteria, placement levels are enforced as prerequisites to courses. Students who have a documented disability requiring a unique accommodation can take the test in the Office of Disabled Students Programs and Services. To request this service, call: (951) 222-8060.

Most new students must take the Accuplacer test for placement into English, math, and reading courses, or the PTESL (Proficiency Test in English as a Second Language) for placement into ESL courses. Some returning students and students transferring to RCC from another college may need to test as well (consult a counselor).

RCC placement tests are available by appointment or on a walk-in basis depending on the type of test, college and time of the year. Appointment may be made by phone (see number below) or online at www.rcc.edu/services/assessment/appointments.cfm. An appointment is required for the PTESL. Call to confirm hours of service: Riverside (951) 222-8451.

Students are required to present photo identification in order to test; a state or federal issued driver’s license or ID is preferred, but passports and high school IDs are also acceptable. In order to preserve a comfortable and quiet testing environment, only students taking the test can remain in the Assessment Center.

Assessment tests are meant to be a one-time only assessment of your skills and abilities upon your initial entry into the college. Retesting is available under certain circumstances – consult a counselor or visit the Assessment website (below).

Students should be prepared for the testing experience. Extensive information is available at www.rcc.edu/services/assessment/index.cfm.

Orientation/Counseling
All first-time college freshmen are required to complete a freshman orientation/counseling session prior to registering for class. Two working days after completing the placement test, freshman orientation/counseling sessions are offered online at Riverside City College.

New students seeking to complete a freshman orientation/counseling session should log onto WebAdvisor at www.rcc.edu for the orientation link. During the session, students will be introduced to services and educational programs at Riverside City College, provided with information on registration procedures and placement results, and assisted in developing their first semester educational plans. New students who have not completed Guidance 45 (Introduction to College) are encouraged to register for this course during their first semester at RCC.

Student Educational Plan
Counselors are available to assist matriculated students in developing an educational plan that outlines the courses and services necessary to achieve their goals. When goals or majors are changed, students must see a counselor to update their educational plan. To ensure this procedure, matriculated students are encouraged to make an appointment with a counselor. Due to high demand for counseling appointments during the winter and summer sessions, it is highly recommended that continuing students see a counselor during the spring and fall semesters to complete a Student Educational Plan.

A student’s college program will be more meaningful if he or she has acquired a clear educational objective. This may be a desire to broaden his or her knowledge as a foundation for upper division college work or to develop marketable occupational skills. A student undecided about objectives may receive help by studying the sections in the catalog entitled “Curricular Patterns.” The student is also invited to discuss personal goals with a college counselor.

It is strongly recommended that students enroll in an appropriate composition course (English 1A, 50, 60A, 60B) during their first or second semester of enrollment. Students who do not meet Riverside Community College District’s reading competency requirement should also enroll in an appropriate reading class (Reading 81, 82, or 83) within their first 18 units undertaken at the College. Development of competent reading and writing skills is necessary for the student’s success as more and more college courses put increasing emphasis on the student’s ability to read at a college level and to write clear, correct English.
Counseling for Continuing Students
Continuing matriculated students are entitled to see a counselor who can recommend appropriate coursework based on assessment results, review of past school records, and other information provided by students. Students who have attended other college(s) must request to have an official transcript(s) sent to RCC before scheduling counseling appointments. All students pursuing certificate or degree programs, either associate or baccalaureate, should see their counselor each semester to review their “Student Educational Plans” (S.E.P).

Follow-up
Counselors and teachers will provide follow-up activities on behalf of matriculated students. “Early Alert” follow-up activities are designed to inform students of their progress early in the semester and to continue to assist students in accomplishing their educational goals. “Probation/dismissal” activities help students make progress toward successful completion of their academic goals. Referrals for appropriate support services will be made to on-campus and off-campus locations when appropriate.

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.
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 is not acceptable documentation when challenging a course prerequisite(s).

It is the student’s responsibility to: a) complete placement testing and orientation 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, and maintaining progress toward that educational goal. If you have questions regarding the matriculation process, please contact Counseling at (951) 222-8440.

*Please note that it is important to have all official high school and college transcripts 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 WebAdvisor at www.rcc.edu (click on check transcripts received by RCC). Successful completion of some high school 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 form in order to have courses on official transcripts validated for math, English, or other prerequisites. Coursework must be listed on the original transcript. Coursework listed on a secondary transcript is not acceptable documentation.

Are You Exempt from Matriculation Pre-Enrollment Requirements?
The following Board approved criteria defines students who are exempt from participating in mandatory placement and freshman orientation and counseling sessions at Riverside City College:

A. Students who have completed 60 or more units or who have graduated from an accredited U.S. college or university with an A.A. degree or higher.

B. First-time college students who have declared one of the following goals:
   • Advance in current career/job
   • Maintain certificate/license
   • Educational development
   • Complete credits for high school diploma

C. Students who are enrolled full time at another institution (high school or college).
Riverside City College offers some courses which place limitations on enrollment. These limitations may include successful completion of courses, placement preparation scores for math and English, performance criteria, or health and safety conditions. Students who do not meet the conditions imposed by these limitations will be blocked from enrolling in these classes.

**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 write French fluently), a preparation score (placement test and prior academic background), or successful completion of a course (grade of ‘C’ or better, ‘P’, or ‘CR’). Completion of the prerequisite is required prior to enrolling in the class. **Successful completion of a prerequisite requires a grade of ‘C’ or better, ‘P’ (Pass), ‘C’, ‘D’, ‘F’, ‘FW’ (Fail - did not withdraw), ‘NP’ (No Pass), ‘NC’ (No Credit) or ‘I’ grades are not acceptable.** Students currently enrolled in a prerequisite course at Riverside City College (i.e., Math 52) will be allowed to register for the succeeding class (i.e., Math 35). However, if the prerequisite course is not passed with at least a ‘C’ grade, the student will be dropped from the succeeding class. Students who have successfully completed a course at another accredited institution for which they would like prerequisite clearance must fill out a Prerequisite Validation form in order to have coursework on official transcripts validated/reviewed for applicable course validation. The form is available in the Counseling office.

**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 is required for Physics 4A).

**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.

**Matriculation Appeals**

Matriculation Appeals Petitions are available in the Counseling Department for the purpose of validating prerequisites at another college or university, appealing to retake the placement test, filing a complaint of unlawful discrimination, or appealing a component of matriculation.

**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:

- Submit official transcript(s) and complete a Prerequisite Validation form.
- Submit unofficial transcript(s) or grade report (must state final grade) and complete a Matriculation Appeals Petition. Petitions approved 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, ESL, math or reading on the basis of knowledge or ability or because of the unavailability of the prerequisite, submit a Matriculation Appeals Petition at any of our college counseling offices.
- Successful completion of some high school 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 office in the Cesar E. Chavez building.

**Appealing to Retake Placement Test**

Students may appeal to retake one time:

- after 12 months has passed from previous test or
- based on compelling evidence that the initial placement level is not an accurate reflection of the student’s ability, or
- after proof of appropriate academic intervention has occurred.

**Please Note:** Once the student has begun the course sequence, retesting is not allowed.
How College Is Different from High School

<table>
<thead>
<tr>
<th>Personal Freedom in High School</th>
<th>Personal Freedom in College</th>
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<tbody>
<tr>
<td>Your time is structured by others.</td>
<td>You manage your own time.</td>
</tr>
<tr>
<td>You can count on your parents and teachers to remind you of your responsibilities and to guide you in setting priorities.</td>
<td>You will be faced with a large number of moral and ethical decisions you have not had to face previously. You must balance your responsibilities and set priorities.</td>
</tr>
<tr>
<td>Guiding principle: you will usually be told what your responsibilities are and corrected if your behavior is out of line.</td>
<td>Guiding principle: You're old enough to take responsibility for what you do and don't do, as well as for the consequences of your decisions.</td>
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High School Classes

- You spend 6 hours each day - 30 hours a week in class.
- Most of your classes are arranged for you.
- You are not responsible for knowing what it takes to graduate.

College Classes

- You spend 12 to 16 hours each week in class. More time will be spent studying, usually 2 hours for every 1 hour of time spent in class; if you take 12 units, you will need 24 hours of studying, or 36 hours a week for class activities.
- You arrange your own schedule in consultation with a counselor during orientation (new RCC students). Schedules tend to look lighter than they really are.
- Graduation requirements are complex and differ for different majors and sometimes different years. You are expected to know which requirements apply to you.

High School Teachers

- Teachers approach you if they believe you need assistance.
- Teachers have been trained in teaching methods to assist in imparting knowledge to you, the student.
- Teachers present materials to help you understand the material in the textbook.
- Teachers often take time to remind you of assignments and due dates.

College Professors

- Professors are usually open and helpful, but most expect you to initiate contact if you need help or assistance.
- Professors have been trained as experts in their particular areas of research.
- Professors may not follow the textbook. Instead, to amplify the text, they may give illustrations, provide background information, or discuss research about the topic you are studying. Or, they may expect you to relate classes to the textbook readings.
- Professors expect you to read, save, and consult the course syllabus; the syllabus spells out exactly what is expected of you, when it is due, and how it will be graded.

Studying in High School

- You may study outside of class as little as 0 to 2 hours a week, and this may be mostly last minute test preparation.
- You often need to read or hear presentations only once to learn all you need to learn about them.
- Guiding principle: You will usually be told in class what you need to learn from assigned readings.

Studying in College

- You need to study at least 2 to 3 hours outside of class for each hour in class.
- You need to review class notes and text regularly.
- Guiding principle: It's up to you to read and understand the assigned material; lectures and assignments proceed from the assumption that you've already done so.

Tests in High School

- Make-up tests are often available.
- Teachers frequently rearrange test dates to avoid conflicts with school events.
- Testing is frequent and covers small amounts of material.
- Mastery is usually seen as the ability to reproduce what you were taught in the form in which it was presented to you, or to solve the kinds of problems you were shown how to solve.

Tests in College

- Make-up tests are seldom an option; if they are, you need to request them.
- Professors in different courses usually schedule tests without regard to the demands of other courses or outside activities.
- Testing is usually infrequent, often cumulative, covering large amounts of material. You, not the professor, need to organize the material to prepare for the test.
- Mastery is often seen as the ability to apply what you’ve learned to new situations or to solve new kinds of problems.

Grades in High School

- Grades are given for most assigned work.
- Initial test grades, especially when they are low, may not have an adverse effect on your overall grade.
- Guiding principle: “Effort counts.” Courses are usually structured to reward a “good-faith effort.”

Grades in College

- Grades may not be provided for all assigned work.
- Watch out for your first tests. These are usually “wake-up calls” to let you know what is expected - but they also may account for a substantial part of your course grade. You may be shocked when you get your grades.
- Guiding principle: “Results count.” Though “good-faith effort” is important in regard to the professor’s willingness to help you achieve good results, it will not substitute for results when a professor is giving you a grade.
Tips for active classroom learning:
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 (page 58).
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).
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 flash cards.
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 112 two-year/junior colleges and numerous branch campuses.

The California State University System
Includes the following campuses: Bakersfield, Channel Islands, Chico, Dominguez Hills, East Bay, Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Monterey Bay, Maritime, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, and Stanislaus.

The University of California System
Includes the following campuses: Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara, and Santa Cruz.

Independent California Colleges/Universities
Includes approximately 75 colleges/universities affiliated with an association of the same name (AICCU).

Types of Instruction

Semester System – Approximately 15-18 weeks of instruction offered twice a year during the fall and spring.

Quarter System – Approximately 10 weeks of instruction offered three times a year during the fall, winter and spring. 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 6 units of credit for the winter/summer terms. Students who are enrolled in less than 12 units for fall/spring terms or less than 6 units for winter/summer are considered to be part time. Specialized programs may have a different unit requirement for full-time status because of state mandates.

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).

Masters 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 – This is a warning to the student that his/her academic progress is unsatisfactory. A student’s cumulative GPA is below a 2.0.

Progress Probation – A student is placed on this type of probation when the cumulative percentage of unsuccessful units attempted at RCC reaches or exceeds 50%.

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

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 WebAdvisor at www.rcc.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 – Some 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 and 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 counseling for more information.

Assessment Tests – Tests administered by colleges to determine the entry-level placement of students in critical thinking courses such as English, mathematics, and reading.

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.

Special Programs and Services

Extended Opportunity Programs/Services (EOPS) Community college programs that provide both financial and learning skills assistance to students who may not have been able to attend college because of economic and/or educational backgrounds.

Student Health & Psychological Services – Services include access to medical care and psychological counseling, provided by physicians, nurse practitioners, registered nurses, licensed psychology staff and psychology interns.

Work Study Programs – On-campus jobs offered to students who qualify for financial aid.
University of California (UC)

UC Web site:  www.universityofcalifornia.edu

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

California State University (CSU)

CSU Web site:  www.csu.mentor.edu

CA Polytechnic State University,
CA Polytechnic State University,
Pomona & San Luis Obispo

CSU, Bakersfield
CSU, Channel Islands
CSU, Chico
CSU, Dominguez Hills
CSU, East Bay
CSU, Fresno
CSU, Fullerton
CSU, Long Beach
CSU, Los Angeles
CA Maritime Academy
CSU, Monterey Bay
CSU, Northridge

CSU, Sacramento
CSU, San Bernardino
CSU, San Marcos
CSU, Sonoma
CSU, Stanislaus
Humboldt State University
San Diego State University
San Francisco State University
San Jose State University
Being a transfer student means that you are beginning your bachelor’s degree right here at Riverside City College (RCC). Here is how it works:

1. **Unit requirements:** The average bachelor’s degree program requires that you complete 120 semester units. Those units are divided into lower division (freshman and sophomore) and upper division (junior and senior) coursework. You must complete at least 60 units to reach junior standing (upper division status). Like other community colleges, RCC offers the lower division courses accepted as comparable to the ones that freshmen and sophomores must take at a university (thus, they are transferable). Community colleges do not offer upper division coursework, so you will transfer to a university to complete those units and graduate with a bachelor’s degree.

2. **Subject requirements:** In addition to the unit requirement for your degree, there are subject area requirements. Those requirements may be for general education and/or major preparation. If you complete all of your subject requirements and have not reached 60 units, you will take transferable elective courses of your choosing before you can transfer.

3. **Admission requirements:** Admission requirements are a combination of units, minimum grade point average, and specific courses that must be completed for admission to a specific university. Universities have different admission requirements. However, most universities require college-level Math and English composition courses for admission (CSU - Golden Four and UC - Essential Seven).

4. **General education requirements:** General education requirements are the courses you must take, outside of your Major to complete a bachelor’s degree. The purpose of general education requirements is to provide students with foundation courses in English, math, arts, sciences, humanities and social sciences. At RCC, the majority of our students are following either the IGETC (Interssegmental GE Transfer Curriculum), which meet the GE requirements at either the UC or CSU campuses, or they are following the CSU General Education, which meets the GE requirements only at the CSU campuses. In addition, there are other GE options. You need to meet with a counselor to determine the best GE pattern for you to follow, depending on the universities you are considering. The GE requirements for independent (private) and out-of-state universities will all differ, but the ratio of lower to upper division units will be similar.

5. **Major preparation:** Your bachelor’s degree will be granted in a specific discipline (your major). The university faculty that teaches in your major determines the unit and subject requirements for the degree. Among those requirements is lower division major preparation through which you demonstrate interest and ability in your chosen major. Some majors require very little such preparation, while other majors require many courses. Some of the preparation for your major can also be used to meet GE requirements. It is important to choose a major early and find out what preparation you will need to be admitted to your major. The UC requires that students complete most, if not all, of their major preparation before transfer and the CSU is moving in this direction.

6. **Grades:** Your overall academic performance, as measured by your grade point average (GPA), is another factor in being admitted to a university and earning your degree. There are minimum GPAs (2.0 for CSU/2.4 for UC) set for transfer students that vary slightly by system or institution. A higher minimum GPA is required for admission to popular campuses or majors. It is important for you to find out how to do well in your classes - take advantage of tutoring and college resources in order to increase your transfer choices and chances.

RCC offers a rigorous course of study to prepare you for success when you transfer. Make an appointment with one of RCC’s counselors and visit the Transfer Center to find out more about transfer.

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**For more information stop by or call:**
Riverside City College at (951) 222-8446
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). RCC has agreements with the following school districts to offer articulated credit:

- Alvord USD
- Colton-Redlands-Yucaipa ROP
- Corona-Norco USD
- Jurupa USD
- Moreno Valley USD
- Riverside USD
- Riverside County ROP
- San Bernardino County Schools ROP
- San Bernardino USD
- Val Verde USD

For a list of articulated classes and instructions on how to apply, please go to: http://www.explorecte.com/high-school.html.

Career and Technical Education (CTE) Programs
Riverside City College 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 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.

Who Can Enroll in the Career and Technical Education Programs?
Individuals wishing to enroll at Riverside City College must file an official application in the Admissions and Records office located at any of the colleges or apply online at www.rcc.edu. Admission to Riverside City College is regulated by state law as prescribed in the California Education Code.

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 Riverside City College.

How to Get Further Information
Many career and technical education programs are described in special publications of the College. These can often be obtained from high school counseling offices, or prospective students may write or telephone the College: Riverside City College, Career and Technical Education Programs, 4800 Magnolia Avenue, Riverside, CA 92506-1299, (951) 222-8963. Students may also get information online at www.rcc.edu/cte.

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 4 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
In order to receive an associate degree or certificate all RCC fees must be paid in full. Students must file an application in the academic year in which they anticipate completing the requirements. Applications are available online at www.rcc.edu. Click on Students, on Admissions and Records, and then on Degree/Certificate Applications. There is a $5 diploma fee for each associate degree application. 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
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<thead>
<tr>
<th>Program</th>
<th>Contact Person</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Administration of Justice</td>
<td>RCC Behavioral Science</td>
<td>222-8540</td>
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<td>Administration of Justice</td>
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<td>Investigative Assistant</td>
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<td>Air Conditioning and Refrigeration</td>
<td>Bob Burris</td>
<td>222-8228</td>
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<td>Applied Digital Media &amp; Printing</td>
<td>Rich Finner</td>
<td>222-8583</td>
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<td>Automotive Technology</td>
<td>Paul O’Connell</td>
<td>222-8348</td>
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<td>Ford: Yuri Ulloa</td>
<td>222-8879</td>
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<tr>
<td>Business Administration</td>
<td>Ron Pardee</td>
<td>222-8320</td>
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<td>Computer Information Systems</td>
<td>Janet Lehr</td>
<td>222-8551</td>
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<td>Computer Applications and Office Technology</td>
<td>Janet Lehr</td>
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<td>Cosmetology</td>
<td>Peter Westbrook</td>
<td>222-8186</td>
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<tr>
<td>Culinary Arts</td>
<td>Information Line (Eat Food)</td>
<td>328-3663</td>
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<td>Early Childhood Education</td>
<td>Shari Yates</td>
<td>222-8903</td>
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<td>Education Paraprofessional</td>
<td>Shari Yates</td>
<td>222-8903</td>
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<tr>
<td>Exercise, Sport, &amp; Wellness</td>
<td>Jim Elton</td>
<td>222-8264</td>
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<tr>
<td>Film, Television, and Video Production</td>
<td>Bud Tedesco</td>
<td>222-8352</td>
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<tr>
<td>Nursing</td>
<td>Steven Purdy</td>
<td>222-8407</td>
</tr>
<tr>
<td>Paralegal Studies</td>
<td>Laneshia Judon-Decarmo</td>
<td>222-8820</td>
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<tr>
<td>Photography</td>
<td>Nancy Gall</td>
<td>222-8087</td>
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<tr>
<td>Retail Management/WAFC</td>
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<td>(Western Association of Food Chains)</td>
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<td></td>
<td>Ron Pardee</td>
<td>222-8320</td>
</tr>
<tr>
<td>Sign Language Interpreting</td>
<td>Diana MacDougall</td>
<td>222-8832</td>
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<tr>
<td>Welding Technology</td>
<td>Jim Knieriem</td>
<td>222-8279</td>
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Career and Technical Education / Phone Numbers

Career and Technical Education  (951) 222-8963
Check out our new website: www.rcc.edu/cte
The RCC General Education program 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, they 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 Skills
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 Skills
Students will be able to communicate effectively in diverse situations. They will be able to create, express, and interpret meaning in oral, visual, and written forms. They 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. They will 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.
Residence Requirement:
In order to receive an A.A./A.S. degree from Riverside Community College District, a student must complete 15 units in residence at one of the colleges within the Riverside Community District.

Academic Coursework Taken at other Colleges and Universities:
Official transcripts from all schools and colleges attended must be dated within the preceding 90 days/3 months, be in their original sealed envelope, and be submitted to the Admissions and Records office at the student’s home college. Course credit is accepted from all regionally accredited institutions as listed at www.collegesource.org. Credits from institutions, which are in candidacy status, will be accepted after full accreditation is granted. The two years preceding full accreditation will also be applicable towards the AA/AS degree. Honors for graduation will be calculated in the same manner.

Grade Point Average Requirement:
A student must have a minimum grade point average of not less than 2.0 (“C” average) in work taken at Riverside Community College District. In addition, overall grade point average, including units from both RCCD and work attempted at all accredited colleges attended, must be not less than 2.0.

Basic Skills Competency Requirements:
A. Mathematics Competency: Students must demonstrate minimum proficiency in math by:
   (1) obtaining a satisfactory first-time score on an appropriate examination OR
   (2) completion of a Math course with a “C” grade or higher selected from MAT 1-36 (excluding MAT-32) or equivalent.
B. Reading Competency: Students must demonstrate proficiency in reading by:
   (1) a satisfactory score on RCCD’s placement test equivalent to placement in college level reading OR
   (2) completion of Reading 83 with a “C” or higher OR
   (3) a minimum grade of “C” in each general education course OR
   (4) satisfactory reading score on a standardized reading test approved by the English department. Students who do not meet Riverside Community College District’s reading competency requirement should enroll in a reading class within their first 18 units undertaken at the College.
   (5) Students who have completed an Associate’s or higher degree at an accredited institution are exempt from the reading competency requirement. Waivers may also be granted on a case-by-case basis.
C. English Competency: Students must demonstrate basic competency in writing by successfully completing the general education requirements of English 1A or 1AH with a “C” grade or better.

Petition for Graduation:
Students may apply for degrees and certificates during the following application periods:
   Summer—First day of summer term through July 15 to apply for summer 2013, fall 2013, winter 2014, spring 2014
   Fall—First day of fall term through Oct. 15 to apply for fall 2013, winter 2014, spring 2014
   Winter—First day of winter term through Feb. 1 to apply for winter 2014, spring 2014
   Spring—First day of spring term through April 1 to apply for spring 2014

Students who apply during these periods may participate in the commencement ceremony as long as they are missing no more than 9 units to graduate.

Second Degrees:
A student may earn more than one degree (AA/AS) from Riverside City College. Students who have met degree requirements in a previous academic year and have not maintained continuous enrollment will be awarded the degree in the term in which the application is submitted, provided all current degree requirements are met.

Catalog Rights:
Graduation requirements apply to students who are enrolled for any term (summer, fall, winter, spring) indicated by this catalog—summer 2013 through spring 2014. Students who enrolled prior to this current year and who have maintained continuous enrollment have the option of meeting the current requirements or those in effect at the time their continuous enrollment began. Continuous enrollment is defined as attendance of one term during each academic year.

Scholastic Honors at Commencement:
Honors at commencement will be awarded to students with a cumulative GPA of 3.30 or higher. Their names are listed in the commencement program as receiving the Associate Degree with Distinction (3.30 GPA) or with Great Distinction (3.70 GPA). A gold tassel will be worn by students graduating with honors. Coursework taken during the final spring semester will not be used to calculate honors at commencement. Grade point averages are not rounded up. The cumulative GPA includes coursework taken at Riverside Community College District and at all other accredited institutions.

Dean’s List:
Each semester, those students who have demonstrated outstanding scholastic achievement by completing at least 12 units of credit-graded work in one semester or 12 units of credit-graded work earned in no more than one academic year (fall, winter and spring, with summer being excluded) with a grade point average of 3.0 or better (completed units will be considered only once for a particular Dean’s List) will be recognized by a letter from the Dean of Instruction.
GENERAL EDUCATION REQUIREMENTS

General education is designed to introduce students to a breadth of study through which people comprehend the modern world. It reflects the conviction of Riverside Community College District that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. Students must complete a minimum of 22 semester units as outlined in the following categories. Special workshop classes (numbered in the 100 series) cannot be used to fulfill general education requirements. The following basic skills courses are non-degree applicable: English 60AB, 60A1, 60A2, 60A3, 60A4, 80, 90B; English as a Second Language 51, 52, 53, 71, 72, 90 A-K, 91, 92, 95; Mathematics 37, 52, 63, 64, 65, 90A-F, 98; and Reading 81, 82, 83, 86, 87, 95.

The following courses are also non-degree applicable: Communication Studies 51; English 85; English as A Second Language 65; Nursing (Continuing Education) 52A, 52B, 52C, 62A, 62B, 62C, 81; Registered Nursing 11A, 11B, 11C, 12A, 12B, 12C.

GENERAL EDUCATION
A. Natural Sciences (3 units)
- Anatomy & Physiology 2A,2B,10
- Anthropology 1
- Astronomy 1A,1B
- Biology 1,1H,2A,2B,3,5,6,7,8,9,10,11,12,14,15,17,30,31A,31B,34,36
- Chemistry 1A or 1AH,1B or 1BH,2A,2B,3,10,12A,12B,17
- Geography 1,1/1L,1H,1H/1L,5
- Geology 1,1/1L,1B,2,3,30A,30B,31,32
- Microbiology 1
- Oceanography 1,1/1L
- Physical Science 1,5
- Physics 2A,2B,4A,4B,4C,4D,10,11
- Psychology 2
(Waivers granted for COS 60C and ELE 21 or 22)

B. Social and Behavioral Sciences (6 units)
1. American Institutions (3 units)
   - History 6 or 6H,7 or 7H,8,9,15,26,28,29,30,31,34,53 or Political Science 1 or 1H,5
2. Social and Behavioral Sciences (3 units)
   - Anthropology 2,3,4,5,6,7,8,10,21
   - Economics 4,5,6,7 or 7H,8
   - Geography 2,3,4,6
   - History 1,2,4,5,11,12,14,19,21,22,23,25,35,40,53
   - Human Services 4,5,6,7,8,13,14,16,17,18,19
   - Military Science 1,2
   - Political Science 2 or 2H,3,4 or 4H,6,7ABCD,8,10ABCD,11,12,13,14
   - Psychology 1,8,9,33,35
   - Sociology 1,1H,2,3,10,12,15,17,20,22,23,25,45,50

C. Humanities (3 units)
- American Sign Language 1
- Architecture 36
- Art (any course)
- Communication Studies 7
- Dance 3,4,5,6,7,8,9,12,13
- English 1B or 1BH,6,7,8,9,10,11,12,13,14,15,16,17,18,20,23,25,26,30,34,35,38,39,40,41,44,45,47,48,49

Film, Television and Video (any course)
Foreign Language (any course)
History 1,2,4,5
Humansities 4 or 4H,5 or 5H,8,9,10 or 10H,11,16,18,20ABC,23,35
Music (any course)
Philosophy 10 or 10H,12,13,14,19,20,21,22,33,35
Photography 8
Theater Arts (any course)

D. Language and Rationality (10 units)
1. English Composition (4 units)
   - English 1A or 1AH ("C" grade or better)
2. Communication & Analytical Thinking (6-8 units)
   Take one course from two of the following:
   - Communication Studies 1 or 1H,9 or 9H
   - Computer Information Systems 1A-30
   - English 1B or 1BH
   - Mathematics 1-36
   - Philosophy 11,Philosophy/Math 32

ADDITIONAL REQUIREMENTS
A. Health Education (3 units)
- Health Science 1 (or completion of the DEH, EMS, PA, VN, or RN program)
B. Self Development (2 or 3 units)

1. KIN (2 activities courses):
   ___ KIN 6,29,42,47; Dance 3,5; any KIN/DAN activity class;
   MUS 45,46,47,48,59,60,61
   **OR**

2. Fitness and Wellness (3 units)
   ___ KIN 4,30,35,36

NOTE: Students are exempt from the Self Development requirement when they complete the Cosmetology, Registered or Vocational Nursing programs, Basic Peace Officer Training Academy, Firefighting Academy, EMS or Physician Assistant program

C. Unit Requirement

A minimum of 60 units of college work, of which 18 semester units are in one of the eight areas of emphasis listed below.

Associate of Arts:

1. ADMIN. & INFORMATION SYSTEMS (AA494)
   Administration/Information Systems entails the study of theories, procedures and practices and the acquisition of skills necessary to function productively in an administrative work environment. Career paths chosen by students pursuing undergraduate studies in Administration/Information Systems typically include managerial positions in business and the public sector, administrative support positions, customer service, sales, accounting/bookkeeping and public relations. Students completing associate degrees in Administration/Information Systems may obtain entry-level positions in the above career fields or may choose to transfer to a four-year college or university to pursue a bachelor's degree in business, accounting, public administration, management information systems or related fields.

   The student must successfully complete 18 units of study with a grade of "C" or better or a "P" if taken on a "pass-no pass" basis.

   INCLUDED DISCIPLINES and COURSES:
   **Required Courses (9 units, selected from the following):**
   Accounting (ACC) 1A; Business (BUS) 10,**18A; Computer Information Systems (CIS) 1A; Economics (ECO) 7 or 7H,8; Political Science (POL) 8

   **Elective Courses (9 additional units, selected from):**
   Accounting (ACC) 1A,1B,38; Business (BUS) 10,**18A, **18B,20,22,80; Communication Studies (COM) 1,1H,6,9,9H, 12,13; Computer Information Systems (CIS) 1A,1B,2,3, 5; Computer Applications and Office Technology (CAT) 3,31; Economics (ECO) 4,6,7 or 7H,8; Library (LIB) 1; Management (MAG) 44; Marketing (MKT) 20; Political Science (POL) 6,8

   A course may only be counted once. **Credit limitation: UC will accept a maximum of one course for transfer.

2. AMERICAN STUDIES (AA492)

American Studies examines the American experience from the colonial period of the United States to the present. Students will study, interpret, and evaluate events, cultural products, and trends in American economic, political, and social history as well as in American architecture, art, literature, music, religion, and they will evaluate questions to which there are multiple plausible interpretations. Students pursuing the program in American Studies will enhance their skills in critical thinking and both oral and written communication. The American Studies program prepares students for further study in the English/literature, history, political science, and sociology at a four-year baccalaureate institution and provides an excellent foundation for students interested in administration, communications, law, public service and teaching.

   The student must successfully complete 18 units of study across a maximum of three disciplines including at least one two-semester sequence with a
Associate Degree Requirements

grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

Take one of these two-semester sequences (6 units):
ENG 14 and 15
HIS 6/6H and 7/7H, 11 and 12, 14 and 15, 28 and 29, 30 and 31

Elective Courses (12 additional units chosen from):
AML 22; eCo 7,7H; eNG 14,15,18,20,25,47; fTV12; HIS 6/6H,7/7H,11,12,14,15,26,28,29,30,31,34; HuM 9,11,16; MUS 25,26,89; PHI 19; POL 1/1H,5,12,13; SOC 2,3,15,22

3. COMM., MEDIA & LANGUAGES (AA495)
Communications is the study of how humans construct meanings through interactions. Courses in this area may focus on the knowledge and skills needed to communicate effectively in oral, written, or visual forms; on the study of language and culture; and/or on a critical understanding of the structures and patterns of different kinds of communication as they affect individuals and society. Studies in Communication, Media and Languages are designed for students interested in pursuing further studies in English, Journalism, Mass Communication, Media Studies, Speech Communication, and World Languages at four-year colleges and universities. It may be useful for students interested in pursuing careers in communications, graphic design, journalism, law, marketing, public relations, radio and television, translating, and writing, among others.

The student must successfully complete 18 units of study across 3 disciplines; 9 units must be taken in a single discipline with a grade of "C" or better or a "P" if taken on a "pass-no pass" basis.

INCLUDED DISCIPLINES AND COURSES:
Anthropology (ANT) 8; Applied Digital Media (ADM) 1; Communication Studies (COM) 1,1H,2,3,5,6,7,9,9H,11,12,13,19; English (ENG) 1A,1AH,1B,1BH,6,7,8,9,10,11,12,13,14,15,16,2,3,25,26,30,35,38,39,40,41,44,45,48,49,49; Film Studies 1,2,3,4,5,6,7,8; Film, Television and Video (FTV) 12,44,45,65; Journalism (JOU) 1,2,7,12,20A20B,20C,20D,52A,52B,52C,52D; Library (LIB) 1; Photography (PHO) 12; World Languages: Arabic (ARA) 1,2,3,8,11; American Sign Language (AML) 1,2,3,4,5,10,11,12,13,14,20,21,22; Chinese (CHI) 1,2,11; French (FRE) 1,2,3,4,8,11; German (GER) 1,2,3,11; Greek (GRK) 1,2, Italian (ITA) 1,2,3,11; Japanese (JPN) 1,2,3,4,11; Korean (KOR) 1,2,11; Latin (LAT) 1,2; Portuguese (POR) 1,2; Russian (RUS) 1,2,3,11; Spanish 1,1A,1B,1H,2,2H,3,3N,4,8,11,12,13,*51,*52,*53

4. FINE & APPLIED ARTS (AA496)
The associate degree in Fine & Applied Arts offers a rich variety of courses to acquaint students with the creation of and performance in the arts from a global perspective. The courses in this area examine the nature of the fine and applied arts through analysis, synthesis, composition, performance and technical development. Students will develop techniques appropriate to the art form, engage in the production and performance of the arts, examine aesthetic valuing, and participate in creative expressing. This area of emphasis is designed for students interested in exploring a variety of art forms including digital media, creative writing, dance, film, graphic design, music, photography, communication studies, television, theatre, video and the arts.

The student must successfully complete 18 units of study across a maximum of 3 disciplines with 9 units from a single discipline and with grades of "C" or better or a "P" if taken on a "pass-no pass" basis.

INCLUDED DISCIPLINES AND COURSES:
Applied Digital Media (ADM): 1,30,64,67,68,70,71,72,74, 76, 77A,77B,80,88,89,200; Art (ART): 1,2,3,4,5,6,6H,7,8,9,10,12,15,16,17,18,20,21,22,23,24,25,26,27,28,30,34,35,36,38,39,40,41,42,43,44A,44B,44C,45,46,47,48,49,200; Communication Studies (COM): 1,1H,2,3,7,11,19; Dance (DAN): 3,4,5,6,7,8,9,D9,D10,D11,D12,D13,D14,D15,D16,D17,D18,D19,D20,D21,D22,D23,D24,D25,D30,D31,D32,D33,D34,D37,D38,D39,D4,3D44,D45,D46, D47,D48,D49,D50,D51,D60; English (ENG): 11,12,13,17,38,39,49; Film, Television, and Video (FTV): 38,41,42,43,44,45,46,48,51,52,53,54,60,63,64,65,66,67,68,69,70,71,72; Music (MUS): 3,4,5,6,8A,8B,9,10,19,22,23,25,26,27,28,29,30,31,32A,32B,32C,32D,33,35,36,37,38,39,41,42,43,44,48,49,51,52,53,54,55,57,58,61,65,68,69,70,73,77,81,82,83,84,87,89,92,93,94,P12,P36,P44,P84; Photography (PHO): 8,9,10,17,20,200; Theatre (THE): 2,3,4,5,6,25,26,29,30,32,33,34,35,36,37,38,39,41,44,46,48,49,54

5. HUMANITIES, PHILOSOPHY, & ARTS (AA497)
Humanities, Philosophy, and Arts examines human values and experience within a wide range of cultures, across the globe, and over the course of history. Students will study, interpret, and evaluate classic works in architecture, art, literature, music, philosophy, religion, rhetoric and the theater, and they will encounter questions to which there are multiple plausible answers. The study of language, philosophy, and rhetoric provides crucial tools for understanding and interpreting human knowledge and experience. Students pursuing
the program in the Humanities, Philosophy, and Arts will enhance their skills in critical thinking and both oral and written communication. The Humanities, Philosophy, and Arts program prepares students for further study in the arts, history, humanities, literature, philosophy, speech communication and/or world languages at a four-year baccalaureate institution and provides an excellent foundation for students interested in administration, communications, law, public service, and teaching.

The student must successfully complete 18 units of study across 3 disciplines; 9 units must be taken in a single discipline. Up to 3 units may be taken in a studio course. The 18 units must be completed with a grade of "C" or better or a "P" if taken on a "pass-no pass" basis.

INCLUDED DISCIPLINES AND COURSES:
- Anthropology (ANT): 7,8
- Architecture (ARE): 36
- Art (ART): 1,2,3,4,5,6,7,8,9,10,12
- Communication Studies (COM): 1,1H,2,3,4,5,6,7,9,11,12,13,19
- Dance (DAN): 3,6
- English (ENG): 1B,1BH,6,7,8,9,10,14,15,16,18,23,25,26,30,35,40,41,44,45,48
- Film Studies: 1,2,3,4,5,6,7,8
- Film, Television & Video (FTV): 12,65
- History (HIS): 1,2,4,5,6,7,8,9,10,11,12,21,22,25,26,28,29,30,31,34,35
- Humanities (HUM): 1,4,5,6,7,8,9,10,11,16
- Library (LIB): 1
- Music (MUS): 19,20,21,22,25,26,89,93
- Philosophy (PHI): 10,10H,12,13,14,19,20,21,22,32,33,35
- Political Science (POL): 11
- Theatre (THE): 3,29
- World Language, including: Arabic (ARA): 1,2,3,8,11
- American Sign Language (AML): 1,2,3,4,5,10,11
- German (GER): 1,2,3,11
- Greek (GRK): 1,2
- Italian (ITA): 1,2,3,11
- Japanese (JPN): 1,2,3,4,11
- Korean (KOR): 1,2,11
- Latin (LAT): 1,2
- Portuguese (POR): 1,2
- Russian (RUS): 1,2,3,11
- Spanish (SPA): 1,1A,1B,1H,2,2H,3,3N,4,8,11,12,13
- 31,34,35,36,37,38,41,50,51,52,54
- Dance (DAN): 7,8,9,D9,D10-D25,D30,D32,D37, D38,D39,D43, D44,D45,D46,D47,D48,D49,D51,D60-67
- English (ENG): 11,12,17,38
- Music (MUS): 38,39,P12
- Theatre (THE): 2,4,5,6,25,26,30,32,33,34,35,36,37,38,41,50,51,52,54

6. KINESIOLOGY, HEALTH & WELLNESS (AA498)
These courses emphasize the principles for the growth and development of a healthy lifestyle. Students will acquire the knowledge and understanding of these principles to integrate and promote personal, individual or group behavior conducive to the maintenance or restoration of mental and physical wellness. This emphasis will provide students with an understanding of physical skills and their development related to physical activity, exercise and sport. Students will also acquire knowledge of decision making and problem solving strategies for self-management as it pertains to leading a productive and healthful lifestyle. This area of emphasis is designed for students interested in making positive life choices and in the study of health, nutrition, and wellness; physical education/kinesiology; athletic training; sport performance, officiating and coaching; career planning and life management; and the biology, anatomy and physiology of the human body. Students who work closely with their counselor may use this emphasis area to prepare to transfer to four year institutions in majors such as Health Science, Nutrition, Physical Education/Kinesiology, Exercise Science, and Recreation and Leisure Studies. Some careers such as Athletic Trainer, Physical Therapist, Exercise Physiologist, Sport Nutritionist, and Physical Education and Health Education teachers may require education beyond the Bachelor's Degree.

The student must successfully complete 18 units of study with a grade of "C" or better or a "P" if taken on a "pass-no pass" basis.
INCLUDED DISCIPLINES AND COURSES:

Required Courses (take 3 units in each of the disciplines):
- Health Science (HES): 1
- Kinesiology/academic courses (KIN): 4, 6, 7, 8, 10, 12, 16, 17, 18, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 38, 47

Elective Courses (12 additional units, selected from the following):
- Anatomy and Physiology (AMY): 2A, 2B, 10
- Biology (BIO): 17, 30, 34
- Early Childhood Education (EAR): 26
- Guidance (GUI): 45, 46, 47, 48
- Kinesiology/academic courses (PHP): 4, 6, 8, 10, 12, 16, 17, 18, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 38, 47

A course may only be counted once except for KIN activity or variety courses.

7. SOCIAL & BEHAVIORAL STUDIES (AA499)

Social and Behavioral Studies is a collection of academic disciplines dedicated to the scholarly study of the human experience. As a comprehensive and multidisciplinary area of study, Social and Behavioral Studies will afford the student an opportunity to explore and examine the nature and multitude of interactive relationships amongst and between individuals and between the individual and their social environment; ranging from the development of the individual, to the nuances of interpersonal interaction, to the dynamic structures of national and global communities. Ultimately, the student of Social and Behavioral Studies will gain a heightened awareness of the nature of their individuality, attain a greater understanding and appreciation of the complexities and diversity of the world in which they live and become better equipped to succeed in an increasingly diverse and complex society.

Career paths typically chosen by undergraduate students emphasizing Social and Behavioral Studies include: Law Enforcement, Law, Human Relations, Human Resources, Social Work, Professional Childcare and Public Service Agencies, Teaching across the educational and academic spectrum, Consultation in the public and private sectors, Governmental Advisors, Speechwriting, and both domestic and international business professions.

The student must successfully complete 18 units of study with a grade of “C” or better or a “P” if taken on a “pass-no pass” basis.

INCLUDED DISCIPLINES AND COURSES:

Administration of Justice/Justice Studies (ADJ): 1, 2, 3, 4, 5, 8, 9, 13, 14, 15, 30
- Administration of Justice/Law Enforcement (ADJ): 4, 6, 16, 18, 20, 21, 22, 23, 25
- Anthropology (ANT): 1, 2, 3, 4, 5, 6, 7, 8, 10, 21
- Communication Studies (COM): 1, 1H, 2, 3, 5, 6, 9, 12, 13
- Early Childhood Studies (EAR): 19, 20, 25, 28, 33, 40, 42, 43, 47
- Economics (ECO): 4, 5, 6, 7, 8, 8, 9, 10, 11, 12, 17, 30, 34, 36
- Chemistry (CHE): 1A, 1AH, 1B, 1BH, 2A, 2B, 3, 10, 12A, 12B, 17
- Electronics (ELE): 21, 22, 23, 24, 25
- Engineering (ENE): 1A, 1B, 10, 21, 22, 23, 26, 27, 28, 30, 31, 35
- Geology (GEG): 1, 11L, 1H, 5
- Geotechnical Information Systems (GIS): 1
- Health Science (HES): 1
- Mathematics (MAT): 1A, 1B, 1C, 2, 3, 4, 5, 10, 11, 12, 13, 14, 15, 25, 32, 36
- Microbiology (MIC): 1
- Oceanography (OCE): 1, 1L
- Physical Science (PHS): 1
- Physics (PHY): 2A, 2B, 4A, 4B, 4C, 4D, 10, 11
- Psychology (PSY): 2

A course may only be counted once.

NOTE: All courses in regular font are transferable to CSU with the courses in bold being transferable to both CSU and UC. Courses designated with a (*) are not transferable.

8. CAREER AND TECHNICAL PROGRAMS

The Associate in Science degree in career and technical programs will be awarded upon completion of the requirements for the certificate or program of 18 units or more plus completion of the graduation requirements as described in the catalog, as well as electives, totaling 60 units of college work as required for the associate degree. Specific requirements for each program are listed in pages 63-109 of the catalog.

9. MATH AND SCIENCE (AS493)

These courses emphasize the natural sciences, which examine the physical universe, its life forms, and its natural phenomena. Courses in Math emphasize mathematical, analytical, and reasoning skills beyond the level of intermediate algebra. Courses in science emphasize an understanding of the process of science and the scientific method. All courses emphasize the use of mathematics and science as investigative tools, the role of mathematics and science as part of human civilization and society, and the inherent value of both inductive and deductive reasoning as part of the human experience.

This area of emphasis is designed for general education students, as well as students interested in mathematics or science as a possible career path, with career opportunities included in mathematics, chemistry, physics, biology, ecological/earth sciences, geology, engineering, computer science, electronics, oceanography, microbiology, kinesiology/exercise science and the medical sciences.

The student must successfully complete 18 units of study with a grade of “C” or better or a “P” if taken on a “pass-no pass” basis.

Required Courses (take one course in each of the 3 categories, including one course with a lab):
- Mathematics (MAT): 1A, 4, 5, 10, 11, 12, 12H, 25
- Physical Sciences: Astronomy (AST) 1A, Chemistry (CHE) 1A, 1AH, 2A, 10, Geography (GEG) 1, 1H, 1L, Geology (GEO) 1, 1L, 3
- Oceanography (OCE) 1
- Physical Science (PHS) 1
- Physics (PHY) 2A, 4A
- Life Sciences: Anatomy & Physiology (AMY) 2A, Biology (BIO) 1, 1H, 2A, 5, 7, 8, 9, 11, 34, 36
- Microbiology (MIC) 1

Elective Courses (the remaining units may be taken from any of the following courses):
- Anatomy and Physiology (AMY): 2A, 2B, 10
- Anthropology (ANT) 1
- Astronomy (AST): 1A, 1B
- Biology (BIO) 1, 1H, 2A, 2B, 3, 5, 6, 7, 8, 9, 10, 11, 17, 30, 34, 36
- Chemistry (CHE): 1A, 1AH, 1B, 1BH, 2A, 2B, 3, 10, 12A, 12B, 17
- Electronics (ELE): 21, 22, 23, 24, 25
- Engineering (ENE): 1A, 1B, 10, 21, 22, 23, 26, 27, 28, 30, 31, 35
- Geology (GEG): 1, 1L, 1H, 5
- Geotechnical Information Systems (GIS): 1
- Health Science (HES): 1
- Mathematics (MAT): 1A, 1B, 1C, 2, 3, 4, 5, 10, 11, 12, 12H, 25, 32, 36
- Microbiology (MIC): 1
- Oceanography (OCE): 1, 1L
- Physical Science (PHS): 1, 5
- Physics (PHY): 2A, 2B, 4A, 4B, 4C, 4D, 10, 11
- Psychology (PSY): 2

A course may only be counted once.

NOTE: All courses in regular font are transferable to CSU with the courses in bold being transferable to both CSU and UC. Courses designated with a (*) are not transferable.
To obtain a Bachelor’s degree from a CSU campus, you must complete 48 semester units of general education, nine of which must be upper division units. Riverside Community College District may certify a maximum of 39 units as having fulfilled the CSU lower division general education requirements. Grades of “C” or better must be earned in 30 of these 39 units. All students are strongly advised to complete all the requirements prior to transfer.

A. English Language Communication and Critical Thinking (min. 9 units) ****must be completed prior to transfer!
Select one course from each area. Grades of “C” or better are required.
1. Oral Communication: Communication Studies 1 or 1H,6,9 or 9H
2. Written Communication: English 1A or 1AH
3. Critical Thinking: Communication Studies 2,3; English 1B or ENG 1BH; Philosophy 11,32/MAT 32, Reading 4

B. Scientific Inquiry and Quantitative Reasoning (min. 10 units)) ****Math must be completed prior to transfer!!
Select one course from areas 1,2 and 4. At least one of the science courses must have a lab—see underlined courses.
1. Physical Science: Astronomy 1A,1B; CHE 1A or 1AH,1B or 1BH,2A,2B,3,10,12A,12B; Geography 1,1H,1/1L,1H/1L,5; Geology 1,1/1L,1B,2,3; Oceanography 1,1/1L; Physical Science 1,5; Physics 2A,2B,4A,4B,4C,4D,10,10/11
2. Life Science: Anatomy and Physiology 2A,2B,10; Anthropology 1; Biology 1H,2A,2B,3,5,6,7,8,9,10,11,12,17,34,36; Microbiology 1; Psychology 2
3. Laboratory Activity: This requirement may be met by completion of any lab course listed above in areas B-1 or B-2. All underlined courses will meet this requirement.
4. Mathematics/Quantitative Reasoning (grade of “C” or better is required): Math 1A,1B,1C,2,3,4,5,6/CSC 6,10,11,12 or 12H,25,36

C. Arts and Humanities (min. 9 units)
Select 3 courses, at least one course from each area:
1. Arts: Art 1,2,2H,5,6 or 6H,7,8,9,10,12; Communication Studies 11; Dance 6; Film Studies 1,2,3,4,5; Film, Television and Video 65; Music 6,19,20,21,22,23,25,26,89; Theater Arts 3,29
2. Humanities: American Sign Language 1,2,3,4,11; Art 4; Chinese 1,2,11; English 1B or 1BH, 6,7,8,9, 11,12,14, 15,16,18,20,23,25,26,30,34,35,40,41,44,45,48; Film Studies 5,6,7,8; Film, Television and Video 12; French 1, 2,3,4,8,11; German 1,2,3,11; Greek 1,2; History 1,2,4,5,6* or 6H*,7* or 7H,8,9,11,12,14,15,19,21,22,23,25,26,28,29,30, 31,34,35; Humanities 4 or 4H,5 or 5H,8,9,10 or 10H,11,16*,18,23,35; Italian 1,2,3,11; Japanese 1,2,3,4,11; Korean 1, 2,11; Latin 1,2; Military Science 1,2; Philosophy 10 or 10H,12,13,14,15,19,20,21,22,33,35; Portuguese 1,2; Russian 1,2,3,11; Spanish 1 or 1H,1A,1B,2A,3,3N,4,8,11,12

D. Social Sciences (min. 9 units)
Select at least one course from two different areas:
1. Anthropology and Archeology: Anthropology 2,3,5,6,7,8,21
2. Economics: Economics 4,5,7 or 7H,8; Political Science/Economics 6
3. Ethnic Studies: Anthropology 4; History 14,15,28,29,30,31; Sociology 10
4. Gender Studies: Communication Studies 13; History 34; Sociology 15,25
5. Geography: Geography 2,3,4,6
6. History: History 1,2,4,5,6* or 6H*,7* or 7H,8,9,11,12,19,21,22,23,25,26,35; Military Science 1,2; Chemistry 17
7. Interdisciplinary Social or Behavioral Science: Communications 9 or 9H,12; Early Childhood Studies 20,42; Film, Television & Video 41
8. Political Science, Government and Legal Institutions: Political Science 1* or 1H*,2 or 2H,3,4 or 4H,5,7ABCD,8, 10ABCD, 11,12,13; Political Science/Economics 6
9. Psychology: Psychology 1,8,9,33,35,50
10. Sociology and Criminology: Sociology 1,2,3,12,20,25,45,50
Courses designated with an asterisk (*) may also be used to satisfy the U.S. History, Constitution and Government requirement.

E. Lifelong Learning and Self-Development (min. 3 units)
Select one course from:
Biology 30; Early Childhood Studies 20,42; Guidance 47; Health Science 1; Kinesiology 4,35,36; Psychology 9,33; Sociology 12
*United States History, Constitution and Government (6 units)

Although this is not a part of the general education requirements, all students must complete coursework in U.S. History, Constitution and Government. **One course chosen from HIS 6 or 6H or 7 or 7H or HUM 16 may be applied toward completion of the nine units required under Area C. A different course chosen from HIS 6 or 6H or 7 or 7H or POL 1 or 1H may also be used to partially fulfill the nine units required under Area D. The same course may not be used to partially fulfill both areas.**

1. **U.S. History (3 units)**
   - History 6 or 6H or 7 or 7H or Humanities 16

2. **Constitution and Government (3 units)**
   - Political Science 1 or 1H

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**NOTE:** Transfer students are required to complete both the general education and lower division major requirements. Make an appointment with your counselor to complete a Student Educational Plan (SEP).

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*Students planning to transfer to Cal Poly Pomona or Cal Poly San Luis Obispo have specific general education requirements which must be taken based upon their major. See your counselor to ensure proper academic planning.*
IGETC Certification is valid for community college students only. Those who have already transferred to the CSU/UC systems may not return to RCC to complete IGETC requirements.

1. **ENGLISH COMMUNICATION** (3 courses; 9 semester, 12-15 quarter units)
   - **CSU** – 3 courses required; one from each group
   - **UC** – 2 courses required; one from group a and one from group b
     
     a. **English Composition**: English 1A or 1AH
     
     b. **Critical Thinking** – English Composition: English 1B (must be taken Fall ’93 or later) or 1BH
     
     c. **Oral Communication**: Communication Studies 1 or 1H,6,9 or 9H (CSU requirement only)

2. **MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING** (1 course; 3 semester, 4-5 quarter units)
   - Math +1A,1B,1C,2,3,4,+5,+10,11,12 or 12H,25; Math/Computer Science 6

3. **ARTS AND HUMANITIES** (3 courses; 12-15 quarter units)
   - 3 courses required with at least one course from the Arts and one from the Humanities.
     
     a. **Arts**: Arabic 11; Art 1,2,5,6 or 6H,7,8,9,10,12; Chinese 11; Dance 6; Film Studies 1,2,3,4,5; French 11; German 11; Italian 11; Japanese 11; Korean 11; Music 3,4,5,6,19,20,21,22,23,25,26,26; Russian 11; Theater Arts 3,29
     
     b. **Humanities**: American Sign Language *3; Arabic *2,*3,8; Art 4; Chinese *2; Communication Studies *12; English 6,7,8,9,14,15,18,20,23,25,26,35,40,41,44,45,48; Film Studies 6,7,8; French *2,*3,*4,8; German *2,*3; Greek *2; History *1,*2,*4,5,*6 or *6H,*7 or *7H,*8,*9,*11,*12,*14,*15,*19,*21,*22,*23,*25,*26,*28,*29,*30,*31,*34,*35; Humanities 4 or 4H,5 or 5H,8,9,10 or 10H,11,16,18,23,35; Italian *2,*3; Japanese *2,*3,*4; Korean *2; Latin *2; Military Science *1,*2; Philosophy 10 or 10H,12,13,14,19,20,21,22,33,35; Portuguese *2; Russian *2,*3; Spanish *2,*3,*3N,*4,8,11,12

4. **SOCIAL AND BEHAVIORAL SCIENCES** (3 courses; 12-15 quarter units)
   - Choose from at least two academic disciplines.
     
     Anthropology *1,2,3,4,5,6,7,8,21; Chemistry 17; Communication Studies *12,13; Early Childhood Studies 20; Economics +4,5,7 or 7H,8; Economics/Political Science 6; Geography 2,3,4,6; History *1,*2,*4,5,*6 or *6H,*7 or *7H,*8,*9,*11,*12,*14,*15,*19,*21,*22,*23,*25,*26,*28,*29,*30,*31,*34,*35; Military Science *1,*2; Political Science 1 or 1H,2 or 2H,3,4 or 4H,5,11,13; Political Science/Economics 6; Psychology *1,*2,8,9,33,35; Sociology 1,2,3,10,12,15,20,50

5. **PHYSICAL AND BIOLOGICAL SCIENCES** (At least 2 courses; 7-9 semester, 9-12 quarter units)
   - Choose at least one Physical Science and one Biological Science course. One of the courses must include a lab—see underlined courses.
     
     a. **Physical Science**: Astronomy 1A,1B; Chemistry 1A or 1AH,1B or 1BH or +2A,2B,2C; Geography 1,1H,1L,1H/1L,1H/1L,5; Geology 1,1L,1B,3; Geology 1,1L,1H; Physical Science +1,J; Physics +2A,2B,4A,4B,+4C,4D,4E,+10,+10/11
     
     b. **Biological Science**: Anatomy and Physiology 2A,2B; Anthropology *1; Biology 1,2A,2B,3,5,6,7,9,8,9,10,11,12,17,30,34,36; Microbiology 1; Psychology *2
     
     c. **Laboratory**: Complete one underlined course

6. **LANGUAGE OTHER THAN ENGLISH** (one course - UC requirement only)
   
     a. American Sign Language 1,2,3,4; Arabic 1,*2,*3; Chinese 1,*2; French 1,*2,*3,*4; German 1,*2,*3; Greek 1,*2; Italian 1,*2,*3; Japanese 1,*2,*3,*4; Korean 1,*2; Latin 1,*2; Portuguese 1,*2,Russian 1,*2,*3; Spanish 1 or 1H,1B,*2,*3,*3N,*4 OR
     
     b. Proficiency equivalent to two years of high school in the same language

*Courses listed in multiple areas shall not be certified in more than one area except for courses in Languages Other Than English, which can be certified in both areas 3B and 6A.
+Transfer credit is limited by either UC or CSU or both. Please consult with a counselor.
IGETC Advisement:
Former UC, CSU and students with coursework from other four-year institutions, including outside the U.S., should consult with a counselor to determine whether they should complete IGETC or the lower-division breadth/general education requirements at the campus they plan to attend.

FOR THE UC: Students who initially enroll at a UC campus, then leave and attend a California Community College, and subsequently return to the same UC campus, are considered “re-admits” by the UC. Such students cannot use IGETC. However, students who enroll at a UC campus, then leave and attend a California Community College, and subsequently return to a different UC campus may use the IGETC pattern. The following UC campuses have further limitations:

Berkeley: IGETC is acceptable for all majors in the College of Letters and Science. The Haas School of Business and the colleges of Engineering, Environmental Design and Chemistry have extensive, prescribed major prerequisites. In general IGETC is not appropriate for majors in these colleges. Although IGETC satisfies breadth requirements for most majors in the College of Natural Resources, specific lower-division major requirements must still be satisfied. For more information, check with the college or visit the ASSIST website.

Davis: IGETC works well for students planning for Bachelor of Arts majors with few units of lower-division preparation. Bachelor of Science degrees and high-unit majors often have many courses of lower-division preparation. In these cases, the UC Davis GE pattern is the best choice. Students in the College of Engineering who have satisfied IGETC are still required to complete two upper-division general education courses at UC Davis.

Irvine: All schools accept IGETC. However, selection by the campus is based on demonstrated academic achievement and preparation for the intended major.

Los Angeles: The Henry Samueli School of Engineering and Applied Science does not accept IGETC.

Merced: The School of Engineering and the School of Natural Sciences do not recommend IGETC.

Riverside: The Marlan and Rosemary Bourns College of Engineering accepts completion of IGETC as satisfying the majority of the college’s breadth requirement for transfer students. Some additional breadth coursework may be required after enrollment (for details, see the Bourns College of Engineering Breadth Requirements). However, prospective students are strongly encouraged to focus on preparation coursework for their desired major, such as mathematics, science and other technical preparation coursework. Strong technical preparation is essential for success in the admission process and subsequently, in all coursework at Bourns.

The College of Natural and Agricultural Sciences does not accept IGETC although courses taken to satisfy IGETC may be applied toward the college’s breadth pattern. The College of Humanities, Arts, and Social Sciences and the School of Business Administration accept IGETC.

San Diego: IGETC is accepted by John Muir, Earl Warren, Thurgood Marshall and Sixth colleges only. Students completing IGETC are welcomed at Eleanor Roosevelt and Revelle colleges; however, they must also fulfill the specific general education requirements for those colleges. At UCSD, all majors are available to students in each college, so students who choose IGETC will not be restricted in their choice of major.

Santa Barbara: Students who transfer into the College of Letters and Science and the College of Creative Studies may use IGETC to substitute for general education requirements. Students planning to transfer into a major in computer science or the biological or physical sciences must be careful to complete lower-division major prerequisites to ensure competitiveness and make normal, timely progress through the major. Transfer students in the College of Engineering are encouraged to focus on the preparation for their major rather than on general education requirements. As part of their general education, all students in the College of Engineering are required to complete a depth requirement. Students who wish to satisfy the depth requirement prior to transfer must complete a yearlong sequence in the history of world civilization, history of Western civilization, history of the United States, history of Western philosophy or history of Western art. Students may want to choose courses for IGETC that will concurrently satisfy the depth requirement. Students may also complete the depth requirement with upper-division coursework after transferring.

Santa Cruz: Students intending to pursue any major in the physical and biological sciences or the Jack Baskin School of Engineering should not follow IGETC as it will not provide students with enough lower division preparation for their majors.
Articulation Information for the Cal State and UC systems:
• www.assist.org — an online student-transfer information system that shows how course credits earned at one California public college or university can be applied when transferred to another.

The California State University Information:
• CSU Mentor, www.csumentor.edu — a free online resource designed to help students learn about the CSU system and plan to finance higher education.

The University of California Information:
• www.universityofcalifornia.edu — designed to help students with resources for applying to the UC system.

Researching Colleges in California:
• www.californiacolleges.edu — a powerful, open-ended site rich with content that makes finding and applying to a school in California a snap.

Researching Private Institutions:
• www.aiccu.edu — the Association of Independent California Colleges and Universities (AICCU) serves as the unified statewide voice of independent higher education in California.

Transfer information about schools in the United States:
• www.50states.com/college — this is a website listing all colleges/universities in the United States.
• www.univsource.com — this site is aimed at helping both U.S. and international students who are considering higher education in the U.S. and are uncertain of the formalities involved.

Edjoin
• www.edjoin.org — the education job opportunity network is a portal to thousands of teaching and other education job openings throughout California.

Internships
• www.internships.com — this website provides information on internship opportunities in the United States.

Monstertrak
• www.monstertrak.com — one of the forefront job search engines; it provides users with a list of available opportunities. Individuals may search jobs, network, and receive career advice.

O*Net
• www.onetonline.org — this website provides in-depth career information on a variety of occupations. Job descriptions, working conditions, training, qualifications, and earnings are supplied for each position. Additional data is given on the job outlook for a position as well as related occupations.

Researching majors
• www.mymajors.com — this website helps with getting specific information about your major, courses needed for your major, specializations within your major, and what kind of students pick each particular major.

USA JOBS
• www.usajobs.opm.gov — this is the official job site of the United States federal government.

Writing a resume
• www.damngood.com/jobseekers/tips.html — this is a great website for getting tips on writing an excellent resume using humor and supplying everything from the most basic information to more advanced. There are many sample resumes listed.
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. However, it is ultimately the student’s responsibility to officially withdraw from a class if they are no longer attending.

Withdrawals

A “W” on your transcript does not compute into your GPA, but excessive withdrawals will result in progress probation. Please refer to WebAdvisor at www.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 WebAdvisor at www.rcc.edu. Students have one year to complete an incomplete or the grade will become an “F” or whatever grade the instructor puts on the incomplete contract form.

Good Standing

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

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 may also be placed on progress probation if they have attempted 12 or more semester units and have an excessive number of “withdrawals,” “incompletes,” or “no-passes.” Excessive is defined as 50% or more. Students placed on probation will be notified through their RCC email account. All first-time probation students are encouraged to complete an online success workshop offered by the Counseling department. Students on probation may enroll for a maximum of 13 units in the spring and fall semesters and 7 units in the summer and winter terms.

Dismissal

Excessive absences, unsatisfactory academic achievement or falsification of information supplied to Admissions and Records shall serve as a basis for dismissal from a class or from the College. Students who maintain less than a 2.0 GPA for two consecutive semesters are subject to academic dismissal. Students shall also be subject to dismissal if the number of “W,” “I,” or “NP” entries reaches or exceeds 50% for two semesters in a row.

Waiver of Dismissal

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

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.

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<th>Units Attempted</th>
<th>Grade</th>
<th>Point Value</th>
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GRADING:

Accomplishment in coursework is indicated by the following symbols:

<table>
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<th>Symbol</th>
<th>Definition</th>
<th>Grade Point</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than Satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>FW</td>
<td>Fail - did not withdraw</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass (at least satisfactory, the equivalent of a “C” or better, Not computed in GPA)</td>
<td>0</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass (less than satisfactory or failing, Not computed in GPA)</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>MW</td>
<td>Military Withdrawal</td>
<td>0</td>
</tr>
</tbody>
</table>
What is a credit unit?
The terms “unit” and “hour” are synonymous. A unit relates to the amount of time spent in class. For example, a three-unit class will meet for about three and a half hours per week (based on a 16-hour semester). Classes with labs will meet for additional hours. The average class is worth three credit units, while labs are usually worth one credit unit. It takes 60 credit units to receive an associate degree and at least 125 credit units to receive a bachelor’s degree.

How many credit units should I enroll in?
A full-time student will be enrolled in at least 12 credit units per semester. The maximum amount of units a student may enroll in is 18. Students wishing to enroll in more than 18 units for fall/spring and 9 units for winter/summer must have an established GPA of 3.0 or higher.

Do I have to declare a major?
It is not necessary to declare a major (program of study) the first semester you enter. However, you are expected to spend time exploring educational options. We recommend you take advantage of the Transfer Center and its resources. We also suggest you consider enrolling in a guidance class. Under the matriculation guidelines (our partnership for success) it is essential that you declare an educational goal and develop a Student Educational Plan with a counselor.

What times must I attend classes?
You are responsible for arranging your own class schedule. Therefore, you may schedule classes that fit into your own work or personal schedule.

How long will it take to complete my goal at RCC?
Many students complete their associate degree in two years. In order to do this, you must enroll in 15 degree applicable credit units per semester. If you wish, you may decrease your load in the fall and spring and take a class or two in the winter session or summer to compensate. Students preparing to transfer may also complete their requirements within a two-year period.

Should I repeat a class in which I received a “D,” “F” or “FW” (Failed - did not withdraw)?
Beginning Summer 2012, you will not be able to enroll in most courses more than three (3) times. Substandard grades (D, F, FW, NC, and NP) and withdrawals (W) are included in your total attempts; military withdrawals (MW) are NOT included. Enrollments prior to Summer 2012 will be included in the repeat count. The last grade earned in the repeated course will be used to compute the grade point average. The permanent academic record will be annotated in such a manner that all work remains legible.

In the case of the following circumstances, a Request for Course Repetition with documentation would be approved:
- Substantial curriculum changes
- Courses mandated for training requirements as a condition of paid or volunteer employment
- Courses that were taken more than five years ago, provided the prior grade was a standard grade (A, B, C, P, CR)

Requests for Course Repetition and information are available on the web at www.rcc.edu/services/admissions/forms.cfm.

Repeatable activity and performance classes may be taken up to a total of four times and are identified in the College Catalogs. For these repeatable courses, all grades and units will be used in the computation of the grade point average and earned units.

Other petitions: Please refer to the RCC Catalog for information about auditing a class, Pass/No Pass, Credit by Examination, and Academic Renewal.

What is RCC’s Attendance Policy?
The student is expected to attend every meeting of all classes for which he or she is registered. Attending a class without being registered is contrary to Riverside City College policy and cannot be used as the basis for a petition to add a class. Students who have enrolled for a class and who do not attend or who are late or absent from the first meeting of the class may forfeit their right to a place in the class. Your instructor reserves the right to administratively withdraw you from class if you do not attend class regularly. Students should know and understand the attendance policy for each class in which they are enrolled.

- While an instructor may drop a student who does not regularly attend, it is the student’s responsibility to officially drop the class if he or she stops attending.
- It is the student’s responsibility to consult with his or her instructor regarding any absences that would alter his or her status in the class.
How do I add or drop a class?
If a class has not begun and there are still spaces available, you may add without instructor permission as long as you have a current application, have met any prerequisites, and do not have holds on your record. Check for class availability on WebAdvisor at www.rcc.edu. Payment deadlines are on WebAdvisor. Failure to pay fees will result in your being dropped from unpaid classes. If you decide not to attend class and are not dropped from the class, you will receive an “F” or “FW” (Failed - did not withdraw) in the class and owe fees. It is your responsibility to drop yourself from classes that you decide not to attend.

After a class has begun, you must obtain an authorization code from the instructor in order to add. All classes must be added by the Add deadline. Add deadlines are in the Schedule of Classes and on WebAdvisor at www.rcc.edu. Check “My Class Schedule” on the student menu.

While instructors may drop students for poor attendance, it is ultimately the responsibility of the student to drop WebAdvisor him/herself if no longer attending. Classes can be dropped over or in person at Admissions.

What is the refund policy?
In order to drop a class at www.rcc.edu and get a refund, you must drop by the deadline posted on WebAdvisor. Refund deadlines are two weeks for full semester classes and 10% for short term classes. Be sure to check all of the drop deadlines to ensure that you do not receive any unwanted marks on your transcript. A “W” will not be used to calculate your grade point average, but excessive “W”s will be used as a factor for progress probation. After the last drop deadline (75% of the class), you will receive a grade for any classes that have not been dropped. Be sure to print a receipt verifying any changes you have made.

What should I do if the class I want to take is closed?
Before the beginning of the term, if a class is closed you may be able to place your name on a wait list. If a seat becomes available, you will automatically be added and your account will be charged with enrollment fees. Check WebAdvisor (“Register and Drop Classes”) regularly to confirm your status. If you are added to the class, you will also be notified via RCC email.

You may seek the advice of a counselor who will suggest an alternate class or inform you of other options available to you. You may also attend the first time the class meets and ask the instructor to give you an authorization code. This unique authorization code can be used to add the class over WebAdvisor at www.rcc.edu. If you are seeking to enroll in a closed online class, you may email the instructor and see if he/she will allow you to register. Please note that most online instructors do not add students on or after the first day of class. You are responsible for adding the class by the Add deadline. Deadlines are in the Schedule of Classes and/or on WebAdvisor.

Can I transfer to a four-year college without an AA/AS?
Yes. However, by taking courses required for transfer, you will more than likely meet the requirement for an AA degree as well. Check with a counselor for more information.

If I plan to transfer, is it best to concentrate on my major or general education?
Generally, it is best to work on both requirements. Some majors require very few lower division courses, in which case you may be able to complete all G.E. lower division requirements. However, some majors, particularly in science, may require many lower division courses. In this case, you should concentrate on completing these and filling in with as many G.E. courses as possible. Be certain to ask your counselor about General Education Certification.

What is general education certification?
All California state universities require a common pattern of general education. If you complete the entire pattern prior to transferring, you may request certification of completion on your official transcript. All 23 state universities will honor this certification stamp; that is, you will not be required to take additional lower division G.E. courses in those areas certified by RCC. The IGETC pattern for UC or CSU can also be certified.

We encourage you to meet with your counselor at least once a semester so we can help you plan your program and evaluate your progress. To make an appointment, stop by the Counseling office or call (951) 222-8440.
Admissions and Records

Admissions and Records plays a valuable role in your college education by taking you from application to graduation. RCC Admissions services are available at Riverside City College – (951) 222-8600. Admission and registration procedures will be the same for students at each college. You may submit an application, process registration, or obtain information at any college.

Steps to Attend Classes at RCC

Step 1 Apply for admission

You may apply if you:

- Have graduated from high school or are 18 years or older.
- Have passed the CA High School Proficiency Exam.
- Did not graduate but have attained a Certificate of Completion.
- Have passed the GED examination.
- Did not graduate but are 18 years of age or older.
- Are an international student who has satisfied the international student admissions requirements.

*High School Concurrent Admission Program has been suspended until further notice.

Submit your application online. Applications are processed within 2-3 business days (weekends & holidays excluded). We do not offer paper applications.

Applications are currently being accepted for the following terms:

<table>
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<tr>
<th>Term</th>
<th>Term Dates</th>
<th>APPLICATION DEADLINE</th>
</tr>
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</table>

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

- Your home college location is where you will receive most services including Assessment, Counseling, Student Financial Services, CalWORKs, EOPS/CARE, Veterans Services, and Student Support Services.
- Example: If the home college location that is listed on your application is Moreno Valley, you may be directed to Moreno Valley to obtain services regardless of your home address.
- Your home college location is tied to the admission application. You may only submit one application for any college in the district, per term by the application deadline.
- Choose your HOME COLLEGE carefully as it is difficult to change. Riverside Community College District is comprised of three colleges: Moreno Valley, Norco, and Riverside City. Students may attend classes at any of the three colleges regardless of home college location.

Applications are processed 2-3 business days (weekend and holidays excluded). You will receive two emails:

- Immediately after you submit your application you will receive an email confirmation that your application has been received.
- Two to three business days after you submit your application (weekends and holidays excluded), you will receive an email with your RCCD student ID number, WebAdvisor, User ID, and RCC email address.

Step 2 Apply for Financial Aid

Fill out the FAFSA online (www.fafsa.ed.gov) or on paper (available in the Student Financial Services office). Get more information on scholarships, grants, and loans at the Student Financial Services website: www.rcc.edu/studentfinancialservices. There may be some supporting documentation you need to turn in to obtain financial aid.

Step 3 Mail or Walk-in Your Official Transcripts

- Only if you need to meet prerequisites or want credit for courses taken at another regionally accredited institution.
- All transcripts should be official, sealed transcripts, and printed no more than 90 days/3 months ago.
- Students who have completed a course at another institution for which they would like credit must fill out a Prerequisite Validation form in order to have coursework on official transcripts validated for math, English or other prerequisites.
- The form is available in the Counseling office. You can check the arrival of incoming transcripts on WebAdvisor at www.rcc.edu/riverside. (Click “Check Transcripts Received by RCC”.)
- Please provide official transcripts from colleges or high schools you have attended only if you need them to meet prerequisites or want credit for courses taken at another educational institution.

Step 4 Complete Assessment and Orientation

If you are a first-time college student whose goal is to obtain a degree or certificate, prepare for a new career, and/or improve basic skills, you will need to take the assessment test. Appointments may be made by visiting https://esars.rcc.edu/Riverside/Assessment/index.htm. For hours, check online at www.rcc.edu/studentfinancialservices. Please note that appointments typically fill 1-2 weeks in advance.

After assessment first-time college students must complete the orientation online which will provide informative, practical advice about the college experience as a whole.

Step 5 Set-Up Your RCC Email Account

As a student in the Riverside Community College District, 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, wait list statuses, financial aid, and more.
Step 6 Check Your Registration Dates/Holds and Register for Classes
Go to WebAdvisor at www.rcc.edu/riverside and click “Log In Video” for detailed log-in instructions. See “Check my Registration Dates/Holds” on WebAdvisor. Registration dates are available 1-2 months before the term begins. Students are given a date and time to register. You can register on or after that date/time.

Register for Classes
- View the Registration Video on WebAdvisor.
- Search for classes on WebAdvisor, the Schedule of Classes can be downloaded from the web.
- On your registration date/time you will be able to register via WebAdvisor (www.rcc.edu/riverside). Adding and dropping can also be done over WebAdvisor.
- Pay special attention to important dates (ex: the last day to drop with a refund, without a “W”, or with a “W”) found on your schedule.
- Check Refund, Add and Drop deadlines on WebAdvisor. Add deadlines are also in the Schedule of Classes. Remember, adding and dropping classes is your responsibility. If you decide to stop attending, do not assume your instructor will drop it for you. It is your responsibility!

Registration Appointments
Registration appointments for Continuing, Returning, New, and Transfer students will be based on the recommendations of the California Student Success Initiative. To find out if you are a continuing, or returning student read the following:
You are a Continuing Student if you were enrolled in a course after the first two weeks or 20% of the course in the previous term.
You are a Returning Student if you missed one or more primary terms (fall/spring) and must reapply.
You are a New Student if you have never attended college previously. You will be required to complete assessment, orientation and counseling (AOC) prior to registration.
You are a Transfer Student if you have attended college elsewhere but have never enrolled in RCCD classes.
Based on the new criteria, students who are NOT ON DISMISSAL shall be allowed to register in the following order:
1. Continuing students who have completed* between 24-100 units**
2. Continuing Middle/Early College High School students who have completed* between 24-100 units**
3. Returning students with 24-100 completed* units** who have reapplied before set deadline
4. Returning Middle/Early College High School students who have completed* between 24-100 units**
5. New students who have completed AOC before the set deadline
6. Continuing students with less than 24 completed* units
7. Continuing Middle/Early College High School students with less than 24 completed* units
8. Returning students with less than 24 completed* units who have applied before set deadline
9. New students and transfer students who have applied after set deadline
10. New Middle/Early College High School students
11. Returning students who have applied after the set deadline
12. Continuing students who have completed* more than 100 units
13. All students on dismissal who have completed all dismissal requirements
*Units completed is defined as classes completed within RCCD with grades of A, B, C, D, P or CR
**Excludes basic skills classes

Step 7 Pay Enrollment Fees
Your fees are due after you enroll. Every term you will pay for your units, a health fee, a transportation fee (allows RCC students to ride free on RTA), a student services fee (optional), and parking (optional). You can pay over WebAdvisor using Visa or MasterCard, American Express and Discover.

If you drop a class within the refund deadline, your refund will be returned to you 6-8 weeks after the deadline date for refunds. It will be returned the same way you paid (cash or check will receive a check, credit card will be credited back to that account).

Step 8 Buy Your Textbooks
Take a copy of your schedule to the bookstore to find out what book(s) you need to purchase for your classes.

Step 9 Attend Classes the First Day
- If your plans change and you cannot attend, be sure to officially drop your class(es); otherwise you could owe fees and receive an “F” or “FW” (Failed - did not withdraw) grade
- Arrive an hour early to find parking. Students are not ticketed the first two weeks of fall/spring and the first week of summer if they park in student spaces
- If enrolled in an online class, go to www.opencampus.com.

Transcript Requests
Students may order official transcripts on WebAdvisor at www.rcc.edu. The first two official transcripts are free. After that there is a $5 charge per transcript. Transcripts can also be ordered at Admissions. Faster service is available for an additional $10 fee. Transcripts are mailed first class mail. Transcript requests should be submitted two weeks before needed. Transcripts cannot be supplied for college work taken at other institutions.

Enrollment Verifications
Students may order Enrollment Verifications on WebAdvisor at 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.

Change of Address
It is the student’s responsibility to advise Admissions and Records of any change in either their home or temporary address. Students may change their address and other information on WebAdvisor (personal profile updates) at www.rcc.edu or at any Admissions office. Name changes must be done at Admissions with documentation.
Art Gallery

The Riverside City College Quad Art Gallery is located in room 140 of the A.G. Paul Quadrangle on the Riverside City College. Gallery hours are Tuesday through Thursday 10:00 am – 3:00 pm, or by appointment for large groups. Receptions are free and open to students and the community. For information call (951) 222-8358.

The newly renovated gallery exhibits works by internationally and nationally acclaimed artists, regional artists, art faculty, and students. Exhibitions have included internationally renowned artists Charles Arnoldi 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 Dalí lithographs, a Sally Strand drawing, an unparalleled collection of works by Miné Okubo, and large scale works of print maker Patrick Merrill. Faculty artists’ works include those by Leslie Brown, Dayna Peterson Mason Gregg, John Hopkins, Steve Horn, and Robert Jew. 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.

The newly designed Miné Okubo Center for Social Justice & Civil Liberties opened in the summer of 2012 and houses and displays the large collection of her works owned by the College.

Bookstore - and More!

You can purchase textbooks, classroom supplies, school spirit gear, snacks, and novelty items at the RCC bookstore. If you prefer to shop online, you can reserve your textbooks on the bookstore’s website for in-store pickup or have them shipped to your home.

Riverside City College: www.rcc.bncollege.com

When you register for your classes thru WebAdvisor, you can click on the tab “order textbooks” which will show you everything that you will need for the classes you registered for. At this point you can place you order online which avoids waiting in the lines during the first week of rush. Please look at our store’s website to see the extended hours for your convenience during the spring and fall semesters.

The bookstore is committed to selling the most USED books possible and to achieve that goal they give Cash-For-Books year round! The best time to sell your books is always the last week of any semester.

The bookstore accepts all major credit cards, but is unable to accept personal checks. You may receive a full refund for textbooks only during the first week of the semester provided you present the actual cash register receipt, your class schedule, and picture I.D. Summer and shorter-than-semester classes have a 48 hour return policy. The bookstore is open from 8 am to 6 pm, Monday through Thursday, and Friday, 8 am to 1 pm. For information call (951) 222-8140.
Center for Communication Excellence

In a supportive learning environment, student tutors are available to offer support, free of charge, to ALL students who are enrolled in any class.

Students can receive assistance in communication skills that will facilitate their learning and help them to increase success in all of their courses. For example, students can receive student tutoring and assistance with classroom presentations, group projects, listening, interviewing, brainstorming for ideas for papers, and understanding assignments.

The Center for Communication Excellence (CCE) at Riverside City College 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 through becoming a better listener; students can practice oral presentations in the privacy of a soundproof booth, on video and/or with a student tutor who can offer immediate feedback. Additional services include: Internet linked computers for research and writing, space for groups to work on projects, assistance with topic/idea generation, and content review. The location and hours of operation vary for fall and spring semesters. Call (951) 222-8000, x 4181 for information.

Center for International Students & Programs

Riverside Community College District has approximately 300 students from about 50 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 Riverside City College and creates a friendly environment for international students 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 at Riverside City College or call (951)222-8160.

Child Care

The Early Childhood Education program provides educational preschool, toddler, and infant programs for the children of students, faculty, and the community. The Children’s Center at Riverside City College 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 Debbie Whitaker at (951) 222-8434 or email debbie.whitaker@rcc.edu for information about childcare tuition assistance.
**College Safety & Police**

Riverside Community College District Safety and Police Department (RCCDPD) provides 24/7/365 public safety services to students, faculty, staff and visitors. For example, District police officers engage in routine patrols of the colleges, responses to emergency and non-emergency requests for services, enforcement of traffic laws, and investigations of crimes. District Community Service Officers (CSOs) assist in college patrols and parking problems, enforce parking regulations and laws, and deliver additional services such as battery jumps, “lockout service” when you are locked out of your vehicle (for vehicles with manual locks only), and building security.

Additionally, Safety Escorts are available at all colleges to walk you safely to your car or any location on campus. Call (951) 222-8171 to arrange for an escort to meet you at your location.

You are encouraged to report any criminal activity or any other emergencies at any time on campus by calling 9-1-1. 9-1-1 calls originating from District property will be routed to the RCCDPD 24/7 Dispatch Center. 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 the RCC website: www.rcc.edu. Click on Administration, then Police and Parking, then Annual Clery Crime Reports, then 2012 Clery Report.

Finally, please keep in mind that RCCDPD 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.

**Community for Academic Progress (CAP)**

The Community for Academic Progress (CAP) program is an exciting one designed to allow students to enroll in grouped or paired courses that share common themes, activities, and assignments. Since the courses are linked, students take these classes as a group, allowing faculty and students to work and learn together. Other benefits that CAP offers include:

- A convenient class schedule
- Guaranteed registration in CAP classes
- Personal CAP/college orientation
- Access to technology
- Supplemental Instructional Leaders (SI Leaders)
- Field trips

To enroll in the CAP program or for more information, call the CAP office, (951) 328-3820 or email to cap@rcc.edu.

**Counseling**

Counseling services are a fundamental and integral part of the total education process. Riverside City College provides a staff of professional counselors who recognize each student as a unique individual. We encourage personal development. As professional counselors, our goal is to assist each student in establishing, clarifying, and pursuing personal, educational, and career goals.

We provide counseling by appointments, online appointments, and walk-in basis throughout the year. Both day and evening appointments are available. Counselors are available to help you:

- Identify majors that are suited to your interests, personality type and abilities.
- Explore occupational alternatives through individual counseling.
- Develop a Student Educational Plan (SEP) which identifies courses necessary for you to accomplish your goals.
- Select a transfer program through individual counseling and Transfer Center resources.

Counseling Office: (951) 222-8440.

**Disabled Student Programs & Services**

The office of Disabled Student Programs & Services (DSP&S) provides appropriate, comprehensive, reliable, and accessible services to students with documented disabilities who request services. DSP&S staff facilitate and encourage academic achievement, independence, self-advocacy, and social inclusion for students with disabilities. Riverside City College 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.

There are two DSP&S office locations at Riverside City College (ADM 121 and ADM 127). Support services and accommodations may be arranged for or provided at either or both locations. The main DSP&S office is located in ADM 121 and the High Tech Center for Alternate Media and Assistive Computer Technology is located in ADM 127. Services are provided according to individual needs and may include: Adaptive Computer Technology, Alternate Media, Priority Registration, Counseling, Academic Counseling, Notetaker, Mobility Assistance, Test Accommodations, Interpreters for the Deaf, and Assistive Listening Devices.

Among the disabilities which may qualify for services are: Learning Disabilities, Psychological Disabilities (depression, anxiety, PTSD, eating disorders, etc.), Cardiac Disease, Amputation, Multiple Sclerosis, Arthritis, Respiratory Impairment, Cerebral Palsy, Diabetes, Orthopedic Disabilities (broken bones, back injury, etc.), Visual Impairment, and Temporary Disabilities.

The director and staff in DSP&S are trained and eager to assist students with disabilities. Riverside City College’s administration, faculty and staff are very supportive of students who have disabilities. There is a college-wide commitment to ensure accessibility for all students. For further information regarding services, call Riverside City College: (951) 222-8060 (voice); (951) 222-8061 (TDD).
High Tech Center
Adaptive technology and alternative media are available for students at all three colleges and off-campus sites to achieve maximum independence while pursuing their educational goals. The Intake Evaluation will assess the student’s current computer knowledge and accommodation issues. Contact DSP&S (951) 222-8060 and arrange to meet with a specialist.

Assessment for Learning Disability
Students with average to above intelligence who have a learning disability as defined by the California Community Colleges may qualify for services. Students suspecting that they may have an as yet undiagnosed, qualifying specific learning disability should call the DSP&S office at Riverside City College to schedule an appointment to determine if assessment is appropriate.

WorkAbility III
A cooperative program between DSP&S/RCC and the State Department of Rehabilitation (DR) can provide students with educational and career guidance, employment preparation, and classes to reach their goals; participants receive a wide range of benefits and services. Ask your DSP&S counselors about WorkAbility III.

Extended Opportunities Programs & Services (EOPS)
Funded by the State of California, the EOPS program provides academic support services for financially and educationally disadvantaged students. Services available include:

- Personal, academic, and career counseling
- Priority registration
- Supplemental book services
- One-on-one tutoring
- Transfer information and assistance

EOPS services available:

- **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 student responsibility contract and who are progressing academically. The book voucher amount varies contingent on funding.

- **Tutorial Services**
  Tutoring is available through the Tutorial Center. Tutors are ready to help in most academic subjects offered at Riverside Community College District. Sessions are held on campus on a one-to-one basis. The Tutorial Center also has self-tutorial software to help students progress on their own.

- **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.

If you are interested in applying for the EOPS program, please stop by the EOPS office in the Bradshaw Building or call (951) 222-8045.

Services for EOPS are available at:

Riverside City College
Bradshaw Building
4800 Magnolia Avenue
Riverside, CA 92506-1299
(951) 222-8045

Cooperative Agencies Resources for Education (CARE)
The aim of CARE is to assist single parents receiving Temporary Assistance for Needy Families (TANF) increase their educational skills, become more confident and self sufficient, enhance their employability, encourage success, and move from welfare to INDEPENDENCE.

To be eligible a student must:
1. Be an eligible full-time EOPS student with a 2.0 GPA (good standing)
2. Be a single parent/head of household
3. Be 18 years of age or older
4. Be an AFDC/CalWORKs recipient
5. Have a child under 14 years of age
6. Have the desire to continue his or her education and become self sufficient.

CARE services are supplemental to EOPS services and MAY include:

- Academic counseling
- Support group
- Personal counseling
- Child care stipend
- Tutorial assistance
- Bus pass or parking pass
- Meal tickets
- Special topic workshops

For further information, call (951) 222-8045.
Food Services

Students may purchase food, beverages, and snacks as well as scantrons and blue books from the City Grill located in the lower level of Bradshaw. Business hours are Monday through Thursday from 7 am until 8 pm and on Fridays from 7 am until 1 pm. The City Express is located on the upper level of the Parking Structure; open from 8 am until 6 pm Monday through Thursday. Stop by for a cold beverage and/or snack.

For more information please contact us at (951) 222-8483.

Honors Program

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

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

To be eligible for the program, incoming high school students and all other 1st time college students need:
- 3.0 GPA
- Eligibility for or completion of English 1A
- Completed RCCD application
- Completed Honors Program application
- Students will need to complete an Honors Program orientation before or during their first semester in the program.

Benefits:
- Transfer agreements, including the UCLA TAP agreement.
- Smaller classes: honors classes have a maximum of 20 students and are taught seminar-style, emphasizing active student participation.
- Help in the transfer process: workshops, one-on-one mentoring, help from honors coordinators and faculty in preparing applications for university admissions and scholarships.
- Field trips: cultural activities, college visits, and other enrichment activities.
- Leadership opportunities. Students may serve as a class advocate on the Honors Advisory Council, as a director in the Honors Student Council, or as a volunteer in outreach activities.
- Our Honors Centers: places for gathering; they allow for informal study groups, personalized interaction with honors professors, access to transfer advice & research materials, and a general sense of belonging to a cohort of similarly-interested students
- Scholarships and Essay Contests

For more information:
Website http://academic.rcc.edu/honors/
Facebook page (“RCCD Honors Program”)
Video www.youtube.com/RCCDHonors
Phone (951) 222-8991 Email thatcher.carter@rcc.edu

Library

Riverside City College offers quality library services at the Salvatore G. Rotella Digital Library/Learning Resource Center.

Library website: http://library.rcc.edu
Reference Desk: (951) 222-8652
Circulation Desk: (951) 222-8651

Current library hours are posted on the library website. The library has book and multimedia collections to support college courses including textbooks placed on reserve by faculty. A free intercampus loan system allows students to borrow books from any of the three college libraries. The RCC College Card functions as the library card. Library faculty are available at the Reference Desk during hours of operation to provide research assistance and instruction to students and other library users. Currently enrolled students have online access to electronic resources including digital books, academic journals, magazines, and newspapers via the library website. The library provides quiet study areas and access to printers, photocopiers, media equipment, and computers. Computers are equipped with Internet access and software for word processing, spreadsheets, and presentations.

The library is here for you and your success!

Parking

Permits are required for summer, fall, winter, and spring terms while parked on District property (including interior streets where parking is permitted), Monday through Thursday from 7 am to 10 pm and Friday from 7 am until 4 pm. Your permit must be properly displayed. If you have a vehicle that does not allow you to secure your permit, bring your permit to the Safety & Police Parking office where accommodations can be made. You can purchase a parking permit on WebAdvisor at www.rcc.edu. Cost of permits, violations, lot locations, and designations are available through the College Safety and Police Parking office. The telephone number is (951) 222-8520.

Metered Parking: Metered parking areas are located at all three colleges. Lots designated as “pay-by-day” allow parking for the day from 7 am to 10 pm. Metered 30-minute parking is also located at the College. The metered area in Lot A at Riverside City College allows parking for a two hour limit. Student parking permits are not valid in any metered parking area with the exception of Lot Q located at Riverside City College. You must pay the required meter fee when parked in these areas. There are no enforcement grace periods in Riverside City College metered and staff parking spaces at the beginning of the semesters.

Visitors: A visitor coming to the College may “park and pay” in the metered parking areas for the time limit specified by the signs in each lot. Visitor parking in the metered area in Lot A is also available on Fairfax Street located at Riverside City College. There are a few 30-minute parking spaces on each campus where no fee is required.
These spaces are for visitors only. Student permits are not valid in any 30-minute visitor space for any length of time.

Lost Permits: Lost permits will NOT be replaced; you will have to purchase a new one. If your parking permit is stolen, immediately notify Parking Services.

Handicap Placards: DMV parking placards for those with a disability must be properly displayed along with a valid parking permit. Persons with a DMV issued handicap placard and a valid student permit are allowed to park in any handicapped student or staff space.

Citations: If you receive a parking citation and you believe it was issued in error, you will be required to contest your citation in writing within 21 calendar days of the issuance of the citation. This is in accordance with California law. If you would like a form to complete your review, you may call (951) 222-8520 and press #1 for options to appeal your citation. The hours and telephone number are listed on the back of the parking citation. RCC enforces all other Rules of the California Vehicle Code (i.e., posted time zones, red curbs, handicap spaces, expired vehicle registration, etc.) 24 hours a day, 7 days a week.

Puente Program

The Puente Program is an 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 50 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

For further information contact:
Riverside City College Counseling (951) 222-8459

Riverside Community College District Foundation

The RCCD Foundation was officially established in 1975, and since its inception the major focus of the Foundation has been to provide scholarship assistance for students. In 1991, the Foundation launched a successful $1 Million Endowed Scholarship Campaign held in conjunction with the 75th Anniversary of RCC and the opening of the Moreno Valley and Norco campuses. In 1996, the Foundation launched a successful $1.5 million campaign to support Passport to College, the nationally recognized early outreach program, and in 2003, the Foundation completed a $450,000 campaign to fund the acquisition of the RCCD Alumni House, a wonderful historic home adjacent to Riverside City College. In 2006, the RCCD Foundation Board implemented the major gift campaign, “Campaign RCC—Our College, Our Future,” to support several initiatives including the Riverside Aquatics Complex, the School of Nursing/Science/Math Complex, Allied Health Initiatives at Moreno Valley, Industrial Technology Complex at Norco, the Riverside School for the Arts, and scholarship and endowment support. To date, over $15 million in cash, pledges, and planned gifts has been raised.

At the heart of the Foundation’s mission is a passionate belief that scholarships can make a tremendous difference in students’ lives. The RCCD Foundation awards more than $300,000 in scholarships annually to deserving high school seniors, continuing RCCD students, and RCCD students transferring to a four-year college or university. Scholarships may be based on financial need and/or academic performance, and often include qualifications such as your major, career goal, GPA, club involvement or volunteer activities.

Scholarship recipients will be recognized in one of several ceremonies held in May or June of each year where you have the opportunity to meet and thank the donor. There may be a scholarship waiting for you—apply through Student Financial Services.

SSS Program

The Student Support Services (SSS) Program is a federally funded Trio Program that offers qualified Riverside City College students guidance and support to assist them in mastering their college transition. The primary goals of the program are to facilitate transfer from two-year to four-year colleges, increase retention and graduation rates, and foster an institutional climate supportive of the success of low-income, first-generation and disabled college students.

Services include:
• Transfer information and assistance
• Financial literacy education
• Financial Aid information and application assistance
• Career exploration
• University tours
• 1-on-1 tutoring
• Early registration
• Cultural activities
• Academic advising
• Textbook/equipment loan program

To be eligible for SSS, a student must be:
• A first-generation, low-income, or disabled college student
• Must demonstrate academic need
• US citizen or permanent resident

For more information please visit the SSS Office in the Bradshaw Building room 206 or call (951) 222-8312. The RCC SSS Program is funded by a $220,000 U.S. Department of Education Trio grant.

Student Financial Services

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

The Free Application for Federal Student Aid (FAFSA)

The initial application used in applying for financial assistance is the Free Application for Federal Student Aid (FAFSA). The FAFSA application is available online at www.fafsa.gov and workshops are available throughout the year to assist students with completion of the FAFSA. For workshop times and dates, please view our website at www.rcc.edu/studentfinancialservices, under workshops. The FAFSA application must be completed for each academic year. The RCC Title IV code of 001270 must be listed on your FAFSA record(s) in order for our department to receive your application. If you are a Moreno Valley College or Norco College student, please make sure to list the school code for your home college on the FAFSA application.

- Riverside City College School Code #001270
- Moreno Valley College School Code #041735
- Norco College School Code #041761

The FAFSA is available January 1 each year (summer/fall/winter/spring) and will determine eligibility for the following academic year. It is recommended that the FAFSA be completed prior to March 2 to ensure priority processing and to maximize your funding.

When completing the FAFSA application, you will need to apply for a Personal Identification Number (PIN) at www.pin.gov so you can electronically sign the online FAFSA. If you are a dependent student, have a parent apply for their own PIN. Parents will need to sign the FAFSA until you are 24 years of age or no longer considered a dependent student.

Once you have completed your FAFSA, the results will be sent to RCC. You must have an RCC Admissions application on file in order for your FAFSA to be received. Once you have completed your RCC Admissions application online at www.rcc.edu, you will be issued your RCCD email account. You can find directions to activate and access your RCCD email account online at www.rcc.edu, under the Admissions and Records webpage. We will send an email to your RCCD student email account, notifying you of your application status. Required documents will be posted on WebAdvisor under “required documents by year” once you have received your email. Forms are available on our website at www.rcc.edu/studentfinancialservices under forms and can be turned in at the SFS office at your home college.

*New: If you are considered a dependent student and cannot provide your parents’ information on the FAFSA application, we ask that you first complete the FAFSA application and submit it online. If after completing the FAFSA application you are still required to provide your parents’ information and are not able to, please visit the SFS office at your home college and ask to speak to staff regarding a Petition for Independent Status (Dependency Override).

Effective summer 2011 all Financial Aid disbursement(s) will be deposited onto a debit card. The card will be a Sallie Mae My Flex debit card and your disbursement(s) for financial aid will be placed on that card (there are a few exceptions for certain fund types). To receive your disbursements, if eligible, you can sign up NOW for a Sallie Mae Debit Card. Go to www.rcc.edu/studentfinancialservices to sign up NOW! The Sallie Mae debit card is used like a regular debit card. This card can be used to make transactions, to withdraw cash, and more.

Students who qualify for under AB 540, may now apply for state financial aid by completing the California Dream Application online at https://dream.csac.ca.gov. This application must be completed every academic year in order to continue applying for aid. Students completing this application can apply for the BOGW and the Cal Grant. For more information on the California Dream Application, please visit their website at www.csac.ca.gov.

Completing the FAFSA will determine your eligibility for the following:
- The Board of Governors Fee Waiver (BOGW) is a state program which waives enrollment fees for qualifying CA resident students. If determined eligible, the BOGW may waive enrollment fees for the entire academic year beginning with summer and ending with the following spring. During the fall and spring semesters, the parking fee will be reduced to $20 per semester. The BOGW does not pay for books or other educational supplies, student services or health fees, transportation/bus fees or additional class fees (such as art and CPR fees as listed in the schedule of classes). For California residents to apply, complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov and list your home college RCC school code (Riverside City College #001270, Moreno Valley College #041735, Norco College #041761) and you will be automatically awarded the BOGW if eligible. For AB 540 students, to apply, complete the California Dream Application online at https://dream.csac.ca.gov, listing
your home college school code listed above. You will receive an email at your RCCD student email account notifying you when your BOG waiver eligibility is available on WebAdvisor under your award letter. No separate application is required.

If you are determined a Non-Resident, you may be eligible to apply for:

- A non-resident tuition deferment if you are 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 and Records account balance. Non-Resident Tuition Deferment Forms must be submitted each semester and/or 30 days within disbursement of a Stafford Direct Loan funds. For more information, view the “information for non-resident” chapter in our consumer guide online at www.rcc.edu/studentfinancialservices.

- Federal Pell Grant (up to $5,550 for the academic year, subject to change) 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 you withdraw from courses and owe a refund or do not successfully pass your courses). The information that you provide on the Free Application for Federal Student Aid (FAFSA) is used to produce an Expected Family Contribution (EFC). This EFC number will determine if you are eligible for the Pell Grant and for how much. How much you receive will depend not only on your EFC but also on the number of units you are enrolled in, whether you attend school for a full academic year and meeting your college Satisfactory Academic Progress. Students enrolled less than half time (less than 6 units) may qualify for a Pell Grant. Once you have completed all application procedures with the SFS office, your Pell Grant eligibility will be determined. You will receive an award letter via your RCCD student email indicating that your award has been posted on WebAdvisor. The award letter on WebAdvisor will list the types of funds and how much financial aid you have been awarded, including the Pell Grant. All award letters are based on full-time enrollment and disbursement(s) are adjusted based on units. All students are encouraged to enroll in courses as soon as possible each term.

- 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 you remain in your courses and complete them successfully. Due to limited funding, priority is given to students who apply for the FAFSA by the March 2 deadline and qualify for the maximum Pell Grant award. This grant is limited and is awarded until funds are exhausted.

- Cal Grants (up to $1,551 per academic year) are awarded by the California Student Aid Commission (CSAC) to California residents 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 March 2 of every year. For students attending California community colleges, there is an additional deadline of September 2. To apply for the Cal Grant awards, you need to complete the FAFSA and have your GPA verified by the above deadlines. If you are awarded a Cal Grant by CSAC and are choosing to attend RCC, you must ensure that your financial aid file is completed, that you have an active academic program (major) on file with the Admissions and Records office other than Undecided, and you must be meeting the RCC Student Financial Services Satisfactory Academic Progress (SAP) standard. Disbursement is contingent upon eligibility and funding. You may view your Cal Grant eligibility online at https://mygrantinfo.csac.ca.gov/logon.asp.

**RCCD ALUMNI BRICKS...BUILDING A FOUNDATION FOR THE FUTURE**

Personalized bricks inscribed with a message honoring the life of an RCCD alumnus, family member, or friend of the College are offered through the Foundation for a small fee. Alumni bricks are installed in the brick courtyard in the gardens of the RCCD Alumni House and proceeds are used to maintain the Alumni House as a gathering place for alumni, the College, and the community. Please call (951) 222-8626 for further information.
• CHAFEE Grant Program provides grants 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 at least half-time (6 units) during the fall and/or spring semester and must meet 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. Paper applications can be picked up in the SFS Office and after completion, mailed to CSAC. 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).

• Child Development Grant Program ($1,000 per academic year) is for participants who intend to teach or supervise in the field of child care and development in a licensed children’s center. Students must be enrolled in at least half-time (6 units) during the fall and/or spring semester and must meet Satisfactory Academic Progress (SAP) for each semester. A paper application is available in April and can be picked up in the SFS Office or Early Childhood Education Office (please check their website for hours and locations). It is also available online at www.csac.ca.gov for printing. It must be completed and submitted to the Early Childhood Education office. The deadline to submit this application is June 15. A FAFSA application is required for RCC to determine eligibility for this grant. A new application must be submitted for each academic year. The Child Development Grant disbursement is released by CSAC during the Fall and/or Spring semester at which time the SFS office reviews the student’s eligibility for enrollment and Satisfactory Academic Progress prior to the disbursement being released to the student. All disbursement(s) for Child Development 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 $4,000 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 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.fafsa.gov and list the RCC school code #001270. To apply for a FWS position, you must have completed your financial aid file. Your home college must be Riverside City. To view available jobs or for more information on FWS, please view the Student Financial Services website at www.rcc.edu/studentfinancialservices for the link to the student employment job listings.

• 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). To view your complete loan history go to: National Student Loan Data System http://www.nslds.ed.gov. A Department of Education FAFSA PIN is required to access this website. If you have misplaced or forgotten your PIN number, you may request a duplicate PIN by going to the PIN website at www.pin.ed.gov.

• Students must be meeting 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 with the RCC Admissions and Records department. Students must have 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 the “Direct Loan Request Form” to the Student Financial Services office at Riverside City College.

• 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 and 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 www.rcc.edu/studentfinancialservices for a full list of requirements for applying for a student loan at RCC.

• Our Federal Student Loan Default Management Plan requires all students to complete a loan Entrance and Exit interview each year you wish to apply for a loan at RCC. Please view our consumer guide for directions on how to complete the entrance and exit loan interviews. Our efforts in educating students regarding their responsibilities in securing a federal student loan are taken very seriously at RCC. We also reserve the right to deny loans to students on a case-by-case basis. You will be notified by mail if your 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 December. Information and instructions on how to apply is available on our website early in the fall semester at www.rcc.edu/studentfinancialservices. 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 RCC
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 onto the student’s Sallie Mae debit card. Please sign up for the Sallie Mae debit card on our website by clicking on the “debit card” link. 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.

- **RCC 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 www.rcc.edu/studentfinancialservices in January and February of each year and also at each high school within the RCC District.

- **The Community Scholars** scholarship is a partnership between RCC and California Baptist University, La Sierra University, and the University of Redlands. This is a $7,000 scholarship offered to Riverside County high school seniors who will attend any campus within the RCC District for two years and transfer to one of the universities mentioned above for two years. The application is available at each high school within the RCC District and also at www.rcc.edu/studentfinancialservices in January and February of each year.

Scholarships are also available from sources outside of RCC. There are many resources and opportunities for students to find scholarships to use while attending RCC. However, it requires time and effort on the part of the student to locate and apply for outside scholarships.

- A list of scholarships RCC has been notified of is available at online at www.rcc.edu/studentfinancialservices or in the SFS office.
- If you are awarded a scholarship from a source outside of RCC, you may use your scholarship to pay for your educational expenses based on your donor’s instructions. All outside scholarships funds are disbursed to students on their Sallie Mae debit card. Follow the donor’s directions on how to have your scholarship funds sent to RCC. When outside scholarship funds are received at RCC, the student will receive their scholarship funds onto their debit card based on our posted disbursement schedule.

### Student Financial Services Counseling

Student Financial Services counseling appointments can be made in the Student Financial Services office. The academic counselors are located in the César Chávez building counseling center.

Academic counselors are available to work with students receiving financial assistance in the following areas:

- Developing educational goals and Student Educational Plans (SEP)
- Maintaining financial aid eligibility by meeting Satisfactory Academic Progress standards
- Recommendations for improved progress
- Processing financial aid appeals.

### Responsibilities and Requirements

The district 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 www.rcc.edu/studentfinancialservices.

- **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. Counselor appointments can be made at the Student Financial Services office or via phone at (951) 328-3690.

- **Return of Title IV funds**
  If you receive federal or state financial assistance and you drop or fail to successfully complete your courses, you may need to REPAY a portion of your financial assistance. (See our consumer guide for more information regarding Return of Title IV Funds).

- **Satisfactory Academic Progress**
  All students must meet the SFS Satisfactory Academic Progress (SAP) standard to maintain financial aid eligibility. If you do not meet the SAP standard, you will become ineligible for most types of financial assistance. If you are determined ineligible for financial aid due to your SAP, you have the right to 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 www.rcc.edu/studentfinancialservices.

- **Social Security number**
  Be sure that your Social Security number is on file with RCC, 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 your Social Security number on file.

- **Contact information**
  Be sure to keep your mailing address, phone number, and email address current. This ensures that you will receive information regarding your financial aid in a timely manner. This information can be updated via WebAdvisor or in person at the Admissions and Records office. Visit your RCCD email regularly, as all updates and communications are sent to your RCCD email account.

- **Disbursement and Deadline information**
  Deadlines for turning in required documents are located on our Disbursement schedule. Disbursement of financial assistance occurs after the student has completed the FAFSA and turned in all documents requested by the SFS office and enroll accordingly. For dates of deadlines and disbursement, please view our consumer guide on our website at www.rcc.edu/studentfinancialservices or pick a disbursement schedule up at our office.

- **Veterans: applying for financial assistance through the FAFSA**
  All veterans should apply for financial assistance by completing the FAFSA application does not affect your GI Bill benefits. All veterans should apply for financial assistance by completing the FAFSA application online at www.fafsa.gov. Please see the veterans section of this booklet for additional information.

- **Gainful Employment Information**
  For more information about our graduation rates, the median debt of students who completed the programs, and other important information, please visit our website at www.rcc.edu and View the gainful employment disclosure located under your program of study section.

You can find more information regarding Student Financial Services on our website at www.rcc.edu/studentfinancialservices. If you have any questions, please contact us by e-mail at studentfinancialservices@rcc.edu.

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

**Student Health & Psychological Services**

Services include medical care for acute illness, physical exams, vaccines, women’s health, laboratory and diagnostic testing, prescription medications, and mental health counseling. Your visit is kept completely confidential. The service is staffed with physicians, nurse practitioners, registered nurses, licensed psychology staff, and interns. A student can walk in and see an RN; however appointments are required to see the MD, NP or psychology staff. Appointments can be made by telephone, (951) 222-8151, or can be made in person. There is no cost to see any of the professional staff. In addition, costs for vaccines, prescription medication, and laboratory or x-ray testing are greatly discounted for students.

Limited medical insurance is available against accidental injury while in class or while participating in a College sponsored event. All campus accidents should be reported immediately to the Health Services office. Students may purchase additional insurance through an outside insurance company. Brochures for student-based insurance plans can be found in the Health Services office. Medical records and all discussions with Health Services staff are completely confidential.

**Services available at:**
Riverside City College
Bradshaw Center
Monday-Thursday 8 am - 4:30 pm
Friday 8 am - 12 noon

All college injuries should be reported to the Health Services as soon as possible.

For emergencies, call College Safety & Police, 911.

**Study Abroad Program**

Through our college Study Abroad Program, students have the opportunity for quality cross-cultural academic experiences. Students are offered academic credit for fall semester in the “birthplace of the Renaissance,” Florence, Italy and spring semester in London, England, as well as opportunities for travel study tours during the summer. Financial aid and scholarships may be used for the study abroad semesters. The Study Abroad Office is located in Quadrangle 100 at Riverside City College. Programs are open to students at other colleges and universities. For information on all International Education venues contact:

Jan Schall, Director, at (951) 222-8340 or jan.schall@rcc.edu

for the experience of a lifetime.

*Life is not measured by the number of breaths you take but by the moments that take your breath away.*
Teacher Education & Early Childhood Education Programs

The Riverside City College 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 a multi-faceted educational facility with college students learning about and observing children ages six weeks through grade 5. The Innovative Learning Center is operated as an inter-institutional center by a public school district, a community college, and university partners. 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
- Paraprofessional Certificate Program for Classroom Teacher's Aid
- Associate's degree in Education
- Associate's degree in Early Childhood Education (ECE)
- Associate’s degree in Early Intervention
- 6 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

In addition to the programs offered at Riverside City College, the Innovative Learning Center in tandem with Alvord Unified District’s Stokoe Elementary School offers a state-of-the-art teacher preparation learning environment and laboratory for college students pursuing careers in education. This Center offers opportunities for college students to observe classrooms taught by master teachers using state-of-the-art technology and innovative teaching strategies. The Center also provides classrooms for Riverside City College classes in general education, education classes, and early childhood education courses. Address: RCC Innovative Learning Center, 4501 Ambs Drive, Riverside, CA 92505. For more information about the Center call (951) 328-3660. There are additional laboratory schools at Riverside City College.

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

- Teacher Preparation: [www.rcc.edu/programs/certificate-details.cfm?code=70](http://www.rcc.edu/programs/certificate-details.cfm?code=70)
- Early Childhood Education: [http://academic.rcc.edu/programs/ear/](http://academic.rcc.edu/programs/ear/)

Transfer Center

Mission:

The Riverside City College 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 all 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.

Transfer Center Services:

- Information on transfer requirements and major preparation.
- Counseling appointments with university representatives and staff who can assist students in exploring majors and determining choice colleges/universities.
- “Virtual Visits” – Opportunities for students to connect with universities from all over 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, the UC Personal Statement (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 have transferred to a four-year college/university.
Veterans who are seeking to use VA Educational Benefits should apply online to the VA at www.gibill.va.gov. Allow 3-6 weeks for processing. Once processed, the VA will send applicants two copies of their Certificate of Eligibility. One copy must be given to the RCC Veterans’ Services office in the Veterans’ Resource Center in the Administration Bldg., Rm. 124. For questions regarding pay, Certificate of Eligibility or benefit call 1-888- GIBILL-1.

Veterans apply to the College online at www.rcc.edu and complete any required assessment testing and online orientation prior to registering.

Veterans must activate their RCC student email account, and check email daily, to receive important veterans’ and college information. Veterans may also be eligible for other financial aid and are encouraged to submit the FAFSA (Free Application for Federal Student Aid) online at www.fafsa.ed.gov.

Before a VA Student Education Plan (SEP) can be developed, all transcripts must be received by the College in order to have prior credit evaluated. Transcripts from other educational institutions should be mailed to: Riverside City College, Admissions and Records, Incoming Transcripts, 4800 Magnolia Avenue, Riverside, CA 92506-1299.

Military Credit

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

Order your official military transcript, which must be sealed and printed less than 90 days prior to submission. Please have it sent to the Evaluations department, RCC District Office, 1533 Spruce Street, Riverside, CA 92507.

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 the Riverside Community College District only, and is not posted to your RCC transcript. See Veterans’ Services for more information, (951) 222-8607.

Transcripts must be official, sealed, and printed less than 90 days ago. After transcripts are received, veterans are to call Veterans’ Services and request to have their VA Student Educational Plan prepared for a VA approved program. When the VA SEP is completed, an email will be sent to their RCC email account to make an appointment to meet with a counselor and pick it up at the Counseling department. After receiving the VA SEP, veterans can register for approved classes. Check the VA website at www.gibill.va.gov for the listing of VA approved programs at RCC.

After registering for classes, veterans must turn in the Veteran’s Statement of Responsibility (Blue Sheet) to the RCC Veterans’ Services office at Riverside City College. This “Blue Sheet” 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 2-3 weeks. This form must be submitted to RCC Veterans’ Services every term to request benefits.
Veterans are eligible for priority registration for 15 years after being discharged from active duty. In order to be eligible, veterans must take a copy of their Member 4 DD214 discharge paper to the Veterans’ Services or Admissions office at Riverside City College. Staff there will tell eligible veterans their priority registration dates. Active Duty members qualify for priority registration by presenting their Military ID card. Priority Dates are also posted on the website at www.rcc.edu/riverside. Click on “Going to College” and then on Veterans Assistance.

Veterans’ Services is available in the Veterans’ Resource Center (VRC) in the Administration Building, room 124. Riverside City College is pleased to provide the VRC a relaxed lounge for veterans. The VRC has computers, study areas, a reclining sofa and chairs, and a flat screen TV. Plan to join us at the monthly Student Veterans Association meetings.

See the Military Credit and Residency for Tuition Purposes sections for more information.

## 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 all of the following:

- Faculty conferences
- Reading tutoring
- Peer tutoring
- Workshops
- ESL Language Lab
- Writing and reading clinic courses

We are located on the first floor of the MLK Building and can be reached by phone at (951) 222-8632. We also have a web site at http://academic.rcc.edu/wrc.

## Workforce Preparation

Workforce Preparation at Riverside City College offers a wide range of services and programs to assist current and former welfare (TANF) recipients, at-risk youth, and youth in foster care to prepare for academic achievement, employment, and attaining self-sufficiency. The programs directed by Workforce Preparation include the CalWORKs program, Workforce Preparation Skills Classes, Foster and Kinship Care Education program, Riverside Gateway to College Early College High School, College Connection, Completion Counts, Title V-Pathways to Excellence, and the Independent Living Program (ILP@RCC). The following programs outlined are some of the ways Workforce Preparation is meeting the challenge of implementing various programs to aid disadvantaged students or potential students.

### CalWORKs Program

Workforce Preparation offers the CalWORKs program, 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. Welfare recipients face a four-year lifetime limit, and CalWORKs is one of the ways California is meeting the challenge of welfare reform. Many current CalWORKs students could not get the education they need to break the cycle of poverty and dependency without such assistance. Workforce Preparation staff continues to seek additional CalWORKs-eligible students so that support services can be provided to ensure their success in school and the workplace. To date, more than 6,300 students have received support services through the CalWORKs program with new CalWORKs students enrolling each week. Services available include:

- Career and academic counseling
- Priority registration
- Intensive case management
- Skill-building courses
- Work study

Through the Riverside County GAIN program, CalWORKs students participating in approved welfare-to-work plans may receive supplemental services through the Riverside County GAIN program, such as:

- Childcare
- Transportation
- Textbooks and materials
- Student services fees
- Parking permits

### CalWORKs Work Study

Riverside City College teams up with employers to provide paid job training to eligible students. This program benefits employers as well as the students. To be eligible students are required to:

- Enroll in 1.0 or more units each semester.
- Maintain a minimum cumulative 2.0 GPA.
- Be eligible for the CalWORKs program.
- Home college must be Riverside City.

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

### College Connection

The Riverside City College-Riverside Office of Education Foster Youth Services College Connection program is designed to provide individualized educational and transitional support services to foster, neglected, and at-risk youth who attend RCOE’s community schools, detention facilities and foster group homes throughout Riverside County. College Connection engages youth ages 16-21 and identifies appropriate pathways for students to obtain their high school diploma, GED, or Certificate of Completion by the age of 19. College Connection also provides appropriate post-secondary transition plans that include academic resources, linkage to community colleges, career mapping with identified career and technical training, and job placement. The program also offers periodic follow up to ensure the student’s success in obtaining outlined objectives. For more information concerning College Connection, please contact the program student resource specialist at (951) 328-3532.

### Completion Counts

Riverside City College (RCC), the City of Riverside, Alvord Unified School District (AUSD), Riverside Unified School District (RUSD), and the Greater Riverside Chambers of Commerce are partners in a concerted effort to improve college going and college completion
rates. Funded by the Bill and Melinda Gates Foundation, this partnership is committed to building a college-minded culture and creating systemic change to improve college-readiness, college going rates, degrees, and certificates with value in the market place and employment outcomes for ages 16-26. Additionally, the goal is to raise the number of college graduates in Riverside.

Graduating seniors from AUSD or RUSD high schools have an opportunity to “opt-in” to the 2-year Guarantee Contract offered by RCC. In order to be eligible, students must place into English 50 (or higher) and Math 35 (or higher), complete a Free Application for Federal Student Aid (FAFSA), enroll in 15.0 units each semester, maintain a 2.0 GPA, and take English and math their first semester at RCC. Students will meet with a counselor each semester. Students unable to complete the FAFSA may speak with the Welcome Center to find an alternative way to fulfill that requirement.

Please Note: Various deadlines will be in place to ensure students have completed all of the necessary steps so they can take advantage of the early registration this program offers.

Additionally, students can find helpful information on the www.College311.org website. This is a free website designed to help students and families navigate their way through the K12 system as well as college.

New or returning students can get assistance with the steps to enrolling at RCC at the Completion Counts’ Welcome Center. Types of services include assistance with: the RCC application, WebAdvisor, RCC email, financial aid questions, and career information. For more information please contact the Welcome Center at (951) 222-8574.

**Foster/Kinship Care Education (FKCE) Program**

The Foster & Kinship Care Education program (FKCE) provides continuing training/education hours for foster parents in Riverside County. Each year, foster parents are mandated to complete continuing education hours in order to retain their license. Family caregivers are not required to attend training, but are strongly encouraged to do so. 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 anyone caring for children, including childcare providers, teachers, and social workers. Workshops are held in off-campus locations throughout Riverside County and are provided free of charge. For more information, call (951) 222-8937.

**Gateway to College and Career Academy**

Located at Riverside City College, Gateway College and Career Academy is a public charter school that provides at-risk youth from 16-21 years of age, who have dropped out or are not on track to graduate, with the opportunity to complete high school and achieve success in college within a supportive caring community. The Charter School provides significant career, social and academic counseling that empowers students to excel. Gateway students learn how to succeed in an educational setting, under the guidance of a caring team of instructors and counselors with experience and interest in dropout youth. In their first term, students learn in a small community of peers. This experience builds their academic and personal skills, preparing them to transition to college courses with the general student population. After completing the initial Foundation term, students may transition to the comprehensive campus, taking classes with the general student population. Students focus their studies in a pathway or major that is aligned with high school completion requirements and college degree or certificate requirements. This allows students to maximize college credit acquisition toward their post-secondary goals. For more information, please call Gateway College and Career Academy at (951) 222-8934.

**Step into College**

The Step into College program engages and supports low income 16-24 year olds who have neither completed high school nor are currently participating in an education program or employment.
into College provides educational services and mentoring to assist each participant to successfully complete high school or earn a GED, and pursue a secondary certificate and/or academic credential at RCC leading to employment. For more information, call (951) 222-8934.

Step into College, a partnership between Riverside City College and the California Family Life Center, program operator at the Rubidoux Youth Opportunity Center, reconnects low income 16-24 year olds to educational services and provides personal support to complete high school and post-secondary educational/career goals at RCC. For more information, call (951) 222-8089.

**Independent Living Program**
The Workforce Preparation Department's Independent Living Program (ILP) is a partnership between Riverside City College and Riverside County Department of Public Social Service. The Independent Living Program provides training, advocacy, mentoring, and support services to assist foster youth, age 16-21, in developing pathways to success in areas including education, employment and career development, health and safety, and housing. Our primary mission is to assist current and former foster youth transition from full support to independence. Utilizing an individualized approach with training workshops and linkage to community resources, youths are provided with a wide range of services designed to provide youth with the tools to be successful. For more information, call (951) 222-8648.

**Skills Classes**
The specialized Skills Classes are offered through the RCC Schedule of Classes and are open to all students. The open-entry Skills Classes are available in the subjects of English and computer applications technologies to enhance success in the workplace and in further college courses. They are presented in a student-paced, instructor-led format with entry dates every week throughout most of the semester. Instructors are student-centered and class sizes are relatively small. Skills Classes are offered only at Riverside City College. For more information, see the Schedule of Classes or call (951) 222-8648.

**Student Employment**
The Student Employment program helps promote student learning by locating on-campus and off-campus work sites through Federal Work Study, District Employment or CalWORKs Work Study. Students have employment opportunities consistent with their chosen field of study. Employers and supervisors are encouraged to provide work hours that fit within the student’s class schedule. Hourly pay rates vary and currently start at the minimum wage (currently $8 per hour); however, some positions may start at a higher rate of pay. Students must have a valid Social Security card and picture ID with the same name in which they register for classes. Additionally, each program requires specific reporting documentation. For more information please refer to our website, www.rcc.edu/services/workforce. Student Employment positions may be viewed at www.jobs.rcc.edu 24 hours a day, seven days a week. If eligible, students can participate in one of the following programs offered through Student Employment:

- **Federal Work Study (FWS)**
  Students eligible for Federal Work Study may be awarded up to $4,000 per fiscal year.
  To be eligible, students are required to:
  - Have completed the Free Application for Federal Student Aid (FAFSA)
  - Have completed their financial aid file and be determined as eligible
  - Meet the Student Financial Services Satisfactory Academic Progress standard
  - Maintain at least half-time enrollment
  - Maintain a minimum cumulative 2.0 GPA
  - Home college must be Riverside City.

**District (non-work study) Employment**
Riverside City College employment opportunities are available throughout the District and do not require the completion of the FAFSA. Wages are paid from a department’s budget. Students must:
- Maintain at least half-time enrollment
- Maintain a minimum cumulative 2.0 GPA
- Home college must be Riverside City.

Student Employment Services • Student Financial Services

**Title V Pathways to Excellence**
RCC’s Title V-funded Pathways to Excellence is a five-year initiative designed to: 1) engage RCC students, 2) engage RCC faculty, and 3) provide Physical and Virtual Engagement Centers where RCC students, faculty and staff can work together to achieve success. Enrolled Pathways to Excellence students will explore their skills, interests, and abilities; then, match these to career pathways in Business/Career-Technical, STEM, and Liberal Arts/Humanities. Pathways students will have access to intensive academic planning and student support services. Pathways faculty and staff actively participate in specialized professional development and strategies to support college students who may be the first in their family to attend college and would like further assistance in navigating the college completion process. Going to college, let alone successfully completing a college certificate or degree, is a challenge. The goal of the Pathways to Excellence program at RCC is to develop a streamlined college completion process and structure of student support that will enable students to narrow their focus, define their goals and achieve those goals. For more information about Pathways to Excellence, please contact the Project Director at (951) 222-8214.
Spanish Speaking Personnel
Spanish Line - (951) 222-8107

**Academic Affairs** *(Asuntos Académicos)*
Tish Chavez .................................................. (951) 222-8057

**Admissions & Records** *(Departamento de Registro y Matrículacion)*
Michelle Dassow ........................................... (951) 222-8947
Daisy Figueroa .............................................. (951) 328-3750
Rosa Vargas .................................................. (951) 222-8605

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

**VP, Business Services** *(Oficina de Servicios Financieros)*
Michelle Davila ............................................. (951) 222-8400

**Counseling** *(Oficina de los Consejeros)*
Patricia Avila ............................................... (951) 222-8725
Monica Delgadillo-Flores ............................... (951) 222-8108
Lily Martinez .................................................. (951) 222-8812
Elizabeth Yglecias ......................................... (951) 222-8437

**Community Education** *(Educacion para la Comunidad)*
Irene Reyes ................................................... (951) 222-8399

**Disabled Student Services** *(Servicios de Estudiantes con Discapacidades)*
David Dileo .................................................... (951) 328-3681

**Information Services** *(Servicios Informativos)*
Gloria Aguilar ............................................... (951) 222-8383

**Institutional Research** *(Instituto de Investigaciones)*
Leeshawn Moore ............................................ (951) 222-8784

**Outreach** *(Departamento de Extension al la Comunidad)*
Tony Ortiz ..................................................... (951) 222-8402

**Strategic Communications and Relations** *(Asuntos y Relaciones Públicas)*
Diana Meza .................................................. (951) 222-8958

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

**Safety & Police** *(Departamento de Policía y Seguridad)*
Mary Varela .................................................. (951) 222-8502

**Workforce Preparation** *(Departamento de Capacitacion de Empleo)*
Miguel Contreras .......................................... (951) 222-8089
Clubs and Organizations on Campus

There are more than 70 District clubs and organizations representing a variety of academic and career pursuits, as well as special interests. Some of the clubs/organizations include: Alpha Gamma Sigma, Art Club, Business Leaders of Tomorrow, Gay-Straight Alliance, Gospel Singers, ICA, International Student Club, Karate Club, LPEC, M.E.Ch.A., Model United Nations, Music, Phi Rho Pi, Student Government, Student Nurses Organization, Spanish, Students for Christ, and Theatre and Dance.

Athletics

Which Sports May I Participate In At RCC?

There are 19 intercollegiate sports teams at RCC for both men and women:

<table>
<thead>
<tr>
<th>Men</th>
<th>Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Basketball</td>
</tr>
<tr>
<td>Basketball</td>
<td>Cross Country</td>
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<tr>
<td>Cross Country</td>
<td>Fastpitch</td>
</tr>
<tr>
<td>Football</td>
<td>Tennis</td>
</tr>
<tr>
<td>Golf</td>
<td>Track &amp; Field</td>
</tr>
<tr>
<td>Tennis</td>
<td>Swimming</td>
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<tr>
<td>Soccer</td>
<td>Volleyball</td>
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<tr>
<td>Swimming</td>
<td>Water Polo</td>
</tr>
<tr>
<td>Track &amp; Field</td>
<td>Soccer</td>
</tr>
</tbody>
</table>

Eligibility at RCC

You are eligible to compete in intercollegiate athletics for Riverside City College 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.

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 14 core courses
3. Attain satisfactory score on the SAT or ACT
4. Be cleared by the NCAA clearing house for qualified status.

To check on qualifying status go to ncaaclearringhouse.net/NCAA/common/index.html.

Qualifier

Having met these requirements in high school, an RCC student athlete may transfer after a minimum of two semesters completion of 12 transferable units for each full-time semester of attendance as long as a 2.0 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’s 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?

If you are an ASRCC cardholder, you are admitted FREE to all Tiger home football and basketball games. All other sports do not require an admission ticket. ASRCC cards are purchased during the enrollment process.
Student Government

Riverside City College has one of the most active student government programs in the country. Student government is responsible for representing the social, political and educational concerns of our students. Their main purpose is to provide student leaders with skills beyond what they learn in the classroom. Interpersonal communication, budget control, entrepreneurial skills, creativity, and activity planning are just a few of the skills that our very active student leaders learn.

The Associated Students of Riverside City College (ASRCC) consists of the ASRCC Student Trustee and the three Associated Student Organizations from each college: The Associated Students of Moreno Valley College (ASMVC), the Associated Students of Norco College (ASNC), and the Associated Students of Riverside City College (ASRCC). As the official student representative, the ASRCC Student Trustee is a member of the RCCD Board of Trustees. The Student Trustee also chairs the Student District Consultation Council. Each of the colleges’ Associated Student Organizations are lead by an elected student president. The student Senates, as well as other student committees, tackle a wide variety of student issues and help plan many of the campus activities.

RCC’s Inter-Club Council is responsible for coordinating the many activities of more than 70 active campus clubs. The clubs are the foundation for our student activities program. The Interclub Council director presides over the ICC. The coordinator of Student Activities serves as advisor to this organization.

Let ASRCC be your “Vehicle for Success!” This will be a very exciting and educational year. ASRCC looks forward to having you as a part of the team. If you desire information on how to get involved, stop by the Student Activities office in the Bradshaw Center, 2nd floor.

How Can I Get Involved in Student Activities?

Nothing is stopping you! Get involved! You will get recognition as well as personal satisfaction for your involvement. Special recognition is awarded to those who are involved in on- or off-campus projects as college volunteers. You are eligible for recognition if you donate 50 or more hours in a single semester. In the past, students have organized blood drives, tutored, assisted in research, visited the elderly, and organized fund-raising projects. You can qualify for recognition by recording your service hours with approval of a faculty advisor or the coordinator of Student Activities. For more information, call (951) 222-8570 at Riverside City College or visit us at www.rcrscc.org.

WebAdvisor...a world of opportunities

Go to www.rcc.edu and use WebAdvisor to check your registration appointment, search for classes, register for classes, pay fees, order transcripts and enrollment verifications.

User Name: Your User Name (User ID) consists of the first letters of your first and last name (all in lowercase) and your seven digit RCC ID number combined together (example: js1234567).

Password: If you have never logged in to WebAdvisor, your Password is set to your six digit date of birth (example: 060479). Once you have logged in, you will be required to immediately change your Password for security purposes. When logging in, remember that your User Name (User ID) and Password are in lower case.

Registration Date: To check your registration date and time, log into WebAdvisor at www.rcc.edu. Click on: “CheckmyRegistrationDate/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 WebAdvisor?

• 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.

Student Newspaper

All RCC students are eligible to write, shoot photos, or edit with Riverside’s award-winning student newspaper, Viewpoints. The newspaper publishes 14 issues each year in print and online (www.viewpointsonline.org). Viewpoints students enroll in either Journalism 20 or Journalism 52. For more information about how to join Viewpoints, go to www.rccjournalism.blogspot.com or call (951) 222-8487.
Free Email For All Students
As a student in the Riverside Community College District you are provided with 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 WebAdvisor or by going directly to the Windows Live website at http://www.outlook.com/student.rcc.edu.

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).

Need Help?
- For log-in help, view the Log-in Video on the WebAdvisor menu or click on Log In Help
- You may also click on Frequently Asked Questions for additional information
- See Instruction/Tutorials for Registration Video and additional resources
- Email studenttechhelp@rcc.edu for online tutorials
- Go to the Computer Support Desk on the 2nd floor of the Digital Library at Riverside City College for in-person help.
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/riverside. Click on Going to College.

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

If you have already created an account click on: Returning User.

For help retrieving your username or password, click on Log In Help or call 1-800-468-6927.

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

User ID: _________________________________    Password: _____________________________________

Access WebAdvisor from the RCC homepage: www.rcc.edu/riverside.

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

Log In: Click on Log In Help, and What's My User ID. Also see: What's My Password. For additional assistance, view the Log In Video.

Once you have logged in, be sure to view the Registration Video.

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

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 RCC Windows Live ID (email address)
- Launch WebAdvisor at www.rcc.edu/riverside
- Click on What’s my RCC Email Address?

Access your account:
- From WebAdvisor, click on Access Your Student Email Account or
- From your browser, type in: www.outlook.com/student.rcc.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: _______________________

Blackboard/WebCT (Open Campus online classes)

Access WebCT from the RCC homepage at www.rcc.edu/riverside.
- Click Online Classes from the menu on the left.
- Click on Credit Course Login (green button).
- Your WebCT ID: first and last initial w/Student ID (example: md1234567)
- Your Password first time logging in: student. Returning students passwords not changed.

For additional assistance contact the Open Campus Help Desk toll free at 1-866-259-7271 for 24 hour support.

If you forget your password, contact 1-866-259-7271 to have it reset.

User ID: _______________________ Password: _______________________

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Registration Worksheet

THINGS TO KNOW WHEN YOU REGISTER...

- Check WebAdvisor at www.rcc.edu/riverside 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 Social Security number to access your registration. If you do not know your ID and did not include your SSN in your admission application, you must bring a photo ID to Admissions. Instructions regarding your WebAdvisor username and password are available online.

THINGS TO DO BEFORE YOU REGISTER...

- FILL OUT THIS WORKSHEET!
- Complete steps 1-5 in Getting Started @ RCC (also available in Schedule of Classes.)
- 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 WebAdvisor at 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 WebAdvisor 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 add in person.

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

<table>
<thead>
<tr>
<th>Code</th>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
<th>PREREQUISITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT-10</td>
<td>Precalculus</td>
<td>4.00 UNITS</td>
<td></td>
<td>PREREQUISITE: MAT-36 or qualifying placement level.</td>
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<table>
<thead>
<tr>
<th>Code</th>
<th>COURSE NUMBER</th>
<th>COURSE DESCRIPTION</th>
<th>UNITS</th>
<th>PREREQUISITE</th>
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<tbody>
<tr>
<td>47956</td>
<td>07:00AM 08:32AM</td>
<td>College-level algebra and trigonometry preparation for calculus.</td>
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<td></td>
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</tbody>
</table>

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<thead>
<tr>
<th>Code</th>
<th>COURSE NUMBER</th>
<th>COURSE DESCRIPTION</th>
<th>UNITS</th>
<th>PREREQUISITE</th>
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</thead>
<tbody>
<tr>
<td>47955</td>
<td>09:20AM 10:21AM</td>
<td>College-level algebra and trigonometry preparation for calculus.</td>
<td></td>
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</tr>
</tbody>
</table>

(The above class, code number 47956, is an 8-week class. Please note the above dates.)

M  Monday  TH  Thursday  SU  Sunday
T  Tuesday  F  Friday   TTH Tuesday and Thursday
W  Wednesday  S  Saturday  SS  Saturday and Sunday
How to Schedule Your First Year
With assessment and 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
You will need to purchase a College Catalog from the bookstore or view the College Catalog at www.rcc.edu. Look through it thoroughly. You’ll find certificates, associate degrees, and transfer programs 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 WebAdvisor
Go to www.rcc.edu. Click on WebAdvisor, then on 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
Take the opportunity in the group orientation to ask questions. Make it a priority to set up an appointment to see a counselor and come with questions.

Tip 6: Use AP Credits, Placement Exams, and More
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, such as a lab science. Acing a placement exam could free you from taking the required language course. Submit your official AP exams results to Admissions and Records.

Tip 7: Take a Writing Course
It’s in your best interest to take a writing class during your first semester, even if you’re not required to do so. You can apply the writing skills you develop in this course to all your other courses throughout college and in whatever career you choose.

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.
Choosing College Classes

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 an 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.

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<th>If you work</th>
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<td>40 hours per week</td>
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If you take:

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<th>Program Certificate (30 Units)</th>
<th>Associate's Degree (60 Units)</th>
<th>Bachelor's Degree (120 Units)</th>
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<td>One Class per Semester (3 Units)</td>
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<td>Two Classes per Semester (6 Units)</td>
<td>2-1/2 Years</td>
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<td>Three Classes per Semester (9 Units)</td>
<td>1-1/2 Years + 3 Units</td>
<td>3 Years + 6 Units</td>
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<td>Four Classes per Semester (12 Units: Minimum full-time load)</td>
<td>1 Year + 6 Units</td>
<td>2-1/2 Years</td>
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<td>Five Classes per Semester (15 Units: Average full-time load)</td>
<td>1 Year</td>
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Note: You can shorten these timeframes by taking summer or winter session courses. Don’t be discouraged by how long it will take you. Remember, each class is a real step toward your goal.

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 2 to 3 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 Riverside City College, 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 the campus and community resources
- Talk to your professors
- Know about “office hours”
- Set realistic goals
- Take into consideration personal/family responsibilities

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Academic Calendar

**Required Day for New Faculty** - August 20

**FLEX Day**
- Fall: August 21, 22 & 23
- Spring: February 7

**Part-time Faculty Orientation**
- to be arranged by college

**Legal Holiday/Day of Observance**

**Commencement (June 12)**

**Classes not in Session**

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### June 2013

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**Summer Session 2013**
- June 17 - July 28 (6 weeks)
- Weekend Classes: June 22 - July 28

**Fall 2013**
- August 26 - December 14
- Weekend Classes: August 31 - December 14

**Winter Intersession 2014**
- January 6 - February 13 (6 weeks)
- Weekend Classes: January 11 - February 9

**Spring 2014**
- February 18 - June 12
- Weekend Classes: February 22 - June 8

**Final Exams**
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 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 2 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. ________________________________________________

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**ACCUPLACER/PTESL PLACEMENT GRID**
For tests taken after July 1, 2001.

<table>
<thead>
<tr>
<th>CPT-4 (Reading)</th>
<th>CPT-5 (Writing)</th>
<th>CPT-1, 2, or 3 (Math)</th>
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<tr>
<td>40 – College Level</td>
<td>30 – English 1A</td>
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<td>30 – Reading Skills 83</td>
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* Suggested companion courses to core ESL courses

**Core Course** | **Suggested Courses**
---|---
ESL 51 | ESL 71, 91
ESL 52 | ESL 71, 91
ESL 53 | ESL 71 or 72, 92
ESL 54 | ESL 72 or 73, 90, 92 or 93
ESL 55 | ESL 72 or 73, 90, 93

Note: These numbers are to be used to interpret CPT and PTESL placement tests only. Revised 6/11
**English as a Second Language**

**Oral Communication**

- ESL-91 Beginning
- ESL-92 Intermediate
- ESL-93** Advanced

**Reading & Vocabulary**

- ESL-71 Basic
- ESL-72 Intermediate
- ESL-73** High Intermediate

Shaded areas indicate possible course placement

**Writing & Grammar**

- ESL-51 Basic
- ESL-52 Low Intermediate
- ESL-53 Intermediate
- ESL-54* High Intermediate
- ESL-55* Advanced

**English Composition**

- ENG-60A Fundamentals Sentence to Paragraph
- ENG-60B Fundamentals Paragraph to Essay
- ENG-50 Basic Composition
- ENG-57 Optional non-transferable
- ENG-1A* Composition
- ENG-1B* Critical Thinking and Writing
- ENG-80 non-transferable

It is recommended that students take English and Reading classes at the same time. Check placement score for the appropriate reading class.

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

Revised 06/2012
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% 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% of the attacks, the victim knew the perpetrator.

- The National Violence Against Women Survey of 1998 demonstrated that 83% 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 Riverside City College 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 (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 1-800-656-4673
- 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
- Riverside City College Health Service Center Moreno Valley College (951) 571-6103
- Norco College (951) 372-7046
- Riverside City College (951) 222-8151
- Riverside Community College Counseling Center Moreno Valley College (951) 571-6104
- Norco College (951) 372-7101
- Riverside City College (951) 222-8440

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.
VI. Information regarding campus, criminal, and civil 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 6080, “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 woman says no when she means 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.

VII. Tips for Keeping Safe

Information about Rape Aggressive Defensive Tactics can be found at www.rcc.edu/departments/police/rad.html on the College Safety and Police webpage.

• 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 6110 located in the Student Handbook or on the RCC website.

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

Riverside City College 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, 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 Director, Diversity, Equity and Compliance 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 Director via telephone (951) 222-8039 or in writing: Riverside Community College District Office, 450 E Alessandro Blvd., Riverside, CA 92508. NOTE: Board Policy 6080 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. 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 assessment, orientation, counseling, prerequisites (or any other matriculation 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. 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

A. Student Conduct

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state laws 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 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. Causation, attempting to cause, or threatening to cause physical injury to another person.

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

3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.

4. Committing or attempting to commit robbery or extortion.

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

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

7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.

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

9. Engaging in harassing or discriminatory behavior toward an individual or group based on race, gender, religion, age, national origin, disability, or any other status protected by law.

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

11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.

12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.

a. Forms of Dishonesty include, but are not limited to:

(1) Plagiarism: Presenting another person’s language (spoken or written), ideas, artistic works or thoughts as if they were one’s own.

(2) Cheating: Use of information not authorized by the instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, recordings, and other students’ work.

(3) Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents.
13. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.

14. Unauthorized entry upon or use of District facilities.

15. Lewd, indecent or obscene conduct on District-owned or District-sponsored or supervised sites.

16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.

17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including, but not limited to, handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.

19. Use, possession, distribution or being under the influence of alcoholic beverages, controlled substance(s) or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District off-site class, or during any District sponsored activity, trip or competition.

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.

20. Violation of the District’s Computer and Network Use Policy and Procedure No. 3720 in regard to their use of any or all of the District’s Information Technology resources. The full text of the policy can be found at www.rcc.edu/administration/board/policies/6060.pdf.

21. Use of an electronic recording or any other communications device (such as walkmans, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.

22. Eating or drinking in classrooms.

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

24. Bringing pets (with the exception of guide dogs) on District property.

25. Distribution of printed materials without the prior approval of the Student Activities office. Flyers or any other literature may not be placed on vehicles parked on District property.

26. The riding/use of bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) is limited to paved streets or thoroughfares normally used for vehicular traffic. In addition, the riding/use of all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, except for approved activities.

B. Responsibility

1. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. Administrative Procedure 5520 deals with matters of student discipline and student grievance.

2. The Chief Student Services Officer will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters.

3. The Chief Instructional Officer will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters.

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

5. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be published in all Schedules of Classes, the College Catalog, the Student Handbook, and the Faculty Handbook. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

C. District Regulations

1. Students are not permitted to eat or drink in classrooms.

2. Smoking of any form of tobacco or use of non-tobacco products is prohibited on District grounds, in all District vehicles, at any activity or athletic event, and on all property owned, leased, or rented by or from the District, unless a tobacco use area has been designated. (Board Policy 6230, 3230 and 4230.)

3. Gambling of any type is not permitted on District property. Recreational playing of dominos, cards, or similar activities is prohibited except in designated game or recreation areas.

4. Dogs (with the exception of guide dogs) and other pets are not allowed on District property.

5. Printed materials to be distributed or posted must be approved for distribution by the Student Activities office (Moreno Valley, Norco) or the Student Services office (Riverside) of each college. Advertisement flyers and related literature may not be distributed or placed on vehicles parked in District sites.

6. In accordance with Sections 32050, 32051 and 32052 of the Education Code, the practice of hazing by organizations or individuals, either on or off District property, is strictly prohibited.

7. Students must be fully attired, including shoes or sandals, while in the classroom or on District property.

8. Library books and materials must be returned in a timely manner.

9. Use of audio equipment on District property in public areas is restricted to personal headphones or reapproved authorized activities.

10. Except for authorized police bicycle patrols, the riding/use of bicycles, motorcycles, or motorized vehicles is limited to paved streets or thoroughfares normally used for vehicular traffic. In addition, the riding/use of all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, except for approved activities.

11. Only students enrolled in Riverside City College are allowed to attend classes. The presence in classrooms or laboratories of unenrolled individuals is prohibited. Occasionally, visitors to classrooms may be permitted when approved by the faculty member.

VI. Disciplinary Action

Complaints, grievances or disciplinary matters should be resolved at the campus level. This is the quickest and most successful way of resolving issues. You are encouraged to work through the college complaint process listed in the College’s grievance procedures first before escalating issues to any of the following resources that are identified in the attached link. http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx.

A. Any student who disrupts the orderly operation of a District campus, or who violates the standards of student conduct, is subject to disciplinary action. Such action may be implemented by the Chief Executive Officer of the College or designee.
B. The various types of disciplinary actions are set forth hereafter: The District may utilize any level of discipline without previously using a lower level of discipline and may utilize more than one type of discipline in a case if appropriate.

1. **Verbal Warning:** This is notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.

2. **Reprimand:** This includes a written statement and/or a probationary period to be specified by the Chief Executive Officer of the College or designee for violation of specified rules. The reprimand serves to place on record that a student’s conduct in a specific instance did not meet the standards expected by the District. It also specifies the steps necessary to correct the inappropriate conduct and to terminate the probation, if probation has been imposed. A person placed on probation is notified that this is a warning and that continued conduct of the type described in the reprimand may result in further disciplinary action against the student.

3. **Social Suspension:** Social suspension limits a student’s attendance on District property to his/her scheduled class hours. This limitation of District privileges will be set forth in the notice of social suspension for a specified period of time. The imposition of social suspension involves written notification to the student(s) and, if necessary, the advisor of the organization involved and the reason for social suspension.

4. **“Temporary Suspension”**: This suspension is invoked by a classroom instructor due to student misconduct in the classroom. The student may be removed from class the day of the occurrence and the subsequent class period. If such suspension occurs, the instructor will immediately notify the appropriate Department Chairperson and/or College Dean of Instruction who will, in turn, notify the College Dean of Student Services.

5. **Interim Suspension:** Interim suspension may be invoked prior to a hearing to protect the safety and welfare of the District. This is an interim suspension from all District privileges including class attendance. Interim suspension is limited to that period of time necessary to resolve the problems that originally required the interim suspension, and in any case, no more than a maximum of ten (10) instructional days. The student will be afforded the opportunity for a formal hearing within ten (10) instructional days of imposition of the interim suspension.

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

7. **Disciplinary Suspension:** Disciplinary suspension is a suspension of all District privileges including class attendance and may be imposed by the Chief Executive Officer of the College, or designee, following a formal hearing for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action. Disciplinary suspension will not be more than ten (10) instructional days.

8. **Extended Suspension:** The Chief Executive Officer of the College, or designee, may suspend a student for good cause from all classes and activities of the District for one or more terms.

9. **Expulsion:** An expulsion is a long term or permanent denial of all District privileges including class attendance. The Board of Trustees may expel a student upon recommendation of the Chief Executive Officer of each College.

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

1. The faculty member may: a) reduce the score on test(s) or assignment(s); b) reduce the grade in the course; or c) fail the student in the course if the weight of the test(s) or assignment(s) warrants course failure. The faculty member may recommend to the College Dean of Instruction that the student be suspended from the course. If course suspension is recommended, the College Dean of Instruction will review the information regarding the charge of academic dishonesty, notify the student, consult with the faculty member regarding the recommendation for suspension, and prescribe appropriate due process procedures.

2. If the suspension is upheld, the College Dean of Instruction will make note of the offense in the student’s educational records. A second instance of academic dishonesty may result in expulsion proceedings. Any enrollment, tuition, and other applicable fees will not be refunded as a result of disciplinary action for academic misconduct.

D. Short-term Suspensions, Long-term Suspensions, and Expulsions. Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

1. **Notice** – Within three (3) days of the date on which the Dean of Student Services, or designee, was made aware of the conduct leading to the disciplinary action, a meeting with the student will be scheduled. The student will be provided a verbal notice of the conduct warranting the discipline. The verbal notice will include the following:
   2. The specific section of the Standards of Student Conduct that the student is accused of violating
   3. A short statement of the facts supporting the accusation
   4. The nature of the discipline that is being considered.

VII. **Student Grievance Procedure for Student-Related Issues**

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

Complaints, grievances or disciplinary matters should be resolved at the campus level. This is the quickest and most successful way of resolving issues. You are encouraged to work through the college complaint process listed in the College’s grievance procedures first before escalating issues to any of the following resources that are identified in the attached link:

http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx

A. **Procedure Relating to Disciplinary Action**

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

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

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

Absence of any communication after the five (5) day limit from the student indicates concurrence with the decision.

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

**Request for Hearing**

Within five (5) days after receipt of the Chief Executive Officer’s, or designee’s, decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the Chancellor or designee.
Schedule of Hearing
The formal hearing shall be held within ten (10) days after a formal request for hearing is received.

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

The Chief Executive Officer of the College, the President of the Academic Senate, and the Associated Students’ President shall each, at the beginning of the academic year, establish a list of at least five (5) administrators, five (5) faculty members, and five (5) students who will serve on student disciplinary hearing panels. The Chancellor shall appoint the hearing panel from the names on this list. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

Hearing Panel Chair
The Chief Executive Officer of the College shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.

Conduct of Hearing
The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.

The facts supporting the accusation shall be presented by the College Dean of Student Services, or designee.

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

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

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

The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five (5) days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the College representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel, but shall not be a member of the panel, nor vote with it.

Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five (5) days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.

The hearing shall be recorded by the College either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The tape recording shall remain in the custody of the College at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.

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

Within five (5) days following the close of the hearing, the hearing panel shall prepare and send to the Chief Executive Officer of the College a written decision, if the recommended discipline is regarding long-term suspension, a lesser discipline or no discipline. If the recommended discipline is regarding expulsion, the written decision shall be sent to the Chancellor, with a copy to the Chief Executive Officer of the College. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

Chief Executive Officer’s Decision
Long-term suspension or a lesser discipline -- Within five (5) days following receipt of the hearing panel’s recommended decision, the Chief Executive Officer of the College shall render a final written decision. The Chief Executive Officer may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the Chief Executive Officer modifies or rejects the hearing panel’s decision, the Chief Executive Officer shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Chief Executive Officer of the College shall be final.

Chancellor’s Decision
Expulsion -- Within five (5) days following receipt of the hearing panel’s recommended decision, the Chancellor shall render a written recommended decision to the Board of Trustees. The Chancellor may accept, modify or reject the findings, decisions and recommendations of the hearing panel for expulsion. If the Chancellor modifies or rejects the hearing panel’s decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. If the Chancellor’s decision supports expulsion, it shall be forwarded to the Board of Trustees.

Board of Trustees’ Decision
The Board of Trustees shall consider a recommendation for expulsion from the Chancellor at the next regularly scheduled meeting of the Board after receipt of the recommended decision.
The Board of Trustees shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures.

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

The student may, within forty-eight (48) hours after receipt of the notice, request that the hearing be held as a public meeting.

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

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

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

B. General Grievance Process for Matters Other than Disciplinary

Student grievances (other than for discipline) will be processed in the following manner:

1. Consultation Process

a. Prior to any formal hearing, a student will be encouraged to contact the appropriate faculty or staff member and attempt, in good faith, to resolve the concern through the consultative process. If a student is unsure of the appropriate faculty or staff member to contact, he or she should contact the College Dean of Instruction or College Dean of Student Services for nonacademic matters, who will direct the student to the appropriate staff member. In cases where either the student or faculty/staff member prefers to meet in the presence of a third party, he/she will contact the abovementioned administrators. The College Dean of Instruction or the College Dean of Student Services will either serve as the third party or designate someone for this purpose.

b. If the issue is not resolved by the affected parties, the student may request an informal consultation with the appropriate department chairperson, dean or director.

c. If the issue is not resolved with the appropriate department chairperson, dean or director, the student may request an informal consultation with the College Dean of Instruction or College Dean of Student Services.

d. If the issue is not resolved with the appropriate dean, the student may request an informal consultation with the appropriate administrator.

(1) For academic matters, the conference will be with the College Chief Instructional Officer.

(2) For nonacademic matters, the conference will be with the College Chief Student Services Officer.

e. The College Chief Instructional Officer or Chief Student Services Officer will convey a decision to all affected parties.

f. If the issue is not resolved at the informal consultation, the student may file a formal, written grievance requesting a formal hearing within thirty (30) instructional days of hearing from the College Chief Instructional Officer or Chief Student Services Officer. The student will direct this letter to the appropriate College Chief Instructional Officer or Chief Student Services Officer. The time limit for students to file a formal written grievance will be one hundred twenty (120) days from the date of the incident giving rise to the grievance.

2. Formal Hearing

a. Upon receipt of a written request for a formal hearing, the College Chief Instructional Officer or Chief Student Services Officer will arrange for the hearing within a reasonable time period not to exceed twenty (20) instructional days. The written request should contain a statement detailing the grievance to be resolved, and the action or remedy requested. The College Chief Instructional Officer or Chief Student Services Officer will forward signed copies of all written grievances to the faculty member being grieved within seven (7) instructional days.

b. A grievance withdrawn from the formal hearing stage will be deemed without merit and cannot be refiled.

c. The formal hearing will be conducted before the College Student Grievance Committee. This committee will be composed as follows:

(1) One (1) student appointed by the College's Associated Students College President

(2) One (1) faculty member appointed by the College Academic Senate President

(3) One (1) manager appointed by the Chief Executive Officer of the College

(4) The Chief Executive Officer or his/her designee – a person who has received training in proper procedures – will serve as chair of the committee.

d. The College Student Grievance Committee will:

(1) Set a reasonable time limit for the hearing.

(2) Receive signed written statements from both student and faculty involved in the grievance specifying all pertinent facts relevant to the case in question, a copy of which will be given to the other party with due notification of rights and responsibilities in the procedure for disposing of the case.

(3) Transmit to all parties a written list of intended areas of inquiry to be asked at hearings or interviews, at least seventy-two (72) hours in advance of the hearing.

(4) Allow each party the right to be assisted at the hearing by a student or staff member of the College whose participation will be limited to directly advising the student or staff member. If there is a need for accommodation for a disability, the student must notify the appropriate College Chief Instructional Officer or the Chief Student Services Officer at least seventy-two (72) hours in advance of the hearing. The advisor may not enter into the proceeding of the Grievance Committee. In addition, each party has the right to question witnesses and testimony.

(5) Judge the relevancy and weight of testimony evidence. The Committee will make its findings of fact, limiting its investigation to the formal allegations. It will also make recommendation for disposition of the case.

(6) Maintain a transcript of the proceeding which will be kept in a confidential file but be available for review by either party.

(7) Submit its findings of fact and recommended action to each party and the appropriate College Chief Instructional Officer or Chief Student Services Officer within ten (10) instructional days of the completion of the formal hearing.

e. The formal hearing shall be closed to the public.

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

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

C. Office of Primary Responsibility

1. The Chief Executive Officer of the College is responsible for establishing appropriate procedures for the administration of disciplinary actions. Issues involving matters of student grievance or student discipline follow the procedures below:

2. The Chief Student Services Officer will be responsible for the overall implementation of the regulations which are specifically related to all nonacademic, student related matters.

3. The Chief Instructional Officer will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters.

4. 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.

5. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be published in all Schedules of Classes, the College Catalog, the Student Handbook, and the Faculty Handbook. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

VIII. Registration of Student Organizations

A. Membership

An organization in which active membership is limited to 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. Organizations must comply with the chartering policy set forth in the College’s Associated Students Constitution through the authorization vested in it by the Board of Trustees. College organizations shall be open to all students who are current “active” College’s Associated Students members.

B. Compliance

Student organizations 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 and regulations.

C. Use of College Name

1. A student organization shall not use the name of the College or abbreviation (rCC) thereof, as part of its name, except upon the authorization of the College President or his or her designated representative.

2. A chartered organization may state that its membership is composed of students of the College, but shall not imply that it is acting on behalf of the College or with its approval or sponsorship.

D. Use of District Facilities

Riverside City College is committed to assuring that all persons may exercise their constitutional rights protected under the First Amendment of the United States Constitution and Article I, Section 2, of the California Constitution. The District’s commitment to the exercise of free speech and free expression is not intended to convert all of the facilities maintained and/or owned by the District into a public forum, limited public forum or designated public forum. As the owner of property, the District reserves the right to limit the use of its facilities for the exercise of free speech and free expression consistent with the United States Constitution and the California Constitution.

The use of Riverside City College facilities by outside organizations, not covered under the Civic Center Act, will be charged fair market use fees as described in Education Code 82537(e).

The use of Riverside City College facilities by public agencies or nonprofit groups covered by the Civic Center Act may be charged the “direct costs” to the District for the use of college facilities or grounds as defined by that Act.

1. Solicitation shall be permitted on a college subject, however, to a reasonable regulation by the college head (president or his/her designee) as to time, place, and manner thereof.

2. The solicitation by credit card companies marketing “student credit cards” as defined by Civil Code Section 1747.02 is prohibited.

3. Application for use of District facilities will be made on a form supplied by Riverside City College, 4800 Magnolia Avenue, Riverside, CA 92506-1299, phone (951) 222-8569; Moreno Valley College, 16130 Lasselle Street, Moreno Valley, CA 92551-2045, phone (951) 571-6188; or Norco College, 2001 3rd Street, Norco, CA 92860-2600, phone number (951) 372-7000. Each noncommercial agency or individual is allowed to be on campus a total of ten (10) days per semester.

4. Application should be made at least two (2) weeks prior to the date on which the facility is to be used. (Board Policy 8005)

Nonaffiliated individuals or groups may request permission to conduct activities by completing a facilities request as stated or may use areas of the campus that are equally available for use by students and the community. These areas are the Library Plaza and the Aguilar Patio at Riverside City College; the John J. Coudures, Jr. Plaza at Moreno Valley College; and the Science and Technology Plaza at Norco College. If there is a conflict with the use of the specified area, the Chief Student Services Officer will arrange for an alternate site.

In compliance with California Code, expression which is obscene, libelous, or slanderous according to current legal standards, or which incites students as to create a clear and present danger of the commission of unlawful acts on community college premises, or the violation of lawful community college regulations, or the substantial disruption of the orderly operation of the community college shall be prohibited. (Ed. Code 76120)

Activities must not disrupt classroom instruction or other scheduled campus events. The sound associated with the activity must not exceed a volume of 65 decibels at a distance of 50 feet.

In compliance with California Penal Codes 602.1, 626.4, and 626.6 any person or persons in violation of the regulations listed above will be removed from college property and subject to the appropriate legal action.

E. Advocacy

Chartered student organizations 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.
II. Non-Discrimination (Board Policy 3410)
The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

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

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 at (915) 222-8039, and is also included in Administrative Procedures 3410 and 3435.

X. Prohibition of Harassment and Retaliation (Board Policy 3430)
All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on actual, perceived or association with others’ ethnic group identification, national origin, religion, age, gender, gender identity, gender expression race, color, genetic information, ancestry, sexual orientation, or physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.

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 determinates that retaliation has occurred, it will pursue all measures within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action up to and including termination or expulsion.

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

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435 titled “Handling Complaints of Unlawful Discrimination or Harassment.” A copy of the procedure is available at www.rcc.edu/administration/hr/dec.cfm 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 and 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 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.

XI. 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 City College has identified the Director, Diversity, Equity and Compliance 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 VI, 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.

XII. Academic Freedom (Administrative Procedure 3435, page 6)

The District reaffirms its commitment to academic freedom, but recognizes that academic freedom does not permit unlawful discrimination or harassment. 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 Director of Diversity, Equity and Compliance as well as academic discipline colleagues to assure that sexual harassment regulations are not violated.

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

XIII. Handling Complaints of Unlawful Discrimination or Harassment (Administrative Procedure 3435)

The complete procedure and board policies can be found at 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 AP3435 for the complete District procedure. AP3435 can be found at www.rcc.edu under Board of Trustees Policies, at 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 • National Origin
• Religion • Age
• Sex or Gender • Race
• Color • Ancestry
• Sexual Orientation • Physical or Mental Disability

The complete procedure and board policies can be found at 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 AP3435 for the complete District procedure. AP3435 can be found at www.rcc.edu under Board of Trustees Policies, at www.rcc.edu/administration/hr/dec.cfm or from the Diversity, Equity and Compliance office at (951) 222-8039.

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• 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 • National Origin
• Religion • Age
• Sex or Gender • Race
• Color • Ancestry
• Sexual Orientation • Physical or Mental Disability
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 RCC 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 within the one-year time period for filing complaints.

Formal Complaints

May be filed by contacting

Ms. Chani Beeman
District Title IX Officer, Section 504/ ADA Coordinator
Director, Diversity, Equity & Compliance
Riverside Community College District
450 East Alessandro Blvd.
Riverside, CA 92508-2449
(951) 222-8039
www.rccd.edu
or with the
California Community Colleges Chancellor’s Office
1102 Q Street
Sacramento, CA 95811
(916) 445-4826
www.cccco.edu

Formal complaints must be submitted in writing on the required complaint form. Formal complaints may only be filed by one who alleges they have personally suffered unlawful discrimination/harassment or by one who has learned of such unlawful discrimination in their official capacity as a District faculty member or administrator.

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:
- 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 BP3410
- District Child Abuse reporting AP3518
- District Equal Employment Opportunity Policy BP3420
- District Commitment to Diversity Policy BP7100
- District Prohibition of Harassment and retaliation Policy BP3430
- District Child Abuse Reporting AP3518
- District Prohibition of Harassment and retaliation Policy BP3430
- District Child Abuse reporting AP3518

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

Timeline for Filing a Complaint

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

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

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

In any case involving employment related discrimination/harassment, individuals have the right to file a complaint with the following external agencies:
Department of Fair Employment and Housing (DFEH)
Los Angeles District Office
1055 West 7th Street, Suite 1400
Los Angeles, CA 90017
(800) 884-1684
TTY (800) 700-2320
www.defh.ca.gov

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

La discriminación o el hostigamiento
Si una persona se da cuenta de esta discriminación u hostigamiento ilícito, es de su responsabilidad reportar quejas formales. 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 informal.

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. 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

Cómose 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 involucradas y posibles testigos, si se conocen;
- Información detallada referente al incidente;
- Fecha, hora y ubicación del incidente;
- Reporte sus preocupaciones y problemas llamando al (951) 222-8039.

La discriminación o el hostigamiento
Van en contra de la misión de educación superior de 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
- Nacionalidad
- Religión
- Edad
- Sexo/Género
- Raza
- Color
- Ascendencia
- Orientación
- 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 se tolera 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 sugieran sexualidad;
- Hacer difamaciones, bromas o comentarios despectivos, o usar apodos;
- Hacer comentarios sexuales, incluyendo comentarios gráficos, sobre el cuerpo de una persona;
- Usar palabras sexualmente degradantes para describir a una persona;
- o cartas, notas o invitaciones sugestivas u obscenas;
- Tocar o atacar físicamente, como también impedir o bloquear movimientos.

La Resolución
De quejas se puede lograr por un proceso, ya sea formal o informal. La opción del proceso la determina la persona que plantea la queja. El propósito del proceso de resolución Informal es de permitir a la persona que cree que ha sido discriminada ilícitamente o ha sido hostigada sexualmente, resolver el problema a través de un proceso de mediación en lugar de un proceso formal de queja. Típicamente, el proceso informal es utilizado cuando existe un simple malentendido o la persona procura solamente una aclaración del malentendido o informal.

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 informal.
El formulario de queja está disponible en las siguientes páginas web:

- [www.rcc.edu/administration/hr/files/Discrim_Complaint_2006.pdf](http://www.rcc.edu/administration/hr/files/Discrim_Complaint_2006.pdf)
- [www.rcc.edu/administration/hr/dec.cfm](http://www.rcc.edu/administration/hr/dec.cfm)

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**

En casos que no involucren discriminación u hostigamiento en el empleo es dentro de un año de la última fecha en que ocurrió la conducta presunta. Quejas que involucran discriminación u hostigamiento en el empleo se reportarán dentro de 180 días de la última fecha en que ocurrió la conducta presunta. Una extensión puede estar disponible si el conocimiento de los hechos de la presunta discriminación o violación ocurrió después de la fecha de caducidad.

En casos donde no se involucran discriminación u hostigamiento relacionados con el empleo, además de la oficina del Rector del Estado arriba mencionada, tiene el derecho de reportar una queja con las siguientes agencias externas:

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

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

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

**Las represalias**

En contra de cualquier persona que presente una queja, o refiera el asunto para investigación, son ilegales.

**La confidencialidad**

Se mantiene hasta que sea posible por ley.

**XV. Training and Education**

The Director, Diversity, Equity & Compliance 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 Director, Diversity, Equity & Compliance 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 VI, 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
450 East Alessandro Blvd.
Riverside, CA 92508-2449
(951) 222-8039
[www.rccd.edu](http://www.rccd.edu)

**Department of Fair Employment and Housing (DFEH)**

Los Angeles District Office
1055 West 7th Street, Suite 1400
Los Angeles, CA 90017
(800) 884-1684
TTY (800) 700-2320
[www.defh.ca.gov](http://www.defh.ca.gov)

**Equal Employment Opportunity Commission (EEOC)**

Los Angeles District Office
Roybal Federal Building
255 East Temple Street, 4th Floor
Los Angeles, CA 90012
(800) 669-4000
TTY (800) 669-6820

**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)
Important Telephone Numbers

Admissions & Records ............................................. 222-8600
Assessment .......................................................... 222-8451
Bookstore ............................................................ 222-8140
Transfer Center ...................................................... 222-8446
Child Development Center ................................. 222-8068
Counseling ........................................................... 222-8440
Disabled Student Services .............................. 222-8060
EOPS .................................................................... 222-8045
Library ................................................................. 222-8650
Spanish Information Line ..................................... 222-8107
Athletics ................................................................. 222-8421
Student Activities ........................................... 222-8570
Student Financial Services .............................. 222-8710
Transcripts ............................................................ 222-8603
Tutorial Services .................................................. 222-8169
Veterans Assistance .............................................. 222-8607
Workforce Preparation ........................................ 222-8648