

# Riverside City College

## Disability Resource Center



# *Student Handbook*

Available in alternate format

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Please check our website  
([http://www.rcc.edu/services/disablestudents/Pages/dsps\\_home.aspx](http://www.rcc.edu/services/disablestudents/Pages/dsps_home.aspx)) for updates or  
clarification of information in this handbook.

## Welcome to the Disability Resource Center

Hello and welcome to Riverside City College! RCC has a long and rich tradition in removing barriers and providing access for students with disabilities. In 1961, RCC became the first public post-secondary institution in the country to begin a program of support services specifically for students with disabilities. Our commitment to students with disabilities continues today.

RCC's Disability Resource Center provides comprehensive support services and accommodations. Our office provides support for students with psychological, medical, mobility, deaf/hard of hearing, learning disabilities and ADHD. Additionally, the very latest in adaptive computer technology is available to our students!

In addition to the services and accommodations currently outlined on this website, the DRC is working diligently to expand and enhance services available to Veterans who have served our country. We want to ensure that our Veterans who are coping with injuries (psychological, physical, sensory or cognitive), are aware of the resources available to minimize their stress and facilitate their timely attainment of educational and career goals.

We hope the information provided in this handbook will answer your questions regarding eligibility requirements, support services available, and procedures to access those services. If you have questions not answered on these pages, please email us, give us a call or better yet - drop by our office, meet the staff, and take a tour.

We wish you the best as you pursue your educational and professional goals.

Best,

Greg Ferrer  
Director, DRC

### **Vision Statement**

DRC envisions a campus community where all individuals are seen as valued and contributing members of society. Respect for all will encompass everything we do. We are committed to the promotion of equal access and will strive to provide the opportunity for success of students with disabilities through collaboration with other college departments, local, state and national resources.

### **Mission Statement**

DRC strives to empower students who have disabilities by supporting access, retention, and success through appropriate, comprehensive, reliable, and accessible services. We will work to help students develop self-advocacy skills, empowerment, responsibility, independence, and personal growth. DRC also serves as a resource to faculty and staff in order to foster a commitment to campus-wide diversity and accessibility.

### **Values Statement**

DRC celebrates the diversity of the college's students, staff and community. Our office fosters collaboration and innovation with the campus community in order to assure equal access. DRC is committed to a student-centered approach in the learning environment and ensuring the opportunity for participation in all college programs and functions through the provision of reasonable accommodations.

#### **If you have:**

- Arthritis
- Acquired Brain Injury
- Orthopedic Impairment
- Back Problems
- Cardiac Disease
- Speech Impairment
- Multiple Sclerosis
- Visual Impairment
- Asthma
- Diabetes
- Amputation
- Cerebral Palsy
- Hearing Impairment
- Developmentally Delayed Learner
- Learning Disability
- Psychological Disability

or other health issues, which include but are not limited to, temporary disabilities such as: leg injuries, hand injuries, limited mobility, or other impairments which may limit your ability to benefit from the educational offerings at Riverside City College, then you may be eligible for reasonable academic accommodations.

#### **You may be eligible for:**

- Priority Registration
- Note Takers
- Assistive Listening Devices
- High Tech Center/Adaptive Computer Technology
- Specialized Counseling
- Sign Language Interpreters
- Test Proctoring
- Adaptive Equipment Loan

#### **Please call for more information:**

951/222-8060 • 951/801-5675 VP

## Eligibility Requirements

**Students requesting services offered through Disability Resource Center (DRC) are required to complete an intake interview and schedule an appointment with a counselor.**

- In order to be eligible for support services, a student must have a verified disability resulting in an educational limitation directly related to the documented disability.
- The existence of an impairment may be verified, using procedures prescribed by the California Community College Chancellor's Office, by one of the following means:
  1. observation by the DRC professional staff with review by the DRC coordinator;
  2. assessment by appropriate DRC professional staff.
    - Students applying specifically for eligibility for Learning Disability services must meet with a certified L.D. Specialist, and may need additional testing in order to determine eligibility for support services.
  3. review of documentation provided by appropriate agencies or certified or licensed professionals outside of the DRC.
    - Students should possess the ability to comprehend and respond to questions at the level required in Riverside Community College class offerings, follow directions, and demonstrate the potential to profit from educational offerings.
    - Students and/or other non-college agencies have the responsibility for providing attendant care if that is necessary. This service cannot be provided by DRC staff.

# New Student Checklist

## Complete an application

Submit a current RCC Admissions Application online at [ww.rcc.edu](http://ww.rcc.edu).

## Assessment Test (Accuplacer)

Appointments are required and may be scheduled by visiting the RCC Assessment Center's web page at <http://www.rcc.edu/services/assessment/Pages/Index.aspx> and clicking on the "Make an Appointment" link. For more information call (951) 222-8451.

- If you have special needs (e.g. enlarged text, audiotapes, Braille tests or a reader), please contact the DRC at (951) 222-8060 BEFORE you take the assessment test.
- Assessment is waived if you have completed 60 or more units or have an AA degree or higher from an accredited U.S. college or university.

## Orientation/Counseling

All first-time RCC students must complete an online orientation and counseling session (via WebAdvisor) prior to registering for classes.

- If you have special needs, please contact the Disability Resource Center at (951) 222-8060 for assistance.
- Call to schedule orientation/counseling: (951) 222-8440.

## Schedule an Appointment with a DRC Specialist

Call (951) 222-8060 to schedule an appointment. During this appointment, you will need to provide a copy of your disability verification. This can include a disability verification form ([http://www.rcc.edu/services/disablestudents/Documents/R\\_Disability\\_Verification.pdf](http://www.rcc.edu/services/disablestudents/Documents/R_Disability_Verification.pdf)), a recent IEP or 504 plan (K-12 services), a letter from a medical professional, or other type of disability documentation.

## Department Of Rehabilitation Clients

Clients of the Department of Rehabilitation, please bring in a copy of your IPE (Individual Plan of Employment) and a referral from your counselor to your appointment.

## Student Rights and Responsibilities

**Failure to comply with these rights and responsibilities may lead to the possible suspension of services. Students will have the opportunity to appeal the decision.**

### Rights

- Participation in the DRC shall be voluntary.
- Receiving support services or instruction through the DRC shall not preclude the student from also participating in any other course, program or activity offered by the college or from receiving basic accommodations required by state and federal law.
- To be provided with a copy of the DRC Student Handbook (policies & procedures)
- All records maintained by DRC personnel pertaining to the student's disability(s) shall be protected from disclosure and shall be subject to all other requirements for handling of student records.

### Responsibilities

- Students will provide the DRC with the necessary information, documentation and/or forms (medical, educational, etc.) to verify disability.
- Students requesting services offered through the DRC are required to complete an intake interview and schedule an appointment with a counselor.
- Students applying specifically for Learning Disability services must complete assessment tests, conducted by a certified L.D. Specialist, qualifying the student for support services.
- Students will meet with a DRC Counselor/Specialist to complete a Student Educational Contract and then meet with the Counselor/ Specialist at least annually (once per semester preferred) to update the Student Educational Contract.
- Students are to assume personal responsibility for taking any medications. (If needed, the college employs a nurse practitioner located in the Health Services Office.)
- Students have the responsibility to notify instructors when unable to attend class. If students use on-campus support services (tutoring, interpreters, note takers, etc.), the DRC must be notified. Failure to do so may result in being dropped from class, and/or the termination of on-campus support services.
- Students will use the DRC in a responsible manner.
- Students agree to adhere to DRC policies and procedures for continuation of services.
- Students will comply with the Student Code of Conduct adopted by the college.
- Students must demonstrate measurable progress toward the goals established in Student Educational Contract (SEC). Failure to comply with these rights and responsibilities may lead to the possible suspension of services. Students will have the opportunity to appeal the decision.

## Key Differences Between High School and College

High School	College
Responsibility of high school to seek out and serve students with disabilities	Students must self-identify and request services (SELF-ADVOCACY!)
IEP's (Individual Education Plans) and 504 plans created by teachers, parents and psychologists (student oftentimes not very involved in this process)	Services are determined by DRC staff reviewing documentation AND having an interactive process with the student
May receive modifications to coursework and assignments	Accommodations must be reasonable and any modifications are minimal. Any modification cannot create a fundamental alteration of academic requirements
Students may have been on a special education track	Courses and curriculum are not tailored for special education. However, accommodations are meant to mitigate disability-related needs
Students may have class aide/assistant in school (behavior/resources coaches)	Availability of class aide is sometimes inappropriate and NOT the responsibility of the college to provide (in most cases)
Most learning is done in the classroom with the teacher's guidance	Most learning is done at home using the texts, handouts, and lecture notes – the student is responsible for his/her own learning
Special education teachers act as liaisons between the students and other teachers, administrators, and sometimes parents	Student is responsible for his / her own self-advocacy
Classes generally meet everyday	Classes meet less often; time management and study skills are crucial to stay on top of work
Classes may be more structured – step-by-step instructions given	Tasks may be less structured and students are held responsible for developing a method to complete classes and coursework
Attendance and progress are well monitored	Attendance and progress <u>may</u> not be as closely monitored – student's responsibility to attend class and keep up with their work
Students generally have fewer responsibilities	Students generally have more responsibilities (family issues, jobs, etc.)



<p>Career decisions are not expected</p>	<p>Students self-select career, personal, or educational goals that they are working towards at the college</p>
<p>Students are assisted with decisions or decisions are made for them</p>	<p>Students are expected to make more independent decisions</p>
<p>Public high schools pay for the text books – the student must return the texts at the end of the term</p>	<p>The student must buy his / her own text – this can often cost several hundred dollars per term – the student can keep the book at the end of the term or sell them back for a small percentage of what s/he paid for them</p>
<p>The student is required to go to high school, so s/he will be kept in school with even low grades and poor attendance</p>	<p>College is not required – your attendance is a CHOICE. Making the choice to attend college also requires time, financial, and personal commitment. <i>But that's a good thing!</i></p>
<p>If the student's behavior is bad, the high school is required to find alternate ways to deliver the education</p>	<p>Inappropriate behavior in college will not be tolerated – a student can be dismissed from a class or the college as a whole for inappropriate behavior</p>

## Developing Self-Advocacy Skills

Self-advocacy skills are important for everyone. Self-advocacy is simply acting on your own behalf without using a third party to negotiate outcomes. These skills are valuable in both the study environment and the workforce. Sounds simple! In fact, self-advocacy can be quite intimidating mostly due to lack of confidence, uncertainty about how to represent yourself and your needs, and nervousness about the process. The DRC works to support students in developing self-advocacy skills and encourages students to see the college as an environment where these skills can be honored.

*Being effective in advocating for yourself can be aided by:*

- **Understanding your rights**—having an appreciation of what is reasonable to request from both a disability perspective (e.g. the ADA) and from a student perspective.
- **Knowing what you need (not just what you want)**—These are two different things. The University will seek to provide reasonable adjustments to accommodate the impact of your disability but there are numerous factors that help determine whether an adjustment is reasonable. Be prepared to consider other methods that may meet your needs even if it is not exactly what you wanted. *Be willing to compromise*—goodwill and an ability to be flexible are important.
- **Knowing who and where to go for support**—Understanding who you should talk to and when it is best to bring your issue to the attention of others. Thinking through your request can assist in identifying whom to speak with and when is the best time to do so.
- **Managing your disability-related needs**—Understanding that arranging accommodations is a *collaborative* effort. While DRC is happy to arrange and provide accommodations, it is the responsibility of the student to request those accommodations in a timely manner.
- **Anticipating your needs in each class**—By anticipating what you will need, you can determine what services you would need to request from DSC or your instructor.

**If you ever feel unsure about how to go about advocating for yourself, please don't hesitate to stop by the DRC to meet with a staff member who can work with you on developing these skills. Developing these skills is important not just for disability-related needs, but for life in general!**

## Academic Accommodations and Support Services

- In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and its 1974/1975 amendments and the Americans with Disabilities Act of 1990 and as amended in 2008, Riverside Community College endeavors to make reasonable accommodation in its policies, practices, and facilities, to ensure equal opportunity for eligible persons with disabilities to participate in all programs and activities.
- Eligibility for each service provided must be directly related to an educational limitation.
- Accommodations must be requested by the student and approved by DSP&S professional staff.
- Accommodations will not duplicate services or instruction which are otherwise available to all students.
- Accommodations will be directly related to the educational limitations of the verified disabilities of the students to be served.
- Accommodations will be directly related to the student's participation in the educational process at this college.
- Accommodations will promote the maximum independence and integration of the student
- Accommodations will support participation of students with disabilities in educational activities consistent with the mission of the community colleges.
- The student is presumed to have independent living skills sufficient to provide for his/her personal needs on campus. If this is not the case, the student must, at their own expense, employ a personal attendant or mobility aide. Students requiring specialized medical care beyond what is ordinarily offered through the Student Health Center must be prepared to bear the expense of this care through a general hospital or a private physician/clinic of their choice.

**The college is not required to provide accommodations which are fundamental alterations of academic requirements.**

**Accommodations approved at Riverside Community College District are considered reasonable for certain classes or educational settings at this college and may not apply to other institutions.**

## Specific Accommodations

### ACCESSIBILITY MAPS:

Maps clearly identifying elevators, handicapped parking and accessible restroom locations are available in the DRC.

### ADAPTIVE PHYSICAL EDUCATION:

This course permits better awareness of each student's physical needs and of methods utilized in meeting these physical development and strength needs.

### ALTERNATE MEDIA:

To request text in large print, DAISY, E-text or other formats, submit an Alternate Media Request Form specifying the desired format and discuss the appropriateness of the request with a counselor/specialist. Books in Alternate Formats can be a labor-intensive process, so it is important to contact the DRC as early as possible. For more information call the Alternate Media Specialist at (951) 222-8187.

- E-Text (electronic text) is available for required instructional materials including textbooks, syllabi, handouts, etc.
- DAISY Talking Books are available through Learning Ally.
- Books in large print format are available for students with low vision.

### COUNSELING

- **Academic Advising:** Trained certificated and classified personnel are available to assist students with individual academic advisement including the writing of Educational Plans. Students are encouraged to schedule an appointment to see the DRC staff at least twice each semester.
- **Disability Related Counseling:** Counseling for personal situations resulting from the disability and impacting the student's ability to succeed in college is available through the DRC. If in-depth counseling appears to be needed, the staff will refer the student to the psychologist/MFCC available through the Health Center.
- **Career Counseling:** Counseling that considers specific accommodation needs is available through the DRC. Referrals are frequently made to **Workability III**, offered as a cooperative program jointly funded by the DRC and the Department of Rehabilitation.

### DISABLED PARKING:

Riverside Community College provides conveniently located disabled parking spaces in each of its parking lots. Students using disabled parking spaces are required to display both a current DMV placard/plate or disabled veteran placard/plate and Riverside City College parking permit. Temporary placards are also available through the DMV (Department of Motor Vehicles). For further information, contact the DMV.

### EQUIPMENT LOAN:

DRC offers some equipment for temporary loan. In order to request this equipment, students must first be approved to use the equipment as an accommodation. They must then complete a Loan Equipment form.

- Equipment loans shall be made only to students who are officially enrolled in classes

- Equipment shall not be loaned to students for any purpose or activity which is not school sponsored
  - Students will be held responsible if equipment is abused or not returned.
  - The DRC has available for loan:
    - smart pens
    - digital recorders
    - assistive listening devices
    - Alpha Smart keyboards
    - back supports
    - lap desks
    - Franklin dictionaries
    - Portable magnifiers
- Other types of equipment may also be available for loan.

### **HIGH TECH CENTER:**

Students who are determined eligible and are registered with the DRC may access the High Tech Center. Assistive technology can be found in numerous locations on campus. For information, contact the High Tech Center at (951) 222-8187.

Students with qualifying accommodations will receive training in the use of adaptive equipment and/or assistive technology. To accommodate the variety of educational limitations experienced by students who are served by the DRC, Riverside City College has acquired assistive technology which includes:

- Scan & Read Technology
- Voice Recognition
- Screen Magnification
- Screen Readers
- CCTV's
- Smart Pens
- Large monitors
- Math/tutorial/CAD software
- Talking dictionaries
- Alternative keyboards

### **MOBILITY ASSISTANCE:**

Visually impaired students may request an orientation to the campus prior to the start of classes. A formal request for accommodation must be made and an appointment scheduled.

### **NOTE-TAKING SERVICES:**

We encourage using volunteer note-takers. If a volunteer note-taker is unavailable, DRC will pay a note-taker an hourly rate determined by the district.

- Request a volunteer note-taker during class or ask the instructor to make the request for you. If problems are encountered, students should see a Disability Specialist for assistance.
- Once the note-taker is selected, it is the student's responsibility to send the note-taker to DRC to complete the hourly volunteer/student employee and note taker guidelines/contract forms.
- Note-takers may bring class notes to DRC to have copies made at no cost or request NCR paper.
- Having a note-taker is NOT a substitute for attending class.
- Note taking services during a student absence will be provided only when the absence is directly related to the disability and has been arranged in advance with DRC.

**PRIORITY REGISTRATION:**

Students are encouraged to take advantage of Priority Registration which allows students with disabilities to register for classes before the general student population in order to ensure that appropriate accommodation can be arranged in a timely manner.

**READER SERVICES:** Reader services may be provided to visually impaired students through the DRC and/or the Department of Rehabilitation. Reader services may also be available to students who have a documented learning disability. A formal request for accommodation must be submitted.

**SCRIBES**

Scribe services may be provided to students requiring assistance for in-class writing assignments and/or tests. A formal request for accommodation must be submitted.

**SIGN LANGUAGE INTERPRETING:**

Riverside City College makes every reasonable effort to provide sign language interpreting for students who are deaf or hard of hearing. Interpreters are assigned to appropriate classes based upon their skill level and availability.

- Students are advised to request interpreting services at the time of priority registration in order to ensure availability of an interpreter for classes. (A Request for Interpreter Form should be completed a minimum of two weeks prior to the start of class)
- Students have the responsibility to notify DRC immediately when, for any reason, they will be late or absent from a class. (24 hour advanced notice is encouraged when possible.)
- It is the student's responsibility to complete a Request for Interpreter Form for any co-curricular activities (e.g. field trips, tutoring, meetings, etc.). At least one week's notice is needed.
- In the event the student is late, interpreters have been instructed to wait 15 minutes for each scheduled hour of class time. For example, the interpreter will wait 15 minutes for a one hour class, and 30 minutes for a two-hour class.
- If the student does not arrive within the designated time, the interpreter will notify DRC of the absence and complete a "no-show" form that will be placed in the student file.
- Two "no-shows" without notifying DRC may result in a meeting with the program coordinator to determine what the issue is and how to proceed.
- It is the student's responsibility to contact DRC immediately at the start of class if the interpreter has not arrived. A substitute interpreter (if available) will be provided. If a substitute interpreter is not available, the student should ask for a volunteer notetaker.
- It is the student's responsibility to inform DRC of any changes in their class schedules (i.e. Adds, Drops, or cancellations of classes). Failure to do so may result in delay of provision of accommodations.

**TRANSPORTATION:**

Students whose disability requires accessible transportation to and from school, should contact Riverside City Parks and Recreation Department at (951) 687-8080 before 1:00 p.m. and at least one week in advance. Transportation is NOT provided by the college.

## **TEST ACCOMMODATIONS**

Testing accommodations are provided when there is a disability-related need for the accommodation, and when it is a reasonable modification. Accommodations are provided in order for faculty to evaluate the performance of students with disabilities on the same basis as other students, and by the same standards.

**Types of Testing Accommodations:** There are a number of testing accommodations that can be provided by the DRC; specific accommodations will depend on the appropriate disability-related needs of the student. Consult with the DRC about any testing accommodation needs that are not described in this handbook in order to determine whether the requested accommodation is appropriate or reasonable.

### **The types of accommodations include:**

- **Extended time:** This is extra time on the test which is approved by your counselor based on your disability-related needs.
- **Accessible testing site:** DRC can provide a physically accessible testing site if one is not available in the classroom.
- **Scribe services:** Students will be provided with an individual who writes down the student's answers verbatim.
- **Reader services:** Students will be provided with an individual who will read the test questions/prompts verbatim.
- **Adaptive computer access:** Computer access can meet many needs. Students can independently complete exams on computers using screen-reading software, magnification, and/or literacy software.
- **Quiet testing environment:** Some students require a distraction- reduced testing environment, especially those with learning disabilities or Attention Deficit Disorder.
- **Alternate Test Formats:** It is rare that students with disabilities cannot take the same test as other students in a class. Some exceptions might be, for example, exams in art history or chemistry classes which require viewing of photographs or drawing of graphic figures; alternative but comparable questions to evaluate the student's knowledge might be appropriate for a student who is blind, cannot view the photos, or draw the figures. These testing situations must be discussed with a DRC counselor and the student's faculty member to ensure that any potential accommodation is not considered a fundamental alteration.
- **Rest Breaks:** Rest breaks are provided so that the examination session does not become an endurance test for the student, particularly if additional time has been allowed.

### **Procedures when DRC administers tests:**

- The student is responsible to personally talk with each instructor early in each semester, well before any exams, to communicate testing accommodation needs. DRC verifies the student's appropriate testing accommodations via a form to Instructor given to faculty by the student.
- Students requesting testing accommodations must pick up and fill out a Test Accommodation Request Form from the DRC at least 5 days in advance of any test.
- The student must take the official DRC Test Accommodation Request Form for each exam to the instructor for his/her approval.

- The instructor completes the form with any special instructions, and must then promptly return the form to DRC.
- Exams to be taken at DRC should be taken at the same time as the class whenever possible. When this is not possible, alternate arrangements will be made with the student after consulting with the faculty member.
- DRC will not provide special provisions (e.g., permission to use dictionary, spellcheck system, calculator, notes, reading material, answering questions the student may have, etc.) unless specified by the instructor.
- In classes where the instructor may have special test instructions or corrections, or when the instructor may respond to questions that students may have during the test period, the instructor must specify to DRC how these should be handled. If not specified by the instructor, DRC will advise the student to indicate in writing on the test their questions or concerns (e.g., typographical errors, missing page).
- If the instructor responds to student questions during a test, has extensive verbal instructions about a test or makes many corrections to a test, it may be advisable for the instructor rather than DRC to administer the test. The student must also take responsibility to clarify any of these special provisions with the instructor prior to the test and communicate with DRC or the instructor so the situation can be handled in advance of the test.
- If the student is unable for any reason to take the exam at the scheduled time, both the instructor and DRC must be informed prior to the scheduled time. The test can be rescheduled only with direct approval from the instructor.
- Once the student has begun the exam, he/she will not be allowed to leave an exam (unless for medical reasons at which time he/she will remain under supervision) or complete the exam in more than one session. Exceptions to this can only be made if DRC has instructor approval.
- If at any point during an exam the student is unclear about the exam instructions or conditions, the student should stop immediately, and explain the problem to the proctor. If it is something the instructor must handle, DRC will attempt to contact the instructor by phone. If this is not possible or if the class is not nearby, the student should continue with the test and include an explanation about the problem on the test; the instructor will resolve the issue after receiving the test.
- A staff member from DRC may come into the testing room at any time to monitor the instructor's guidelines for the exam.
- All coats, hats, books and notebooks, cell phones, and personal belongings must be left outside while taking the exam unless the instructor has specified what materials the student may have. Purses are to be in full view of proctor and student may not open purse during the test without proctor consent.
- Completed exams will be returned as instructed on test accommodations form.
- Any incidents of improper test-taking or dishonesty (such as use of notes or books when the instructor has specified a closed-book test) will be immediately reported to the instructor who is advised to handle such incidents as if they occurred in the classroom.

### **TUTORING SERVICES:**

Students are encouraged to apply for tutorial assistance through Tutorial Services located in the Martin Luther King Building and schedule an appointment with a tutor. Three hours of tutoring per week are available to all RCC students.



- If tutoring above and beyond that provided by Tutorial Services is needed, eligible students must be approved and make arrangements through DRC. Approval for above and beyond tutoring will be granted only if the educational limitation of the eligible condition supports the request.
- If interpreting services are required for the tutoring appointment, the student must complete a Request for Interpreter Form in DRC.

# **Suspension or Termination of Services Provided By the Disability Resource Center**

(Title V: Student Responsibilities, 56010)

There are two ways that eligible students may be denied services through DRC:

- 1) lack of measurable progress
- 2) inappropriate use of services

## **Lack of Measurable Progress**

A lack of measurable progress may be defined in any of the following ways and may result in a loss of DRC services:

1. Failure to meet RCC's academic standards established by the college.
2. Two consecutive semesters of failure to follow DRC services policies.
3. Failure to make progress toward the goals outlined in the Student Educational Contract (SEC) for two consecutive semesters.

## **Inappropriate Use of Services**

Inappropriate use of services is defined as failure to comply with the Riverside City College's Student Standards of Conduct and/or failure to comply with the policies and procedures of individual services that student is using. Failure to comply with the terms stated within each specific service area may result in the suspension/termination of that service.

1. Only services that have been used inappropriately may be suspended/terminated in the middle of a semester.
2. Students shall receive written notice if services have been suspended/terminated for any reason.
3. Students may appeal the decision to suspend/terminate services.
4. Reinstatement of services will be considered on a case-by-case basis.

# **GRIEVANCE PROCEDURES**

Please refer to the RCCD Student handbook for complete documentation of the District's Grievance Procedure policies.

If you have any questions regarding these processes and procedures, please contact the DRC office. We are eager to explain or clarify any process or procedural question.

951/222-8060      TDD 951/801-5675

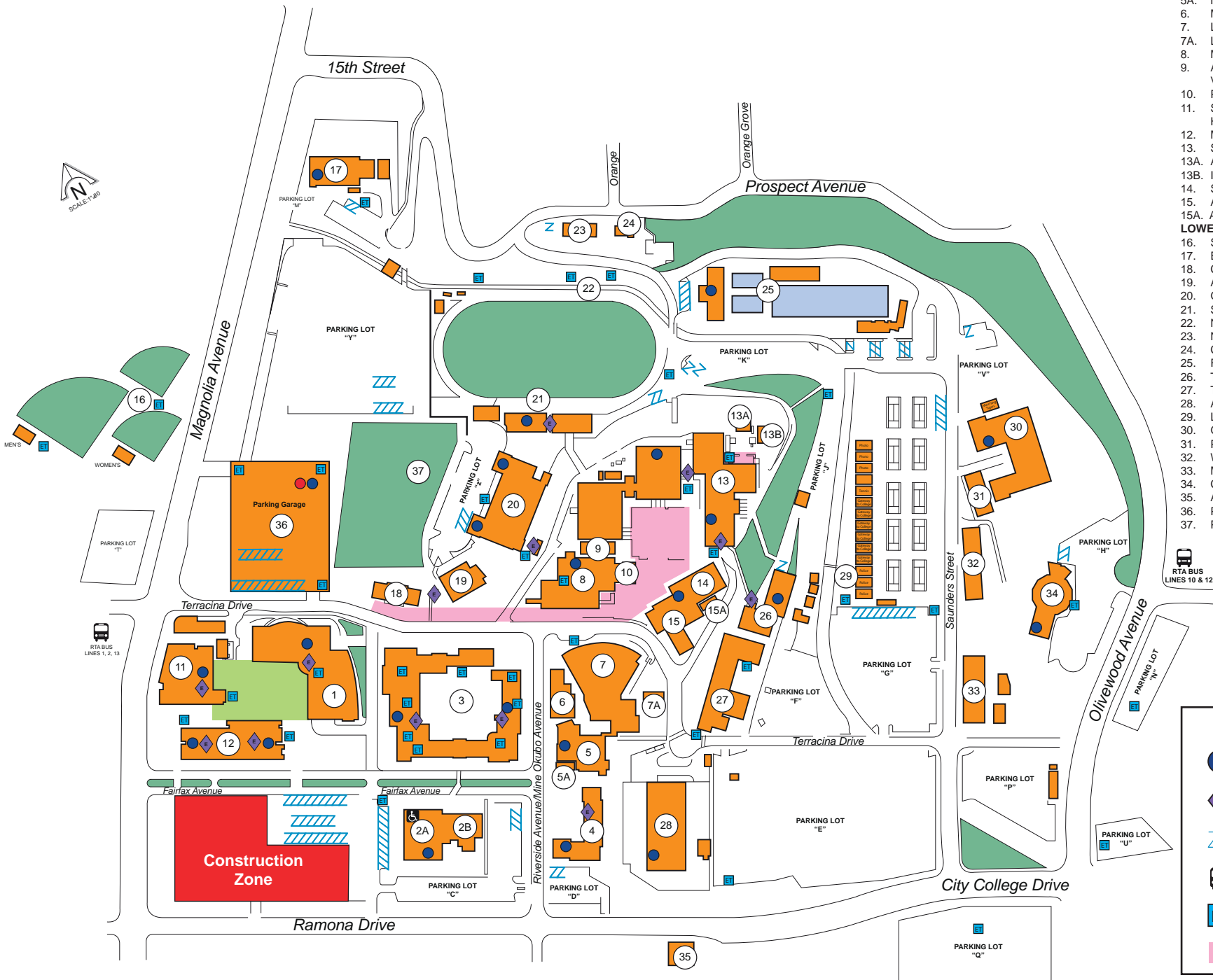
# Riverside City College

## UPPER CAMPUS

1. Digital Library & Learning Resource Center
2. Administration (O.W. Noble)
3. Quadrangle (Arthur G. Paul)
4. Business Education (Alan D. Pauw)
5. Music
- 5A. Music Annex
6. Music Hall (Richard M. Stover)
7. Landis Performing Arts Center
- 7A. Landis Annex
8. Martin Luther King, Jr. High Tech Center
9. Assessment Center Viewpoints
10. Planetarium (Robert T. Dixon)
11. School of Nursing Healing Garden
12. Math and Science Building
13. Student Center (Ralph H. Bradshaw)
- 13A. ASRCC Student Government
- 13B. Information Services Telecom Annex
14. Student Financial Services
15. Admissions & Counseling (Cesar E. Chavez)
- 15A. Annex/Wells Fargo

## LOWER CAMPUS

16. Sports Complex (Samuel C. Evans)
17. Early Childhood Education
18. Ceramics
19. Art
20. Gymnasium (Arthur N. Wheelock)
21. Stadium (Arthur N. Wheelock Field)
22. Nature Trail (Arlene & Robert F. Richard)
23. North Hall
24. College House
25. Riverside Aquatics Complex
26. Technology B
27. Technology A
28. Automotive Technology
29. Lovekin Complex
30. Gymnasium (Catherine S. Huntley)
31. Pilates Studio (Eleanor H. Crabtree)
32. Warehouse
33. Maintenance & Operations
34. Cosmetology
35. Alumni House - 3564 Ramona Drive
36. Parking Structure
37. Practice Field



## LEGEND

- Accessible Restrooms
- Elevators
- Accessible Parking
- RTA Bus Lines
- Emergency Telephones
- Free Speech Area