Moreno Valley Campus

One Book/One College

The campus is reading
And the faculty across disciplines are discussing:

ME TALK PRETTY ONE DAY
DAVID SEDARIS

Best-selling humorist David Sedaris writes hilarious, short biographical stories about his life. While Sedaris loves to poke fun at himself, his stories have a theme: the difficulties of human communication, which include learning a new language, and provide the inspiration for the title.

Join the discussions. Contact: Jeff Rhyne – jeff.rhyne@rcc.edu
or Sonya Nyrop – sonya.nyrop@rcc.edu

riverside community college norco

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Judy Perhamus Perry
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judy.perry@rcc.edu
(951) 372-7099

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- Business
- Computer Information Systems
- Gaming
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Closed Classes Don’t Mean You’re Closed Out.
The RCC Waitlist – page 12

Open Campus
Distance Education

Courses delivered wherever YOU are.
www.opencampus.com
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How to Get Here

[Map of Riverside, California with addresses and telephone numbers listed]

www.rcc.edu
Winter session is an exciting and fast-paced time on RCCD campuses and I hope that you will take advantage of the educational opportunities here.

In just six short weeks, students can complete a course prerequisite, finish a career certificate or degree requirement, or refresh their knowledge in core liberal arts and science subjects. Winter session is a perfect time to do some of the groundwork necessary for success in the full spring semester.

For winter 2010, students can choose from day, evening and online classes in a variety of subjects. As you browse this schedule, I want you to know that RCCD winter classes meet the same high quality as regular semester classes. Academic rigor is never compromised, and the same standards are in place at every campus and education center in the District.

Depending on which campus you attend, you will likely encounter construction activity for new classrooms, laboratories and other campus facilities. As I mentioned, this winter is a busy time and that activity, while it may result in some parking and other inconveniences, represents opportunities for all of our students. Thank you in advance for your patience and understanding as we work to improve the learning environments on our campuses. We will do everything possible to minimize the impact on students, faculty, and visitors.

On behalf of our Board of Trustees and the entire college community, I wish you the best in your academic endeavors this winter as an RCCD student.

Chancellor
Gregory Gray

District Mission Statement

Riverside Community College District is dedicated to the success of our students and to the development of the communities we serve. To advance this mission, our colleges and learning centers provide educational and student services to meet the needs and expectations of their unique communities of learners. To support this mission, District Offices provide our colleges with central services and leadership in the areas of advocacy, resource development, and planning.

The Riverside Community College District complies with all federal and state rules and regulations and does not discriminate 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 programs. Harassment of any employee or 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.

The Title IX Officer/Section 504/ADA Coordinator for the District is Ms. Chani Beeman, 3845 Market St., Riverside, CA 92501. Telephone Number: (951) 222-8039.

Open Enrollment

It is the policy of the Riverside Community College District that, unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to Title V of the California Administrative Code.

Board of Trustees
Virginia Blumenthal - President
Janet Green - Vice President
Mark Takano - Secretary
Jose Medina - Member
Mary Figueroa - Member
Brianna Duru - Student Trustee, 2009-10
Gregory Gray, RCCD Chancellor

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

This publication is prepared several months in advance of the term to meet printing deadlines. It does not reflect courses that have been newly added to the schedule after the publication date. Students are encouraged to visit the Riverside Community College District website at: www.rcc.edu for a current and comprehensive listing of available classes.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 5</td>
<td>Winter Registration Appointments - can be viewed on WebAdvisor at <a href="http://www.rcc.edu">www.rcc.edu</a>.</td>
</tr>
<tr>
<td>November 23</td>
<td>Registration Begins for Continuing Students who attended in09Fall. Registration dates are based on the number of completed RCCD units. New and Returning students register after Continuing Students.</td>
</tr>
<tr>
<td>November 30</td>
<td>High School Students – Last day application packets are accepted for fall 10WIN classes – information and required forms are online at <a href="http://www.rcc.edu">www.rcc.edu</a>.</td>
</tr>
<tr>
<td>December 22</td>
<td>Fee Payment Deadline – All fees must be paid or students will be dropped from unpaid classes.</td>
</tr>
<tr>
<td>January 3*</td>
<td>First Day of the Winter Term for Weekend Classes.</td>
</tr>
<tr>
<td>January 4*</td>
<td>First Day of the Winter Term for Weekday Classes.</td>
</tr>
<tr>
<td>January 4</td>
<td>Graduation Applications – First day to apply for a degree or certificate in the 10WIN or 10SPR terms – the last day applications will be accepted during winter semester is February 1.</td>
</tr>
<tr>
<td>January 18</td>
<td>Holiday – Classes not in session and all college offices are closed.</td>
</tr>
<tr>
<td>February 1</td>
<td>Graduation Applications - Last day to apply for an associate degree or certificate during the winter term (applications will be accepted again February 16).</td>
</tr>
<tr>
<td>February 11</td>
<td>Winter weekday classes end.</td>
</tr>
<tr>
<td>February 12</td>
<td>Holiday - Classes not in session and all college offices are closed.</td>
</tr>
<tr>
<td>February 13</td>
<td>Winter weekend classes end.</td>
</tr>
<tr>
<td>February 19</td>
<td>Grades are available on WebAdvisor at <a href="http://www.rcc.edu">www.rcc.edu</a>. If grades are not posted by this date, contact the instructor or the academic department. Grades may be available earlier, but please do not call prior to this date.</td>
</tr>
</tbody>
</table>

**Calendar for Winter 2010**

January 3 - February 13 (Weekend Classes)

January 4 – February 11 (Weekday Classes)

* Add, Drop, & Refund Deadlines

Refer to WebAdvisor at www.rcc.edu for add, drop and refund deadlines or check the Schedule of Classes for add deadlines.

**Note Regarding Fees**

STUDENTS WILL BE DROPPED FROM UNPAID CLASSES PER DEADLINES

(See Payment Due Dates)
Steps to Becoming a Student at RCCD~

Step 1 - Apply to RCCD - Page 5
• Online at www.rcc.edu. Help is available at our Admission offices.

Step 2 - Apply for Financial Aid - Page 6
• Online at www.fafsa.ed.gov. Help is available on campus.

Step 3 - Mail Your Transcripts - Page 6
• Check on WebAdvisor at www.rcc.edu to see if received.
• Fill out a Prerequisite Validation form if you want credit for classes taken at another institution.

Step 4 – Complete Assessment, Orientation and Counseling - Page 7
• Assessment hours are online. Most assessment testing is done on a walk-in basis with no appointment required.
• Some special test sessions and all ESL tests require appointments: Riverside and Moreno Valley students may make appointments at either the Assessment Center or Counseling. Norco students make appointments through Counseling.

Step 5 - Activate your RCCD E-mail account AND get your free RCCD College Card - Page 8

Step 6 - Register for Classes - Pages 9-12
• Log into WebAdvisor at www.rcc.edu to check your registration date/holds.
• Manage your class schedule, adds, drops, waitlist, etc. on WebAdvisor.

Step 7 - Pay Enrollment Fees – Page 13
• Observe deadlines for payment and refunds.
• Students will be dropped from unpaid classes.

Step 8 - Buy Your Textbooks - Page 14
• Take a copy of your schedule to the bookstore to find out what book you need to purchase for your classes.

Step 9 – Attend Class the First Day – Page 14
• If enrolled in an online class, go to www.opencampus.com.
1 – Apply for Admission

(Para informacion en Español, visite la pagina www.rcc.edu.)

You may apply for admission to RCCD if you:
- Have graduated from high school or
- Have passed the CA High School Proficiency Exam or
- Have passed the GED examination or
- Did not graduate from high school but are 18 years of age or older or
- Are an eligible high school student who has satisfied concurrent enrollment admissions requirements or
- Are an international student who has satisfied specific international student admissions requirements.

High School Students
Policies, procedures and forms are available only on the web at www.rcc.edu. Click on Going to College and then on High School Students.

Deadlines to Submit Documents
Fall Term: Mar 1–Aug 15
Winter Term: Oct 1–Nov 30
Spring Term: Oct 1–Jan 31
Summer Term: Mar 1–May 31

Students who miss these deadlines can apply for short-term or late-start classes two weeks after the term has begun.

Who must submit an application?
New or Returning students must submit an application. Continuing students do not need to reapply.

We generally begin accepting applications for summer and fall on March 1 and applications for winter and spring on October 1.

Students who plan to continue attending RCCD after exiting high school must submit a new RCCD application as a First-Time Student.

International Students
You must apply for admission through the International Student Program located in the Bradshaw Building at the Riverside campus. More information is available at (951) 222-8160 or online at www.rcc-int.us.

Students with Limitations
Students with learning, physical, psychological, or other health limitations are encouraged to contact Disabled Student Services at (951) 222-8060.

Apply Online

Go to www.rcc.edu and click on Going to College*
Processed in 24 hours
(weekends and holidays excluded)
Print confirmation page and keep for your records. Do not mail to RCCD.

A welcome letter will be mailed immediately to all applicants with their Student ID number, WebAdvisor user name, and RCCD email address.

*There are computers and staff in our Admissions lobbies to assist you.
Step 2 – Apply for Financial Aid~
How to Apply For Financial Assistance in Four Easy Steps!

1. You must have a current admissions application on file with the RCCD Admissions and Records Department. You can submit an admissions application online at www.rcc.edu. Make sure your correct social security number is listed on the application. All students are communicated with via RCCD email. You MUST activate your assigned RCCD email account to receive our communications.

2. Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Be sure to list the RCCD Title IV school code #001270 in the school section of the FAFSA application.

3. After RCCD receives your information from the U.S. Department of Education, we will notify you via RCCD email requesting additional document(s) necessary to complete your file. Required documents may also be found on WebAdvisor under Financial Aid “Required Documents.” Submit your document(s) in a timely manner to whichever campus you plan to attend.

4. Your financial aid file will be reviewed for eligibility and you will be notified of the results via RCCD email. Once you receive the email notifying you of your award, you will then be able to go to WebAdvisor to view your awards online.

Important Facts…
• Need help with your financial aid application? Attend a financial aid FAFSA on the web workshop. Workshop times and locations can be found on our website at www.rcc.edu/studentfinancialservices or in any SFS office.

• For information on grants, the BOG Waiver, Federal Work-Study, scholarships, loans and workshops, look under “Need Money for College?” in the Table of Contents or go online to www.rcc.edu/studentfinancialservices for more information.

• Any student who withdraws from all his classes, is dropped by all of his instructors, or receives a 0.00 GPA for the fall, spring and/or summer semester may be subject to repayment of federal financial assistance funds including the Federal Pell Grant, FSEOG Grant, ACG Grant and FFELP Stafford loans. If you have a reduction in units after receiving a disbursement, you may enter into an overaward status which will result in financial assistance funds having to be repaid.

Step 3 – Mail Your Transcripts~

Please provide official transcripts from any college or high school you have attended if you:
• Plan to earn a certificate
• Plan to earn an associate degree
• Plan to transfer to another college or university
• Need to satisfy prerequisite requirements taken at another college or university
• Are not sure what you plan to do

All transcripts should be official, sealed, 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. Form is available in the Counseling office and online at www.rcc.edu. Click on Going to College.

Mail transcripts to one of the campuses:

Request one copy of your official transcript from each institution you have attended.

Incoming Transcripts
Incoming Transcripts
Incoming Transcripts
Riverside Campus
Moreno Valley Campus
Norco Campus
4800 Magnolia Avenue
16130 Lasselle Street
2001 Third Street
Riverside, CA 92506
Moreno Valley, CA 92551
Norco, CA 92860

You can check the status of incoming transcripts on WebAdvisor at www.rcc.edu
Step 4 – Complete Assessment, Orientation and Counseling

If you are a first time student you need to participate in the assessment process if you:

- Plan to earn an associate degree
- Plan to earn a certificate
- Plan to transfer
- Explore career options
- Improve basic skills
- Are undecided about your educational goal

In addition, all students who need to validate a prerequisite for math, reading, English or ESL classes need to participate in the assessment process.

If you have questions about these requirements, please contact the Counseling Office:
- Moreno Valley - (951) 571-6104
- Norco - (951) 372-7101
- Riverside - (951) 222-8440

Preparing for Assessment
To take an assessment a student must:

1. Complete an application for admission. If you apply online at www.rcc.edu, you will be cleared to take RCCD’s placement test 24 hours after your application is submitted (not including weekends or holidays).
2. Take RCCD’s placement test.
   - Bring a current picture ID to the test. Students will NOT be permitted to take the placement test without a current picture ID. A state-issued driver’s license or federal ID is preferred, but passports and high school ID are also acceptable.
   - The placement test is not timed, but typically takes 1½ to 2 hours to complete. Anyone who arrives before the closing time has approximately 1½ hours of lab time to complete as much of the test as possible.
   - To ensure a distraction-free environment, children are not permitted in the Assessment Center.
   - Food or drink is not permitted in the Assessment Center.

Veterans:
Riverside Community College District is proud to have you choose us as your community college. To take full advantage of your benefits, please call one of the following numbers to get started:
- Moreno Valley - (951) 571-6102
- Norco - (951) 372-7002
- Riverside - (951) 222-8607

Assessment hours and information are posted at:
www.rcc.edu/services/assessment/dates.cfm
or by calling one of our assessment labs:
- Moreno Valley - (951) 571-6492
- Norco - (951) 372-7156
- Riverside - (951) 222-8451

An appointment may be necessary to take the placement test. Seating is limited to available computers and room capacity. It is also advisable to confirm lab hours before driving to the campus.

Have Questions about RCCD?
Visit our website at www.rcc.edu. It contains valuable information on:
- Admission Eligibility
- Athletics
- Counseling
- Disabled Student Services Program
- Financial Aid
- Schedule of Classes
- And much, much more!

Orientation and Counseling
Would you ever take a trip to an important destination without a map? You might, but your chances of getting lost are high. Orientation is your map to College Success.

New student orientations conducted by college counselors in a group setting are offered to all incoming students, and are required as part of the matriculation process. Orientation introduces students to the college experience in general. Whether you plan to complete a certificate, a degree, transfer, or take a course or two for self-improvement, orientation is designed to provide informative, yet practical advice.

Students should go to the earliest orientation session available to get necessary information and to gain an edge on class enrollments.

Once you complete your placement test, an appointment for your orientation/counseling session may be scheduled by calling the Counseling Center.

Call today to begin your educational journey at RCCD…

- Moreno Valley - (951) 571-6104
- Norco - (951) 372-7101
- Riverside - (951) 222-8440

www.rcc.edu
As a student of the Riverside Community College District you are provided with free student email via Windows Live by Microsoft; all you need to do is activate it! RCCD email gives you access to important notices, new classes, class changes, wait list status, notices from Student Financial Services, faculty correspondence and more. Personal email addresses will not be used by RCCD. Your RCCD account is the ONLY approved method of formal communication from the District to the student.

You should have received your RCCD email address in the mail a few days after applying. You may also find it by going to WebAdvisor and clicking on What’s My Email Address?

When you activate your account you will be asked to provide an alternate email address in case you forget your RCCD email password and need to be reminded of what it is. If you do not have an alternate or personal email account it is strongly advised that you get one before activating your RCCD email account. Hotmail.com, Yahoo.com and Gmail.com all offer free email accounts.

To activate your email:
1: Go to mail.live.com to SIGN IN (not SIGN up) with your RCCD email address. Your temporary password will be your 6-digit date of birth (ex: 061078). You will be asked to change it to a private password.
2: Follow the Microsoft prompts to set up and activate your account. This is where it’s a good idea to be able to provide an alternate email address.
3: You can also forward your RCCD email to another personal email account.

If you need help, view the tutorial at www.rcc.edu/students/email.cfm. If you are having difficulty and you cannot resolve your problem using the tutorial visit Admissions & Records; or call the Riverside (951) 222-8574 or (951) 222-8601, Moreno Valley (951) 571-6101 or Norco (951) 372-7003 campuses. You can also go to the Digital Library on the Riverside campus for in-person help.

Need tech help with your WebAdvisor username/password or with activating your RCCD email account? You can email studenttechhelp@rcc.edu for online tutorials or go to the Digital Library on the Riverside campus for in-person help.

And Get Your Student ID Card~
(RCCD College Card)

Get Your Free RCCD College Card

Use it on campus for:
• Access to campus library and labs
• Entry to campus student activities, including athletic and performing arts events

Link it to a FREE Wells Fargo College Checking® account® for:
• FREE Wells Fargo® ATM access—Now on all 3 campuses!
• PIN-based purchases

Get it: Admissions and Records Office—All three campuses
Link it: Wells Fargo RCC Campus Office—Riverside campus
(in the Outreach Office by Admissions)
Or visit wellsfargo.com/locator for a location near you.

*Eligibility subject to approval. Students must provide proof of enrollment at an accredited institution when the account is opened. The account is available for a maximum of 5 years, after which it will convert to a standard checking account subject to applicable checking fees. Students in school more than 5 years must show proof of enrollment to remain in a Wells Fargo College Checking account. $100 minimum opening deposit required to open a new checking account.

© 2008 Wells Fargo Bank, N.A. All rights reserved. Member FDIC.
On November 5, students may go to WebAdvisor at www.rcc.edu to view their registration date and see if they have any holds that may restrict their registration. Registration dates are available approximately 6-8 weeks before the start of the term. After that time, you may find out your registration appointment approximately 24 hours after your application is processed (weekends and holidays excluded).

And

Register for Classes

Students can register on WebAdvisor at www.rcc.edu.

Registration begins November 23 for Continuing students who attended in fall 2009. Registration date is based on number of completed RCCD units; New and Returning students register after Continuing students. Manage your class schedule, adds, drops, waitlist, etc. on WebAdvisor. If you decide not to attend class and are not dropped from the class, you will receive and "F" in the class and owe fees. It is your responsibility to drop yourself from classes that you decide not to attend.

Observe Payment Deadlines! Students will be dropped from unpaid classes.

Students with special needs, including students on academic dismissal and approved high school students, must register in person on or after their assigned registration appointment date.

How to Read the Schedule of Classes

<table>
<thead>
<tr>
<th>Code</th>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>PREREQUISITE</th>
<th>UNITS</th>
<th>ARTICULATION INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT-10</td>
<td>11028</td>
<td>PRECALCULUS</td>
<td>PREREQUISITE: MAT-36.</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>10:20AM 12:40PM</td>
<td>MW</td>
<td>LFSC 204</td>
<td>G Edward</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/02/07 02/08/07</td>
<td>Last day to add: 01/08/07</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(The above class is an 8-week class. Please note the above dates.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEC</th>
<th>DEPARTMENT</th>
<th>CLASS MEETS</th>
<th>BLDG/ROOM NUMBER</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td></td>
<td>06:00PM 08:20PM</td>
<td>PS 108</td>
<td>L Gayle</td>
</tr>
</tbody>
</table>

Students can register on WebAdvisor at www.rcc.edu.

Registration begins November 23 for Continuing students who attended in fall 2009. Registration date is based on number of completed RCCD units; New and Returning students register after Continuing students. Manage your class schedule, adds, drops, waitlist, etc. on WebAdvisor. If you decide not to attend class and are not dropped from the class, you will receive and "F" in the class and owe fees. It is your responsibility to drop yourself from classes that you decide not to attend.

Observe Payment Deadlines! Students will be dropped from unpaid classes.

Students with special needs, including students on academic dismissal and approved high school students, must register in person on or after their assigned registration appointment date.
Registration Worksheet

Things to do before you register...
• Check WebAdvisor for your registration appointment date and to view any holds.
• Complete steps 1-5 in Steps to Becoming a Student at RCCD (available in the Schedule of Classes).
• Complete this worksheet and keep for your own records. Do not mail this worksheet.
• Ensure that all past-due fees and holds are cleared.
• Be sure your financial aid is processed.

Things to check for as you make your class selections...
• Is the class still open? Check WebAdvisor for open classes and waitlist options (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 the Dean of Instruction, and add in person.

Things to know when using WebAdvisor to register...
• To access WebAdvisor go to www.rcc.edu and log in to WebAdvisor.
• You will NOT be able to register prior to your assigned registration date or if you have holds on your record.
• You will need your RCCD ID or Social Security number to access your registration. Click on Log-In Help on the WebAdvisor menu for assistance.
• WebAdvisor is always available except during maintenance.
• Confirm that you are registered for classes.
• Print My Class Schedule from WebAdvisor.
• See Waitlist information on the next page.

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Class Name</th>
<th>Units</th>
<th>Days</th>
<th>Time</th>
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Alternate Class Selections (in case any of your first choice classes are closed)

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<tr>
<th>Section Number</th>
<th>Class Name</th>
<th>Units</th>
<th>Days</th>
<th>Time</th>
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Remember:
• Pay fees (check Fee Payment deadlines)
  Please note that if you are applying for financial aid but it has not yet arrived at the time of registration, you will be responsible for fees due until any financial award comes through. You will be dropped from classes if payment is not received by the payment deadline.

• Be sure to check WebAdvisor or your RCCD email to see if there have been changes to scheduled classes prior to the first class meeting.

• Personal email addresses will not be used by RCCD.
  Your RCCD account is the ONLY approved method of formal communication from the District to the student.
Hoja De Inscripción

Lo que se debe saber cuando se inscriba…
- Inscríbete a través de WebAdvisor en www.rcc.edu a menos que esté cursando preparatoria o que tengas un impedimento en su matrícula para inscribirte.
- Debes esperar la fecha asignada para su inscripción. Se puede verificar la fecha asignada a través de WebAdvisor en www.rcc.edu.
- Puede tener acceso a su inscripción usando su identificación de RCCD o su número de Seguro Social (si fue incluido en su solicitud de ingreso).

Identificación de RCC: ____________ ____________ o Número de Seguro Social: ____________ ____________

Su código de 6 dígitos (Pin Code): ____________ ____________

Lo que se debe hacer antes de inscribirse…
- ¡COMPLETE ESTE FORMULARIO!
- Complete los pasos del 1 al 5 en la sección Steps to Becoming a Student at RCCD (disponible en el libro de Horario de Clases y en www.rcc.edu).
- Asegúrate que no deba cuotas de inscripción o que no haya ningún impedimento para su inscripción.
- En casos especiales, debido a problemas académicos, o si estás participando en programas especiales, hay que verificar los procedimientos específicos para su inscripción en el libro de Horario de Clases (disponible en www.rcc.edu) o con el departamento correspondiente antes de intentar inscribirse. Muchos de estos estudiantes tendrán que inscribirse en persona.

Lo que hay que verificar cuando elija sus clases…
- ¿Está la clase aún disponible? Busca en WebAdvisor en www.rcc.edu una lista de clases disponibles (Clases nuevas podrían ser agregadas y otras podrían estar disponibles de nuevo si algunos estudiantes cancelaran sus inscripciones). Si la clase está cerrada, se debe repasar a la sección Adding Classes o escoger otras opciones.
- ¿Ha cumplido con todos los prerequisitos necesarios para cada clase? Estos están enumerados en el libro de Horario de Clases.
- ¿Ha observado si alguna de sus clases tiene un horario que se sobrepone con otras clases? Debe conseguir una forma llamada Approval for Overlapping Classes autorizada por el profesor y el Decano de Instrucción, y agregar dichas clases en persona.

<table>
<thead>
<tr>
<th>Número de Sección</th>
<th>Nombre de la Clase</th>
<th>Unidades</th>
<th>Días</th>
<th>Horario</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

Clases Alternas (en caso de que algunas de las clases que haya elegido estén cerradas).

<table>
<thead>
<tr>
<th>Número de Sección</th>
<th>Nombre de la Clase</th>
<th>Unidades</th>
<th>Días</th>
<th>Horario</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

WebAdvisor siempre está disponible con la excepción cuando está bajo mantenimiento. En WebAdvisor imprima My Class Schedule y guárdelo en un lugar seguro.

Recuerde:
- Hay que pagar la cuota de inscripción durante la fecha límite. Si usted piensa solicitar ayuda financiera pero aún no ha sido aprobado al momento de matricularse, Usted será responsable por el costo de inscripción hasta que su solicitud sea aprobada. Sea dado de baja si su pago no se recibe durante la fecha límite.
- Se recomienda verificar en WebAdvisor que no hay cambio en su horario de clases antes del inicio del semestre.
- Las direcciones correo electrónico personales no serán utilizadas por RCCD. Su cuenta de RCCD es EL UNICO método aprobado de comunicación formal del Distrito al estudiante.
It is your responsibility to ensure that you are officially registered in courses by the add deadline and that your fees are paid. Students will be dropped from unpaid classes.

**Deadline Dates**

Specific add deadlines are included with the class information in this schedule and on WebAdvisor at [www.rcc.edu](http://www.rcc.edu). Refund and drop deadlines can be viewed/printed from WebAdvisor at [www.rcc.edu](http://www.rcc.edu). Click on **Class Name/Deadlines**.

**Dropping Classes**

Print out the page on WebAdvisor that confirms that the class has been dropped from your class schedule. Instructors maintain the right to drop students for lack of attendance, beginning the first day of class and ending on the 75% date.

*It is the student’s responsibility to drop classes on WebAdvisor or in person by the deadlines. Failure to drop a class may result in a permanent “F” grade on your academic record and may still require payment. Do not rely on an instructor or others to drop you!*

**Adding Closed Classes**

*Make sure to check the deadline to add classes in this class schedule or on WebAdvisor (click on Class Name and Title).*

A class is closed beginning the first meeting day of that class or earlier if it is full. In order to add a closed class, you must receive permission from the instructor. This is typically done by attending the first day of class. See [www.opencampus.com](http://www.opencampus.com) in order to add online classes.

When registering on WebAdvisor, you will be asked to give your unique 4-digit authorization code which must be obtained from the instructor. Authorization codes are not valid on WebAdvisor until the first day of the class.

When registering in person, you must have an authorization code from the instructor. Fees are due at time of registration.

**Waitlists**

Before the beginning of the semester, if a class is closed, you may place your name on a waitlist (if available). If a seat becomes available, you will automatically be added and your student account will be charged with the enrollment fees. Please check your schedule regularly online with WebAdvisor and/or your RCCD email account to confirm your status. Personal email addresses will not be used by RCCD. Your RCCD account is the ONLY approved method of formal communication from the District to the student.

Waitlisting ends late in the day on the day prior to the first class meeting. You must drop yourself from the class by the drop and refund deadlines if you do not intend to remain in the class. Students registered from the waitlist must attend the first day of class. Students not registered from the waitlist are encouraged to attend class the first day to see if space is available and the instructor is willing to add them.

You can manage your waitlist on WebAdvisor by doing the following:

- Log in to WebAdvisor at [www.rcc.edu](http://www.rcc.edu)
- Click on “Register and Drop Classes”
- Then click on “Manage My Waitlist”

*To activate your RCCD email account,*

- Go to [www.rcc.edu](http://www.rcc.edu) and click on Students,
- Click the Student Email link on right side of the page.

**Maximum Unit Load**

The maximum number of units a college student may enroll in is 9 for summer/winter. Students will not be permitted to enroll in more units without authorization from a counselor. The maximum units for high school concurrent students is 8 units for fall/spring and 5 units for summer/winter. High School students will not be permitted to enroll in more units without authorization from the Dean of Admissions and Records or the Dean of Student Services.
Step 7 – Pay Enrollment Fees

What fees will I need to pay?

Any fee may change without notice subject to changes issued by the State of California and/or changes in RCCD Board policies.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Fee</td>
<td>$26 per unit</td>
</tr>
<tr>
<td>Nonresident Tuition and Enrollment Fee</td>
<td>$181 + $26 per unit</td>
</tr>
<tr>
<td>Out-of-Country Nonresident Surcharge**</td>
<td>$19 per unit</td>
</tr>
<tr>
<td>(Nonrefundable if student drops classes)</td>
<td></td>
</tr>
<tr>
<td>Health Services*</td>
<td>$14</td>
</tr>
<tr>
<td>Student Services – ID Card (optional-see Student Services)</td>
<td>$2</td>
</tr>
<tr>
<td>Parking Permit – Auto (optional)</td>
<td>N/A</td>
</tr>
<tr>
<td>Parking Permit – Auto (optional-students with Board of Governors Waiver (BOGW))</td>
<td>N/A</td>
</tr>
<tr>
<td>Parking Permit – Motorcycle (optional)</td>
<td>N/A</td>
</tr>
<tr>
<td>(See Parking in the Table of Contents.)</td>
<td></td>
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<tr>
<td>Audit Fee</td>
<td>$15 per unit</td>
</tr>
<tr>
<td>PHP-30 First Aid &amp; CPR Fees</td>
<td>$15.50</td>
</tr>
<tr>
<td>PHP-42 Life Guard &amp; Water Safety Certification</td>
<td>$24</td>
</tr>
<tr>
<td>Diploma Fee (see Graduation for application deadlines)</td>
<td>$5</td>
</tr>
<tr>
<td>Non-sufficient Funds/Stop-payment Fee</td>
<td>$20</td>
</tr>
</tbody>
</table>

Additional Fees

Some classes require an additional fee for materials, tools, technical and miscellaneous supplies for certain programs (70902(s) of the Educational Code). The charge is noted under the appropriate class. Additional fees must be paid at registration, and not covered by the BOGW (Board of Governors Waiver).

* Required fee – (Title V state regulations) supports general and emergency services provided by RCCD’s Health Services; not covered by BOGW waiver. Students attending under an approved apprenticeship program are exempt from this fee. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization are exempt from this fee. Students must apply for this waiver by submitting a Health Services Fee Waiver request and supporting documentation to the Health Services office. The Health Services Fee Waiver form can be obtained from Admissions and Records.

**A $3.00 shipping/handling charge applies to online orders.

Winter 2010 Payment Due Dates

Fees are based on when you register in each class. Students WILL BE DROPPED from unpaid classes per deadlines below:

<table>
<thead>
<tr>
<th>If you register</th>
<th>Fees* are due no later than:</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before December 22</td>
<td>December 22 or you will be dropped for non-payment.</td>
</tr>
<tr>
<td>December 23 to the end of the term</td>
<td>Enrollment and other fees are due at the time of registration. Students who do not pay will have a hold placed on their record and will not be able to register for classes or receive grades, transcripts, verifications, certificates or diplomas.</td>
</tr>
</tbody>
</table>

* Fees must be paid by the end of the business day noted. If you decide not to attend class and are not dropped from the class, you will receive an “F” in the class and owe fees. It is your responsibility to drop yourself from classes that you decide not to attend.

• It is the student’s responsibility to verify that all classes have been added or dropped accordingly.
• Be sure that financial aid is processed prior to registration.
• See the Table of Contents for Residency for Tuition Purposes and AB540 Non-resident Fee Waiver information.

How do I pay?

1. WebAdvisor (Visa, Master Card, American Express, Discover Card)
2. Mail or Drop Boxes (Check or Money Order)
   • Norco campus – inside and outside Student Services Building
   • Riverside campus – outside Admissions and Bradshaw buildings
3. RCCD campuses (Cash, Visa, MasterCard, American Express, Discover, Check, or Money Order)

Make check or money order payable to ‘RCC’ and be sure to include your RCCD ID.

Refunds

When do I need to drop to receive a refund?

Refund deadlines can be viewed/printed from the WebAdvisor menu at www.rcc.edu. Click on Class Name and Title. The deadline to drop full-term classes and receive a refund is generally two weeks. The deadline to drop short-term classes is 10% of the class meetings.

You are eligible for a refund of fees if you withdraw from classes within the specified deadlines. Refunds are issued to students approximately 6-8 weeks after the last day for refunds. No immediate refunds are available. If, for short-term classes, you add the class after the first day you may be adding past the refund date. Students who pay with cash or a check will receive a refund check in the mail. Students who pay with credit card on WebAdvisor will have their refund credited back to their credit card.

If you are receiving a refund due to an adjustment in your financial aid, please notify Student Accounts in the Bradshaw building.

For questions regarding your account and refunds call (951) 222-8604.

To be sure of a refund, students must drop themselves within refund deadlines.
8 - Buy Your Textbooks

When can I get my books?
Books are available approximately two weeks prior to the start of the term. For the best chance at USED books, reserve your texts online.

To receive a refund:
Books must be returned in original condition within the 1st week of classes. An original sales receipt is required for all refunds and exchanges. Refunds will be given after the first week of class with proof of schedule change for the first 30 days of classes.

Methods of payment at the bookstore:
- Cash
- VISA *
- Master Card *
- Discover *
- American Express *

Save Time!
Reserve your books online for in-store pickup or delivery to your home!
- Moreno Valley campus: www.rccmoreno.bncollege.com
- Norco campus: www.rccnorco.bncollege.com
- Riverside City College: www.rcc.bncollege.com

Save Money!
Shop early for the best selection of USED texts!

Cash for Books!
When you are done with your books, bring them back to the bookstore to sell for up to 50% of the purchase price. A valid RCCD student ID is required.

9 - Attend Class the First Day

If enrolled in an online class go to www.opencampus.com.
If your plans change and you cannot attend, please be sure to officially drop your class(es).
Arrive an hour early to find parking.

General Education Student Learning Outcomes

Every student who graduates from RCCD with an A.A. or A.S. degree is unique—almost no two take exactly the same courses. But to be educated is to possess some values in common, some shared competencies and modes of thought. Thus all graduates meet a 23-unit general education requirement that gives them broad exposure to ideas and skills outside their own areas of special interest. After successfully completing the GE requirement, all RCCD students should be able to:

Critical Thinking
- Analyze and solve complex problems across a range of academic and everyday contexts
- Construct sound arguments and evaluate arguments of others
- Consider and evaluate rival hypotheses
- Recognize and assess evidence from a variety of sources
- Generalize appropriately from specific cases
- Integrate knowledge across a range of contexts
- Identify one's own and others' assumptions, biases, and their consequences

Information Skills
- Demonstrate computer literacy
- Locate, evaluate, and use information effectively

Communication Skills
- Write with precision and clarity to express complex thought
- Read college-level materials with understanding and insight
- Listen thoughtfully and respectfully to the ideas of others
- Speak with precision and clarity to express complex thought

Breadth of Knowledge
- Understand the basic content and modes of inquiry of the major knowledge fields
- Analyze experimental results and draw reasonable conclusions from them
- Use the symbols and vocabulary of mathematics to solve problems and communicate results
- Respond to and evaluate artistic expression

Application of Knowledge
- Maintain and transfer academic and technical skills to workplace
- Be life-long learners, with ability to acquire and employ new knowledge
- Set goals and devise strategies for personal and professional development and well being

Global Awareness
- Demonstrate appreciation for civic responsibility and ethical behavior
- Participate in constructive social interaction
- Demonstrate teamwork skills
- Demonstrate understanding of ethnic, religious, and socioeconomic diversity
- Demonstrate understanding of alternative political, historical, and cultural viewpoints
Continuing @ RCCD~

**Continue Taking Classes**

All continuing students are assigned a new registration appointment date each term. If you are not a continuing student, you must submit a new Admissions Application in order to register again.

**Re-apply for Financial Aid**

The Free Application for Federal Student Aid (FAFSA) is available for the next academic year on January 2nd or the first day of the winter term. The priority filing date is March 2nd of each year.

If you are receiving a Board of Governors Waiver (BOGW), you must reapply each academic year, beginning with the summer term.

Continue to see a Counselor

Students should meet with a counselor during their first term to develop a 2-year SEP (Student Educational Plan).

It is advisable that students meet with a counselor once a semester to review their educational goals, because general education and lower division major requirements are always subject to change.

If you change your educational goal, it is important to see a counselor to obtain a revised SEP.

Veterans:

Riverside Community College District is proud to have you choose us as your community college. To take full advantage of your benefits, please call (951) 222-8607 to get started or check our website at www.rcc.edu.

Moving on from RCCD~

**Apply for Certificates and Diplomas**

In order to receive an associate degree or certificate, all RCCD fees must be paid in full. You must submit an application online for an associate degree or certificate in the academic year in which you anticipate you will complete the requirements. Applications are available online at www.rcc.edu. Click on Students, on Admissions and Records, and then on Graduation/ Certificate Applications. There is a $5.00 diploma fee for each associate degree application.

Students planning to participate in the commencement ceremony on June 10, 2010 must file their degree or certificate applications by April 1, 2010. See the college catalog for further details and requirements.

Students may apply for degrees and certificates for any term in the 2009-10 year during the following four applications periods:

**Deadlines:**

- Summer – First day of summer term through July 15 to apply to graduate in summer 2009, fall 2009, winter 2010, spring 2010
- Fall – First day of fall term through October 15 to apply to graduate in fall 2009, winter 2010, spring 2010
- Winter – First day of winter term through February 1 to apply to graduate in winter 2010, spring 2010
- Spring – First day of spring term to April 1 to apply to graduate in spring 2010

**Order Transcripts**

(now available online at www.rcc.edu)

Unofficial transcripts are also available on Web-Advisor at www.rcc.edu for no fee.

Official transcripts can be ordered on Web-Advisor at www.rcc.edu, by mail (printable forms available on our website), in Admissions (Riverside campus), or in the Student Service office (Moreno Valley and Norco campuses). Your first two official transcripts are free. Each additional official transcript is $3. For faster processing there is an additional optional $5 fee for each transcript. All transcripts are mailed first class.

In order to receive a transcript, all RCCD fees must be paid in full. At the end of each term, it may take 3-4 weeks before grades are posted on WebAdvisor and updated transcripts are mailed. Ordering transcripts on WebAdvisor will always be faster! For more information visit www.rcc.edu or call the Transcripts office on the Riverside campus at (951) 222-8603.

Transcripts only include RCCD coursework.

Transfer to other Institutions

Be sure to verify that courses transfer to your desired institution prior to taking the course. Information about transferring, including specific requirements for UC and CSU transfer, is available in the college catalog, student handbook, Schedule of Classes, at www.rcc.edu, and in the Transfer/Career Center in the Admissions and Counseling building. You can contact the Transfer/Career Center at (951) 222-8446 with any questions.

Official transcripts must be submitted to your desired institution in order to transfer units.
Online Services at RCCD~
(Use this sheet to keep track of your username and passwords for all services offered at RCCD.)

Need tech help with your WebAdvisor username/password or with activating your RCCD email account? You can email studenttechhelp@rcc.edu for online tutorials or go to the Digital Library on the Riverside campus for in-person help.

Online Application

Access the online application from RCCD homepage at www.rcc.edu.

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 for future reference.

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: ____________________

RCCD Email

Activate your RCCD email account immediately and read it often so that you don’t miss important notices! See Step 5 in the Schedule of Classes for more information. Personal email addresses will not be used by RCCD. Your RCCD account is the ONLY approved method of formal communication from the District to the student.

If you know your RCCD email address (Windows Live ID) you can type in mail.live.com from your browser. Follow the Microsoft prompts to set up and activate your account. Your initial password is your six digit birthdate.

If you need help in activating your RCCD email account go to www.rcc.edu, click on Students and then click on Student Email. There is a tutorial there to help you.

If you just need to know your RCCD email address go to www.rcc.edu, click on WebAdvisor, and click on What’s My RCC Email Address?

You may forward your RCCD email to your own personal email account. Log in and click on Options. The tutorial referred to above will help you.

Windows Live ID: ____________________, Password: ________________

WebAdvisor

Access WebAdvisor from the RCCD homepage: www.rcc.edu.

Use WebAdvisor to check registration date, search, register, manage your waitlist and drop classes, view financial aid information, 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.

Your initial password is your 6-digit date of birth (mm/dd/yy).

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.

WebAdvisor ID: ________________, Password: ________________

Blackboard CE 8
(Open Campus online-based classes)

Access online-based courses from the Open Campus homepage: www.opencampus.com.

• Click the log-in link or
• Click on Credit Course Login (green button).
• Your username: first and last initial w/Student ID (example: md1234567)
• Your password first time logging in: student.

For additional assistance contact the Open Campus Help Desk toll free at 1-866-259-7271 for 24 hour support or check www.opencampus.com for course updates.

If you forget your password, contact the Help Desk to have it reset.

Username: ____________________, Password: ________________
### Calendario para el invierno 2010~

<table>
<thead>
<tr>
<th>Fecha</th>
<th>Evento</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5 de noviembre</strong></td>
<td>Citas para matricularse/registrarse para el invierno se muestran en WebAdvisor.</td>
</tr>
<tr>
<td><strong>23 de noviembre</strong></td>
<td>Matricularse/registrarse en clases para estudiantes que asistieron a RCCD en el otoño 2009 —“Continuing Students”. Estudiantes Nuevos—“New Students” y estudiantes que han regresado a RCCD después de un tiempo—“Returning Students” se matriculan después de “Continuing Students”.</td>
</tr>
<tr>
<td><strong>30 de noviembre</strong></td>
<td>Estudiantes de la Secundaria/ “High School”—el último día que se acepta el “paquete de aplicación” para clases del invierno. Para más información y las formas requeridas vayan al Internet a <a href="http://www.rcc.edu">www.rcc.edu</a>.</td>
</tr>
<tr>
<td><strong>22 de diciembre</strong></td>
<td>Fecha Límite de Pago – Todos los costos deben ser pagados o estudiantes serán omitidos de sus clases por no haber pagado.</td>
</tr>
<tr>
<td><strong>3 de enero</strong></td>
<td>Primer día de clases que ocurren durante el fin de semana.</td>
</tr>
<tr>
<td><strong>4 de enero</strong></td>
<td>Primer día de clases que ocurren durante la semana.</td>
</tr>
<tr>
<td><strong>4 de enero</strong></td>
<td>Aplicar para Graduación—Primer día para aplicar para una licenciatura o un certificado en el invierno 2010 o la primavera 2010—el último día para aceptar aplicaciones es el 1 de febrero durante el semestre de invierno.</td>
</tr>
<tr>
<td><strong>18 de enero</strong></td>
<td>Día de vacación —“Martin Luther King Day” todas las oficinas en RCCD están cerradas.</td>
</tr>
<tr>
<td><strong>1 de febrero</strong></td>
<td>Aplicaciones para Graduación --- Ultimo día para aplicar para una licenciatura de associate degree o un certificado/certificate durante el semestre de invierno (aplicaciones se aceptarán otra vez el 16 de febrero).</td>
</tr>
<tr>
<td><strong>11 de febrero</strong></td>
<td>Classes durante la semana del invierno terminan.</td>
</tr>
<tr>
<td><strong>12 de febrero</strong></td>
<td>Día de vacación —“Lincoln's Birthday” todas las oficinas en RCCD están cerradas.</td>
</tr>
<tr>
<td><strong>13 de febrero</strong></td>
<td>Classes durante el fin de semana del invierno terminan.</td>
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<tr>
<td><strong>19 de febrero</strong></td>
<td>Las calificaciones están disponibles en WebAdvisor a <a href="http://www.rcc.edu">www.rcc.edu</a>. Si las calificaciones no aparecen en esta fecha, hay que comunicarse con el/la instructor/a o el departamento académico. Es posible que las calificaciones estén disponible antes de esta fecha, pero el favor de no comunicarse con el/la antes de esta fecha.</td>
</tr>
</tbody>
</table>

### Fechas de Límite Para Matricularse, Omitir Una Clase y Reembolsos

Para fechas de límite para agregar clases, omitir clases, y reembolsos. Hay que confirmar con “WebAdvisor” a www.rcc.edu

**NOTA SOBRE COSTOS**

**ESTUDIANTES SERAN OMITIDOS DE SUS CLASES SI NO HAN PAGADO SUS COSTOS ANTES DE LA FECHA.**

(Mire la fecha límite de pago)
Para empezar en RCCD~

Paso 1: Aplicar a RCCD en la red/Internet a www.rcc.edu. Hay ayuda disponible en la Oficina de Matrícula/Registración (Admissions Office). La aplicación sobre el Internet está disponible en Español.

¿Necesita dinero para asistir al colegio? Vaya a www.rcc.edu/studentfinancialservices

Paso 2: Llame al Centro de Evaluación Preliminar (Assessment Center) para hacer una cita para completar la Evaluación Preliminar de (ESL) Inglés como Segundo Idioma (PTESL).

Moreno Valley (951) 571-6492 • Norco (951) 372-7156 • Riverside (951) 222-8451

Paso 3: Llame al Centro de Consejería para hacer una cita para asistir a una sesión (en grupo) de Orientación y Consejería.

Moreno Valley (951) 571-6104 • Norco (951) 372-7101 • Riverside (951) 222-8440

Paso 4: Revise su propia fecha para registrarse y regístrese en sus clases de (ESL) Inglés Como Segundo Idioma en una de las siguientes maneras:

- Vaya a www.rcc.edu y seleccione ‘WebAdvisor’ (Hay ayuda disponible en el sitio de web)
- Vaya a la Oficina de Matrícula/Registración en cualquier plantel de RCCD—Moreno Valley, Norco y Riverside

Paso 5: Compre sus libros. Se pueden comprar los libros por el Internet en www.rcc.bncollege.com o en la librería del plantel donde se dan sus clases.

Paso 6: Hay que asistir a sus clases el primer día de clase. Traigan su materia y prepárense para empezar a aprender.
Clases de Inglés como segundo idioma son para personas que tienen conocimiento del Inglés pero no tienen instrucción académica en hablar, escribir, o leer el idioma.

Si usted habla o entiende muy poco Inglés, se le recomienda que primero toma clases en un Centro de Educación para Adultos antes de matricularse en RCCD. Si usted vive en el área de Riverside, llame al Centro Palm al 788-7185. Si usted vive en el área de Corona-Norco, llame al Centro Buena Vista al 736-3325 o al 736-3364. Si usted vive en el área de Moreno Valley, llame al 697-4216 o al 485-5700.

Preguntas Generales

¿Cuáles son los requisitos?
Usted es elegible para asistir a RCCD si:
- Ha cumplido 18 años de edad o
- Tiene diploma de estudios secundarios o su equivalente (GED) o,
- Asiste a una preparatoria (high school) local

¿Debo tomar un examen para matricularme en RCCD?
Sí, se requiere que los estudiantes tomen el examen PTESL para personas con Inglés limitado. Este examen se usa solamente para asegurar que se inscriban la clase apropiada. El examen es gratis.

¿En cuál clase debo matricularme?
Utilizando los resultados del examen PTESL, se recomendará las clases apropiadas para su nivel académico.

¿Qué tipo de clases ofrece RCCD?
Se ofrecen clases de ESL en gramática/escritura, lectura, y conversación. Estas clases se ofrecen a nivel básico, intermedio, y avanzado. En cada nivel, el énfasis es principalmente en gramática, escritura, y lectura de Inglés. Se puede repetir cada clase.

¿Cuándo empiezan las clases?
El día y la hora que empiezan las clases están indicados en el Horario de Clases (Schedule of Classes). Estas revistas se envían a todos los residentes que viven en el Distrito de RCC, o también puede adquirir una copia gratis en cualquiera de las tres librerías del colegio: Riverside, Moreno Valley, o Norco.

¿Cómo puedo matricularme?
1. Complete la solicitud que se encuentra en el Horario de Clases y traigala o envíela a la Oficina de Matrícula (Admissions & Records) en el campus de Riverside y las oficinas de Servicios Estudiantiles (Student Services) en los campus de Moreno Valley y Norco. El domicilio del colegio está escrito en la solicitud.

2. Tome el examen PTESL y reciba los resultados inmediatamente. Vea el Horario de Clases para ver la fecha del próximo examen y llame a la Oficina de Consejería al 222-8440 para hacer cita.

AB540
Desde el 1° de enero de 2002, la ley AB540 de California permite que todos los estudiantes (menos los extranjeros que no sean inmigrantes) que cumplan con los siguientes requisitos, asistan a las universidades públicas del estado de California, que son los Colegios Comunitarios de California/California Community Colleges (CCC), las Universidades de California (UC) y las Universidades Estatales de California (CSU).

El estudiante tiene que haber asistido a una escuela secundaria (High School) pública o privada, al menos durante tres años.

El estudiante tiene que haberse graduado de una Escuela Secundaria (High School) de California, o haber terminado el equivalente a esos estudios (por ejemplo haber aprobado el GED o el Examen de Graduación de la Escuela Secundaria de California).

El estudiante tiene que entregar una petición para la excepción con la universidad, incluyendo una declaración legal firmada, en la cual confirma haber cumplido con todos los requisitos.

Los estudiantes que completen 3 años en una escuela de adultos y/o consigan su GED podrían calificar para AB 540 si el Colegio Comunitario/Community College al que desean asistir lo considera equivalente a la Escuela Secundaria (High School).

Los estudiantes no residentes que cumplan con estos requisitos, podrán pagar las mismas cuotas que los residentes; sin embargo no se podrán considerar “residentes” de California.
¿Cuánto cuesta asistir a Riverside Community College District?

El Colegio Comunitario de Riverside (RCCD) cobra por unidad y no por clase. Cada unidad cuesta veintiséis dólares ($26) para residentes de California. Más aparte, residentes de otro estado pagan cien ochenta y uno dólares ($181) por cada unidad, más veintiséis ($26) dólares si es residente de otro país. Todos los cargos pueden cambiar a razón de acción legislativa del estado o a cambios de póliza del Consejo de RCCD. La mayoría de las clases de Inglés como segundo idioma (ESL) son cuatro (4) unidades. Para ser considerado como estudiante de tiempo completo, necesita completar 12 unidades.

Servicios de Salud
El estado de California requiere que la institución cobre la quota de Servicios de Salud, no importa si el estudiante tiene aseguranza de salud o no. El costo es diecisiete dólares ($17) por cada semestre de otoño y primavera y catorce dólares ($14) por cada sesión de invierno y verano. Estudiantes que califican para el Board of Governors Waiver (BOGW), todavía tienen que pagar la quota de servicios de salud.

Servicios Estudiantiles
La quota de Servicios Estudiantiles es opcional. Por favor consulte la página de Servicios Estudiantiles, en la revista de clases, referente a los beneficios de pagar esta quota.

¡Riverside Community College District es para usted!

Riverside Community College District (RCCD) está aquí para servir a nuestra comunidad y se compromete a servir a adultos de todas edades. La institución hace todo lo posible por lograr que los estudiantes terminen sus estudios y continúen con las metas que se hayan propuesto. Continuando con nuestro esfuerzo por lograr que todos los estudiantes tengan éxito, ofrecemos servicios de asesoría académica, asistencia económica, tutoría, y servicios de salud.

SERVICIOS ESTUDIANTILES
Consejeros Académicos-El colegio ofrece servicios de Consejería Académica para todos los estudiantes que necesitan consejo y ayuda sobre que clases tomar para obtener un certificado vocacional, un título de asociado, y sobre el proceso de transferencia a una universidad. Los consejeros ayudan a los estudiantes a establecer una meta educativa y les proporcionan servicios adicionales para ayudarles a alcanzar esta meta. Para hacer cita con un consejero llame al 222-8440 para Riverside, 571-6104 para Moreno Valley, y 372-7001/7102 para Norco.

Asistencia Financiera-RCCD ofrece asistencia financiera que cubre los gastos de matrícula para ciudadanos y residentes de California. Las solicitudes están disponibles en la Oficina de Servicios Financieros (Student Financial Services) en el campus de Riverside y las oficinas de Servicios Estudiantiles (Student Services) en los campus de Moreno Valley y Norco. Para más información por favor llame al 222-8712.

EOPS (Programa de Asistencia Académica y Financiera)-EOPS es un programa financiado por el estado y está diseñado para facilitar el éxito de los estudiantes con desventajas económicas y académicas. Esto incluye estudiantes que se han graduado con un promedio general (G.P.A.) menos de 2.5. Los servicios pueden incluir: ayuda financiera para algunos de sus libros, consejeros académicos, servicios de tutoría, y prioridad de matrícula. Para más información por favor llame al 222-8045.

Al tener un buen conocimiento académico del Inglés, puede obtener un certificado vocacional, un título de asociado, y/o transferirse a una universidad. Se ofrecen más de cuarenta (40) programas vocacionales, por ejemplo, Administración de Empresas, Asistente de Médico, Computación, Construcción, Cosmetología, Enfermería, Electrónica, Fotografía, Estudios de la Niñez, Imprenta, Ingeniería, Mecánica Automotriz, Soldadura, Técnica en Aire Acondicionado, Técnica Dental. Si desea transferirse a una universidad, puede transferir sus créditos académicos a las Universidades de California (UC), las Universidades del Estado de California (CSU), o a la mayoría de otras universidades.
# Spanish-Speaking Personnel

<table>
<thead>
<tr>
<th>Spanish Line</th>
<th>Staff</th>
<th>951-222-8107</th>
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<tbody>
<tr>
<td><strong>ACADEMIC AFFAIRS / ASUNTOS ACADÉMICOS</strong></td>
<td></td>
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<tr>
<td>Tish Chavez</td>
<td>Administrative Assistant</td>
<td>951-222-8053</td>
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<tr>
<td><strong>ACADEMIC SUPPORT / APOYO ACADÉMICO</strong></td>
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<tr>
<td>Marilyn Martinez-Flores Ph.D.</td>
<td>Dean, Academic Support</td>
<td>951-222-8644</td>
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<tr>
<td><strong>ADMISSIONS &amp; RECORDS/DEPARTAMENTO DE REGISTRO Y MATRICULACIÓN</strong></td>
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<tr>
<td>Michelle Dassow</td>
<td>Student Services Technician</td>
<td>951-222-8947</td>
</tr>
<tr>
<td>Daisy Figueroa</td>
<td>Transcripts</td>
<td>951-222-8603</td>
</tr>
<tr>
<td>Johanna Vasquez</td>
<td>Secretary IV</td>
<td>951-222-8538</td>
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<tr>
<td>Rosa Vargas</td>
<td>Student Services Technician</td>
<td>951-222-8605</td>
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<tr>
<td><strong>ADMINISTRATIVE SUPPORT CENTER / CENTRO DE APOYO ADMINISTRATIVO</strong></td>
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<tr>
<td>Juan Lopez</td>
<td>Admin Support Center Supervisor</td>
<td>951-222-8796</td>
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<td><strong>VP, BUSINESS SERVICES / OFICINA DE SERVICIOS FINANCIEROS</strong></td>
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<tr>
<td>Michelle Davila</td>
<td>Administrative Assistant</td>
<td>951-222-8400</td>
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<td><strong>CAREER &amp; TECHNICAL EDUCATION / DEPARTAMENTO DE CARRERAS y EDUCACIÓN TÉCNICAS</strong></td>
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<tr>
<td>Angie Topete</td>
<td>Career &amp; Education Assistant</td>
<td>951-328-3858</td>
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<tr>
<td><strong>COUNSELING / OFICINA DE LOS CONSEJEROS</strong></td>
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<tr>
<td>Patricia Avila</td>
<td>Counselor</td>
<td>951-222-8725</td>
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<tr>
<td>Arturo Dassow</td>
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<td>951-222-8722</td>
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<td>Sinar Lomeli</td>
<td>Adjunct Counselor</td>
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</tr>
<tr>
<td>Lily Martinez</td>
<td>Counseling Clerk</td>
<td>951-222-8812</td>
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<tr>
<td>Elizabeth Yglecias</td>
<td>Counselor</td>
<td>951-222-8437</td>
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<tr>
<td><strong>COMMUNITY EDUCATION / EDUCACIÓN PARA LA COMUNIDAD</strong></td>
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<td>Irene Reyes</td>
<td>Community Relations Specialist</td>
<td>951-222-8090</td>
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<td><strong>DISABLED STUDENT SERVICES / SERVICIOS DE ESTUDIANTES CON DISCAPACIDADES</strong></td>
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<tr>
<td>David Dileo</td>
<td>Senior Interpreter</td>
<td>951-328-3681</td>
</tr>
<tr>
<td>Ana Marie Munoz</td>
<td>Staff</td>
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<tr>
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<tr>
<td>EARLY CHILDHOOD EDUCATION / EDUCACIÓN DE DESARROLLO INFANTIL</td>
<td>Patsy Martinez</td>
<td>Secretary IV</td>
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<td>INFORMATION SERVICES / SERVICIOS DE INFORMACIÓN</td>
<td>Gloria Aguilar</td>
<td>Secretary IV</td>
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<td>INSTITUTIONAL RESEARCH / INSTITUTO DE INVESTIGACIONES</td>
<td>Leeshawn Moore Ph.D.</td>
<td>Institutional Research Specialist</td>
</tr>
<tr>
<td>OUTREACH / DEPARTAMENTO DE EXTENSION AL LA COMUNIDAD</td>
<td>Tony Ortiz</td>
<td>Outreach Specialist</td>
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<td>PUBLIC AFFAIRS / ASUNTOS Y RELACIONES PUBLICAS</td>
<td>Diana Tapia</td>
<td>Community Relations Specialist</td>
</tr>
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<td>SAFETY &amp; POLICE / DEPARTAMENTO DE POLICÍA Y SEGURIDAD</td>
<td>Mary Varela</td>
<td>Secretary III</td>
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<tr>
<td>STUDENT FINANCIAL SERVICES / SERVICIOS FINANCIEROS PARA ESTUDIANTES</td>
<td>Ana Arriaza</td>
<td>SFS Specialist</td>
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<td>Nelya Castro</td>
<td>SFS Outreach Specialist</td>
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<td>Carmen Campos</td>
<td>Student Employment Specialist</td>
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<td>STUDENT SERVICES / SERVICIOS ESTUDIANTILES</td>
<td>Monica Delgadillo-Flores</td>
<td>Dean, Student Services</td>
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<tr>
<td>WORKFORCE PREPARATION / DEPARTAMENTO DE CAPACITACIÓN DE EMPLEO</td>
<td>Michael Arellano</td>
<td>Job Development Specialist</td>
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<tr>
<td></td>
<td>Peggy Gutierrez</td>
<td>ILP Emancipation Coach</td>
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<tr>
<td></td>
<td>Miguel Contreras</td>
<td>Educational Advisor</td>
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</table>
EL PROPOSITO DE LA RESOLUCION INFORMAL:
El propósito del proceso en una resolución informal es permitir que un individuo, el cual cree ha sido ilícitamente discriminado en contra, pueda resolver la situación por medio de un proceso de mediación en lugar de un proceso de queja formal. Típicamente, el proceso informal será invocado cuando haya un simple malentendido, o usted no desee presentar una queja formal. La resolución de una queja informal puede que no requiera más que una aclaración de malentendido o una disculpa por parte del supuesto ofensor y una declaración de que el comportamiento ofensivo cesará. Usted será notificado acerca del resultado de la investigación del proceso informal, y también será notificado de la resolución propuesta por el Distrito.

Si usted da seguimiento al proceso informal, deberá tomar en cuenta los siguientes puntos importantes:
- Usted no debe presentar una queja formal de discriminación o de acoso sexual con más de 180 días de la fecha de la supuesta discriminación. Esto incluye queja en la Comisión de Estados Unidos de Igualdad en la Vivienda (DFEH, por sus siglas en inglés).
- Si no ha presentado una queja formal dentro de los 180 días de la fecha de la supuesta discriminación, la agencia podrá intentar resolución informal, pero sólo hasta el tiempo requerido por la política de la Junta Directiva Escolar. Si usted desea resolución formal, debe presentar una nueva queja formal. Para presentar una queja formal, el proceso de resolución informal ha sido completado y mientras el proceso informal está en curso, o si el proceso informal ha sido completado y usted no está satisfecho con el resultado o la propuesta resolución hecha por el Distrito, siempre y cuando que el período de tiempo para presentar una queja formal no haya terminado.

CÓMO PRESENTAR UNA QUEJA FORMAL:
- La queja debe ser presentada utilizando el formulario indicado por la oficina del Rector del Estado. El formulario está disponible en la página de internet del Distrito, en la oficina de Diversidad y Recursos Humanos, o en la página de internet del Rector del Estado en www.cccco.edu.
- Le queja debe declarar discriminación ilícita bajo el Título 5, sección 59300.
- Le queja debe de ser presentada por la persona que declara que ella/el ha sufrido personalmente discriminación ilícita por aquella persona que se ha enterado de tal discriminación ilícita en su función oficial como miembro de la facultad o administrador.
- En cualquier queja que no involucre un empleo, la queja deberá ser presentada en el espacio de un año a partir de la fecha en la cual usted se enteró o debió haberse enterado de los hechos que fundamentan el incidente específico o los incidentes de la suspuesta discriminación ilícita.
- En situaciones en que la queja afirma discriminación en el empleo, la queja deberá ser presentada en el espacio de 180 días a partir de la fecha en que la queja fue presentada o en el espacio de un año a partir de la fecha en que la queja fue presentada. Usted puede presentar una queja formal después de la fecha de expiración de los 180 días.

Usted puede presentar una queja con el:

Director
Diversity, Equity and Compliance
Riverside Community College District
3845 Market Street
Riverside, CA 92501-3244
(951) 222-8039

o con:

Legal Affairs Division
Office of the Chancellor
California Community Colleges
1102 Q Street
Sacramento, CA 95811-6549
¿QUÉ SUCEDÉ CUANDO UNA QUEJA FORMAL ES PRESENTADA?
El Distrito entonces conducirá una investigación. A partir de 90 días de haber recibido la queja de la presunta discriminación bajo el Título 5, secciones 59300 et seq., el Distrito completará la investigación y le enviará una copia del reporte investigativo, o un resumen a usted, junto con la notificación de su derecho a apelar la decisión ante la Junta Directiva Escolar del Distrito y la oficina del Rector del Estado. Este reporte es la Determinación Administrativa del Distrito.

DERECHOS DE APELACION DE LA PERSONA AFECTADA
Usted, como persona afectada, tiene derechos que puede ejercer para apelar si usted no está satisfecho con los resultados de la Determinación Administrativa del Distrito. En el momento en que el resumen investigativo y/o el resumen le sea enviado a usted por correo, el oficial responsable del Distrito y/o su designado/a le notificará a usted acerca de los derechos que tiene para solicitar una apelación de la siguiente manera:

TODAS LAS APELACIONES DEBERAN SER HECHAS POR ESCRITO
(El correo electrónico no es un método satisfactorio.)

Primer Nivel de Apelación: Usted tiene el derecho de solicitar una apelación a los Miembros de la Junta Directiva Escolar en el espacio de 15 días del calendario a partir de la fecha en que la Determinación Administrativa fue hecha. Los Miembros de la Junta Directiva Escolar revisarán la queja original, la Determinación Administrativa y la apelación.

Por favor envíe una petición hecha por escrito para poder solicitar una apelación a los Miembros de la Junta Directiva Escolar en el periodo de tiempo indicado, dirigido con atención a:

   District Board of Trustees  
   c/o Diversity, Equity and Compliance  
   Riverside Community College District  
   3845 Market Street  
   Riverside, CA 92501-3244

Los miembros de la Junta Directiva Escolar darán una decisión final del Distrito en el caso del asunto en el espacio de 45 días del calendario, después de haber recibido la apelación. Alternativamente, los Miembros de la Junta Directiva Escolar pueden elegir no tomar ninguna acción en el espacio de 45 días del calendario, en este caso la decisión original en cuanto a la Determinación Administrativa será considerada afirmativa y será la decisión final del Distrito en este asunto. Usted recibirá una copia de la decisión final retendida por los Miembros de la Junta Directiva Escolar del Distrito y otra copia será enviada a la oficina del Rector del Estado.

Segundo Nivel de Apelación: Usted tiene el derecho de solicitar una apelación a la oficina del Rector de Colegios Comunitarios de California en cualquier caso que no involucre discriminación relacionada con el empleo, en el espacio de 30 días del calendario a partir de la fecha en que los Miembros de la Junta Directiva Escolar dictaminen la Decisión final del Distrito o permitan que la Determinación Administrativa sea la Decisión final al no tomar ninguna acción en el espacio de 45 días del calendario. La apelación debe ser acompañada de una copia de la decisión de los Miembros de la Junta Directiva Escolar del Distrito o evidencia mostrando la fecha en que el afectado solicitó una apelación a la Junta Directiva Escolar del Distrito en el espacio de 45 días del calendario a partir de esa fecha.

En cualquier caso que involucre discriminación con el empleo, usted tiene derecho a solicitar una apelación en el Departamento de Igualdad de Empleo y Vivienda o la Comisión de Estados Unidos de Oportunidad de Igualdad en el empleo.

PARA MAS INFORMACION CONTACTAR

Director  
Diversity, Equity and Compliance  
Riverside Community College District  
3845 Market Street  
Riverside, CA 92501-3244  
(951) 222-8039  
www.rcc.edu

Department of Fair Employment and Housing (DFEH)  
Santa Ana District Office  
2101 East 4th Street, Suite 255-B  
Santa Ana, CA 92705  
(800) 884-1684  
TTY (800) 700-2320  
www.dfeh.ca.gov

Equal Employment Opportunity Commission (EEOC)  
Wells Fargo Bank Building  
401 B Street, Suite 510  
San Diego, CA 92101  
(800) 669-4000  
www.eeoc.gov

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

State Chancellor’s Office  
California Community Colleges (CCCO)  
1102 Q Street  
Sacramento, CA 95811-6549  
(916) 445-4826  
www.cccco.edu

PARA MAS INFORMACIÓN CONTACTAR
Cómo Denunciar Discriminación u Hostigamiento

La oficina de Diversidad, Igualdad y Cumplimiento (DEC por sus siglas en inglés) del Distrito está disponible para asistir a los estudiantes, profesores, empleados o visitantes con problemas o preguntas relacionadas a la discriminación y hostigamiento. Para mayor información sobre los procedimientos para denunciar o para transferir del Internet una copia del formulario de quejas del Distrito, por favor visite nuestra página web al: www.rcc.edu/administration/dec.cfm o llame al: (951) 222-8039.

CÓMO DENUNCIAR
Si usted experimenta o presencia lo que usted cree ser discriminación u hostigamiento ilícito, por favor documente la siguiente información:
• Fecha, hora y ubicación del incidente;
• Nombres e información para ponerse en contacto con personas involucradas y posibles testigos, si se conocen;
• Información detallada referente al/a los incidente(s) que observó;
• Reporte sus preocupaciones y problemas llamando al (951) 222-8039.

La discriminación o el hostigamiento van contra la misión de la educación superior de RCCD y es contra la ley. La política del Distrito prohíbe las prácticas discriminatorias (reales, percibidas, o por asociación con otras personas) basadas en la:
• Identificación de Grupo Étnico • Nacionalidad • Religión • Edad • Sexo/Género
• Raza • Color • Ascendencia • Orientación Sexual • 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 tiene cabida en un ambiente académico o de trabajo. RCCD 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. Tipicamente, el proceso informal es utilizado cuando existe un simple malentendido o la persona procura solamente una aclaración del malentendido o una disculpa por parte de la otra persona y una garantía de que terminará ese comportamiento ofensivo. La resolución informal debe ser revisada por el/la Director(a) de Diversidad, Igualdad y Cumplimiento. 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 citar en la oficina de RCCD 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 que tiene para reportar quejas.

Las Quejas Formales se pueden reportar en la oficina de DEC del Distrito llamando al (951) 222-8039 o a la oficina del Rector del Estado (California Community Colleges Chancellor’s Office, 1102 Q Street, Sacramento, CA 95811). Las quejas formales deben ser presentadas por escrito en el formulario de queja requerida. Las quejas formales pueden ser reportadas solamente por la persona que alega que ha sufrido discriminación u hostigamiento ilícito o por una persona que se ha dado cuenta de esta discriminación u hostigamiento ilícito en su capacidad oficial de maestro o administrador del Distrito.

El formulario de queja esta disponible en las siguientes páginas web:
• www.rcc.edu/administration/hr/files/Discrim_Complaint_2006.pdf
• www.cccco.edu/OurAgency/Legal/Discrimination/tabid/294/Default.aspx

Cuando se reciba el formulario completo, el Distrito conducirá una investigación dentro del tiempo requerido por las políticas de 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 involucran discriminación u hostigamiento en el empleo, 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
www.ed.gov

En casos que no 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:

Department of Fair Employment and Housing (DFEH)
Santa Ana District Office
2101 East 4th Street, Suite 255-B
Santa Ana, CA 92705
(800) 884-1684
www.dfeh.ca.gov

Equal Employment Opportunity Commission (EEOC)
Wells Fargo Bank Building
401 B Street, Suite 510
San Diego, CA 92101
(800) 669-4000
www.eeoc.gov

Las Represalias en contra de cualquier persona que presente una queja de discriminación u hostigamiento, o refiera el asunto para investigación, son ilegales.

La Confidencialidad se mantiene hasta la medida que sea posible por ley.
MISSION STATEMENT
Riverside City College provides an affordable, high-quality education, including comprehensive student services and community programs, by empowering and supporting a diverse community of learners as they work toward individual achievement and life-long learning. To help students achieve their goals, the College offers tutorial and supplemental instruction, pre-college courses, transfer programs, career preparation, and technical programs leading to certificates or associate degrees. Based on a learner-centered philosophy, the College fosters critical thinking, develops information and communication skills, expands the breadth and application of knowledge, and promotes community and global awareness.

ACCOUNTING - Also See Business Administration

ACC-1A PRINCIPLES OF ACCOUNTING I  3.00 UNITS
An introduction to accounting principles and procedures. Course geared to accounting and business majors.
• PREREQUISITE: None.
• ADVISORY: BUS-20
40047 07:45AM 10:00AM MW BE 210 M Chaks
01/04/10 02/10/10 Last day to add: 01/08/10
The above section is a hybrid class. Computer with Internet access required. See www.opencampus.com.

ACC-1B PRINCIPLES OF ACCOUNTING II  3.00 UNITS
A study of managerial accounting principles and information systems.
• PREREQUISITE: ACC-1A.
ONLINE
40052
01/04/10 02/11/10 Last day to add: 01/09/10
The above section is an online class. Computer with Internet access required. See www.opencampus.com.

ILAB-800 SUPERVISED TUTORING - ACC  0.00 UNITS
Supervised tutoring, study skills development and assistance in understanding college course assignments.
• PREREQUISITE: None.
• COREQUISITE: Must be enrolled in one other non-tutoring course.
• LIMITATION ON ENROLLMENT: Student must have a referral from an instructor or counselor.
40571 01/05/10 02/11/10 Last day to add: 12/18/09
MLK 219 J Lehr

IN AN EFFORT TO PROMOTE HEALTHY LIFESTYLES, RIVERSIDE CITY COLLEGE HAS BEEN IDENTIFIED AS A NON-SMOKING, SMOKE-FREE ENVIRONMENT.
<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Days</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJ-1</td>
<td>INTRO ADMIN OF JUSTICE</td>
<td>3.00 UNITS</td>
<td></td>
<td></td>
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<tr>
<td>The history and philosophy of administration of justice in America.</td>
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<tr>
<td>• PREREQUISITE: None.</td>
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<tr>
<td>40055</td>
<td>10:00AM 12:15PM MW QD 240 O Thompson</td>
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<tr>
<td>The above section is a hybrid class. Computer with Internet access required. See <a href="http://www.opencampus.com">www.opencampus.com</a>.</td>
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<tr>
<td>EVENING</td>
<td>40501</td>
<td>05:30PM 10:00PM MW RXHS P2 M Reid</td>
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<tr>
<td>The above section meets at Rubidoux Annex, 4250 Opal St., Riverside.</td>
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<tr>
<td>ADJ-2</td>
<td>PRINCIPLES OF JUSTICE SYSTEM</td>
<td>3.00 UNITS</td>
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<tr>
<td>The role and responsibilities of each segment in the administration of justice system.</td>
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<tr>
<td>• PREREQUISITE: None.</td>
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<tr>
<td>ONLINE</td>
<td>40057</td>
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<tr>
<td>The above section is an online class. Computer with Internet access required. See <a href="http://www.opencampus.com">www.opencampus.com</a>.</td>
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<tr>
<td>ADJ-3</td>
<td>CONCEPTS OF CRIMINAL LAW</td>
<td>3.00 UNITS</td>
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<tr>
<td>Philosophy of law and constitutional provisions; definitions, classification of crimes.</td>
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<td>• PREREQUISITE: None.</td>
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<tr>
<td>EVENING</td>
<td>40058</td>
<td>06:00PM 08:15PM MW QD 240 O Thompson</td>
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<tr>
<td>The above section is a hybrid class. Computer with Internet access required. See <a href="http://www.opencampus.com">www.opencampus.com</a>.</td>
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</tr>
<tr>
<td>AIR CONDITIONING</td>
<td>AIR-50A</td>
<td>AIR CONDITIONING/REFRIG</td>
<td>5.00 UNITS</td>
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<tr>
<td>Fundamentals of basic refrigeration systems as used in any cooling cycle.</td>
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<td>• PREREQUISITE: None.</td>
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<tr>
<td>EVENING</td>
<td>40060</td>
<td>06:00PM 09:45PM MTWTH TCHA 103B R Burris</td>
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<td>01/04/10 02/11/10 Last day to add: 01/08/10</td>
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<tr>
<td>AIR-60</td>
<td>ELEC MECH DIAG LAB</td>
<td>1.00 UNITS</td>
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<tr>
<td>The principles of electrical circuit design, troubleshooting and repair of air conditioning equipment.</td>
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<tr>
<td>• PREREQUISITE: AIR-50A.</td>
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<tr>
<td>EVENING</td>
<td>40061</td>
<td>06:00PM 10:30PM TW TCHA 110 L Aandahl</td>
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<td>01/05/10 02/10/10 Last day to add: 01/09/10</td>
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</table>

**WARNING!**

REGISTRATION WILL BE BLOCKED IF YOU HAVE NOT MET THE PREREQUISITE!

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**AMERICAN SIGN LANGUAGE**

**AML-1**  
AMERICAN SIGN LANGUAGE 1  4.00 UNITS  
Develops basic vocabulary and grammatical proficiency at the sentence level in ASL discourse, both receptively and expressively. Introduces the culture of deaf people.  
• **PREREQUISITE: None.**  
**ONLINE**  
40062  09:00AM 12:00PM MTWTH QD 128 J Mowrey  
01/04/10 02/11/10 Last day to add: 01/08/10

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**AMERICAN SIGN LANGUAGE COURSES**

1. If you have taken American Sign Language in high school or in another college or university, you must have official transcripts on file and request evaluation of the course(s) in order to enroll above level 1.  
2. If you have acquired knowledge of American Sign Language outside of a formal educational institution, you must file a matriculation appeals petition in order to enroll above level 1.

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**AMERICAN SIGN LANGUAGE**

All sections of AML-1 have an 18 hour ON-CAMPUS laboratory requirement to be arranged.

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**ANATOMY & PHYSIOLOGY**

**AMY-2A**  
ANATOMY & PHYSIOLOGY I  4.00 UNITS  
An integrated study of body organization and terminology, cells and tissues, skeletal and muscular systems, and eye and ear.  
• **PREREQUISITE: None.**  
**ONLINE**  
40065  08:00AM 09:30AM MTWTH LFSC 103 M Cryder  
09:40AM 02:10PM MTWTH LFSC 103 M Cryder  
01/04/10 02/11/10 Last day to add: 01/08/10

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**SURVEY HUMAN ANAT/PHYSIO**  
3.00 UNITS  
A survey of the structure and function of human cells, tissues and systems - for Allied Health majors.  
• **PREREQUISITE: None.**  
**ONLINE**  
40064  03:00PM 05:15PM MTWTH LFSC 105 Staff  
01/04/10 02/11/10 Last day to add: 01/08/10

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**ANTHROPOLOGY**

**ANT-1**  
PHYSICAL ANTHROPOLOGY  3.00 UNITS  
Examination of human biological evolution and physical diversity, incorporating genetics, primates, fossils, and relationship to the animal world.  
• **PREREQUISITE: None.**  
**ONLINE**  
40068  
01/04/10 02/11/10 Last day to add: 01/09/10  
The above section is an online class. Computer with Internet access required. See www.opencampus.com.

**ANT-2**  
CULTURAL ANTHRO  3.00 UNITS  
An introduction to the anthropological concept of culture and to the methods and theories used in the comparative analysis of cultures.  
• **PREREQUISITE: None.**  
**ONLINE**  
40070  12:15PM 02:30PM MTWTH QD 201 J Griffing  
01/04/10 02/11/10 Last day to add: 01/08/10

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**WARNING!**

REGISTRATION WILL BE BLOCKED IF YOU HAVE NOT MET THE PREREQUISITE!
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<tr>
<th>Code</th>
<th>Hours</th>
<th>Days</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-2</td>
<td>HIST ART: RENAISS/CONTEMP 3.00 UNITS</td>
<td>Survey of the history of Western art: Renaissance through Contemporary.</td>
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<tr>
<td>ART-6</td>
<td>ART APPRECIATION 3.00 UNITS</td>
<td>An introductory course for the non-art major. An overview of the creative process and various art forms.</td>
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<tr>
<td>ART-15</td>
<td>BEGINNING CERAMICS 3.00 UNITS</td>
<td>Introduction to ceramic art and pottery making (slab, coil, throwing, function, form, design and decoration). A materials fee of $15 will be charged at the time of registration.</td>
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<tr>
<td>ART-17</td>
<td>BEGINNING DRAWING 3.00 UNITS</td>
<td>Introduction to drawing in a variety of media. Exploration of the elements of art, composition, perspective, including development of observational, motor and creative skills.</td>
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<tr>
<td>ART-49</td>
<td>STUDIO PRINTMAKING 3.00 UNITS</td>
<td>Continued studio work in printmaking with emphasis on individual art problems for the self-motivated student. Intended for non-art majors. A materials fee of $15 will be charged at the time of registration.</td>
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<tr>
<td>AUTO-50</td>
<td>AUTOMOTIVE PRINCIPLE 4.00 UNITS</td>
<td>General theory, component identification and basic functions of the modern automobile.</td>
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<tr>
<td>BIO-1</td>
<td>GENERAL BIOLOGY 4.00 UNITS</td>
<td>A study of life as revealed in biological systems using cellular, organismic and ecological approaches. The basic principles of cellular biology, biochemistry, genetics, evolution, ecology and the social implications of biology are included.</td>
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<tr>
<td>BUS-10</td>
<td>INTRO TO BUSINESS 3.00 UNITS</td>
<td>Considers scope, function and organization of business, including principles and practices, with an integrated global perspective.</td>
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</table>

**ART-2 HIST ART: RENAISS/CONTEMP 3.00 UNITS**

Survey of the history of Western art: Renaissance through Contemporary.

- **PREREQUISITE:** None.
- **ADVISORY:** Qualification for ENG-1A.

*ART-6 ART APPRECIATION 3.00 UNITS*

An introductory course for the non-art major. An overview of the creative process and various art forms.

- **PREREQUISITE:** None.
- **ADVISORY:** Qualification for ENG-1A.

*ART-15 BEGINNING CERAMICS 3.00 UNITS*

Introduction to ceramic art and pottery making (slab, coil, throwing, function, form, design and decoration). A materials fee of $15 will be charged at the time of registration.

- **PREREQUISITE:** None.

*ART-17 BEGINNING DRAWING 3.00 UNITS*

Introduction to drawing in a variety of media. Exploration of the elements of art, composition, perspective, including development of observational, motor and creative skills.

- **PREREQUISITE:** None.

*ART-49 STUDIO PRINTMAKING 3.00 UNITS*

Continued studio work in printmaking with emphasis on individual art problems for the self-motivated student. A materials fee of $15 will be charged at the time of registration.

- **PREREQUISITE:** ART-16.
<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Days</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-18A</td>
<td>3.00</td>
<td>ONLINE</td>
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<td>L Judon</td>
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<tr>
<td>BUS-18B</td>
<td>3.00</td>
<td>ONLINE</td>
<td></td>
<td>L Judon</td>
</tr>
<tr>
<td>BUS-20</td>
<td>3.00</td>
<td>ONLINE</td>
<td></td>
<td>R Pardee</td>
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<tr>
<td>BUS-22</td>
<td>3.00</td>
<td>ONLINE</td>
<td></td>
<td>C Ishihara</td>
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<tr>
<td>BUS-30</td>
<td>3.00</td>
<td>ONLINE</td>
<td></td>
<td>D Wilcoxson</td>
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<tr>
<td>BUS-47</td>
<td>3.00</td>
<td>ONLINE</td>
<td></td>
<td>R Pardee</td>
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<tr>
<td>ILA-800</td>
<td>0.00</td>
<td>ONLINE</td>
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<td>J Lehr</td>
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</tbody>
</table>

### CHEMISTRY

**CHEM-1A GENERAL CHEMISTRY I**

- Simple chemical systems-gas laws, weight relations, thermodynamics, atomic structure and bonding.
  - **PREREQUISITE:** CHE-2A or 3 and MAT-35.
  - 40124 07:35AM 09:50AM MTWTH PS 203 E Kime-Hunt
  - 10:00AM 02:30PM MTWTH PS 205 E Kime-Hunt
  - Last day to add: 01/09/10

**CHEM-2A INTRO CHEMISTRY I**

- Introductory chemical concepts with health and environmental applications; fulfills the needs of non-science majors.
  - **PREREQUISITE:** CAT-30.
  - 40125 10:00AM 12:15PM MTWTH PS 203 J Williamson
  - Last day to add: 01/08/10

**CHEM-12A ORGANIC CHEMISTRY I**

- Structure and reactivity of the compounds of carbon for pre-professional programs and science majors.
  - **PREREQUISITE:** CHE-1B or 1BH.
  - 40122 07:35AM 09:50AM MTWTH PS 202 D Bernier
  - 10:00AM 02:30PM MTWTH PS 206 D Bernier
  - Last day to add: 01/08/10

### COMMUNITY INTERPRETATION

- See Moreno Valley campus

### COMPUTER APPLICATIONS/OFFICE

**CAT-30A BUSINESS ENGLISH 30A**

- Develops grammar, punctuation, spelling, vocabulary, and business communication skills.
  - **PREREQUISITE:** None.
  - **ADVISORY:** Typing skills and familiarity with Microsoft Word.
  - 40107 08:45AM 10:17AM MW BE 104 Staff
  - 01/04/10 02/10/10 Last day to add: 02/02/10

**CAT-34A INTRO MS WORD FOR WINDOWS**

- Use of Microsoft Word for Windows word processing for business-related applications. (Same as CIS-34A)
  - **PREREQUISITE:** None.
  - 40512 10:30AM 12:25PM MTWTH BE 104 Staff
  - 01/18/10 02/11/10 Last day to add: 02/03/10

**ILS-800 SUPERVISED TUTORING - BUS**

- Supervised tutoring, study skills development and assistance in understanding college course assignments.
  - **PREREQUISITE:** None.
  - **COREQUISITE:** Must be enrolled in one other non-tutoring course.
  - **LIMITATION ON ENROLLMENT:** Student must have a referral from an instructor or counselor.
  - 40572 MLK 219 J Lehr
  - Last day to add: 12/18/09
RIVERSIDE

40112  12:25PM 01:35PM  TTH  BE 104  Staff

The above section is an individually paced web-enhanced class. Internet access may be required.

CAT-80  WORD FOR WINDOWS  3.00 UNITS

Provides beginning, intermediate and advanced levels of skill applied to a variety of professional/business documents. (Same as CIS-80)

•  PREREQUISITE: None.
•  ADVISORY: Typing knowledge/skills of at least 40 wpm.

ONLINE

01/04/10 02/11/10  Last day to add: 01/09/10

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

CAT-98A  INTRO TO EXCEL  1.50 UNITS

An introduction to electronic spreadsheets using Excel. (Same as CIS-98A)

•  PREREQUISITE: None.

ONLINE

01/04/10 02/11/10  Last day to add: 01/09/10

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

ILA-800  SUPERVISED TUTORING - CAT  0.00 UNITS

Supervised tutoring, study skills development and assistance in understanding college course assignments.

•  PREREQUISITE: None.
•  COREQUISITE: Must be enrolled in one other non-tutoring course.
•  LIMITATION ON ENROLLMENT: Student must have a referral from an instructor or counselor.

ONLINE

01/04/10 02/11/10  Last day to add: 01/09/10

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

COMPUTER LAB HOURS: RIVERSIDE (MLK 219)

Monday-Thursday: 7:00AM - 9:00PM

COMPUTER INFORMATION SYSTEMS

Most Computer Information Systems courses have an 18 hour laboratory requirement to be arranged. Your instructor will have details on the first day of class.

CIS-1A  INTRO TO COMP INFO SYS  3.00 UNITS

Introduction to computer concepts, theory and computer applications. Functions and capabilities of word processors, spreadsheets, databases, presentation graphics and the Internet are covered through lecture, discussion and hands-on computer assignments.

•  PREREQUISITE: None.

ONLINE

01/04/10 02/10/10  Last day to add: 01/10/10

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

The above section is an individually paced web-enhanced class. Internet access may be required.

CIS-62  MS ACCESS DBMS: COMPREHENSIVE  3.00 UNITS

Use of Microsoft Access DBMS applications including database design, development of queries, forms, reports and macros.

•  PREREQUISITE: None.

ONLINE

01/04/10 02/11/10  Last day to add: 01/09/10

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

CIS-34A  INTRO MS WORD FOR WINDOWS  1.50 UNITS

Use of Microsoft Word for Windows word processing for business-related applications. (Same as CAT-34A)

•  PREREQUISITE: None.

ONLINE

01/04/10 02/11/10  Last day to add: 01/09/10

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

Individually paced courses are offered as open-entry/open-exit classes. Students are able to begin courses throughout the semester, and work at an individual pace to finish all required assignments by the course end date. The times listed for individually paced courses represent the time the instructor is available to work in person with students. Students may add on any day through the last day to add. All students must meet with the instructor for a brief orientation before they begin work. An orientation schedule will be posted on the class website in the Open Campus section and in the classroom. For more information, call 951-222-8974.

Individually paced courses are offered as open-entry/open-exit classes. Students are able to begin courses throughout the semester, and work at an individual pace to finish all required assignments by the course end date. The times listed for individually paced courses represent the time the instructor is available to work in person with students. Students may add on any day through the last day to add. All students must meet with the instructor for a brief orientation before they begin work. An orientation schedule will be posted on the class website in the Open Campus section and in the classroom. For more information, call 951-222-8974.
The Culinary Program (CUL-36, 37, 38) is an intensive, specialized one-year program. For information regarding entry into the program go to www.rcc.edu/cafeteria or call (951) 328-3663. Class lectures and labs are taught Monday-Friday at the Culinary Academy, 1155 Spruce Street, Riverside.

CUL-36  INTRO CULINARY ARTS  8.00 UNITS
Introduction to the hospitality industry and culinary arts. Hands on food preparation, breakfast cookery, food handling, sanitation, and operation of restaurant service area. Students required to purchase knife set and uniforms. Sanitation techniques and production standards are applied.
- **PREREQUISITE:** None
- **ADVISORY:** REA-95.
- **LIMITATION ON ENROLLMENT:** Negative TB test/chest x-ray within the last three years.

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<tr>
<th>Code</th>
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<th>Days</th>
<th>Room</th>
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<tr>
<td>40150</td>
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<td>HG 102 S Carreras</td>
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CUL-37  INTERMED CULINARY ARTS  8.00 UNITS
Intermediate level of food preparation utilizing all dry and moist methods of cooking: planning, preparation and service of catered events, baking production, garde manger, and garnishes. Sanitation techniques and production standards are applied.
- **PREREQUISITE:** CUL-36.
- **LIMITATION ON ENROLLMENT:** Negative TB test/chest x-ray within the last three years.

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CUL-38  ADVANCED CULINARY ARTS  8.00 UNITS
Advanced principles of classical, modern and international food preparation and cooking. Focus is on delivering a consistent quality standard-based restaurant experience to the public by preparing complete menu items for service in dining room.
- **PREREQUISITE:** CUL-37.
- **LIMITATION ON ENROLLMENT:** Negative TB test/chest x-ray within the last three years.

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DANCE

DAN-8  CHOREOGRAPHY II  2.00 UNITS
The study of elements of choreographic style on an intermediate level.
- **PREREQUISITE:** DAN-7.

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DAN-9  CHOREOGRAPHY III  2.00 UNITS
The advanced study of dance composition and improvisation.
- **PREREQUISITE:** DAN-8.

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DAN-D11  REHEARSAL AND PERFORMANCE  2.00 UNITS
Develop and rehearse material for lecture-demonstrations, master classes and mini concerts.
- **PREREQUISITE:** None.
- **ADVISORY:** DAN-D22, D33 or D38 or equivalent dance experience.
- **LIMITATION ON ENROLLMENT:** Audition on or before the first class meeting.

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RIVERSIDE

EARLY CHILDHOOD EDUCATION

EAR-20 CHILD DEVELOPMENT 3.00 UNITS
A comprehensive overview of concepts, issues and theories of human development from conception through adolescence.
• PREREQUISITE: None.
40164 12:30PM 02:45PM MTWTH ECER 9 S Yates
01/04/10 02/11/10 Last day to add: 01/08/10
EVENING
40165 06:00PM 10:30PM MW RXHS T8 F Bringhurst
01/04/10 02/10/10 Last day to add: 01/08/10
The above section meets at Rubidoux High School, 4520 Opal St., Riverside.
EAR-24 CREATIVE ACTIVITIES 3.00 UNITS
Integration of creative activity into various aspects of the curriculum.
• PREREQUISITE: None.
40166 10:00AM 12:15PM MTWTH ECER 9 D Cazares
01/04/10 02/11/10 Last day to add: 01/08/10
EAR-28 PRINCIPLES/PRACTICES 3.00 UNITS
The effects of the different principles and practices used to educate young children.
• PREREQUISITE: None.
40168 10:00AM 12:15PM MTWTH STOK D101 M Flyr
01/04/10 02/11/10 Last day to add: 01/09/10
The above section meets at Stokoe Elementary School, 4501 Ambs Dr., Riverside.

EDUCATION

EDU-3 LITERACY INSTRUCTION 3.00 UNITS
Instructional literacy strategies are introduced, and essential competencies for delivering culturally relevant reading instruction to emerging readers are developed.
• PREREQUISITE: None.
• LIMITATION ON ENROLLMENT: Able to meet safety and health clearance standards for a public school district.
40575 1000AM 12:15PM MTWTH STOK E102 K Hemborg
01/04/10 02/11/10 Last day to add: 01/08/10
The above section meets at Stokoe Elementary School, 4501 Ambs Drive, Riverside.

ECONOMICS

ECO-7 MACROECONOMICS 3.00 UNITS
Economic theory and analysis applied to the U.S. economy as a whole.
• PREREQUISITE: None.
• ADVISORY: Qualification for ENG-1A and MAT-52.
40170 07:35AM 09:50AM MTWTH QD 208 J Young
01/04/10 02/11/10 Last day to add: 01/08/10
ONLINE
40171 01/04/10 02/11/10 Last day to add: 01/09/10
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
40172 01/04/10 02/11/10 Last day to add: 01/09/10
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
40581 01/04/10 02/11/10 Last day to add: 01/09/10
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
ECO-8 MICROECONOMICS 3.00 UNITS
Economic theory and analysis applied to consumer and producer behavior in markets.
• PREREQUISITE: None.
• ADVISORY: Qualification for ENG-1A and MAT-52.
40174 10:00AM 12:15PM MTWTH QD 208 J Young
01/04/10 02/11/10 Last day to add: 01/08/10

ENGINEERING

ENE-34 METAL JOINING PROCESSES 2.00 UNITS
An introduction to metal joining processes for engineering and manufacturing technology majors. (Same as MAN/WEL-34)
• PREREQUISITE: None.
EVENING
40480 06:00PM 07:00PM MTW TCHA 128 J Knieriem
07:00PM 10:00PM MTW TCHA 130
01/04/10 02/10/10 Last day to add: 01/08/10
ENGLISH

ENG-1A  ENGLISH COMPOSITION  4.00 UNITS
Teaches college-level critical reading, academic writing, and research skills.
• PREREQUISITE: ENG-50 or qualifying preparation score.
All sections of ENG-1A have an 18 hour ON-CAMPUS laboratory requirement to be arranged.

ENG-1B  CRITICAL THINKING/WRITING  4.00 UNITS
Through a study of argument and literature, this course develops students’ critical thinking, reading, and writing skills beyond the level achieved in ENG-1A.
• PREREQUISITE: ENG-1A or 1AH.
All sections of ENG-1B have an 18 hour ON-CAMPUS laboratory requirement to be arranged.

ENG-50  BASIC ENGLISH COMP  4.00 UNITS
Prepares students for college-level reading and academic writing.
• PREREQUISITE: ENG-60B, ESL-55 or qualifying preparation score.
• ADVISORY: REA-82 or qualifying preparation score.
All sections of ENG-50 have an 18 hour ON-CAMPUS laboratory requirement to be arranged.
### Moving through English

**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

#### Writing & Grammar
- ESL-51 Basic
- ESL-52 Low Intermediate
- ESL-53 Intermediate
- ESL-54** High Intermediate
- ESL-55** Advanced

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

#### English Composition
- ENG-60A Fundamentals: Sentence to Paragraph
- ENG-60B Fundamentals: Paragraph to Essay
- ENG-50 Basic Composition
- ENG-1A* Composition
- ENG-1B* Critical Thinking & Writing

### Moving through Reading

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

#### Reading Level I
- REA-81 Reading Level I

#### Reading Level II
- REA-82 Reading Level II

#### Reading Level III
- REA-83 Reading Level III

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### Code  Hours  Days  Room  Instructor

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**Shaded areas indicate possible course placements**

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**WARNING! REGISTRATION WILL BE BLOCKED IF YOU HAVE NOT MET THE PREREQUISITE!**
ENGLISH AS A SECOND LANGUAGE

ENGLISH AS A SECOND LANGUAGE TESTING SCHEDULE
We offer ESL testing. Complete testing schedules are available at www.rcc.edu/services/assessment/dates.cfm. Making an appointment will guarantee you a seat for the test. If you walk in without an appointment, you may not be able to test.

Riverside campus: Call (951) 222-8451 for an appointment.

<table>
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<tr>
<th>Code</th>
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<td>11:00AM</td>
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</tbody>
</table>

*All 1-Stop sessions are tentative, and may be cancelled if a counselor is unavailable or there are not enough students.

ESL 1-STOP
We offer “ESL One-Stop” sessions. You can take the ESL placement test and attend a college orientation on the same date. An ESL One-Stop session takes about 3 hours. Complete testing schedules are available at www.rcc.edu/services/assessment/dates.cfm. Making an appointment will guarantee you a seat for the test. If you walk in without an appointment, you may not be able to test.

Riverside campus: Call (951) 222-8451 for an appointment.

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ESL-52 LOW-INTERMED WRITING/GRAMMAR 4.00 UNITS
A low-intermediate ESL course for non-native speakers focusing on academic writing and grammar skills. (Non-degree credit course. Pass-No Pass only.)

- PREREQUISITE: Qualifying score on a state-approved placement instrument, or successful completion of ESL-51.

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ESL-53 INTERMED WRITING/GRAMMAR 4.00 UNITS
An intermediate English as a Second Language course for non-native speakers focusing on academic writing and grammar skills. (Non-degree credit course. Pass-No Pass only.)

- PREREQUISITE: Qualifying score on a state-approved placement instrument, or successful completion of ESL-52.

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All sections of ESL-54 & 55 have an 18 hour laboratory requirement to be arranged.

ESL-54 HIGH-INTERMED WRITING/GRAMMAR 5.00 UNITS
A high-intermediate English as a Second Language course for non-native speakers of English focusing on academic grammar and writing skills, especially paragraph development. (Degree-credit course. Letter grade, or Pass-No Pass option.)

- PREREQUISITE: Qualifying score on a state-approved placement instrument, or successful completion of ESL-53.

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ESL-55 ADVANCED WRITING/GRAMMAR 5.00 UNITS
An advanced English as a Second Language course for non-native speakers of English focusing on college-level grammar and academic writing skills, especially essay development. (Degree credit course. Letter Grade, or Pass-No Pass option.)

- PREREQUISITE: Qualifying score on a state-approved placement instrument, or successful completion of ESL-54.

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GEOGRAPHY
GEG-1 PHYSICAL GEOGRAPHY 3.00 UNITS
The interacting physical processes of air, water, land, and life which impact Earth’s surface.

- PREREQUISITE: None.

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GEG-1L PHYSICAL GEOGRAPHY LAB 1.00 UNITS
Practical application of physical geography principles through geographically based in-class exercises.

- PREREQUISITE: None.

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</tbody>
</table>

GEOLOGY
GEO-1 PHYSICAL GEOLOGY 3.00 UNITS
Examines the composition and structure of the earth and processes that shape its surface such as earthquakes, volcanoes, running water, glaciers and plate tectonics.

- PREREQUISITE: None.

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Days</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>40228</td>
<td>07:35AM 09:50AM</td>
<td>MTWTH</td>
<td>PS 106 W Phelps</td>
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<td>Last day to add: 01/08/10</td>
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</table>

GEO-1L PHYSICAL GEOLOGY LAB 1.00 UNITS
Laboratory course is designed to acquaint students with map reading, earthquake analysis and with the properties and identification of minerals and rocks.

- PREREQUISITE: Concurrent or previous enrollment in GEO-1 or 1A.

<table>
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<tr>
<th>Code</th>
<th>Hours</th>
<th>Days</th>
<th>Room</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>40229</td>
<td>10:00AM 12:15PM</td>
<td>MTWTH</td>
<td>PS 104 W Phelps</td>
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<td>01/04/10 02/11/10</td>
<td>Last day to add: 01/08/10</td>
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</tbody>
</table>

GRAPHICS TECHNOLOGY – See Applied Digital Media and Printing

GUIDANCE
GUI-45 INTRODUCTION TO COLLEGE 1.00 UNITS
Introduction to programs, resources and personal factors that contribute to college success.

- PREREQUISITE: None.

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<th>Code</th>
<th>Hours</th>
<th>Days</th>
<th>Room</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>40230</td>
<td>07:50AM 10:50AM</td>
<td>MTWTHF</td>
<td>LVKN F5 Staff</td>
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The above section is designed for the Gateway to College program.

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<tr>
<td>40231</td>
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<tr>
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</thead>
<tbody>
<tr>
<td>GUI-47</td>
<td>CAREER EXPLOR/LIFE PLANNING 3.00 UNITS</td>
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<tr>
<td></td>
<td>09:00AM - 12:00PM MTW         QD 105  Staff</td>
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**Designed to assist those students considering the transition of a career change or undecided about the selection of a college transfer major. Required materials fee will be charged to the student and is not covered by BOGW.**

- **PREREQUISITE:** None.

<table>
<thead>
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<th>Code</th>
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The above section is designed for the Gateway to College program.

**HEALTH SCIENCE**

**HES-1 HEALTH SCIENCE 3.00 UNITS**


- **PREREQUISITE:** None.

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<td>07:35AM - 09:50AM MTW         LFSC 108  A Issa</td>
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**EVENING**

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**HEALTHCARE TECHNICIAN - See Moreno Valley campus**

**HISTORY**

**HIS-1 WORLD CIVILIZATIONS 1 3.00 UNITS**

Historical development of world societies from the time of human origins to the 16th century.

- **PREREQUISITE:** None.
- **ADVISORY:** Qualification for ENG-1A.

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**HIS-2 WORLD CIVILIZATIONS 2 3.00 UNITS**

The development and interaction of world civilizations from the 16th century to the present.

- **PREREQUISITE:** None.
- **ADVISORY:** Qualification for ENG-1A.

**EVENING**

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The above section is an online class. Computer with Internet access required. See www.opencampus.com.

**HUMANITIES**

**HUM-5 ARTS & IDEAS: RENAISS-MODERN 3.00 UNITS**

An interdisciplinary study of the origins of movements in art, literature, music, philosophy and religion in Western civilization from the Renaissance through the post-Modern era.

- **PREREQUISITE:** None.
- **ADVISORY:** Qualification for ENG-1A.

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**HUM-10 WORLD RELIGIONS 3.00 UNITS**

Concepts of major religions including Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam.

- **PREREQUISITE:** None.
- **ADVISORY:** Qualification for ENG-1A.

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</table>
INTERDISCIPLINARY STUDIES

ILA-800 courses are self-paced open-entry/open-exit classes that provide supervised tutoring, study skills development, and assistance in understanding college course assignments. Students receive individualized tutoring and small group instruction outside of class-time to improve learning and study skills in specific subject matter. **Students must have a referral from an instructor or counselor in order to enroll.**

ILA-800  
**SUPERVISED TUTORING**  
0.00 UNITS

Supervised tutoring, study skills development and assistance in understanding college course assignments.

- **PREREQUISITE:** None.
- **COREQUISITE:** Must be enrolled in one other non-tutoring course.
- **LIMITATION ON ENROLLMENT:** Student must have a referral from an instructor or counselor.

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<tr>
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<td>01/05/10</td>
<td>ACC 219</td>
<td>J Lehr</td>
</tr>
<tr>
<td>40572</td>
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<td>01/05/10</td>
<td>BUS 219</td>
<td>J Lehr</td>
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<tr>
<td>40573</td>
<td></td>
<td>01/05/10</td>
<td>CAT 219</td>
<td>J Lehr</td>
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<tr>
<td>40574</td>
<td></td>
<td>01/05/10</td>
<td>CIS 219</td>
<td>J Lehr</td>
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<tr>
<td>40567</td>
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<td>01/05/10</td>
<td>MAT 308</td>
<td>P Whelchel</td>
</tr>
</tbody>
</table>

INTERPRETING – See Community Interpretation in Spanish - Moreno Valley campus

**ENROLLMENT GUIDLINES:**

**JAPANESE COURSES**

1. If you have taken Japanese in high school or in another college or university, you must have official transcripts on file and request evaluation of the course(s) in order to enroll above level 1.

2. If you have acquired knowledge of Japanese outside of a formal educational institution, you must file a matriculation appeals petition in order to enroll above level 1.

**JAPANESE**

**DO YOU NEED INFORMATION ON HOW TO VALIDATE YOUR PREREQUISITE? CALL THE PREREQUISITE HOTLINE AT 222-8808. (FOR CHEMISTRY AND FOREIGN LANGUAGES ONLY.)**

JPN-11  
**CULTURE AND CIVILIZATION**  
3.00 UNITS

Introductory survey of Japanese culture and civilization. Class conducted in English.

- **PREREQUISITE:** None.

**EVENING**

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<th>Code</th>
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LOGISTICS - See Business Administration - Norco or Moreno Valley campus

**MACHINE SHOP TECHNOLOGY** - See Norco campus

MANAGEMENT

MAG-47  
**APPLIED BUS, MGMT ETHICS**  
3.00 UNITS

An examination of ethical concerns including corporate, personal, global, environmental, public related issues ethics audits, and corporate social responsibility. (Same as BUS-47)

- **PREREQUISITE:** None.

**ONLINE**

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<th>Code</th>
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**MANUFACTURING TECHNOLOGY**

MAN-34  
**METAL JOIN PROCESSES**  
2.00 UNITS

An introduction to metal joining processes for engineering technology majors. (Same as ENE/WEL-34)

- **PREREQUISITE:** None.

**EVENING**

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<th>Code</th>
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<td>40481</td>
<td>06:00PM</td>
<td>TTH 217</td>
<td>TCHA 128</td>
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<tr>
<td></td>
<td>07:00PM</td>
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<td>TCHA 130</td>
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**MARKETING**

MKT-40  
**ADVERTISING**  
3.00 UNITS

Examines economic, professional, persuasive and technical aspects of advertising. Includes campaign techniques.

- **PREREQUISITE:** None.

**EVENING**

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<th>Code</th>
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<th>Room</th>
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<td>BE 206</td>
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**WARNING!**

REGISTRATION WILL BE BLOCKED IF YOU HAVE NOT MET THE PREREQUISITE!

www.rcc.edu
### REGISTRATION REQUIREMENTS: MATHEMATICS COURSES

- All students who wish to enroll in a higher level math course than MAT-63 (formerly 51) or 65 or MAT-90A must take the Accuplacer test to register for classes.
- All students who feel they meet prerequisites based on coursework from other colleges or universities must have official transcripts on file and evaluated.

See “Moving Through Math” for more details.

### MATHEMATICS

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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<th>Room</th>
<th>Instructor</th>
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<tbody>
<tr>
<td><strong>MAT-1A</strong></td>
<td><strong>CALCULUS I</strong></td>
<td><strong>4.00 UNITS</strong></td>
<td></td>
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<tr>
<td>Plane analytic geometry, functions, differentiation with applications and basic integration.</td>
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<tr>
<td><strong>PREREQUISITE:</strong> MAT-10 or qualifying placement level.</td>
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<tr>
<td>40009</td>
<td>06:50AM 09:50AM</td>
<td>MTWTH</td>
<td>PS 104</td>
<td>G Mendoza</td>
</tr>
<tr>
<td>05:15PM 06:00PM</td>
<td>MTWTH</td>
<td>MLK 305</td>
<td>G Mendoza</td>
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<tr>
<td><strong>MAT-10</strong></td>
<td><strong>PRECALCULUS</strong></td>
<td><strong>4.00 UNITS</strong></td>
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<tr>
<td>College-level algebra and trigonometry preparation for calculus.</td>
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<tr>
<td><strong>PREREQUISITE:</strong> MAT-36 or qualifying placement level.</td>
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<td>40001</td>
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<td>MTWTH</td>
<td>PS 102</td>
<td>A Brown</td>
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<tr>
<td><strong>MAT-1C</strong></td>
<td><strong>MATH</strong></td>
<td><strong>5.00 UNITS</strong></td>
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<tr>
<td>An introduction to the concepts of algebra.</td>
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<tr>
<td><strong>PREREQUISITE:</strong> MAT-64 (formerly 50), 65, 90F or qualifying placement level.</td>
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<tr>
<td><strong>MAT-11</strong></td>
<td><strong>COLLEGE ALGEBRA</strong></td>
<td><strong>4.00 UNITS</strong></td>
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<tr>
<td>College-level algebra.</td>
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<td><strong>PREREQUISITE:</strong> MAT-35 or qualifying placement level.</td>
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<td>LFSC 204</td>
<td>J Mulari</td>
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<td>40002</td>
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<td>LVKN A7</td>
<td>D Moody</td>
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<td>Last day to add:</td>
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<tr>
<td><strong>MAT-12</strong></td>
<td><strong>STATISTICS</strong></td>
<td><strong>3.00 UNITS</strong></td>
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<tr>
<td>A study of statistical methods and their application to hypothesis testing and estimation of population parameters.</td>
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<tr>
<td><strong>PREREQUISITE:</strong> MAT-35 or qualifying placement level.</td>
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<td>07:35AM 09:50AM</td>
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<td>PS 107</td>
<td>A Curtis</td>
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<tr>
<td><strong>MAT-35</strong></td>
<td><strong>INTERMEDIATE ALGEBRA</strong></td>
<td><strong>5.00 UNITS</strong></td>
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<tr>
<td>Algebra preparation for college-level mathematics.</td>
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<tr>
<td><strong>PREREQUISITE:</strong> MAT-52 or qualifying placement level.</td>
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<td>40498</td>
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<tr>
<td><strong>MAT-36</strong></td>
<td><strong>TRIGONOMETRY</strong></td>
<td><strong>4.00 UNITS</strong></td>
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<tr>
<td>An introduction to the trigonometric functions, their identities and relationships, graphs and applications, accompanied by essential topics of geometry.</td>
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<tr>
<td><strong>PREREQUISITE:</strong> MAT-35 and MAT-53 or qualifying placement level.</td>
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<td>40499</td>
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<td>Last day to add:</td>
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<tr>
<td><strong>MAT-52</strong></td>
<td><strong>ELEMENTARY ALGEBRA</strong></td>
<td><strong>4.00 UNITS</strong></td>
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<tr>
<td>An introduction to the concepts of algebra.</td>
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<tr>
<td><strong>PREREQUISITE:</strong> MAT-64 (formerly 50), 65, 90F or qualifying placement level.</td>
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<td>Last day to add:</td>
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<td>The above section is an online class. Computer with Internet access required. See <a href="http://www.opencampus.com">www.opencampus.com</a>.</td>
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See “Moving Through Math” for more details.
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<th>Instructor</th>
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<tbody>
<tr>
<td>EVENING</td>
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<td>TWTH</td>
<td>PS 103</td>
<td>C Cochran</td>
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<td>40024</td>
<td>01/05/10 02/11/10</td>
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<td>P Whelchel</td>
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<td>40027</td>
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</table>

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

**MAT-53 COLLEGE GEOMETRY 3.00 UNITS**

A course in the study of Euclidian geometry.

- **PREREQUISITE:** MAT-52 or qualifying placement level.

  40029 07:35AM-09:50AM MTWTH PS 104 R Jow
  01/04/10 02/11/10 Last day to add: 01/08/10

The above section is a web-enhanced class. Internet access may be required.

**MAT-63 ARITHMETIC 3.00 UNITS**

Study of the four basic operations applied to whole numbers, fractions, mixed numbers and decimals, with application to real-world problems.

- **PREREQUISITE:** None.

  40030 07:35AM 09:50AM MTWTH MLK 306 J Qumsiya
  01/04/10 02/11/10 Last day to add: 01/08/10

  The above section is a web-enhanced class. Internet access may be required.

  40031 10:00AM 12:15PM MTWTH RXHS P3 M Wang
  01/04/10 02/11/10 Last day to add: 01/08/10

  The above section meets at Rubidoux Annex, 4250 Opal St., Riverside.

  40033 03:00PM-05:15PM MTWTH PS 102 K Lai
  01/04/10 02/11/10 Last day to add: 01/08/10

**MAT-64 PRE-ALGEBRA 3.00 UNITS**

Designed as a transition from arithmetic to elementary algebra.

- **PREREQUISITE:** MAT-63 or 90C.

  40036 06:50AM 09:05AM MTWTH MLK 307 S Bahk
  01/04/10 02/11/10 Last day to add: 01/08/10

  The above section meets at Rubidoux Annex, 4250 Opal St., Riverside.

**MAT-65 ARITHMETIC & PRE-ALGEBRA 5.00 UNITS**

Study of the four basic operations applied to whole numbers, integers, fractions, mixed numbers, and decimals, to include application to real-world problems along with an introduction to the notion of algebra and its uses.

- **PREREQUISITE:** None.

  40037 10:00AM 01:45PM MTWTH MLK 306 J Bellenger
  01/04/10 02/11/10 Last day to add: 01/08/10

  The above section is a web-enhanced class. Internet access may be required.

**LA-800 SUPERVISED TUTORING - MAT 0.00 UNITS**

Supervised tutoring, study skills development and assistance in understanding college course assignments.

- **PREREQUISITE:** None.

  - **COREQUISITE:** Must be enrolled in one other non-tutoring course.
  - **LIMITATION ON ENROLLMENT:** Student must have a referral from an instructor or counselor.

  40057 01/05/10 02/11/10 MLK 305 P Whelchel Last day to add: 12/18/09
### MUSIC

<table>
<thead>
<tr>
<th>Code</th>
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<th>Room</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>MUS-8A</td>
<td>INTRO MIDI, DIGITAL AUDIO</td>
<td>3.00 UNITS</td>
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<tr>
<td>MUS-19</td>
<td>MUSIC APRECIATION</td>
<td>3.00 UNITS</td>
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<tr>
<td>MUS-25</td>
<td>JAZZ APRECIATION</td>
<td>3.00 UNITS</td>
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<tr>
<td>MUS-26</td>
<td>FILM MUSIC APRECIATION</td>
<td>3.00 UNITS</td>
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<tr>
<td>MUS-59</td>
<td>WINTER MARCHING BAND CLINIC</td>
<td>1.00 UNITS</td>
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</table>

**MUS-8A INTRO MIDI, DIGITAL AUDIO 3.00 UNITS**
An introduction to MIDI and Digital Audio and its applications. Includes the MIDI interface, sequencing and notation, and sampling used to produce musical projects.

- PREREQUISITE: None.

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<th>Code</th>
<th>Hours</th>
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<td>MTWTH</td>
<td>MU 102</td>
<td>R Duffer</td>
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**MUS-19 MUSIC APRECIATION 3.00 UNITS**
Study of musical style, form and materials, organized to acquaint the student with representative musical literature through listening, reading and writing.

- PREREQUISITE: None.

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<th>Code</th>
<th>Hours</th>
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<th>Instructor</th>
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<tr>
<td>40266</td>
<td>07:35AM 09:50AM</td>
<td>MTWTH</td>
<td>STVR 100</td>
<td>N Townsend</td>
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**MUS-25 JAZZ APRECIATION 3.00 UNITS**
A comprehensive study of jazz from its origins to the present day.

- PREREQUISITE: None.

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**MUS-26 FILM MUSIC APRECIATION 3.00 UNITS**
A study of film music in the United States from 1927 to the present day.

- PREREQUISITE: None.

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<th>Code</th>
<th>Hours</th>
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**MUS-59 WINTER MARCHING BAND CLINIC 1.00 UNITS**
Group performance on band instruments as part of a winter session Marching Band program.

- PREREQUISITE: None.
- LIMITATION ON ENROLLMENT: Basic instrumental skills on a band instrument.

### NURSING

**NRN-6 NURS LEARNING LAB 0.50 UNITS**
With nursing faculty guidance, provides self-paced opportunities to master clinical nursing skills.

- PREREQUISITE: Enrollment in the Associate Degree Nursing Program or the Vocational Nursing program.

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<tr>
<th>Code</th>
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<tbody>
<tr>
<td>40285</td>
<td>08:00AM 10:15AM</td>
<td>M</td>
<td>QD 144</td>
<td>E Lawson</td>
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<td>01/04/10</td>
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<tr>
<td>40284</td>
<td>08:00AM 04:00PM</td>
<td>MTWTH</td>
<td>LFSC 202</td>
<td>A Vermillion</td>
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### GENERAL

**NRN-91 NURSING WORK STUDY (BRN APPR) 0.50 UNITS**
Provides additional opportunity for students to correlate instructional theory with related clinical experiences.

- PREREQUISITE: NRN-2.

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<tr>
<td>40286</td>
<td>08:00AM 09:30AM</td>
<td>MT</td>
<td>LFSC 201</td>
<td>P Rowe</td>
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**NRN-93 CALCULATIONS FOR HEALTH PROV 1.00 UNITS**
Systems of measurement and principles of dosage calculation for the administration of medications and fluids.

- PREREQUISITE: None.

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<tr>
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This is a specialized program. For information regarding entry into the program go to [www.rcc.edu/nursing](http://www.rcc.edu/nursing) or call 222-8405.
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<td>40290</td>
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<td>K Havener</td>
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<td>Last day to add: 01/08/10</td>
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**NURSING CLIN DEVELOP PRACTICUM 2.00 UNITS**

Provides nursing students the opportunity to strengthen and develop clinical skills and critical thinking.

- **PREREQUISITE:** Enrollment in the Associate Degree or Vocational Nursing program.

**www.rcc.edu 41**

**NRN-94  nursing Clin devel PrACtiCum  2.00 units**

Provides nursing students the opportunity to strengthen and develop clinical skills and critical thinking.

- **PREREQUISITE:** Enrollment in the Associate Degree or Vocational Nursing program.

**40290  07:00AM 07:00PM  TH  HOSP  K Havener**

**PARAMEDIC - See Emergency Medical Services - Moreno Valley campus**

**PHILOSOPHY**

**PHI-10  INTRO TO PHILOSOPHY  3.00 UNITS**

Introduction to the major questions of Western philosophy and their answers.

- **PREREQUISITE:** None.

**40305  06:00PM 09:00PM  TWTH  QD 202  T Townsend**

**PHI-11  CRITICAL THINKING  3.00 UNITS**

Introduction to critical thinking as it relates to everyday experience and general knowledge.

- **PREREQUISITE:** None.

**40309  10:00AM 12:15PM  MTWTH  QD 202  S Austin**

**40311  01/04/10 02/11/10  Last day to add: 01/08/10**

**PHO-20  INTRO DIGITAL STILL PHOTO  3.00 UNITS**

Digital imaging processes. Explores digital image creation, retrieval, manipulation, printing and storage.

- **PREREQUISITE:** None.

**40312  08:00AM 12:30PM  MTWTH  LVKN G2  S Walag**

**40300  08:00AM 12:30PM  W  LFSC 201  P Tutor**

**WARNING! REGISTRATION WILL BE BLOCKED IF YOU HAVE NOT MET THE PREREQUISITE!**

**www.rcc.edu**
<table>
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<tr>
<td><strong>PHYSICAL EDUCATION</strong></td>
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<tr>
<td><strong>PHP-4 NUTRITION</strong></td>
<td>3.00 UNITS</td>
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</table>
| Principles of basic nutrition and their application to health and diseases.  
• PREREQUISITE: None.  
40325  10:00AM 12:15PM MTWTH DL 111 N Bonzoumet  
01/04/10 02/11/10 Last day to add: 01/08/10 |
| **EVENING** |          |            |          |                |
| 40329  06:00PM 10:30PM TTH RXHS T7 J Bernard Smith  
01/05/10 02/11/10 Last day to add: 01/09/10 |
| The above section meets at Rubidoux Annex, 4250 Opal St., Riverside.  
ONLINE  
40323  01/04/10 02/11/10 Last day to add: 01/08/10 |
| The above section is an online class. Computer with Internet access required. See www.opencampus.com.  
40326  01/04/10 02/11/10 Last day to add: 01/08/10 |
| The above section is an online class. Computer with Internet access required. See www.opencampus.com.  
40327  01/04/10 02/11/10 Last day to add: 01/08/10 |
| The above section is an online class. Computer with Internet access required. See www.opencampus.com.  
40328  01/04/10 02/11/10 Last day to add: 01/08/10 |
| **PHP-10 FIRST AID AND CPR** | 3.00 UNITS |          |          |                |
| Earn “American Red Cross Responding to Emergencies” and “American Heart Association Healthcare Professional” certificates. First Aid and CPR fees totaling $15.50 are also required and are not covered by BOGW. Drop deadlines for non-payment apply.  
• PREREQUISITE: None.  
40318  07:35AM 09:50AM MTWTH HG 108 W Elton  
01/04/10 02/11/10 Last day to add: 01/08/10 |
| 40314  10:00AM 12:15PM MTWTH HG 108 K Farris  
01/04/10 02/11/10 Last day to add: 01/08/10 |
| 40315  01:00PM 03:15PM MTWTH HG 108 K Farris  
01/04/10 02/11/10 Last day to add: 01/08/10 |
| **EVENING** |          |            |          |                |
| 40317  06:00PM 10:30PM MW HG 108 A Brown  
01/04/10 02/10/10 Last day to add: 01/08/10 |
| 40316  06:00PM 10:30PM TTH HG 108 M Daddona-Moya  
01/05/10 02/11/10 Last day to add: 01/09/10 |
| **PHP-36 WELLNESS: LIFESTYLE CHOICES** | 3.00 UNITS |          |          |                |
| Studies the various dimensions of health as they relate to living a positive, healthy life.  
• PREREQUISITE: None.  
ONLINE  
40320  01/04/10 02/11/10 Last day to add: 01/08/10 |
| The above section is an online class. Computer with Internet access required. See www.opencampus.com.  
40321  01/04/10 02/11/10 Last day to add: 01/08/10 |
| The above section is an online class. Computer with Internet access required. See www.opencampus.com.  
40322  01/04/10 02/11/10 Last day to add: 01/08/10 |

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<tr>
<td><strong>PHP-A11 TENNIS, BEGINNING</strong></td>
<td>1.00 UNITS</td>
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| Develops basic skills of forehand, backhand, serve, volley strokes and strategies for doubles and singles in tennis.  
• PREREQUISITE: None.  
40330  10:00AM 12:15PM MTWTH WG TENN A Brown  
01/04/10 02/11/10 Last day to add: 01/08/10 |
| **EVENING** |          |            |          |                |
| 40331  06:00PM 10:30PM TTH WG TENN A Brown  
01/05/10 02/11/10 Last day to add: 01/09/10 |
| **PHP-A12 TENNIS, INTERMEDIATE** | 1.00 UNITS |          |          |                |
| Reviews basic tennis strokes, introduces more advanced strokes and develops intermediate skills.  
• PREREQUISITE: None.  
• ADVISORY: Course is designed for students with proficient skills in the basic strokes of forehand, backhand and serve or for those who have completed PHP-A11.  
40332  10:00AM 12:15PM MTWTH WG TENN A Brown  
01/04/10 02/11/10 Last day to add: 01/08/10 |
| **EVENING** |          |            |          |                |
| 40333  06:00PM 10:30PM TTH WG TENN A Brown  
01/05/10 02/11/10 Last day to add: 01/09/10 |
| **PHP-A13 TENNIS, ADVANCED** | 1.00 UNITS |          |          |                |
| Emphasizes advanced tennis skills, strategy and competition.  
• PREREQUISITE: None.  
• ADVISORY: Course is designed for students with proficient skills in forehand, backhand, volley, serve, lob, overhead and advanced singles and doubles strategy or for those who have completed PHP-A12.  
40334  10:00AM 12:15PM MTWTH WG TENN A Brown  
01/04/10 02/11/10 Last day to add: 01/08/10 |
| **EVENING** |          |            |          |                |
| 40335  06:00PM 10:30PM TTH WG TENN A Brown  
01/05/10 02/11/10 Last day to add: 01/09/10 |
| **PHP-A30 SWIMMING, ADVANCED** | 1.00 UNITS |          |          |                |
| Uses beginning and advanced techniques of training for sprints, middle distance, distance and hurdle events.  
• PREREQUISITE: None.  
• ADVISORY: It is recommended that the student demonstrate a proficiency in swimming 100 yards and performing two or more swimming strokes or have successfully completed PHP-A29.  
40339  03:15PM 05:30PM MTWTH POOL T Borden  
01/04/10 02/11/10 Last day to add: 01/08/10 |
| **PHP-A33 TRACK/FIELD-RUNNING EVENTS** | 1.00 UNITS |          |          |                |
| Uses beginning and advanced techniques of training for sprints, middle distance, distance and hurdle events.  
• PREREQUISITE: None.  
40340  TBA WS TRAC M Barbee  
01/04/10 02/11/10 Last day to add: 01/13/10 |
| First meeting: Monday, 1/4, 3pm, Whee Lock Stadium Track. |
| **PHP-A34 T/F-FIELD EVENT TECHNIQ** | 1.00 UNITS |          |          |                |
| Uses beginning and advanced techniques of training for all field events.  
• PREREQUISITE: None.  
40341  TBA WS TRAC J McCarron  
01/04/10 02/11/10 Last day to add: 01/13/10 |
| First meeting: Monday, 1/4, 3pm, Whee Lock Stadium Track. |
| **PHP-A50 BASEBALL, DEFENSIVE** | 1.00 UNITS |          |          |                |
| Develops defensive baseball skills which may enable students to play varsity baseball.  
• PREREQUISITE: None.  
40348  TBA EVNS A D Rogers  
01/04/10 02/11/10 Last day to add: 01/13/10 |
<p>| First meeting: Monday, 1/4, 1pm, Evans Sports Complex Field A. |</p>
<table>
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<th>Days</th>
<th>Room</th>
<th>Instructor</th>
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<td>1.00</td>
<td>MTWTH</td>
<td>EVNS A</td>
<td>D Rogers</td>
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<tr>
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<td>1.00</td>
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<td>EVNS C</td>
<td>V Rios</td>
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<td>WG 200</td>
<td>J Smith</td>
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</table>

**PHP-A51 BASEBALL, OFFENSIVE 1.00 UNITS**
Develops offensive baseball skills which may enable students to play varsity baseball.
• **PREREQUISITE:** None.

**PHP-A54 FAST PITCH SOFTBALL 1.00 UNITS**
Provides advanced skills and strategy to prepare students for intercollegiate competition in fastpitch.
• **PREREQUISITE:** None.

**PHP-A57 BASKETBALL 1.00 UNITS**
Introduces basic skills, techniques and strategy of basketball for leisure time activity.
• **PREREQUISITE:** None.

**PHP-A64 SOCCER 1.00 UNITS**
Introduces rules, basic skills, offensive and defensive strategies and competition in soccer.
• **PREREQUISITE:** None.

**PHP-A66 VOLLEYBALL, INTERMEDIATE 1.00 UNITS**
Reviews basic volleyball skills and begins work on more advanced skills and playing strategies.
• **PREREQUISITE:** None. Course is designed for students with proficient skills in basic volleyball rules or for those who have completed PHP-A67.

**PHP-A69 VOLLEYBALL, ADVANCED 1.00 UNITS**
Introduces advanced techniques and improvement of serve, pass, set, attack and block in volleyball.
• **PREREQUISITE:** None.

**PHP-A75 WALKING FOR FITNESS 1.00 UNITS**
Provides instruction in walking technique and fitness, nutrition, and weight loss as it relates to a walking program.
• **PREREQUISITE:** None.

**PHP-A78 JOGGING FOR FITNESS 1.00 UNITS**
Introduces basic fitness concepts through jogging.
• **PREREQUISITE:** None.
THE WORLD IS YOURS

Seeking a unique, challenging and rewarding educational experience? Interested in world affairs, international employment, transferring to quality universities and travel?

RCC will role play a foreign nation at simulations of the United Nations, Chicago in November, possible foreign conference and New York in April, attended by 4,000 students from around the world. Minimal costs.

Attend the team meetings Friday afternoons in fall or enroll in POL-10A, winter term. Visit academic.rcc.edu/mun or email Ward.Schinke@rcc.edu for more information.

POLITICAL SCIENCE

POL-1 AMERICAN POLITICS 3.00 UNITS

The principles, institutions, policies and critical issues in American politics.

- PREREQUISITE: None.
- ADVISORY: Qualification for ENG-1A.

40393 07:35AM 09:50AM MTWTH QD 215 W Schinke
01/04/10 02/11/10 Last day to add: 01/08/10

ONLINE

40398 01/04/10 02/11/10 Last day to add: 01/09/10

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

40389 01/04/10 02/11/10 Last day to add: 01/09/10

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

40390 01/04/10 02/11/10 Last day to add: 01/09/10

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

40391 01/04/10 02/11/10 Last day to add: 01/09/10

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

POL-10A INTERNATIONAL ORGANIZATIONS A 3.00 UNITS

Examines the development, impact and issues of international organizations with emphasis on the United Nations.

- PREREQUISITE: None.
- ADVISORY: Qualification for ENG-1A.

40394 10:00AM 12:15PM MTWTH QD 215 W Schinke
01/04/10 02/11/10 Last day to add: 01/08/10

40395 10:00AM 12:15PM MTWTH QD 215 W Schinke
01/04/10 02/11/10 Last day to add: 01/08/10

40396 10:00AM 12:15PM MTWTH QD 215 W Schinke
01/04/10 02/11/10 Last day to add: 01/08/10

40397 10:00AM 12:15PM MTWTH QD 215 W Schinke
01/04/10 02/11/10 Last day to add: 01/08/10

PSYCHOLOGY

PSY-1 GENERAL PSYCH 3.00 UNITS

Survey of scientific study of behavior, including learning, emotion, motivation, emotional problems and therapy.

- PREREQUISITE: None.

40398 07:35AM 09:50AM MTWTH QD 229 C Romero
01/04/10 02/11/10 Last day to add: 01/08/10

40402 02:30PM 04:45PM MTWTH QD 229 W Micham
01/04/10 02/11/10 Last day to add: 01/08/10

EVENING

40400 05:30PM 10:00PM MW QD 127 W Swanson
01/04/10 02/10/10 Last day to add: 01/08/10

40399 05:30PM 10:00PM TTH QD 240 W Swanson
01/05/10 02/11/10 Last day to add: 01/09/10

40502 05:30PM 10:00PM TTH RXHS P4 J Wilcoxson
01/05/10 02/11/10 Last day to add: 01/09/10

The above section meets at Rubidoux Annex, 4520 Opal St., Riverside.

ONLINE

40404 01/04/10 02/11/10 Last day to add: 01/09/10

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

40405 01/04/10 02/11/10 Last day to add: 01/09/10

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

40406 01/04/10 02/11/10 Last day to add: 01/09/10

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

PSY-2 PHYSIOLOGICAL PSYCH 3.00 UNITS

A scientific study of the physiological determinants of behavior.

- PREREQUISITE: None.

EVENING

40407 06:00PM 10:30PM TTH QD 127 J Mettrick
01/05/10 02/11/10 Last day to add: 01/09/10

The above section is a web-enhanced class. Internet access may be required.
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<td>DEVELOPMENTAL PSYCH</td>
<td>3.00 UNITS</td>
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A survey of biological, cognitive and psychosocial development throughout the human life cycle from conception to death.

**PREREQUISITE:** None.

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**EVENING**

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The above section is an online class. Computer with Internet access required.

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The above section is an online class. Computer with Internet access required.

**RECOMMENDED GUIDELINES AND SEQUENCE OF COURSES**

Qualifying preparation score or successful completion of prerequisite course is required for REA-82 or 83:

**READING 81–LEVEL 1:** Basic skill level comprehension and vocabulary.

**READING 82–LEVEL 2:** Intermediate level. Skills include critical thinking and vocabulary building.

**READING 83–LEVEL 3:** Comprehension and vocabulary near college level. Focus on critical thinking and vocabulary.

See “Moving Through Reading” for more details.

**READING**

**REA-81** READING, LEVEL I 3.50 UNITS

Instruction in basic reading skills, along with individually prescribed practice work in a wide range of materials. (Non-degree credit course.)

**PREREQUISITE:** None.

<table>
<thead>
<tr>
<th>Code</th>
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<td>V Sandoval</td>
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**REA-82** READING, LEVEL II 3.50 UNITS

Intended for students who experience significant difficulty in reading college-level materials. (Non-degree credit course.)

**PREREQUISITE:** REA-81 or qualifying preparation score.

<table>
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The above section is a hybrid class. Computer with Internet access required. See www.opencampus.com.

**REA-83** READING, LEVEL III 3.00 UNITS

Intended for students who experience moderate difficulty in reading college-level materials. (Non-degree credit course.)

**PREREQUISITE:** REA-82 or ESL-73 or qualifying preparation score.

**ONLINE**

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The above section is an online class. Computer with Internet access required. See www.opencampus.com.

**REA-87** READING TUTORIAL 0.50 UNITS

Individually prescribed learning plans for improvement in reading skills.

**PREREQUISITE:** None.

<table>
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The above section is an online class. Computer with Internet access required. See www.opencampus.com.

**RE-887** READING CLINIC 0.00 UNITS

Individually prescribed learning plans for improvement in reading skills.

**PREREQUISITE:** None.

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The above section is an online class. Computer with Internet access required. See www.opencampus.com.

**REA-95** SPECIAL TOPICS IN READING 0.50 UNITS

Designed to provide strategies and practice in reading comprehension skills.

**PREREQUISITE:** None.

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The above section is an online class. Computer with Internet access required. See www.opencampus.com.

**WARNING!**

REGISTRATION WILL BE BLOCKED IF YOU HAVE NOT MET THE PREREQUISITE!
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<tr>
<td>SOC-1</td>
<td>INTRO TO SOCIOLOGY 3.00 UNITS</td>
<td>An introduction to the basic concepts of societal organization.</td>
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<td>STOK E119</td>
<td>E Perez</td>
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<td>ONLINE</td>
<td>QD 229</td>
<td>M Baez</td>
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<td>SOC-2</td>
<td>AMER SOCIAL PROB 3.00 UNITS</td>
<td>Identification and analysis of major contemporary social problems.</td>
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<td>SOC-10</td>
<td>RACE/ETHNIC RELATIONS 3.00 UNITS</td>
<td>An introduction to the theories, dynamics, history and present status of inter-group conflict in the United States.</td>
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</table>

**ENROLLMENT GUIDELINES: SPANISH COURSES**

1. If you have taken Spanish in high school or in another college or university, you must have official transcripts on file and request evaluation of the course(s).

Additionally, we highly recommend that you take the Spanish competency test so that an accurate determination of your skills can be made prior to registration.

2. If you have acquired knowledge of Spanish outside of a formal educational institution, you must file a matriculation appeals petition and take the Spanish competency test.

**SPANISH PLACEMENT TESTING**

The Spanish placement test measures competency levels for non-native speakers of Spanish who wish to enroll in Spanish courses but need to determine the appropriate starting level. The results show a recommendation of the appropriate Spanish class. Students can enroll in a level lower than their placement, but not higher.

Call (951) 222-8451 or come to the Assessment Center to make an appointment.

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<tr>
<th>Date</th>
<th>Time</th>
<th>Assessment Center</th>
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<tbody>
<tr>
<td>12/1</td>
<td>01:30PM</td>
<td>Assessment Center</td>
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<td>12/10</td>
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<td>12/15</td>
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<td>1/19</td>
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</tbody>
</table>

**SPANISH**

**DO YOU NEED INFORMATION ON HOW TO VALIDATE YOUR PREREQUISITE? CALL THE PREREQUISITE HOTLINE AT 222-8808. (FOR CHEMISTRY AND FOREIGN LANGUAGES ONLY)**

All sections of SPA-1 and 2 have an 18 hour laboratory requirement to be arranged.

**SPA-1 SPANISH 1 5.00 UNITS**

Develops basic skills in understanding, reading, communicating and writing in Spanish.

- **PREREQUISITE: None.**

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<th>Code</th>
<th>Hours</th>
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<th>Room</th>
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<td>Last day to add: 01/08/10</td>
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<td>The above section is a hybrid class. Computer with Internet access required. See <a href="http://www.opencampus.com">www.opencampus.com</a>.</td>
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</tbody>
</table>
RIVERSIDE

SPEECH COMMUNICATION

SPE-1  PUBLIC SPEAKING  3.00 UNITS
Learn how to prepare, present and evaluate a variety of speeches. Minimum of 4 speeches and 20 formal speaking minutes required.
• PREREQUISITE: None.
• ADVISORY: SPE-51, 52 or qualification for ENG-1A.

SPE-10A  FORENSICS A  1.00 UNITS
Serves as a basis for participation in intercollegiate speech tournaments and public community programs focusing on platform, interpretive, and debate events. Emphasizes personal growth and intercollegiate competitiveness.
• PREREQUISITE: None.
• ADVISORY: SPE-51 or 52, or qualification for ENG-1A.

SPA-12  LAT AMER CULTURE, CIVILIZATION  3.00 UNITS
Introductory survey of Latin American culture and civilization. Class conducted in English.
• PREREQUISITE: None.

SPA-11  CULTURE AND CIVILIZATION  3.00 UNITS
Introductory survey of Spanish culture and civilization. Class conducted in English.
• PREREQUISITE: None.

SPA-2  SPANISH 2  5.00 UNITS
Further development of basic skills in understanding, reading, communicating and writing in Spanish.
• PREREQUISITE: SPA-1, 1H or 1B.

SPA-97  PRACTICUM SPANISH  1.00 UNITS
A self-paced computer guided practice in Spanish for students with operational skills on the computer. (Non-degree credit course. Pass-No Pass only.)
• PREREQUISITE: None.

SPA-96  PRACTICUM IN SPANISH  0.50 UNITS
A self-paced computer guided practice in Spanish for students with operational skills on the computer. (Non-degree credit course. Pass-No Pass only.)
• PREREQUISITE: None.

SPA-51  INTRO LISTENING COMP I  2.00 UNITS
Develops basic skills in listening to and understanding native spoken Spanish at the elementary level.
• PREREQUISITE: None.

ONLINE

SPEECH and DEBATE TEAM
Want to improve your speaking skills or learn how to win arguments? The Speech and Debate Team offers something for everyone. Whether you are interested in creatively interpreting prose and poetry or want to refine your platform speaking and research skills, we have a place for you. No prior experience is required. Work with highly qualified coaches and travel to tournaments in southern California and beyond. Be prepared to grow, learn, have fun, and win trophies. Enroll in SPE-10A. It requires weekend tournament competition (27 hours of laboratory).

For more information, enroll in the course and then contact Mark Dorrough (mark.dorrough@rcc.edu) at (951) 222-8834 or Sydne Kasle (sydne.kasle@rcc.edu) at (951) 222-8343.

Payment of Student Service fees is required. We pay for all competition-related expenses. The 2010 National tournament will be held in New Orleans!

www.academic.rcc.edu/speech-debate
**THEATER ARTS**

**THE-3 \*** INTRO TO THEATER \*** 3.00 UNITS

A survey of theatrical styles and forms intended for the general college student.

- **PREREQUISITE:** None.

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  **10:00AM 12:15PM \*MTWTH \*TCHA 101 \*Z Kraus**  
  **01/04/10 02/11/10 \*Last day to add: 01/08/10**

**ONLINE**

  40470  
  **Staff**  
  **01/04/10 02/11/10 \*Last day to add: 01/09/10**

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

**THE-5 \*** THEATER PRACTICUM \*** 3.00 UNITS

A course in play production from casting to public performance.

- **PREREQUISITE:** None.
- **ADVISORY:** Acting and production skills desirable.

  40474  
  **TBA \*TCHA 107 \*J Julian**  
  **01/04/10 02/11/10 \*Last day to add: 01/16/10**

The above section taught in conjunction with KCACF festival participation. For information, contact jodi.julian@rcc.edu.

**THE-6 \*** ADVANCED THEATER PRACTICUM \*** 3.00 UNITS

Advanced play production from casting to public performance.

- **PREREQUISITE:** THE-5.

  40475  
  **TBA \*TCHA 107 \*J Julian**  
  **01/04/10 02/11/10 \*Last day to add: 01/16/10**

The above section taught in conjunction with KCACF festival participation. For information, contact jodi.julian@rcc.edu.

**WELDING TECHNOLOGY**

**WEL-34 \*** METAL JOINING PROCESS \*** 2.00 UNITS

Basic course in metal joining processes and procedures, emphasis on composites, exotic and dissimilar metals. (Same as ENE/MAN-34)

- **PREREQUISITE:** None.

**EVENING**

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  **06:00PM 07:00PM \*MTW \*TCHA 128 \*J Knieriem**  
  **01/04/10 02/10/10 \*Last day to add: 01/08/10**

**WORK EXPERIENCE - Check it out!**

Work Experience is a one hour per week class which allows students to earn up to 4 units per semester for experience gained through employment or volunteer service. Enroll in a general Work Experience section and you will be placed in your choice of one of the disciplines below.

**Units Determination:**

General Work Experience (not related to one of the occupational disciplines listed below) is 3 units only.

Occupational Work Experience (one of the disciplines shown below) varies from 1-4 units. For every one (1) unit of work experience credit students must complete 75 hours of paid work or 60 hours of volunteer work during the college semester. No more than 20 hours per week may be applied toward this work requirement. Below is a general guide to help students enroll in the appropriate number of units of work experience.

<table>
<thead>
<tr>
<th>Hours Worked Per Week</th>
<th>Students should enroll in:</th>
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<tbody>
<tr>
<td>20-40 (paid)</td>
<td>up to 4 units</td>
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<tr>
<td>14-19 (paid)</td>
<td>up to 3 units</td>
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<tr>
<td>9-13 (paid)</td>
<td>up to 2 units</td>
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<tr>
<td>5-8 (paid)</td>
<td>1 unit</td>
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</table>

| Field of study          | Work Experience |  |
|-------------------------|-----------------|
| Accounting              | Electronics     |  |
| Administration of Justice| Engineering    |  |
| Air Conditioning        | Film, Television and Video |  |
| American Sign Language  | Fire Technology |  |
| Applied Digital Media   | Human Services  |  |
| Architecture            | Journalism      |  |
| Art                     | Machine Shop    |  |
| Auto Body               | Management      |  |
| Auto Tech               | Manufacturing   |  |
| Business                | Marketing       |  |
| CIS                     | Medical Assisting|  |
| Community Interpretation| Nursing        |  |
| Construction            | Office Administration |  |
| Cosmetology             | Paralegal Studies|  |
| Culinary Arts           | Photography     |  |
| Dental Hygiene          | Physical Education|  |
| Dental Technology       | Real Estate     |  |
| Early Childhood Education| Welding       |  |
| Education               |                 |  |
Norco Campus

MISSION STATEMENT

Today's Students, Tomorrow's Leaders

Norco Campus provides educational programs, services, and learning environments for a diverse community. We equip our students with the knowledge and skills to attain their goals in higher, career/technical, and continuing education; workforce development; and personal enrichment. To meet the evolving community needs Norco Campus emphasizes the development of technological programs. As a continuing process we listen to our community and respond to its needs while engaging in self-examination, learning outcomes assessment, ongoing dialogue, planning, and improvement.

ACCOUNTING - Also see Business Administration

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<th>Code</th>
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ANNOUNCEMENTS:

ANATOMY & PHYSIOLOGY

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ANTHROPOLGY

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<td>GENERAL BIOLOGY</td>
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</table>
BUSINESS ADMINISTRATION - Also See Accounting, Management, Marketing, Paralegal, and Real Estate

BUS-10 INTRO TO BUSINESS 3.00 UNITS
Considers scope, function and organization of business, including principles and practices, with an integrated global perspective.
• PREREQUISITE: None.
ONLINE
30048  01/04/10 02/11/10
G Zwart
The above section is an online class. Computer with Internet access required. See www.opencampus.com.

BUS-18A BUSINESS LAW I 3.00 UNITS
Legal and ethical environment of business torts, contracts, sales and principles of employment.
• PREREQUISITE: None.
ONLINE
30050  01/04/10 02/11/10
T Wagner
The above section is an online class. Computer with Internet access required. See www.opencampus.com.

CHEMISTRY
DO YOU NEED INFORMATION ON HOW TO VALIDATE YOUR PREREQUISITE? CALL THE PREREQUISITE HOTLINE AT 222-8808. (CHEMISTRY AND FOREIGN LANGUAGES ONLY.)

CHE-2A INTRO CHEMISTRY I 4.00 UNITS
Introductory chemical concepts with health and environmental applications; fulfills the needs of non-science majors.
• PREREQUISITE: MAT-52.
30059  07:35AM 12:05PM MTWTH HUM 204  R Gibbons
01/04/10 02/11/10 Last day to add: 01/08/10
30060  01:10PM 05:40PM MTWTH HUM 204  L Rigby
01/04/10 02/11/10 Last day to add: 01/08/10

COMPUTER APPLICATIONS/OFFICE

Most Computer Applications/Office Systems courses have an 18 hour laboratory requirement to be arranged. Your instructor will have details the first day of class.

CAT-78A INTRO ADOBE PHOTOSHOP 3.00 UNITS
Introduction to Adobe Photoshop including selecting, layers, masks, channels and vector art for manipulating images. (Same as CIS-78A)
• PREREQUISITE: None.
30055  07:35AM 09:50AM MTWTH IT 106  G Marquez
01/04/10 02/11/10 Last day to add: 01/08/10
The above section is a web-enhanced class. Internet access may be required.

ILA-800 SUPERVISED TUTORING - CAT 0.00 UNITS
Supervised tutoring, study skills development, and assistance in understanding college course assignments.
• PREREQUISITE: None.
• COREQUISITE: Must be enrolled in one other non-tutoring course.
• LIMITATION ON ENROLLMENT: Student must have a referral from an instructor or counselor.
30209 Supervised Tutoring - CAT IT 108 Staff
Last day to add: 02/13/10

COMPUTER INFORMATION SYSTEMS

Most Computer Information Systems courses have an 18 hour laboratory requirement to be arranged. Your instructor will have details the first day of class.

CIS-1A INTRO TO COMP INFO SYS 3.00 UNITS
Introduction to computer concepts, theory and computer applications. Functions and capabilities of word processors, spreadsheets, databases, presentation graphics and the Internet are covered through lecture, discussion and hands-on computer assignments.
• PREREQUISITE: None.
30063  01/04/10 02/11/10
J Coverdale
The above section is an online class. Computer with Internet access required. See www.opencampus.com.

CIS-39 CURRENT TECHNIQUES IN GAME ART 4.00 UNITS
Introduction to the fundamental techniques, concepts, and vocabulary of advanced sculpting for Game Art, Animation, Concept Art, and Digital Illustration.
• PREREQUISITE: None.
• ADVISORY: Ability to manipulate graphics including layers and textures with Photoshop or concurrent enrollment in CIS-78A or ADM-71.
30066  10:00AM 12:15PM MTWTH IT 106  G Marquez
12:15PM 01:45PM MTWTH IT 108
01/04/10 02/11/10 Last day to add: 01/08/10
The above section is a web-enhanced class. Internet access may be required.

CIS-78A INTRO ADOBE PHOTOSHOP 3.00 UNITS
Introduction to Adobe Photoshop including selecting, layers, masks, channels and vector art for manipulating images. (Same as CAT-78A)
• PREREQUISITE: None.
30068  07:35AM 09:50AM MTWTH IT 106  G Marquez
01/04/10 02/11/10 Last day to add: 01/08/10
The above section is a web-enhanced class. Internet access may be required.

ILA-800 SUPERVISED TUTORING - CIS 0.00 UNITS
Supervised tutoring, study skills development, and assistance in understanding college course assignments.
• PREREQUISITE: None.
• COREQUISITE: Must be enrolled in one other non-tutoring course.
• LIMITATION ON ENROLLMENT: Student must have a referral from an instructor or counselor.
30209 Supervised Tutoring - CIS IT 108 Staff
Last day to add: 02/13/10

DENTISTRY/DENTAL TECHNOLOGY - See Moreno Valley campus

DRAFTING - See Architecture & Engineering

WARNING! REGISTRATION WILL BE BLOCKED IF YOU HAVE NOT MET THE PREREQUISITE!
### EARLY CHILDHOOD EDUCATION

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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<td>EAR-30</td>
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<td>ECEN 115</td>
<td>S Burnett</td>
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</table>

Supervised student teaching at the RCC Early Childhood Lab School.

- **PREREQUISITE:** EAR-19 and 28.

The above section has an optional 108 hours of student teaching required at the Norco campus ECEC. These hours will be completed from 9:05AM-1:35PM, MTWTH with a mentor teacher. A TB test is required by the first day of class. For more information e-mail sarah.burnett@rcc.edu.

Work Experience is available for Early Childhood Education. Please refer to the Work Experience section for more information.

### ENGINEERING

<table>
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<tr>
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<td>MTWTH</td>
<td>IT 109</td>
<td>M Bader</td>
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</table>

An introduction to various engineering fields, kinds of work done by engineers and experimental methods used in engineering.

- **PREREQUISITE:** None.

The above section is a web-enhanced class. Internet access may be required. See www.opencampus.com.

### ENGLISH

#### PLACEMENT GUIDELINES: ENGLISH COMPOSITION COURSES

**ENGLISH 1A.** One of the following:

1. Qualifying preparation score based on the DTLs or Accuplacer test and academic background.
2. A grade of C or better in ENG-50.

**ENGLISH 1B:**

A grade of C or better in ENG-1A.

**ENGLISH 50:** One of the following:

1. Qualifying preparation score based on the DTLs or Accuplacer test and academic background.
2. Successful completion of ENG-60B or ESL-55.

**ENGLISH 60A:**

There is no prerequisite; the course is open to all students.

It is strongly recommended that students register in an appropriate composition course (ENG-1A, 50, 60A, or 60B) during their first semester of enrollment.

See “Moving through English” for more details.

### ENG-1A ENGLISH COMPOSITION 4.00 UNITS

Teaches college-level critical reading, academic writing, and research skills.

- **PREREQUISITE:** ENG-50 or qualifying preparation score.

All sections of ENG-1A have an 18 hour ON-CAMPUS laboratory requirement to be arranged.

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</table>

The above section is a hybrid class. Computer with Internet access required. See www.opencampus.com.

### ENG-5B CRITICAL THINKING/WRITING 4.00 UNITS

Through a study of argument and literature, this course develops students' critical thinking, reading, and writing skills beyond the level achieved in ENG-1A. 

- **PREREQUISITE:** ENG-1A or 1AH.

All sections of ENG-5B have an 18 hour ON-CAMPUS laboratory requirement to be arranged.

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<th>Code</th>
<th>Hours</th>
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<td>MTWTH</td>
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<td>L Nelson</td>
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The above section is an online class. Computer with Internet access required. See www.opencampus.com.

### ENG-60B ENGLISH FUNDAMENTALS 4.00 UNITS

Prepares students for college-level reading and academic writing.

- **PREREQUISITE:** ENG-60B, ESL-55 or qualifying preparation score.

- **ADVISORY:** REA-82 or qualifying preparation score.

All sections of ENG-60B have an 18 hour ON-CAMPUS laboratory requirement to be arranged.

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The above section is an online class. Computer with Internet access required. See www.opencampus.com.

### ENG-1B CRITICAL THINKING/WRITING 4.00 UNITS

Through a study of argument and literature, this course develops students' critical thinking, reading, and writing skills beyond the level achieved in ENG-1A. 

- **PREREQUISITE:** ENG-1A or 1AH.

All sections of ENG-1B have an 18 hour ON-CAMPUS laboratory requirement to be arranged.

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<tbody>
<tr>
<td>30085</td>
<td>4.00</td>
<td>MTWTH</td>
<td>IT 110</td>
<td>L Nelson</td>
</tr>
</tbody>
</table>

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

### ENG-60A ENGLISH FUNDAMENTALS 4.00 UNITS

Prepares students for college-level reading and academic writing.

- **PREREQUISITE:** None.

All sections of ENG-60A have an 18 hour ON-CAMPUS laboratory requirement to be arranged.

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Days</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>30092</td>
<td>4.00</td>
<td>MTWTH</td>
<td>LIBR 110</td>
<td>L Steele</td>
</tr>
</tbody>
</table>

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

### ENG-60B ENGLISH FUNDAMENTALS 4.00 UNITS

Prepares students for college-level reading and academic writing.

- **PREREQUISITE:** ENG-60B, ESL-55 or qualifying preparation score.

- **ADVISORY:** REA-82 or qualifying preparation score.

All sections of ENG-60B have an 18 hour ON-CAMPUS laboratory requirement to be arranged.

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Days</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>30095</td>
<td>4.00</td>
<td>MTWTH</td>
<td>LIBR 110</td>
<td>N Capps</td>
</tr>
</tbody>
</table>

The above section is an online class. Computer with Internet access required. See www.opencampus.com.
**Moving through English**

**English as a Second Language**

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

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

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

---

- **ENG-50** Basic Composition
- **ENG-60A** Fundamentals: Sentence to Paragraph
- **ENG-60B** Fundamentals: Paragraph to Essay
- **ENG-57** Optional non-transferable

---

**Moving through Reading**

- **REA-81** Reading Level I
- **REA-82** Reading Level II
- **REA-83** Reading Level III

---

**WARNING!**

REGISTRATION WILL BE BLOCKED IF YOU HAVE NOT MET THE PREREQUISITE!
HEALTH SCIENCE
HES-1 HEALTH SCIENCE 3.00 UNITS
• PREREQUISITE: None.
30112 07:35AM 09:50AM MTWTH HUM 111 J Morrison
01/04/10 02/11/10 Last day to add: 01/08/10
30111 10:00AM 12:15PM MTWTH WEO W6 J Morrison
01/04/10 02/11/10 Last day to add: 01/08/10
EVENING
30110 05:30PM 10:00PM TTH WEO W6 M Donovan
01/05/10 02/11/10 Last day to add: 01/09/10

HISTORY
HIS-6 POL SOC HIST OF US 3.00 UNITS
A history of the United States from Colonial time to 1877.
• PREREQUISITE: None.
• ADVISORY: Qualification for ENG-1A.
EVENING
30189 06:00PM 10:30PM TTH ST 201 D Reina
01/05/10 02/11/10 Last day to add: 01/09/10

INTERDISCIPLINARY STUDIES
ILA-800 courses are self-paced open-entry/open-exit classes that provide supervised tutoring, study skills development, and assistance in understanding college course assignments. Students receive individualized tutoring and small group instruction outside of class-time to improve learning and study skills in specific subject matter. Students must have a referral from an instructor or counselor in order to enroll.

ILA-800 SUPERVISED TUTORING 0.00 UNITS
Supervised tutoring, study skills development, and assistance in understanding college course assignments.
• PREREQUISITE: None.
• COREQUISITE: Must be enrolled in one other non-tutoring course.
• LIMITATION ON ENROLLMENT: Student must have a referral from an instructor or counselor.
30208 Supervised Tutoring - CAT IT 108 Staff
Last day to add: 02/13/10
30209 Supervised Tutoring - CIS IT 108 Staff
Last day to add: 02/13/10

LOGISTICS - See Business Administration

MANAGEMENT
MAG-53 HUMAN RELATIONS 3.00 UNITS
Practical application of basic psychology in building better employer-employee relationships.
• PREREQUISITE: None.
ONLINE
30127 01/04/10 02/11/10 G Zwart
The above section is an online class. Computer with Internet access required. See www.opencampus.com.

MATHEMATICS
MAT-1A CALCULUS I 4.00 UNITS
Plane analytic geometry, functions, differentiation with applications and basic integration.
• PREREQUISITE: MAT-10 or qualifying placement level.
30005 12:30PM 04:15PM MTWTH ATEC 210 R Ries
01/04/10 02/11/10 Last day to add: 01/08/10

MAT-10 PRECALCULUS 4.00 UNITS
College-level algebra and trigonometry preparation for calculus.
• PREREQUISITE: MAT-36 or qualifying placement level.
30000 09:55AM 12:55PM MTWTH ATEC 211 Staff
01/04/10 02/11/10 Last day to add: 01/08/10

REGISTRATION REQUIREMENTS: MATHEMATICS COURSES
• All students who wish to enroll in a higher level math course than MAT-63 (formerly 51) or 65 or MAT-90A must take the Accuplacer test to register for classes.
OR
• All students who feel they meet prerequisites based on coursework from other colleges or universities must have official transcripts on file and evaluated.
See “Moving Through Math” for more details.
**MAT-11** COLLEGE ALGEBRA 4.00 UNITS
College-level algebra.
- **PREREQUISITE:** MAT-35 or qualifying placement level.

**EVENING**
30002 06:00PM-09:00PM MTWTH LIBR 109 J DeGuzman
01/04/10 02/11/10 Last day to add: 01/08/10

**MAT-12** STATISTICS 3.00 UNITS
A study of statistical methods and their application to hypothesis testing and estimation of population parameters.
- **PREREQUISITE:** MAT-35 or qualifying placement level.

**EVENING**
30003 12:50PM-03:00PM MTWTH ECEN 115 B Johnson
01/04/10 02/11/10 Last day to add: 01/08/10

**MAT-35** INTERMEDIATE ALGEBRA 5.00 UNITS
Algebra preparation for college-level mathematics.
- **PREREQUISITE:** MAT-52 or qualifying placement level.

**EVENING**
30006 08:30AM-12:15PM MW ATEC 210 B Johnson
01/04/10 02/10/10 Last day to add: 01/08/10

**MAT-36** TRIGONOMETRY 4.00 UNITS
An introduction to the trigonometric functions, their identities and relationships, graphs and applications, accompanied by essential topics of geometry.
- **PREREQUISITE:** MAT-35 and MAT-53 or qualifying placement level.

**EVENING**
30009 06:00PM-09:00PM MTWTH ST 203 R Ries
01/04/10 02/10/10 Last day to add: 01/08/10

**MAT-52** ELEMENTARY ALGEBRA 4.00 UNITS
An introduction to the concepts of algebra.
- **PREREQUISITE:** MAT-64 (formerly 50), 65, 90F or qualifying placement level.

**ONLINE**
30011 10:00AM-01:00PM MTWTH WEQ W4 S Park
01/04/10 02/02/10 Last day to add: 01/08/10

**MAT-63** ARITHMETIC 3.00 UNITS
Study of the four basic operations applied to whole numbers, fractions, mixed numbers and decimals, with application to real-world problems.
(Non-degree credit course.)
- **PREREQUISITE:** None.

**ONLINE**
30019 07:35AM-09:50AM MTWTH WEQ W5 Staff
01/04/10 02/11/10 Last day to add: 01/08/10

**MAT-64** PRE-ALGEBRA 3.00 UNITS
Designed as a transition from arithmetic to elementary algebra. (Non-degree credit course.)
- **PREREQUISITE:** MAT-63 or 90C.

**ONLINE**
30022 07:35AM-09:50AM MTWTH ST 108 Staff
01/04/10 02/11/10 Last day to add: 01/08/10

**MUS-19** MUSIC APPRECIATION 3.00 UNITS
Study of musical style, form and materials, organized to acquaint the student with representative musical literature through listening, reading and writing.
- **PREREQUISITE:** None.
- **COREQUISITE:** Concurrent enrollment in any math course.

**ONLINE**
30026 06:30PM-08:45PM MTWTH ST 101 Staff
01/04/10 02/10/10 Last day to add: 01/08/10

**MAT-96** MATH CENTER PRACTICUM 0.50 UNITS
Math center access for students enrolled in mathematics courses. (Non-degree credit course. Pass-No Pass only.)
- **PREREQUISITE:** None.
- **COREQUISITE:** Concurrent enrollment in any math course.

**PHI-10** INTRO TO PHILOSOPHY 3.00 UNITS
Introduction to the major questions of Western philosophy and their answers.
- **PREREQUISITE:** None.

**ONLINE**
30136 01/04/10 02/11/10 Last day to add: 01/09/10

**PARAMEDICS** - See Moreno Valley campus

**PHILOSOPHY**

**OFFERED AT NO SERVICE CENTER: MCV**

**ME Raw Text**
**PHYSICAL EDUCATION**

**PHP-4 NUTRITION 3.00 UNITS**
Principles of basic nutrition and their application to health and diseases.

- **PREREQUISITE:** None.

30141 10:00AM 12:15PM MTWTH W3 T Wallstrom
01/04/10 02/11/10 Last day to add: 01/08/10

**PHP-A40 KARATE, BEGINNING 1.00 UNITS**
Develops basic skills needed for unarmed self-defense by using shifting, blocking, punching and kicking.

- **PREREQUISITE:** None.

30142 02:50PM 05:05PM MTWTH W2 D Namekata
01/04/10 02/11/10 Last day to add: 01/08/10

**PHP-A41 KARATE, INTERMEDIATE 1.00 UNITS**
Reviews basic skills and develops intermediate level skills in karate and self-defense.

- **PREREQUISITE:** None.

30143 10:00AM 12:15PM MTWTH W2 M Burns
01/04/10 02/11/10 Last day to add: 01/08/10

**POLITICAL SCIENCE**

**POL-1 AMERICAN POLITICS 3.00 UNITS**
The principles, institutions, policies and critical issues in American politics.

- **PREREQUISITE:** None.

30154 06:00PM 10:30PM M ST 202 R Greene
01/04/10 02/11/10 Last day to add: 01/04/10

The above section is a hybrid class. Computer with Internet access required. See www.opencampus.com.

**PSYCHOLOGY**

**PSY-1 GENERAL PSYCH 3.00 UNITS**
Survey of scientific study of behavior, including learning, emotion, motivation, emotional problems and therapy.

- **PREREQUISITE:** None.

30158 06:00PM 10:30PM TTH W3 W Radtke
01/05/10 02/11/10 Last day to add: 01/09/10

**PSY-9 DEVELOPMENTAL PSYCH 3.00 UNITS**
A survey of biological, cognitive and psychosocial development throughout the human life cycle from conception to death.

- **PREREQUISITE:** None.

30160 10:00AM 12:15PM MTWTH T101 K Norton
01/04/10 02/11/10 Last day to add: 01/08/10

**READING**

**REA-81 READING, LEVEL 1 3.50 UNITS**
Instruction in basic reading skills, along with individually prescribed practice work in a wide range of materials. (Non-degree credit course.)

- **PREREQUISITE:** None.

30162 07:35AM 11:20AM MTWTH HUM 102 M Sloniger
01/04/10 02/11/10 Last day to add: 01/08/10

**Moving through English**

**English as a Second Language**

**Moving through Reading**

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

**WRITING/READING CENTER HOURS: NORCO (LIBR 113)**
Monday-Thursday: 8:00AM-5:30PM
Saturday-Sunday: CLOSED
REAL ESTATE
RLE-80 REAL ESTATE PRINCIPLES 3.00 UNITS
Fundamental course covering the basic laws, principles and terminology
of California real estate practice.
• PREREQUISITE: None.
ONLINE
30164 T Wagner
01/04/10 02/11/10 Last day to add: 01/09/10
The above section is an online class. Computer with Internet access required. See

SOCIOLOGY
SOC-1 INTRO TO SOCIOLOGY 3.00 UNITS
An introduction to the basic concepts of societal organization.
• PREREQUISITE: None.
30207 10:00AM 12:15PM MTWTH ST 202 K Andacheh
01/04/10 02/11/10 Last day to add: 01/08/10

SPEECH COMMUNICATION
SPE-1 PUBLIC SPEAKING 3.00 UNITS
Learn how to prepare, present and evaluate a variety of speeches. Minimum
of 4 speeches and 20 formal speaking minutes required.
• PREREQUISITE: None.
• ADVISORY: SPE-51, 52 or qualification for ENG-1A.
30175 07:35AM 09:50AM MTWTH IT 210 M Lewis
01/04/10 02/11/10 Last day to add: 01/08/10

WORK EXPERIENCE - Check it out!
Work Experience is a one hour per week class which allows students
to earn up to 4 units per semester for experience gained through
employment or volunteer service. Enroll in a general Work Experience
section and you will be placed in your choice of one of the disciplines
below.

Units Determination:
General Work Experience (not related to one of the occupational
disciplines listed below) is 3 units only.

Occupational Work Experience (one of the disciplines shown below)
vary from 1-4 units. For every one (1) unit of work experience credit
students must complete 75 hours of paid work or 60 hours of volunteer
work during the college semester. No more than 20 hours per week
may be applied toward this work requirement. Below is a general guide
to help students enroll in the appropriate number of units of work
experience.

<table>
<thead>
<tr>
<th>Hours Worked Per Week</th>
<th>Students should enroll in:</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-40 (paid) 15-40 (volunteer)</td>
<td>up to 4 units</td>
</tr>
<tr>
<td>14-19 (paid) 11-14 (volunteer)</td>
<td>up to 3 units</td>
</tr>
<tr>
<td>9-13 (paid) 7-10 (volunteer)</td>
<td>up to 2 units</td>
</tr>
<tr>
<td>5-8 (paid) 4-6 (volunteer)</td>
<td>1 unit</td>
</tr>
</tbody>
</table>

Accounting
Administration of Justice
Air Conditioning
American Sign Language
Applied Digital Media
Architecture
Art
Auto Body
Auto Tech
Business
GIS
Community Interpretation
Construction
Cosmetology
Culinary Arts
Dental Hygiene
Dental Technology
Early Childhood Education
Education
Electronics
Engineering
Film, Television and Video
Fire Technology
Human Services
Journalism
Machine Shop
Management
Marketing
Medical Assisting
Nursing
Office Administration
Paralegal Studies
Photography
Physical Education
Real Estate
Welding

WARNING!
REGISTRATION WILL BE BLOCKED IF
YOU HAVE NOT MET THE PREREQUISITE!
## Mission Statement

Responsive to the educational needs of its region, Moreno Valley College offers academic programs and student support services which include baccalaureate transfer, professional, pre-professional, and pre-collegiate curricula for all who can benefit from them. Life-long learning opportunities are provided, especially, in health and public service preparation.

### Anatomy & Physiology

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Units</th>
<th>Code</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMY-2A</td>
<td>Anatomy &amp; Physiology I</td>
<td>4.00</td>
<td>AMY-10</td>
<td>Survey Human Anat/Physio</td>
<td>3.00</td>
</tr>
<tr>
<td></td>
<td>An integrated study of body organization and terminology, cells and tissues, skeletal and muscular systems, and eye and ear.</td>
<td></td>
<td></td>
<td>A survey of the structure and function of human cells, tissues and systems- for Allied Health majors.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PREREQUISITE: None.</td>
<td></td>
<td></td>
<td>PREREQUISITE: None.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20014 08:00AM-02:00PM MTWTH SCI 250 S Wagner</td>
<td></td>
<td>20013</td>
<td>10:00AM-12:15PM MTWTH SCI 157 S Marshall</td>
<td></td>
</tr>
<tr>
<td></td>
<td>01/04/10 02/11/10 Last day to add: 01/08/10</td>
<td></td>
<td>01/04/10 02/11/10 Last day to add: 01/08/10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Art

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Units</th>
<th>Code</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-6</td>
<td>Art Appreciation</td>
<td>3.00</td>
<td>ART-18</td>
<td>Intermediate Drawing</td>
<td>3.00</td>
</tr>
<tr>
<td></td>
<td>An introductory course for the non-art major. An overview of the creative process and various art forms.</td>
<td></td>
<td></td>
<td>Continued study of the skills acquired in Beginning Drawing, with the emphasis on color theory and color media in drawing.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PREREQUISITE: None.</td>
<td></td>
<td></td>
<td>PREREQUISITE: ART-17 or 22.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20018 05:30PM-10:00PM M HM 129 J Lopez Garcia</td>
<td></td>
<td>20252</td>
<td>10:00AM-02:30PM MTWTH HM 126 V Madrid</td>
<td></td>
</tr>
<tr>
<td></td>
<td>01/04/10 02/10/10 Last day to add: 01/04/10</td>
<td></td>
<td>01/04/10 02/11/10 Last day to add: 01/08/10</td>
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</tbody>
</table>

### Architecture - See Norco Campus

### Biology

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Units</th>
<th>Code</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO-1</td>
<td>General Biology</td>
<td>4.00</td>
<td>ART-48</td>
<td>Studio Drawing</td>
<td>3.00</td>
</tr>
<tr>
<td></td>
<td>A study of life as revealed in biological systems using cellular, organismic and ecological approaches. The basic principles of cellular biology, biochemistry, genetics, evolution, ecology and the social implications of biology are included.</td>
<td></td>
<td></td>
<td>Continued drawing studio work with emphasis on individual art problems for the self-motivated student.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PREREQUISITE: ART-17(4A) or 18(5A).</td>
<td></td>
<td></td>
<td>PREREQUISITE: ART-17(4A) or 18(5A).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20019 08:00AM-12:30PM MTWTH SCI 255 F Galicia</td>
<td></td>
<td>20253</td>
<td>10:00AM-02:30PM MTWTH HM 126 V Madrid</td>
<td></td>
</tr>
<tr>
<td></td>
<td>01/04/10 02/11/10 Last day to add: 01/08/10</td>
<td></td>
<td>01/04/10 02/11/10 Last day to add: 01/08/10</td>
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<td></td>
</tr>
</tbody>
</table>

### Business Administration - Also See Accounting, Management, Marketing, Paralegal and Real Estate

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Units</th>
<th>Code</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-10</td>
<td>Intro to Business</td>
<td>3.00</td>
<td>ART-18</td>
<td>Intermediate Drawing</td>
<td>3.00</td>
</tr>
<tr>
<td></td>
<td>Considers scope, function and organization of business, including principles and practices, with an integrated global perspective.</td>
<td></td>
<td></td>
<td>PREREQUISITE: None.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ONLINE</td>
<td></td>
<td></td>
<td>ONLINE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>202002 J Duran</td>
<td></td>
<td></td>
<td>01/04/10 02/11/10 Last day to add: 01/08/10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The above section is an online class. Computer with Internet access required. See <a href="http://www.opencampus.com">www.opencampus.com</a>.</td>
<td></td>
<td></td>
<td>The above section is an online class. Computer with Internet access required. See <a href="http://www.opencampus.com">www.opencampus.com</a>.</td>
<td></td>
</tr>
</tbody>
</table>
CHEMISTRY
DO YOU NEED INFORMATION ON HOW TO VALIDATE YOUR PREREQUISITE? CALL THE PREREQUISITE HOTLINE AT 222-8808. (FOR CHEMISTRY AND FOREIGN LANGUAGES ONLY.)

CHE-2A  INTRO CHEMISTRY I  4.00 UNITS
Introductory chemical concepts with health and environmental applications; fulfills the needs of non-science majors.

- PREREQUISITE: MAT-52.

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Days</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>20024</td>
<td>10:00AM 12:15PM</td>
<td>MTH</td>
<td>HM 129</td>
<td>R Allahyari</td>
</tr>
<tr>
<td></td>
<td>01:00PM 03:15PM</td>
<td>MTH</td>
<td>SCI 261</td>
<td>R Allahyari</td>
</tr>
<tr>
<td></td>
<td>01/04/10 02/11/10</td>
<td>Last day to add: 01/08/10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20025</td>
<td>10:00AM 12:15PM</td>
<td>MTH</td>
<td>HM 129</td>
<td>R Allahyari</td>
</tr>
<tr>
<td></td>
<td>03:15PM 05:30PM</td>
<td>MTH</td>
<td>SCI 261</td>
<td>R Allahyari</td>
</tr>
<tr>
<td></td>
<td>01/04/10 02/11/10</td>
<td>Last day to add: 01/08/10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COMPUTER APPLICATIONS/OFFICE

Most Computer Applications/Office courses have an 18 hour laboratory requirement to be arranged. Your instructor will have details on the first day of class.

CAT-54A  INTRO TO FLASH  3.00 UNITS
Prepares students to learn Flash, an animation and interactivity tool for the web and training mediums. (Same as CIS-54A)

- PREREQUISITE: None.
- ADVISORY: Competency in the use of a computer, familiarity with the Internet and CAT-95A.

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Days</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>20021</td>
<td>10:00AM 02:30PM</td>
<td>MW</td>
<td>HM 324</td>
<td>M Barboza</td>
</tr>
<tr>
<td></td>
<td>01/04/10 02/10/10</td>
<td>Last day to add: 01/08/10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ILA-800  SUPERVISED TUTORING - CAT  0.00 UNITS
Supervised tutoring, study skills development, and assistance in understanding college course assignments.

- PREREQUISITE: None.
- COREQUISITE: Must be enrolled in one other non-tutoring course.
- LIMITATION ON ENROLLMENT: Student must have a referral from an instructor or counselor.

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Days</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>20254</td>
<td>Supervised Tutoring - CAT</td>
<td>SCI 151</td>
<td>M Barboza</td>
<td></td>
</tr>
<tr>
<td></td>
<td>01/04/10 02/10/10</td>
<td>Last day to add: 01/08/10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DEPARTMENTAL HOURS: MORENO VALLEY (SCI 151)
Monday-Thursday: 7:30AM-9:30PM
Saturday-Sunday: CLOSED

COMPUTER INFORMATION SYSTEMS
Most Computer Information Systems courses have an 18 hour laboratory requirement to be arranged. Your instructor will have details on the first day of class.

CIS-1A  INTRO TO COMP INFO SYS  3.00 UNITS
Introduction to computer concepts, theory and computer applications. Functions and capabilities of word processors, spreadsheets, databases, presentation graphics and the Internet are covered through lecture, discussion and hands-on computer assignments.

- PREREQUISITE: None.

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DEA-30  INT. CHAIRSIDE DENT ASSISTING  2.00 UNITS
This course includes clinical chair-side skills necessary for temporary crowns, bleaching splints, sports mouth guard, and sealants.

- PREREQUISITE: DEA-20, 23 and 24.
- LIMITATION ON ENROLLMENT: Enrollment in the Dental Assistant program.

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DEA-31  RADIOLOGY-DENTAL ASSISTANTS  1.50 UNITS
This course involves advanced radiography techniques including panoramic films and digital radiography.

- PREREQUISITE: DEA-20 and 21.
- LIMITATION ON ENROLLMENT: Enrollment in the Dental Assistant program.

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</table>

DEA-32  INT. SUPERVISED EXTERNSHIPS  1.00 UNITS
This course provides the student the ability to practice clinical dental assisting in general dentistry practices.

- PREREQUISITE: DEH-20, 22 and 24.
- LIMITATION ON ENROLLMENT: Enrollment in the Dental Assistant program.

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### DENTAL HYGIENE

#### DEH-10B  PRE-Clinical Dental Hygiene #2  1.00 UNITS

Continues to introduce the student to the basic clinical skills and techniques needed to perform clinical dental hygiene services.  
- **Prerequisite:** None.  
- **Corequisite:** DEH-19.  
- **Limitations on Enrollment:** Course is limited to students who have been admitted to RCC’s Dental Hygiene program.

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</table>

#### DEH-19  Pain Control  1.50 UNITS

Introduces the student to the physiological, psychological and philosophical aspects of pain control with emphasis on the use of local anesthetics and nitrous oxide/oxygen sedation.  
- **Prerequisite:** None.  
- **Corequisite:** DEH-10B.  
- **Limitations on Enrollment:** Course is limited to students who have been admitted to RCC’s Dental Hygiene program.

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#### DEH-30B  Clinical Dental Hygiene #4  1.00 UNITS

Allows students to apply clinical skills while performing dental hygiene services on patients with early to advanced periodontal disease.  
- **Prerequisite:** None.  
- **Limitations on Enrollment:** Course is limited to students who have been admitted to RCC’s Dental Hygiene program.

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**DRAFTING - See Engineering - Norco campus**

**EARLY CHILDHOOD EDUCATION**

**EAR-20  Child Development  3.00 UNITS**

A comprehensive overview of concepts, issues and theories of human development from conception through adolescence.  
- **Prerequisite:** None.  
- **Advisory:** EAR-20.

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**EAR-33  Infant and Toddlers  3.00 UNITS**

Provides caregivers the components of quality care and education for children ages 0-3.  
- **Prerequisite:** None.  
- **Advisory:** EAR-20.

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**EAR-42  Home School and Comm Rel  3.00 UNITS**

Techniques for communication and interaction within the family, school and community for parents and teachers.  
- **Prerequisite:** None.

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**EAR-44  Admin ECE Programs I  3.00 UNITS**

Introduction to management skills and responsibilities of programs for young children, including program planning and development, supervision of personnel, budgeting, operating regulations, record keeping, and public relations.  
- **Prerequisite:** EAR-20, 24, 28 and 42.

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**DENTAL TECHNOLOGY**

**DEN-72B  Dental Materials II  1.00 UNITS**

Study of metals and alloys, dental porcelains and hazardous materials in dentistry.  
- **Prerequisite:** None.

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**DEN-85  Ortho/Pedodontic Techniques  3.00 UNITS**

Laboratory fabrication of orthodontic and pedodontic appliances.  
- **Prerequisite:** DEN-70.

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**WARNING!** Registration will be blocked if you have not met the prerequisite!
This is a specialized program. For information regarding entry into the program go to www.rcc.edu/academicprograms/ems or call 951-571-6100 x 4600.

In order to enroll in EMS-50 and EMS-51, you must attend one of the mandatory orientation program dates listed below. Prompt attendance is required at the orientation and NO late admissions will be allowed. If you have a disability requiring accommodation, please call 951-222-8060 at least one week prior to the date of the event in order to assure accommodation.

**Winter Orientation Dates for EMS-50 and 51**
- 12/9/09 BLDG 16930 Ben Clark Training Center
  9:00AM-11:00AM
- 12/10/09 BLDG 16930 Ben Clark Training Center
  1:00PM-3:00PM

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**PLACEMENT GUIDELINES:**

**ENGLISH COMPOSITION COURSES**

**ENGLISH 1A:**
- One of the following:
  1. Qualifying preparation score based on the DTLS or Accuplacer test and academic background.
  2. A grade of C or better in ENG-50.

**ENGLISH 1B:**
- A grade of C or better in ENG-1A.

**ENGLISH 50:**
- One of the following:
  1. Qualifying preparation score based on the DTLS or Accuplacer test and academic background.
  2. Successful completion of ENG-60B or ESL-55.

**ENGLISH 60A:**
- There is no prerequisite; the course is open to all students.

It is strongly recommended that students register in an appropriate composition course (ENG-1A, 50, 60A, or 60B) during their first semester of enrollment.

See “Moving through English” for more details.

**ENGLISH COMPOSITION 4.00 UNITS**
Teaches college-level critical reading, academic writing, and research skills.
- **PREREQUISITE:** ENG-50 or qualifying preparation score.

All sections of ENG-1A have an 18 hour ON-CAMPUS laboratory requirement to be arranged.

**ENGLISH 1B CRITICAL THINKING/Writing 4.00 UNITS**
Through a study of argument and literature, this course develops students’ critical thinking, reading, and writing skills beyond the level achieved in ENG-1A.
- **PREREQUISITE:** ENG-1A or 1AH.

All sections of ENG-1B have an 18 hour ON-CAMPUS laboratory requirement to be arranged.
ENG-50  BASIC ENGLISH COMP  4.00 UNITS
Prepares students for college-level reading and academic writing.
• PREREQUISITE: ENG-60B, ESL-55 or qualifying preparation score.
• ADVISORY:REA-82 or qualifying preparation score.

All sections of ENG-50 have an 18 hour ON-CAMPUS laboratory requirement to be arranged

ENG-60A  ENGL FUND: SENT TO PARAGRAPH  4.00 UNITS
This course instills basic writing, reading, and grammar skills via sentence and paragraph. (Non-degree credit course. Pass-No Pass only.)
• PREREQUISITE: None.

All sections of ENG-60A have an 18 hour ON-CAMPUS laboratory requirement to be arranged

ENG-60B  ENGL FUND: PARAGRAPH TO ESSAY  4.00 UNITS
This course advances basic reading, writing, and grammar skills via the production of paragraph and short essays. (Non-degree credit course. Pass-No Pass only.)
• PREREQUISITE: ENG-60A or qualifying preparation score.

All sections of ENG-60B have an 18 hour ON-CAMPUS laboratory requirement to be arranged

ENG-97  WRIT/READ CTR PRACTICUM  1.00 UNITS
Writing and Reading Center support for self-paced development in writing for any student enrolled in an English, speech communication, or journalism course. (Non-degree credit course. Pass-No Pass only.)
• PREREQUISITE: None.
• COREQUISITE: Must be enrolled in another non-practicum English, speech communication, or journalism course.

Moving through English

English as a Second Language

Moving through Reading

It is recommended that students take English and Reading classes at the same time. Check placement score for the appropriate reading class.
ESL courses. (Non-degree credit course. Pass-No Pass only.)

ESL-90i PUNCTUATION 1.00 UNITS
Provides practice in using phrases and clauses to write well structured sentences. (Non-degree credit course. Pass-No Pass only.)

ESL-90h PHRASES AND CLAUSES 1.00 UNITS
Improves students' understanding and use of punctuation. (Non-degree credit course. Pass-No Pass only.)

ESL-55 ADVANCED WRITING/GRAMMAR 5.00 UNITS
An advanced English as a Second Language course for non-native speakers of English focusing on college-level grammar and academic writing skills, especially essay development. (Degree credit course. Letter Grade, or Pass-No Pass option.)

ESL-97 WRIT/READ CENTER PRACTICUM 1.00 UNITS
Writing and Reading Center access and support for students enrolled in ESL courses. (Non-degree credit course. Pass-No Pass only.)

ESL-92 INTERMEDIATE COMMUNICATION 3.00 UNITS
An intermediate conversation and idioms class for English as a Second Language students. (Non-degree credit course. Pass-No Pass only.)

ESL-96 WRIT/READ CTR PRACTICUM 0.50 UNITS
Writing and Reading Center access and support for students enrolled in ESL courses. (Non-degree credit course. Pass-No Pass only.)

ESL-90h PHRASES AND CLAUSES 1.00 UNITS
Provides practice in using phrases and clauses to write well structured sentences. (Non-degree credit course. Pass-No Pass only.)

ESL-97 WRIT/READ CENTER PRACTICUM 1.00 UNITS
Writing and Reading Center access and support for students enrolled in ESL courses. (Non-degree credit course. Pass-No Pass only.)

ESL-92 INTERMEDIATE COMMUNICATION 3.00 UNITS
An intermediate conversation and idioms class for English as a Second Language students. (Non-degree credit course. Pass-No Pass only.)

ESL-96 WRIT/READ CTR PRACTICUM 0.50 UNITS
Writing and Reading Center access and support for students enrolled in ESL courses. (Non-degree credit course. Pass-No Pass only.)

ESL-90h PHRASES AND CLAUSES 1.00 UNITS
Provides practice in using phrases and clauses to write well structured sentences. (Non-degree credit course. Pass-No Pass only.)

ESL-97 WRIT/READ CENTER PRACTICUM 1.00 UNITS
Writing and Reading Center access and support for students enrolled in ESL courses. (Non-degree credit course. Pass-No Pass only.)

ESL-92 INTERMEDIATE COMMUNICATION 3.00 UNITS
An intermediate conversation and idioms class for English as a Second Language students. (Non-degree credit course. Pass-No Pass only.)

ESL-96 WRIT/READ CTR PRACTICUM 0.50 UNITS
Writing and Reading Center access and support for students enrolled in ESL courses. (Non-degree credit course. Pass-No Pass only.)

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Provides practice in using phrases and clauses to write well structured sentences. (Non-degree credit course. Pass-No Pass only.)

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Writing and Reading Center access and support for students enrolled in ESL courses. (Non-degree credit course. Pass-No Pass only.)

ESL-92 INTERMEDIATE COMMUNICATION 3.00 UNITS
An intermediate conversation and idioms class for English as a Second Language students. (Non-degree credit course. Pass-No Pass only.)

ESL-96 WRIT/READ CTR PRACTICUM 0.50 UNITS
Writing and Reading Center access and support for students enrolled in ESL courses. (Non-degree credit course. Pass-No Pass only.)

ESL-90h PHRASES AND CLAUSES 1.00 UNITS
Provides practice in using phrases and clauses to write well structured sentences. (Non-degree credit course. Pass-No Pass only.)
HUMAN SERVICES
HMS-16  PUBLIC ASSISTANCE/BENEFITS  1.00 UNITS
Overview of federal, state and local public benefits for persons in need, including availability, eligibility requirements and entitlements.
   • PREREQUISITE: None.
EVENING
20101  06:00PM 09:00PM  T  HM 209  Staff
        01/05/10 02/09/10  Last day to add: 01/08/10

HUMANITIES
HUM-10  WORLD RELIGIONS  3.00 UNITS
Concepts of major religions including Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam.
   • PREREQUISITE: None.
   • ADVISORY: Qualification for ENG-1A.
20102  10:00AM 12:15PM  MTWTH  LIB 120  W Knight
        01/04/10 02/11/10  Last day to add: 01/08/10
ONLINE
20103  01/04/10 02/11/10  Last day to add: 01/09/10
The above section is an online class. Computer with Internet access required. See www.opencampus.com.

INTERDISCIPLINARY STUDIES
ILA-800  SUPERVISED TUTORING  0.00 UNITS
Supervised tutoring, study skills development, and assistance in understanding college course assignments. Students receive individualized tutoring and small group instruction outside of class-time to improve learning and study skills in specific subject matter. Students must have a referral from an instructor or counselor in order to enroll.
20254  Supervised Tutoring – CAT  SCI 151  M Barboza
        Last day to add: 02/13/10
20256  Supervised Tutoring – CIS  SCI 151  M Barboza
        Last day to add: 02/13/10
20257  Supervised Tutoring – MAT  HM 220  F Johnson
        Last day to add: 02/13/10

INTERPRETING - See Community Interpretation in Spanish
LOGISTICS - See Business Administration
MACHINE SHOP TECHNOLOGY - See Norco campus
MANUFACTURING TECHNOLOGY - See Norco campus

MATHEMATICS
MAT-10  PRECALCULUS  4.00 UNITS
College-level algebra and trigonometry preparation for calculus.
   • PREREQUISITE: MAT-36 or qualifying placement level.
20000  10:00AM 01:00PM  MTWTH  HM 221  V Alvarez
        01/04/10 02/11/10  Last day to add: 01/08/10
MAT-11  COLLEGE ALGEBRA  4.00 UNITS
College-level algebra.
   • PREREQUISITE: MAT-35 or qualifying placement level.
20001  01:10PM 04:10PM  MTWTH  HM 336  F Johnson
        01/04/10 02/11/10  Last day to add: 01/08/10
MAT-36 TRIGONOMETRY 4.00 UNITS
An introduction to the trigonometric functions, their identities and relationships, graphs and applications, accompanied by essential topics of geometry. • PREREQUISITE: MAT-35 or qualifying placement level.

MAT-52 ARITHMETIC 3.00 UNITS
Study of the four basic operations applied to whole numbers, fractions, mixed numbers and decimals, with application to real-world problems (Non-degree credit course.) • PREREQUISITE: None.

MAT-64 PRE-ALGEBRA 3.00 UNITS
Designed as a transition from arithmetic to elementary algebra. (Non-degree credit course.) • PREREQUISITE: MAT-63 or 90C.

MAT-90A WHOLE NUMBERS, INTRO FRACTIONS 1.00 UNITS
A course designed for students who wish an introduction to, or reinforcement in, basic mathematical concepts and applications involving whole numbers and fractions. (Non-degree credit course. Pass-No Pass only.) • PREREQUISITE: None.

MAT-90B FRACTIONS, INTRO DECIMALS 1.00 UNITS
A course designed for students who wish an introduction to, or reinforcement in, basic mathematical concepts and applications involving fractions and decimals. (Non-degree credit course. Pass-No Pass only.) • PREREQUISITE: MAT-90A.

MAT-90C DEIMALS 1.00 UNITS
A course designed for students who wish an introduction to, or reinforcement in, basic mathematical concepts and applications involving decimals. (Non-degree credit course. Pass-No Pass only.) • PREREQUISITE: MAT-90B.
Students are assigned to medical history review, physical examination, diagnostic testing, and patient management.

• PREREQUISITE: None.

• LIMITATION ON ENROLLMENT: Acceptance into the Physician Assistant Program including completion of all first-year courses.

20134    01/04/10 02/11/10    Last day to add: 01/16/10

Pht-17    FAMILY PRACTICE 6.00 UNITS

Under supervision, assigned to patient for medical history review, physical examination, diagnostic testing and, within limitation imposed by education and experience, patient management.

• PREREQUISITE: Advanced standing in the Physician Assistant Program including completion of all first-year courses.

20134    01/04/10 02/11/10    Last day to add: 01/16/10

PHT-18    PSYCHIATRY/MENTAL HEALTH 4.00 UNITS

Under supervision, perform psychiatric history and mental status examinations and participate in discussions and formulations of basic therapeutic plans.

• PREREQUISITE: None.

• LIMITATION ON ENROLLMENT: Advanced standing in the Physician Assistant Program including completion of all first-year courses.

20135    01/04/10 02/11/10    Last day to add: 01/16/10

PHT-16    OBSTETRICS/GYNECOLOGY 6.00 UNITS

Under supervision, participate in a variety of patient care activities emphasizing patients with reproductive tract abnormalities and normal or complicated pregnancies. Assigned to patients for medical history review, physical examination and diagnostic testing in preparation for supportive role during labor and delivery or gynecologic surgery.

• PREREQUISITE: Advanced standing in the Physician Assistant Program including completion of all first-year courses.

20132    01/04/10 02/11/10    Last day to add: 01/16/10

EVENING

20125    06:00PM 08:15PM  MTWTH  PSC MPB  R Russo
01/04/10 02/11/10    Last day to add: 01/16/10

PHP-A86    STEP AEROBICS 1.00 UNITS

Develops muscular strength, flexibility and endurance with step aerobic activity and body conditioning exercises.

• PREREQUISITE: None.

20126    07:35AM 09:50AM  MTWTH  PSC MPB  R Russo
01/04/10 02/11/10    Last day to add: 01/16/10

PHYSICIAN ASSISTANT

This is a specialized program. For information regarding entry into the www.rcc.edu/physicianassistant or call 571-6166.

Hours subject to change due to guest lecturers and/or faculty availability. Year Two clinical assignments are made by PA Program Clinical Coordinator.

PHT-4    APPLIED CLINIC SKILLS II 4.00 UNITS

Principles and practice of electrocardiography and 12-lead EKG interpretation. Principles and practice of diagnostic imaging and advanced imaging modalities.

• PREREQUISITE: None.

• LIMITATION ON ENROLLMENT: Acceptance into the Physician Assistant program.

20137    09:00AM 11:15AM  MTWTH  HM 227  D Middleton
09:00AM 10:30AM  TTH  HM 227
01/04/10 02/11/10    Last day to add: 01/16/10

PHT-12    INTERNAL MEDICINE II 6.00 UNITS

Under supervision, students participate in a wide variety of patient care activities in internal medicine and the Intensive and Coronary Care Units. Students are assigned to medical history review, physical examination, diagnostic testing, technical procedures and patient management.

• PREREQUISITE: None.

• LIMITATION ON ENROLLMENT: Advanced standing in the Physician Assistant program including completion of all first-year courses.

20129    01/04/10 02/11/10    Last day to add: 01/16/10

PHT-13    GENERAL SURGERY 4.00 UNITS

Under supervision, assigned to patients to elicit medical history, perform physical examination diagnostic testing, surgical and technical procedures and management of the surgical patient.

• PREREQUISITE: None.

• LIMITATION ON ENROLLMENT: Advanced standing in the Physician Assistant program including completion of all first year courses.

20130    01/04/10 02/11/10    Last day to add: 01/16/10

PHYSICIAN ASSISTANT

This is a specialized program. For information regarding entry into the www.rcc.edu/physicianassistant or call 571-6166.

Hours subject to change due to guest lecturers and/or faculty availability. Year Two clinical assignments are made by PA Program Clinical Coordinator.

PHT-12    INTERNAL MEDICINE II 6.00 UNITS

Under supervision, students participate in a wide variety of patient care activities in internal medicine and the Intensive and Coronary Care Units. Students are assigned to medical history review, physical examination, diagnostic testing, technical procedures and patient management.

• PREREQUISITE: None.

• LIMITATION ON ENROLLMENT: Advanced standing in the Physician Assistant program including completion of all first-year courses.

20129    01/04/10 02/11/10    Last day to add: 01/16/10

PHT-13    GENERAL SURGERY 4.00 UNITS

Under supervision, assigned to patients to elicit medical history, perform physical examination diagnostic testing, surgical and technical procedures and management of the surgical patient.

• PREREQUISITE: None.

• LIMITATION ON ENROLLMENT: Advanced standing in the Physician Assistant program including completion of all first year courses.

20130    01/04/10 02/11/10    Last day to add: 01/16/10

PHT-14    SURGERY II 6.00 UNITS

Continuation of Surgery Internship and the surgical subspecialties in orthopedics.

• PREREQUISITE: Advanced standing in the Physician Assistant program including completion of all first year courses.

20131    01/04/10 02/11/10    Last day to add: 01/16/10

PHT-15    PEDIATRICS 6.00 UNITS

Under supervision, students participate in a wide variety of patient care activities in the outpatient and inpatient clinical settings. Students are assigned to patients for medical history review, physical examination, diagnostic testing, and patient management.

• PREREQUISITE: None.

• LIMITATION ON ENROLLMENT: Advanced standing in the Physician Assistant program including completion of all first-year courses.

20132    01/04/10 02/11/10    Last day to add: 01/16/10

PHT-16    OBSTETRICS/GYNECOLOGY 6.00 UNITS

Under supervision, participate in a variety of patient care activities emphasizing patients with reproductive tract abnormalities and normal or complicated pregnancies. Assigned to patients for medical history review, physical examination and diagnostic testing in preparation for supportive role during labor and delivery or gynecologic surgery.

• PREREQUISITE: Advanced standing in the Physician Assistant program including completion of all first-year courses.

20133    01/04/10 02/11/10    Last day to add: 01/16/10

PHT-17    FAMILY PRACTICE 6.00 UNITS

Under supervision, assigned to patient for medical history review, physical examination, diagnostic testing and, within limitation imposed by education and experience, patient management.

• PREREQUISITE: Advanced standing in the Physician Assistant program including completion of all first-year courses.

20134    01/04/10 02/11/10    Last day to add: 01/16/10

PHT-18    PSYCHIATRY/MENTAL HEALTH 4.00 UNITS

Under supervision, perform psychiatric history and mental status examinations and participate in discussions and formulations of basic therapeutic plans.

• PREREQUISITE: None.

• LIMITATION ON ENROLLMENT: Advanced standing in the Physician Assistant Program including completion of all first-year courses.

20135    01/04/10 02/11/10    Last day to add: 01/16/10
### Moreno Valley

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Days</th>
<th>Room</th>
<th>Instructor</th>
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</thead>
</table>
| PHT-19 | 4.00 UNITS | UNDER SUPERVISION, ASSIGNED TO PATIENTS IN THE EMERGENCY DEPARTMENT FOR MEDICAL HISTORY REVIEW, PHYSICAL EXAMINATION, DIAGNOSTIC TESTING, MINOR SURGICAL PROCEDURES, ACLS, BCLS, AND PATIENT MANAGEMENT IN EMERGENCY SITUATIONS.  
• PREREQUISITE: None.  
• LIMITATION ON ENROLLMENT: Advanced standing in the Physician Assistant Program including completion of all first-year courses. |
| 20136 | 01/04/10 02/11/10 | HOSP T Thetford | Last day to add: 01/16/10 |

### Political Science

<table>
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<tr>
<th>Code</th>
<th>Hours</th>
<th>Days</th>
<th>Room</th>
<th>Instructor</th>
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</thead>
</table>
| POL-1 | 3.00 UNITS | THE PRINCIPLES, INSTITUTIONS, POLICIES AND CRITICAL ISSUES IN AMERICAN POLITICS.  
• PREREQUISITE: None.  
• ADVISORY: Qualification for ENG-1A. |
| 20138 | 01/04/10 02/11/10 | MTWTH STU 107 C Mahon | Last day to add: 01/08/10 |

### Psychology

<table>
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<tr>
<th>Code</th>
<th>Hours</th>
<th>Days</th>
<th>Room</th>
<th>Instructor</th>
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</thead>
</table>
| PSY-1 | 3.00 UNITS | SURVEY OF SCIENTIFIC STUDY OF BEHAVIOR, INCLUDING LEARNING, EMOTION, MOTIVATION, EMOTIONAL PROBLEMS AND THERAPY.  
• PREREQUISITE: None. |
| 20140 | 01/04/10 02/11/10 | MTWTH HM 338 K Hacker | Last day to add: 01/08/10 |

### Reading

<table>
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<tr>
<th>Code</th>
<th>Hours</th>
<th>Days</th>
<th>Room</th>
<th>Instructor</th>
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</thead>
</table>
| REA-82 | 3.50 UNITS | INTENDED FOR STUDENTS WHO EXPERIENCE SIGNIFICANT DIFFICULTY IN READING COLLEGE-LEVEL MATERIALS. (NON-DEGREE CREDIT COURSE.)  
• PREREQUISITE: REA-81 or qualifying preparation score. |
| 20146 | 01/05/10 02/11/10 | TTH PSC 8 S Nyrop | Last day to add: 01/09/10 |

The above section is a hybrid class. Computer with Internet access required. See www.opencampus.com.
### ENROLLMENT GUIDELINES: SPANISH COURSES

1. If you have taken Spanish in high school or in another college or university, you must have official transcripts on file and request evaluation of the course(s).

   Additionally, we highly recommend that you take the Spanish competency test so that an accurate determination of your skills can be made prior to registration.

2. If you have acquired knowledge of Spanish outside of a formal educational institution, you must file a matriculation appeal and take the Spanish competency test.

### SPANISH

**DO YOU NEED INFORMATION ON HOW TO VALIDATE YOUR PREREQUISITE? CALL THE PREREQUISITE HOTLINE AT 222-8808. (FOR CHEMISTRY AND FOREIGN LANGUAGES ONLY.)**

### SOCIOLGY

**SOC-1 INTRO TO SOCIOLGY 3.00 UNITS**

An introduction to the basic concepts of societal organization.

- **PREREQUISITE:** None.

20152 10:00AM 12:15PM M W T TH HM 337 J Hill
01/04/10 02/11/10 Last day to add: 01/08/10

**EVENING**

20151 06:00PM 09:00PM T W TH LIB 131 M Carpenter
01/05/10 02/11/10 Last day to add: 01/09/10

**ONLINE**

20153 01/04/10 02/11/10 Last day to add: 01/09/10

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

### SPEECH COMMUNICATION

**SPE-1 PUBLIC SPEAKING 3.00 UNITS**

Learn how to prepare, present and evaluate a variety of speeches. Minimum of 4 speeches and 20 formal speaking minutes required.

- **PREREQUISITE:** None.
- **ADVISORY:** SPE-51, 52 or qualification for ENG-1A.

20159 10:00AM 12:15PM M T W TH LIB 124 D White
01/04/10 02/11/10 Last day to add: 01/08/10

20160 01:00PM 03:15PM M T W TH LIB 124 D White
01/04/10 02/11/10 Last day to add: 01/08/10

**EVENING**

20158 05:30PM 07:45PM W M LIB 120 C Christman
01/04/10 02/10/10 Last day to add: 01/08/10

**SPE-9 INTERPERSONAL COMMUNICATION 3.00 UNITS**

Analyzes the dynamics, components and ethics of the two-person communication process in relationships.

- **PREREQUISITE:** None.
- **ADVISORY:** SPE-52 or qualification for ENG-1A.

20163 07:35AM 09:50AM M T W TH HM 209 T Berry
01/04/10 02/11/10 Last day to add: 01/08/10

**EVENING**

20162 05:30PM 07:45PM T TH LIB 120 D Mann
01/05/10 02/11/10 Last day to add: 01/09/10

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**Spanish Placement Testing**

The Spanish placement test measures competency levels for non-native speakers of Spanish who wish to enroll in Spanish courses but need to determine the appropriate starting level. The results show a recommendation of the appropriate Spanish class. Students can enroll in a level lower than their placement, but not higher.

MORENO VALLEY campus: Call 951-571-6142 to make an appointment.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 8</td>
<td>8:00 AM</td>
<td>STU 301</td>
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<tr>
<td>October 20</td>
<td>3:00 PM</td>
<td>STU 301</td>
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<tr>
<td>November 10</td>
<td>3:00 PM</td>
<td>STU 301</td>
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<tr>
<td>November 19</td>
<td>8:00 AM</td>
<td>STU 301</td>
</tr>
<tr>
<td>December 8</td>
<td>3:00 PM</td>
<td>STU 301</td>
</tr>
<tr>
<td>January 5</td>
<td>8:00 AM</td>
<td>STU 301</td>
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</tbody>
</table>

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**Spanish**

If you have taken Spanish in high school or in another college or university, you must have official transcripts on file and request evaluation of the course(s).

- **PREREQUISITE:** None.
- **COREQUISITE:** Concurrent enrollment in any English, ESL, reading or speech communication course.

20147 10:00AM 12:15PM M W T TH LIB 131 M Carpenter
01/04/10 02/11/10 Last day to add: 01/08/10

**EVENING**

20149 05:00PM 07:15PM T TH HM 232 S Nyrop
01/04/10 02/11/10 Last day to add: 01/08/10

**ONLINE**

20153 01/04/10 02/11/10 Last day to add: 01/09/10

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

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**ADVISORY:**

- **SPE-51, 52 or qualification for ENG-1A.**
### ADMINISTRATION OF JUSTICE

**ADJ-1  INTRO ADMIN OF JUSTICE  3.00 UNITS**
The history and philosophy of administration of justice in America.  
**PREREQUISITE: None.**

**EVENING**
40501  
05:30PM 10:00PM  
MW  
RXHS P2  
M Reid  
01/04/10 02/10/10  
Last day to add: 01/08/10

### EARLY CHILDHOOD EDUCATION

**EAR-20  CHILD DEVELOPMENT  3.00 UNITS**
A comprehensive overview of concepts, issues and theories of human development from conception through adolescence.  
**PREREQUISITE: None.**

**EVENING**
40165  
06:00PM 10:30PM  
MW  
RXHS T8  
F Brinhurst  
01/04/10 02/10/10  
Last day to add: 01/08/10

### ENGLISH

**ENG-1A  ENGLISH COMPOSITION  4.00 UNITS**
Teaches college-level critical reading, academic writing, and research skills.  
**PREREQUISITE: ENG-50 or qualifying preparation score.**

40184  
06:50AM 09:50AM  
MTWTH  
RXHS P3  
N Freim  
01/04/10 02/11/10  
Last day to add: 01/08/10

The above section requires 18 hours laboratory by arrangement.

**ENG-50  BASIC ENGLISH COMP  4.00 UNITS**
Prepares students for college-level reading and academic writing.  
**PREREQUISITE: ENG-60B, ESL-55 or qualifying preparation score.**
**ADVISORY: REA-82 or qualifying preparation score.**

40199  
06:50AM 09:50AM  
MTWTH  
RXHS P4  
I Fealy  
01/04/10 02/11/10  
Last day to add: 01/08/10

The above section requires 18 hours laboratory by arrangement.

### MATHEMATICS

**MAT-52  ELEMENTARY ALGEBRA  4.00 UNITS**
An introduction to the concepts of algebra.  
**PREREQUISITE: MAT-64 (formerly 50), 65, 90F or qualifying placement level.**

40023  
10:00AM 01:00PM  
MTWTH  
RXHS P1  
J Yoo  
01/04/10 02/11/10  
Last day to add: 01/08/10

**MAT-63  ARITHMETIC  3.00 UNITS**
Study of the four basic operations applied to whole numbers, fractions, mixed numbers and decimals, with application to real-world problems.  
(Non-degree credit course.)  
**PREREQUISITE: None.**

40031  
10:00AM 12:15PM  
MTWTH  
RXHS P3  
M Wang  
01/04/10 02/11/10  
Last day to add: 01/08/10

**MAT-64  PRE-ALGEBRA  3.00 UNITS**
Designed as a transition from arithmetic to elementary algebra.  
(Non-degree credit course.)  
**PREREQUISITE: MAT-63 or 90C.**

40034  
10:00AM 12:15PM  
MTWTH  
RXHS T8  
Y Seager  
01/04/10 02/11/10  
Last day to add: 01/08/10

### PHYSICAL EDUCATION

**PHP-30  FIRST AID AND CPR  3.00 UNITS**
Earn “American Red Cross Responding to Emergencies” and “American Heart Association Healthcare Professional” certificates. First Aid and CPR fees totaling $15.50 are also required and are not covered by BOGW. Drop deadlines for non-payment apply.  
**PREREQUISITE: None.**

**EVENING**
40319  
06:00PM 10:30PM  
MW  
RXHS T7  
J McMains  
01/04/10 02/10/10  
Last day to add: 01/08/10

### PSYCHOLOGY

**PSY-1  GENERAL PSYCH  3.00 UNITS**
Survey of scientific study of behavior, including learning, emotion, motivation, emotional problems and therapy.  
**PREREQUISITE: None.**

**EVENING**
40502  
05:30PM 10:00PM  
TTH  
RXHS T4  
J Wilcoxson  
01/05/10 02/11/10  
Last day to add: 01/09/10

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**WARNING!**
REGISTRATION WILL BE BLOCKED IF YOU HAVE NOT MET THE PREREQUISITE!
RCC classes are now being offered at the Innovative Learning Center located on the Stokoe Elementary School campus at 4501 Ambs Drive, Riverside, CA 92505.

Day classes will require fingerprinting and background clearance. Day AND Evening students both require an RCC parking permit. Please call Ann Chambers at (951) 328-3660, Monday-Friday for information on how to get started.

**EARLY CHILDHOOD EDUCATION**

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Days</th>
<th>Room</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>EAR-28</td>
<td>3.00</td>
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<tr>
<td>PRINCIPLES/PRACTICES</td>
<td>3.00 UNITS</td>
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<tr>
<td>The effects of the different principles and practices used to educate young children.</td>
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<tr>
<td>• PREREQUISITE: None.</td>
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<tr>
<td>40168</td>
<td>10:00AM 12:15PM MTWTH STOK D101</td>
<td>M Flyr 01/04/10 02/11/10 Last day to add: 01/08/10</td>
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**EDUCATION**

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<tr>
<th>Code</th>
<th>Hours</th>
<th>Days</th>
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<tr>
<td>EDU-3</td>
<td>3.00</td>
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<tr>
<td>LITERACY INSTRUCTION</td>
<td>3.00 UNITS</td>
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<tr>
<td>Instructional literacy strategies are introduced, and essential competencies for delivering culturally relevant reading instruction to emerging readers are developed.</td>
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<tr>
<td>• PREREQUISITE: None.</td>
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<tr>
<td>• LIMITATION ON ENROLLMENT: Able to meet safety and health clearance standards for a public school district.</td>
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<tr>
<td>40575</td>
<td>10:00AM 12:15PM MTWTH STOK E102</td>
<td>K Hemborg 01/04/10 02/11/10 Last day to add: 01/08/10</td>
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**ENGLISH**

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<th>Hours</th>
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<tbody>
<tr>
<td>ENG-1A</td>
<td>4.00</td>
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<tr>
<td>ENGLISH COMPOSITION</td>
<td>4.00 UNITS</td>
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<tr>
<td>Teaches college-level critical reading, academic writing, and research skills.</td>
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<td>• PREREQUISITE: ENG-50 or qualifying preparation score.</td>
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<tr>
<td>40482</td>
<td>10:00AM 01:00PM MTWTH STOK E102</td>
<td>M Kent 01/04/10 02/11/10 Last day to add: 01/08/10</td>
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<td>Plus 18 hours laboratory by arrangement.</td>
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**MATHMATICS**

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<th>Hours</th>
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<th>Room</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>MAT-35</td>
<td>5.00</td>
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</tr>
<tr>
<td>INTERMEDIATE ALGEBRA</td>
<td>5.00 UNITS</td>
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</tr>
<tr>
<td>Algebra preparation for college-level mathematics.</td>
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</tr>
<tr>
<td>• PREREQUISITE: MAT-52 or qualifying placement level.</td>
<td></td>
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<tr>
<td>40498</td>
<td>01:00PM 04:45PM MTWTH STOK D118</td>
<td>K Al-Azem 01/04/10 02/11/10 Last day to add: 01/08/10</td>
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</tbody>
</table>

**MAT-52**

<table>
<thead>
<tr>
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<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEMENTARY ALGEBRA</td>
<td>4.00 UNITS</td>
<td></td>
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</tr>
<tr>
<td>An introduction to the concepts of algebra.</td>
<td></td>
<td></td>
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<tr>
<td>• PREREQUISITE: MAT-64 (formerly 50), 65, 90F or qualifying placement level.</td>
<td></td>
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</tr>
<tr>
<td>40499</td>
<td>07:00AM 10:00AM MTWTH STOK D118</td>
<td>A Sacdalan 01/04/10 02/11/10 Last day to add: 01/08/10</td>
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</table>

**SOCIOLOGY**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>SOC-1</td>
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<tr>
<td>INTRO TO SOCIOLOGY</td>
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<td>An introduction to the basic concepts of societal organization.</td>
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<tr>
<td>• PREREQUISITE: None.</td>
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<tr>
<td>40432</td>
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<td>E Perez 01/04/10 02/11/10 Last day to add: 01/08/10</td>
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</tbody>
</table>

**WARNING!**

REGISTRATION WILL BE BLOCKED IF YOU HAVE NOT MET THE PREREQUISITE!
Welcome to Riverside Community College District’s unique and vital public safety training located at the Ben Clark Training Center (BCTC). In association with local, state and federal agencies, Riverside Community College District (RCCD) offers one of the largest public safety training programs in Southern California. Each year, the college prepares hundreds of students to work as law enforcement officers, firefighters, probation officers, dispatchers, and correctional officers.

Most of the training occurs at the BCTC, located adjacent to March Air Force Reserve Base. RCCD at the BCTC is recognized nationally for its innovative, interagency programs that emphasize state-of-the-art training for law enforcement and firefighting personnel to function as a team.

Several major public agencies participate in public safety training, including the Riverside County Sheriff’s Department, the Riverside County Fire Department, the California Department of Forestry, the Department of Corrections and the Department of Probation. Working in conjunction with these agencies, RCCD is able to offer the following intensive programs in Law Enforcement and Fire Technology:

**Law Enforcement**
- Peace Officer Training
- Correctional Officer Training
- Probation Officer Training
- Dispatcher Training

**Fire Technology**
- A.S. Degree
- Basic Firefighter Academy
- Truck Academy
- Technical Rescue
- Driver Operator
- Hazardous Materials
- Fire & Chief Officer Training
- Wildland Firefighting

If you have any questions, call the phone number listed in each course description in the schedule of classes or call the Ben Clark Training Center Office at the numbers below. For additional information regarding registration for Riverside County Sheriff’s Department courses, Riverside County Fire Department courses, or Riverside County Training Officer’s Association courses, visit the Riverside Community College District website at [www.rcc.edu](http://www.rcc.edu) for specific registration details.

To assure open enrollment, class availability and scheduling flexibility while meeting the training needs of law enforcement, fire technology, and other public safety agencies, classes are scheduled on an as-needed basis. Please note that many of the listed classes have a prerequisite requirement.

- Technical and Advanced Officer Training (951) 486-2797
- Corrections Training (951) 486-2877
- Dispatch Training Courses (951) 486-2797
- Basic Peace Officer Training Academy (951) 571-6316
- Fire Academy and Fire Technology (951) 571-6197

**Fast Track (951) 571-6324**

The Fast Track Program provides sworn and correctional deputies, fire service personnel and all students with an opportunity to complete the prescribed general education requirements to earn an Associate of Science Degree in Law Enforcement, Fire Technology, or other related public service discipline within twelve to eighteen months.

This schedule of courses is especially attractive for public safety personnel to access the college’s courses and available programs. All classes are offered at the Ben Clark Public Safety and Training Center, located at 16791 Davis Avenue, Riverside, where **no parking permit is required**.

Ultimately, Fast Track provides students with at least two opportunities: a time to enhance and apply their intellectual skills toward greater professional performance; and a time to prepare to advance in their leadership positions.

### ADMINISTRATION OF JUSTICE

**ADJ-A8&** FIELD TRAINING OFFICER  **1.50 UNITS**

Designed to provide an understanding of the purpose of the field training program. For information regarding enrollment procedures, call 486-2797.

- **PREREQUISITE:** None.

<table>
<thead>
<tr>
<th>Code</th>
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<th>Days</th>
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<th>Instructor</th>
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<td>20164</td>
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<td></td>
<td>03:25PM 05:00PM</td>
<td>MTWTHF</td>
<td>CLRK CTR</td>
<td>T Wood</td>
</tr>
<tr>
<td></td>
<td>01/11/10 01/15/10</td>
<td></td>
<td></td>
<td>Last day to add: 01/14/10</td>
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**ADJ-A33A** PUBLIC SAFETY SEMINAR A  **0.25 UNITS**

Designed to address legislative requirements for fire, law enforcement or corrections personnel.

- **PREREQUISITE:** None.

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<tr>
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<th>Days</th>
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<th>Instructor</th>
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<tbody>
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<td>CLRK CTR</td>
<td>J Wood</td>
</tr>
<tr>
<td></td>
<td>01:00PM 05:00PM</td>
<td>M</td>
<td>CLRK CTR</td>
<td>J Wood</td>
</tr>
<tr>
<td></td>
<td>02/08/10 02/08/10</td>
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<tr>
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<td>CLRK CTR</td>
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<td></td>
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<td>W</td>
<td>CLRK CTR</td>
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<tr>
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<td>TH</td>
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<td>02/09/10 02/11/10</td>
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<td>Last day to add: 02/11/10</td>
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**ADJ-A33B** PUBLIC SAFETY SEMINAR B  **0.50 UNITS**

Designed to address legislative requirements for fire, law enforcement or corrections personnel.

- **PREREQUISITE:** None.

<table>
<thead>
<tr>
<th>Code</th>
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<th>Instructor</th>
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<td>01/25/10 01/26/10</td>
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**ADJ-A33C** PUBLIC SAFETY SEMINAR C  **1.00 UNITS**

Designed to address legislative requirements for fire, law enforcement or corrections personnel.

- **PREREQUISITE:** None.

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<th>Hours</th>
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<th>Room</th>
<th>Instructor</th>
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<td>T Wood</td>
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<td>20196</td>
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<td>CLRK CTR</td>
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<td>CLRK CTR</td>
<td>J Wood</td>
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<td>CLRK CTR</td>
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<td></td>
<td>01:00PM 05:00PM</td>
<td>TWTH</td>
<td>CLRK CTR</td>
<td>J Wood</td>
</tr>
<tr>
<td></td>
<td>02/09/10 02/11/10</td>
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<td>Last day to add: 02/11/10</td>
</tr>
</tbody>
</table>
### Code | Hours | Days | Room | Instructor
--- | --- | --- | --- | ---
**ADJ-A33E** PUBLIC SAFETY SEMINAR E | 2.00 UNITS | | |  
- Designed to address legislative requirements for fire, law enforcement or corrections personnel.  
  - **PREREQUISITE:** None.

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<th>Days</th>
<th>Room</th>
<th>Instructor</th>
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</thead>
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<td>CLRK CTR</td>
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<td>20195</td>
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<td>MTWTHF</td>
<td>CLRK CTR</td>
<td></td>
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<tr>
<td>01/11/10 01/15/10</td>
<td>Last day to add: 01/14/10</td>
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</tbody>
</table>

**ADJ-A44A** LASER OPERATOR | 0.25 UNITS | | |  
- Provides an understanding of the basics of radar operation as it relates to the use of laser technology. For information regarding enrollment procedures, call 486-2797.  
  - **PREREQUISITE:** None.  
  - **LIMITATION ON ENROLLMENT:** Must have successfully passed a 24-hour POST Radar certification class.

<table>
<thead>
<tr>
<th>Code</th>
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<th>Days</th>
<th>Room</th>
<th>Instructor</th>
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<tr>
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</tbody>
</table>

**ADJ-D1b** DISPATCHER UPDATE | 1.00 UNITS | | |  
- Designed to give officers the proper utilization of the Stun-Tech R.E.A.C.T. Belt. For information regarding enrollment procedures, call 486-2797.  
  - **PREREQUISITE:** None.

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Days</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
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<td>T Wood</td>
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<td>03:00PM 05:00PM</td>
<td>TH</td>
<td>CLRK CTR</td>
<td>J Johnson</td>
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<td>01/21/10 01/21/10</td>
<td>Last day to add: 01/21/10</td>
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</tbody>
</table>

**ADJ-C3B** ADV CORREC-PERISH SKILLS TRNG | 0.25 UNITS | | |  
- The student will be able to identify the appropriate force options to use and engage an uncooperative inmate with poise, control and confidence. For information regarding enrollment procedures, call 486-2877.  
  - **PREREQUISITE:** None.

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
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<td>CLRK CTR</td>
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<td>01:00PM 05:00PM</td>
<td>MTW</td>
<td>CLRK CTR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/11/10 01/13/10</td>
<td>Last day to add: 01/13/10</td>
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</table>

**ADJ-C4A** ADV CORRECTNG-SUPV | 1.00 UNITS | | |  
- Designed to enhance the on-the-job skills of the supervisor within corrections. For information regarding enrollment procedures, call 486-2877.  
  - **PREREQUISITE:** None. 

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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<th>Room</th>
<th>Instructor</th>
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<td>01/27/10 01/28/10</td>
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<td>Code</td>
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<td>Days</td>
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<td>Instructor</td>
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<tr>
<td>20188</td>
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<td>ADJ-P4A</td>
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</table>

The above section has fluctuating hours. First meeting: 1/23 from 8:00-5:00pm.

ADJ-R1B LEVEL II RESERVE 11.00 UNITS

Designed for individuals who desire to be qualified as Level II police reserve officer. This Level II Reserve Certification satisfies the Peace Officer Standards and Training (POST) requirements. For information regarding enrollment procedures, call 486-2797.

• PREREQUISITE: ADJ-R1A2.

20247 08:00AM-02:00PM | MTWTHF | CLRK CTR | G Raya |
| 01/05/10 04/01/10 | CLRK CTR |            |
| 01/05/10 04/01/10 | Last day to add: 03/11/10 |

ADJ-T1B TRAFF INVESTIGATION: INTERMED 1.50 UNITS

Fundamentals of skid mark analysis and documentation; helps develop advanced skills in accident investigation. For information regarding enrollment procedures, call 486-2797.

• PREREQUISITE: ADJ-B1B, C1D and T1A.

20182 08:00AM-02:25PM | MTWTHF | CLRK CTR | T Wood |
| 03:25PM-05:00PM | MTWTHF | CLRK CTR |            |
| 01/04/10 01/08/10 | Last day to add: 01/07/10 |

ADJ-T1D TRAFFIC COLLIS RECONSTRUCT 4.00 UNITS

Provides the skills necessary to investigate traffic collision reconstruction events. For information regarding enrollment procedures, call 486-2797.

• PREREQUISITE: None.

20174 08:00AM-03:10PM | MTWTHF | CLRK CTR | T Wood |
| 04:15PM-05:00PM | MTWTHF | CLRK CTR |            |
| 01/25/10 02/05/10 | Last day to add: 02/03/10 |

ADJ-T2A RADAR OPERATIONS 1.00 UNITS

Designed to train law enforcement personnel in the operation of traffic RADAR. For information regarding enrollment procedures, call 486-2797.

• PREREQUISITE: None.

20170 08:00AM-02:40PM | TWTH | CLRK CTR | T Wood |
| 03:40PM-05:00PM | TWTH | CLRK CTR |            |
| 01/19/10 01/21/10 | Last day to add: 01/21/10 |

ADJ-T13A COMMUN OPERATOR TRNG PHASE I 4.00 UNITS

Provides entry level CHP communications operators with the basic functions of their positions.

• PREREQUISITE: ADJ-B1B or C1D.

20213 08:00AM-10:00AM | MTWTHF | CLRK CTR | J Wood |
| 11:00AM-02:00AM | MTWTHF | CLRK CTR |            |
| 01/04/10 01/29/10 | Last day to add: 01/25/10 |

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<td>ADJ-T13B</td>
<td>COMMUN OPERATOR TRNG PHASE II 2.00 UNITS</td>
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ADJ-T35A SPEED DETERMINATION 2.00 UNITS

This course introduces the student to calculations of speed from vehicle crush deformation. For information regarding enrollment procedures, call 486-2797.

• PREREQUISITE: ADJ-T1C.

20166 08:00AM-03:10PM | MTWTHF | CLRK CTR | T Wood |
| 04:15PM-05:00PM | MTWTHF | CLRK CTR |            |
| 01/11/10 01/15/10 | Last day to add: 01/14/10 |

ADJ-T46A EEO COUNS/INVESTIGATOR RECERT 0.25 UNITS

Provides the counselor/investigator with current information regarding EEO issues, trends and departmental changes.

• PREREQUISITE: None.

20200 08:00AM-02:00PM | F   | CLRK CTR | J Wood |
| 03:00PM-05:00PM | F   | CLRK CTR |            |
| 02/05/10 02/05/10 | Last day to add: 02/05/10 |

ADJ-T65A NHTSA CHILD SAFETY TRAINING 1.00 UNITS

This course provides background, instruction and NHTSA certification to instruct on the proper utilization of child restraint seats.

• PREREQUISITE: None.

20197 08:00AM-12:05PM | TWTHFS | CLRK CTR | J Wood |
| 02:25PM-05:00PM | TWTHFS | CLRK CTR |            |
| 02/02/10 02/06/10 | Last day to add: 02/05/10 |

ADJ-W10A FIREARMS 0.25 UNITS

Provides the student with firearms safety and shooting principles and fulfills the firearms requirement of the POST PC 832 course. For information regarding enrollment procedures, call 571-6316.

• PREREQUISITE: None.

20246 08:00AM-12:00PM | SSU | CLRK CTR | T Wood |
| 01:00PM-05:00PM | SSU | CLRK CTR |            |
| 02/13/10 02/21/10 | Last day to add: 02/20/10 |

ADJ-W20A LESS-LETHAL TRAINING 0.50 UNITS

Provides necessary skills to deploy less-lethal munitions against noncompliant suspects engaged in criminal activity. For information regarding enrollment procedures, call 486-2877.

• PREREQUISITE: None.

20169 08:00AM-01:00PM | TW | CLRK CTR | M Tochtrop |
| 02:00PM-05:00PM | TW | CLRK CTR |            |
| 01/19/10 01/20/10 | Last day to add: 01/19/10 |
EMERGENCY MEDICAL SERVICES

This is a specialized program. For information regarding entry into the program go to www.rcc.edu/academicprograms/ems or call (951) 571-6100 x4600.

In order to enroll in EMS-50 and EMS-51, you must attend one of the mandatory orientation program dates listed below. Prompt attendance is required at the orientation and NO late admissions will be allowed.

If you have a disability requiring accommodation, please call (951) 222-8060 at least one week prior to the date of the event in order to assure accommodation.

Winter Orientation Dates for EMS-50 and 51
12/9/09 BLDG 16930 Ben Clark Training Center 9:00-11:00AM
12/09/09 BLDG 16930 Ben Clark Training Center 1:00-3:00PM

EMS-50 EMS-BASIC 6.00 UNITS
Introduces the student to all basic information to be able to, in combination with EMS-51, work in the pre-hospital setting as an EMT.

• PREREQUISITE: None.
• COREQUISITE: EMS-51.
• LIMITATION ON ENROLLMENT: American Heart Association CPR Certification (Healthcare Provider level) current throughout the length of the program. Must be 18 years of age. Attendance is required at the EMS Orientation prior to the start of class. Student must purchase a uniform and complete a background check and healthcare screening prior to the start of the program. Before taking any of these steps, students must attend program orientation.

20053 06:45AM 12:45PM MTW CLRK CTR R Fontaine
01:30PM 05:30PM MTW CLRK CTR
01/04/10 02/13/10 Last day to add: 01/08/10

The above section requires concurrent enrollment with EMS-51# 20441.

EMS-51 EMS-BASIC CLINICAL/FIELD 1.00 UNITS
Provides supervised, structured and safe clinical practice alongside trained health care professionals in the clinical/field setting.

• PREREQUISITE: None.
• COREQUISITE: EMS-50.
• LIMITATION ON ENROLLMENT: American Heart Association CPR Certification (Healthcare Provider level) current throughout the length of the program. Must be 18 years of age. Attendance is required at the EMS Orientation prior to the start of class. Student must purchase a uniform and complete a background check and healthcare screening prior to the start of the program. Before taking any of these steps, students must attend program orientation.

20054 FLD EMS R Fontaine Last day to add: 01/16/10

EMS-70 TRAUMA MANAGEMENT 4.00 UNITS
Second term course focusing on preparing the paramedic student to deal with traumatic injuries in the pre-hospital setting.

• PREREQUISITE: EMS-60, 61, 62 and 63.
• LIMITATION ON ENROLLMENT: Acceptance into the Paramedic program.
Students must enroll in EMS-71 concurrently.

20055 08:30AM 12:30PM MT CLRK CTR C Nollette
01:30PM 05:30PM MT CLRK CTR
01/04/10 02/13/10 Last day to add: 01/08/10

EMS-71 CLINICAL MED SPECIALTY I 2.50 UNITS
Provides supervised clinical practice in a wide variety of patient care activities to enable paramedic students to apply theory and skills for dealing with emergency patients in a hospital setting.

• PREREQUISITE: EMS-60, 61, 62 and 63.
• LIMITATION ON ENROLLMENT: Acceptance into the paramedic program.
Students must enroll in EMS-70 concurrently.

20056 HOSP C Nollette Last day to add: 01/08/10

FIRE TECHNOLOGY

FIT-A1A FIRE INVESTIGATION 1A 2.00 UNITS
Provides the participants with an introduction and basic overview of fire scene investigation. Designed for in-service fire personnel who desire to promote to Company Officer level. Visit www.rctoa.org for enrollment information.

• PREREQUISITE: None.

20218 08:00AM 12:00PM MTWTHF CLRK CTR D Allen
01:00PM 05:00PM MTWTHF CLRK CTR
01/11/10 01/15/10 Last day to add: 01/14/10

20226 08:00AM 12:00PM MTWTHF CLRK CTR R Rappaport
01:00PM 05:00PM MTWTHF CLRK CTR
01/01/10 01/05/10 Last day to add: 01/05/10

20239 08:00AM 12:00PM MTWTHF CLRK CTR S Nunn
01:00PM 05:00PM MTWTHF CLRK CTR S Nunn
01/04/10 01/08/10 Last day to add: 01/07/10

20241 08:00AM 12:00PM MWF CLRK CTR O Odil
01:00PM 05:00PM MWF CLRK CTR O Odil
01/20/10 01/29/10 Last day to add: 01/27/10

FIT-C1A COMMAND 1A 2.00 UNITS
Provides instruction and simulation to first-in incident commanders or company officers. Designed for in-service fire personnel who desire to promote Company Officer level. Visit www.rctoa.org for enrollment information.

• PREREQUISITE: None.

20219 08:00AM 12:00PM MTWTHF CLRK CTR M Jennings
01:00PM 05:00PM MTWTHF CLRK CTR
01/11/10 01/15/10 Last day to add: 01/14/10

FIT-C1B COMMAND 1B 2.00 UNITS
Provides instruction in scene management principles for incidents involving hazardous materials. Designed for in-service fire personnel who desire to promote to Company Officer level. Visit www.rctoa.org for enrollment information.

• PREREQUISITE: FIT-C1A.

20224 08:00AM 12:00PM MTWTHF CLRK CTR M Jennings
01:00PM 05:00PM MTWTHF CLRK CTR
01/25/10 01/29/10 Last day to add: 01/28/10

FIT-C1C I-ZONE FIREFIGHTING 2.00 UNITS
Designed around the responsibilities of the company officer at a wild lands/urban interface incident. Designed for in-service fire personnel who desire to promote to Company Officer level. Visit www.rctoa.org for enrollment information.

• PREREQUISITE: FIT-C1A.

20228 08:00AM 12:00PM MTWTHF CLRK CTR K Norton
01:00PM 05:00PM MTWTHF CLRK CTR
02/01/10 02/05/10 Last day to add: 02/04/10

FIT-C2A COMMAND 2A-COMMAND TACTICS 2.00 UNITS
Prepares the chief officer to use advanced management techniques at large fire suppression operations. Designed for in-service fire personnel who desire to promote to Chief Officer level. Visit www.rctoa.org for enrollment information.

• PREREQUISITE: FIT-C1A.

20220 08:00AM 12:00PM MTWTHF CLRK CTR K Norton
01:00PM 05:00PM MTWTHF CLRK CTR
01/11/10 01/15/10 Last day to add: 01/14/10

FIT-C30 INTERMEDIATE ICO (I-300) 0.50 UNITS
This course provides public safety managers and supervisors with the terminology, duties and responsibilities of positions within the Incident Command System. Organizational relationships, flow of information, and emergency incident action planning are topics of discussion.

• PREREQUISITE: FIT-C20.

20221 08:00AM 12:00PM MTW CLRK CTR B Deyo
01:00PM 05:00PM MTW CLRK CTR B Deyo
01/11/10 01/13/10 Last day to add: 01/13/10
This course provides public safety managers with the knowledge and skills associated with executive-level authority and decision making within the Incident Command System. Visit www.rctoa.org for enrollment information.

- **PREREQUISITE:** FIT-C20 and C30.

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**FIT-C41 SAFETY OFFICER (I-404) 1.00 UNITS**

This course introduces new safety officers to the tasks and responsibilities associated with being an emergency incident safety officer within the framework of the Incident Command System. Visit www.rctoa.org for enrollment information.

- **PREREQUISITE:** FIT-C33A, C34A or C34C, and C39 and C40.

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**FIT-C42 INFORMER (I-403) 1.00 UNITS**

Provides the student with knowledge required to be a Public Service Information Officer within the Incident Command System. Visit www.rctoa.org for enrollment information.

- **PREREQUISITE:** None.
- **ADVISORY:** FIT-C20, FIT-C30 or FIT-C40.

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**FIT-C43 OPS SAFETY CHIEF (S-430) 1.00 UNITS**

Operations Section Chief ALL RISK.

- **PREREQUISITE:** FIT-C39 and C40.
- **LIMITATIONS ON ENROLLMENT:** Must be associated with a fire department at the Company Officer level.

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**FIT-E3D EMT CONTINUING EDUCATION 1.00 UNITS**

Designed as continuing education for the Emergency Medical Technician. For enrollment information please call 486-4628.

- **PREREQUISITE:** None.
- **LIMITATION ON ENROLLMENT:** Must have current EMT certification.

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**FIT-H2 HAZMAT FIRST RESPONDER 0.50 UNITS**

Provides the participants with an Operational Level of training for response to emergency hazardous materials events. See www.rvccfire.org for more information.

- **PREREQUISITE:** None.
- **LIMITATION ON ENROLLMENT:** Must have current EMT certification.

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**FIT-I1A INSTRUCTOR 1A: TECHNIQUES 2.00 UNITS**

Prepares fire technology personnel for instructor positions within their respective departments. Designed for in-service fire personnel who desire to promote to Company Officer level. Visit www.rctoa.org for enrollment information.

- **PREREQUISITE:** None.

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**FIT-I1B FIRE TRAINING INSTRUCTOR 1B 1.50 UNITS**

The second of a three-course series designed to teach fire service instructors and training officers the methods and techniques of instruction.

- **PREREQUISITE:** FIT-I1A.

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Open Campus
Online, Hybrid and Web-enhanced Courses

What are online, hybrid and web-enhanced courses?

- **Online** courses are taken exclusively over the Internet—there are no on-campus meetings required. However, some online classes require proctored exams, either on an RCCD campus or by an off-site proctor approved by the instructor. See www.opencampus.com.

- **Hybrid** courses meet both on-campus and online; think of them as traditional face-to-face courses where some of the on-campus class meetings are replaced with online assignments. In a hybrid course, you will attend meetings on-campus during the dates and times listed in this Schedule of Classes. Since the on-campus portion of hybrid classes could take place at any of our three colleges (Riverside, Norco or Moreno Valley), hybrid courses are listed according to the campus where the on-campus meetings take place. So, for example, if you’d like to take a hybrid course at Norco, you’d look under the Norco campus section of this schedule.

- **Web-Enhanced** courses are traditional face-to-face classes that are augmented with course websites. Unlike hybrid courses, all web-enhanced class meetings take place on-campus. The course website is an extra value!

Are you ready for online learning?

To take an online, hybrid, or web-enhanced class, here are a few things to keep in mind:

- You should have regular access to a personal computer that is connected to the Internet. Not sure whether your computer measures up? At www.opencampus.com, click on "Help", then click “Requirements Help” (near the top left, under "Help Links").

- You should be familiar with basic computer operations: for example, using a word processing program, logging onto the Internet, using a browser, and sending e-mail.

- You should be self-disciplined and have strong study skills. It’s easier to fall behind in an online class.

- Lastly, you shouldn’t believe the myth that online or hybrid courses are “easier” than face-to-face courses. In fact, online courses cover the same material as face-to-face courses, and many students say that their online courses actually require more of their time than their face-to-face courses. **Set aside a few minutes and take the Open Campus Distance Learning quiz to help you decide.**

Please note: To enable online-based students to communicate more effectively with their instructors, students need to activate and use their RCCD e-mail account. Please go to www.rcc.edu/students/email.cfm and follow the link to e-mail tutorial at www.rcc.edu/students/emailtutorial.cfm. Personal e-mail addresses will not be used so the RCCD account is the only approved method of formal communication from RCCD to the student.

What’s an online course like?

Sample an online course—go to www.opencampus.com and click on “Online Course”. Under “Quick Links” in the left column, click on “Sample Class”. Use the information provided to log-in.


This website provides:

- computer settings and requirements
- information about registration
- login information
- student and faculty help files
- course syllabi and textbook information
- an online course sample class

If you’ve visited our website and still have questions, please call the Open Campus Help Line at (866) 259-7271.

Are open campus distance learning courses for me?

1. **Holding weekly class meetings face-to-face is:**
   a. Not particularly necessary for me.
   b. Somewhat important to me.
   c. Very important to me.

2. **I would classify myself as someone who:**
   a. Often gets things done ahead of time.
   b. Needs reminding to get things done on time.
   c. Puts things off until the last minute or doesn’t complete them.

3. **When an instructor hands out directions for assignments, I prefer:**
   a. Figuring out the instructions myself.
   b. Trying to follow the directions on my own, then asking for help as needed.
   c. Having the instructions explained to me.

4. **Considering my professional and personal schedule, the amount of time I have to work on a Distance Learning course is:**
   a. More than enough time for an on-campus course.
   b. The same as for a class on-campus.
   c. Less than for a class on-campus.

5. **As a reader, I would classify myself as:**
   a. Good - I have no problem understanding textbook material.
   b. Average - I sometimes need help to understand the text.
   c. Slower than average.

6. **Commuting to campus on a regular weekly schedule is:**
   a. Extremely difficult for me - I have commitments.
   b. A little difficult, but I can rearrange my priorities for regular attendance on campus.
   c. Easy for me.

7. **When I need help understanding the subject:**
   a. I am comfortable approaching the instructor.
   b. I am uncomfortable approaching the instructor, but I do it anyway.
   c. I never approach an instructor to admit I don’t understand something.

SCORING: Are Distance Learning courses for you? Score your responses: 3 points for each “a”, 2 points for each “b”, and 1 point for each “c”. **14 or over**—a Distance Learning course is a real possibility for you. Between 8 and 13—Distance Learning courses may work for you, but you may need to make adjustments in your schedule and study habits to succeed. **7 or less**—Distance Learning courses may not currently be the best alternative for you; talk with your counselor.
Online Courses

Online course Limitation on Enrollment:
Enrollment in online courses offered through the Riverside Community College District is limited to students who have demonstrated competency in working in the online environment.

Before you can register for an online class, you must demonstrate that you have the computer and Internet skills you need to be successful. Your enrollment in online classes will be blocked until you have met this requirement.

You may demonstrate competency and meet the requirements of this limitation on enrollment in two ways:

1. Successful completion of an online class (grade of “C” or better).
   If you successfully completed an online course at Riverside Community College District prior to fall 2009, your record has already been cleared and you may register immediately (if you are unable to register, please contact the Matriculation Specialist at matric.specialist@rcc.edu).
   If you successfully completed an online course at another accredited college or university, please call the prerequisite hotline (951) 222-8808 for directions about how to provide documentation to clear this limitation on enrollment (since verification of your successful class completion will not be immediate, you are encouraged to simply complete the short Online Skills Workshop described in Item 2 below).

OR

2. Log into WebAdvisor and complete the “Online Skills Workshop”.
   The Online Skills Workshop takes only a few minutes to complete and will verify your ability to perform the functions required in an online class, such as posting to a discussion board, uploading assignments, sending an e-mail, attaching a document, etc. Once you have successfully completed the workshop, you will be cleared to register for online classes.

ACCOUNTING

ACC-1A PRINCIPLES OF ACCOUNTING I 3.00 UNITS
An introduction to accounting principles and procedures. Course geared to accounting and business majors.
- PREREQUISITE: None.
- ADVISORY: BUS-20.
  40049 01/04/10 02/11/10 F Stearns
  40050 01/04/10 02/11/10 F Stearns
  30027 01/04/10 02/11/10 P Worsham

ACC-1B PRINCIPLES OF ACCOUNTING II 3.00 UNITS
A study of managerial accounting principles and information systems.
- PREREQUISITE: ACC-1A.
  40052 01/04/10 02/11/10 F Stearns

ADMINISTRATION OF JUSTICE

ADJ-2 PRINCIPLES OF JUSTICE SYSTEM 3.00 UNITS
The role and responsibilities of each segment in the administration of justice system.
- PREREQUISITE: None.
  40057 01/04/10 02/11/10 O Thompson

ANTHROPOLOGY

ANT-1 PHYSICAL ANTHROPOLOGY 3.00 UNITS
Examination of human biological evolution and physical diversity, incorporating genetics, primates, fossils, and relationship to the animal world.
- PREREQUISITE: None.
  40068 01/04/10 02/11/10 B Hall
  40069 01/04/10 02/11/10 B Hall

ANT-2 CULTURAL ANTHRO 3.00 UNITS
An introduction to the anthropological concept of culture and to the methods and theories used in the comparative analysis of cultures.
- PREREQUISITE: None.
  40071 01/04/10 02/11/10 L Greathouse
  40072 01/04/10 02/11/10 L Greathouse

BUSINESS ADMINISTRATION

BUS-10 INTRO TO BUSINESS 3.00 UNITS
Considers scope, function and organization of business, including principles and practices, with an integrated global perspective.
- PREREQUISITE: None.
  20020 01/04/10 02/11/10 J Duran
  40092 01/04/10 02/11/10 R Pardee
  40095 01/04/10 02/11/10 C Wyckoff
  30048 01/04/10 02/11/10 G Zwart

BUS-18A BUSINESS LAW I 3.00 UNITS
Legal and ethical environment of business torts, contracts, sales and principles of employment.
- PREREQUISITE: None.
  40096 01/04/10 02/11/10 L Judon
  30050 01/04/10 02/11/10 T Wagner

BUS-18B BUSINESS LAW II 3.00 UNITS
Commercial paper, business organizations, government regulations, protection of property rights and international law.
- PREREQUISITE: None.
  40098 01/04/10 02/11/10 L Judon

BUS-20 BUSINESS MATH 3.00 UNITS
Review of basic math and its application to business, percentages, pricing, depreciation and inventory.
- PREREQUISITE: None.
  40099 01/04/10 02/11/10 R Pardee

BUS-22 MGMT COMMUNICATIONS 3.00 UNITS
Examines the dynamics of organizational communication including interpersonal, verbal, nonverbal and written.
- PREREQUISITE: None.
  40100 01/04/10 02/11/10 C Ishihara

Some online classes require proctored exams, either on an RCCD campus or by an off-site proctor approved by the instructor. See www.opencampus.com/online/schedule.html.
CIS-98A  intro to Excel 1.50 units
An introduction to electronic spreadsheets using Excel. (Same as CAT-98A)
40141  01/04/10 02/11/10  D Wilcoxson

BUS-30  ENTREPRENEURSHIP  3.00 UNITS
Surveys the nature and extent of business. Includes organizations and opportunities in business.
•  PREREQUISITE: None.
40101  01/04/10 02/11/10  D Wilcoxson

BUS-47  APPLIED BUS, MGMT ETHICS  3.00 UNITS
An examination of ethical concerns including corporate, personal, global, environmental, public related issues ethics audits, and corporate social responsibility. (Same as MAG-47)
•  PREREQUISITE: None.
40507  01/04/10 02/11/10  R Pardee

CAT-80  WORD FOR WINDOWS  3.00 UNITS
Provides beginning, intermediate and advanced levels of skill applied to a variety of professional/business documents. (Same as CIS-80)
•  PREREQUISITE: None.
•  ADVISORY: Typing knowledge/skills with at least 40 wpm.
40112  01/04/10 02/11/10  J Lehr

CIS-98A  INTRO TO EXCEL  1.50 UNITS
An introduction to electronic spreadsheets using Excel. (Same as CIS-98A)
•  PREREQUISITE: None.
40117  01/04/10 02/11/10  S Torre

CIS-1A  INTRO TO COMP INFO SYS  3.00 UNITS
Introduction to computer concepts, theory and computer applications. Functions and capabilities of word processors, spreadsheets, databases, presentation graphics and the Internet are covered through lecture, discussion and hands-on computer assignments.
•  PREREQUISITE: None.
30063  01/04/10 02/11/10  J Coverdale
40134  01/04/10 02/11/10  P Herzig
40135  01/04/10 02/11/10  S Torre

CIS-2  FNDMNTLS SYSTEM ANALYSIS  3.00 UNITS
Structured analysis of user requirements related to information systems, for eventual design/development of the system.
•  PREREQUISITE: None.
40138  01/04/10 02/11/10  S Bhatia

CIS-62  MS ACCESS DBMS: COMPREHENSIVE  3.00 UNITS
Use of Microsoft Access DBMS applications including database design, development of queries, forms, reports and macros.
•  PREREQUISITE: None.
40518  01/04/10 02/11/10  S Bhatia

CIS-72A  INTRO WEB PAGE CREATION  1.50 UNITS
Introduction to webpage creation using XHTML to create pages with formatted text, hyperlinks, lists, images, tables, frames and forms.
•  PREREQUISITE: None.
•  ADVISORY: Competency in the use of a computer, familiarity with the Internet, and CIS-95A.
40141  01/04/10 02/11/10  J Cregg

CIS-80  WORD FOR WINDOWS  3.00 UNITS
Provides beginning, intermediate and advanced levels of skill applied to a variety of professional/business documents. (Same as CAT-80)
•  PREREQUISITE: None.
•  ADVISORY: Typing knowledge/skills with at least 40 wpm.
40143  01/04/10 02/11/10  J Lehr

CIS-98A  INTRO TO EXCEL  1.50 UNITS
An introduction to electronic spreadsheets using Excel. (Same as CAT-98A)
•  PREREQUISITE: None.
40148  01/04/10 02/11/10  S Torre

ECONOMICS
ECO-7  MACROECONOMICS  3.00 UNITS
Economic theory and analysis as applied to the U.S. economy as a whole.
•  PREREQUISITE: None.
•  ADVISORY: Qualification for ENG-1A and MAT-52.
40171  01/04/10 02/11/10  A Casolari
40172  01/04/10 02/11/10  A Casolari
40581  01/04/10 02/11/10  A Casolari

ENGLISH
ENG-1A  ENGLISH COMPOSITION  4.00 UNITS
Teaches college-level critical reading, academic writing, and research skills.
•  PREREQUISITE: ENG-50 or qualifying preparation score.
40182  01/04/10 02/11/10  K Anderson
20061  01/04/10 02/11/10  R Gurley
30082  01/04/10 02/11/10  S Tschetter

ENG-50  BASIC ENGLISH COMP  4.00 UNITS
Prepares students for college-level reading and academic writing.
•  PREREQUISITE: ENG-60B, ESL-55 or qualifying preparation score.
•  ADVISORY: REA-62 or qualifying preparation score.
20205  01/04/10 02/11/10  R Regino

HISTORY
HIS-2  WORLD CIVILIZATIONS 2  3.00 UNITS
The development and interaction of world civilizations from the 16th century to the present.
•  PREREQUISITE: None.
•  ADVISORY: Qualification for ENG-1A.
40246  01/04/10 02/11/10  K Woods

HIS-5  POL SOC HIST OF US  3.00 UNITS
A history of the United States from Colonial time to 1877.
•  PREREQUISITE: None.
•  ADVISORY: Qualification for ENG-1A.
40249  01/04/10 02/11/10  A Parker
20097  01/04/10 02/11/10  L Riggin Walden

HUM-10  WORLD RELIGIONS  3.00 UNITS
Concepts of major religions including Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam.
•  PREREQUISITE: None.
•  ADVISORY: Qualification for ENG-1A.
20103  01/04/10 02/11/10  C Rocco

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### PSY-9 DEVELOPMENTAL PSYCH 3.00 UNITS
A survey of biological, cognitive and psychosocial development throughout the human life cycle from conception to death.

- **PREREQUISITE:** None.

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<td>40411</td>
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<td>40413</td>
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### READING
REA-83 READING, LEVEL III 3.00 UNITS
Intended for students who experience moderate difficulty in reading college-level materials. (Non-degree credit course.)

- **PREREQUISITE:** REA-82 or ESL-73 or qualifying preparation score.

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### REAL ESTATE
RLE-80 REAL ESTATE PRINCIPLES 3.00 UNITS
Fundamental course covering the basic laws, principles and terminology of California real estate practice.

- **PREREQUISITE:** None.

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<tr>
<td>30164</td>
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<td>T Wagner</td>
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### SOCIOLOGY
SOC-1 INTRO TO SOCIOLOGY 3.00 UNITS
An introduction to the basic concepts of societal organization.

- **PREREQUISITE:** None.

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<td>20153</td>
<td>01/04/10</td>
<td>E Thompson</td>
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<td>20154</td>
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<td>E Thompson</td>
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SOC-2 AMER SOCIAL PROB 3.00 UNITS
Identification and analysis of major contemporary social problems.

- **PREREQUISITE:** None.

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<tr>
<td>40441</td>
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<td>D Baker</td>
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SOC-10 RACE/ETHNIC RELATIONS 3.00 UNITS
An introduction to the theories, dynamics, history and present status of inter-group conflict in the United States.

- **PREREQUISITE:** None.

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<tr>
<td>40436</td>
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<td>D Baker</td>
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SOC-12 MARRIAGE FAMILY REL 3.00 UNITS
Contemporary patterns in marriage and family relations.

- **PREREQUISITE:** None.

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<td>40440</td>
<td>01/04/10</td>
<td>J Brown</td>
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SOC-20 CRIMINOLOGY 3.00 UNITS
A sociological analysis of crime, criminal law and criminality.

- **PREREQUISITE:** None.

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### SPANISH
SPA-11 CULTURE AND CIVILIZATION 3.00 UNITS
Introductory survey of Spanish culture and civilization. Class conducted in English.

- **PREREQUISITE:** None.

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SPA-12 LAT AMER CULTURE, CIVILIZATION 3.00 UNITS
Introductory survey of Latin American culture and civilization. Class conducted in English.

- **PREREQUISITE:** None.

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<td>D Gaylor</td>
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</table>

SPA-51 INTRO LISTENING COMP I 2.00 UNITS
Develops basic skills in listening to and understanding native spoken Spanish at the elementary level.

- **PREREQUISITE:** None.

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<th>Section</th>
<th>Dates</th>
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<tr>
<td>40500</td>
<td>01/04/10</td>
<td>K Kelly</td>
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### THEATER ARTS
THE-3 INTRO TO THEATER 3.00 UNITS
A survey of theatrical styles and forms intended for the general college student.

- **PREREQUISITE:** None.

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<tr>
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**WARNING!**
REGISTRATION WILL BE BLOCKED IF YOU HAVE NOT MET THE PREREQUISITE!

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Statement of Philosophy and Purpose

It is the intention of the Riverside Community College District to provide an environment that maximizes academic achievement and personal growth. The District recognizes that alcohol, tobacco and other drug use/drug 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, cocurricular and extracurricular 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 policy regarding alcohol and other drug use and the Standards of Student Conduct as listed in the Student Handbook.

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

Education

The Riverside Community College District offers a wide variety of educational opportunities to its students and the community which address alcohol, tobacco 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 the College Health Service at each campus.

Assistance and Referral

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

Regulations for Policy 3230/4230/6230, Smoking/Non-Smoking

Smoking of any form of tobacco or 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.

Off-campus Services

For off-campus services call:
Riverside County Substance Abuse Program.......... 955-2105
24-hr Detox Line .................................................. 955-2100
After-hours (5pm) number .................................. 1-800-499-3008

For toll-free information call:
For a local Al-Anon (Inland Empire Central Office) .. 909-825-4700
Alcoholics Anonymous ........................................ 909-825-4700
Assisted Recovery ............................................. 1-800-527-5344
Assisted Recovery website .................................. aca-usa.org
Cocaine Anonymous ........................................ 951-359-3895
Cocaine/Substance-abuse hotline ....................... 1-800-662-HELP
National Council on Alcoholism .......................... 1-800-662-HELP

Medical Emergencies:
Dial 911 for life threatening or serious conditions.

Health Services available for enrolled students:
- First Aid/Emergency Care while on campus
- Physician/Nurse Practitioner visits by appointment
- Personal counseling — MFCC - by appointment
- Health education/counseling and literature
- Immunizations at low-cost student rate (Measles, Tetanus, Hep. A and B and TB testing)
- Laboratory testing (low-cost urinalysis and pregnancy)
- Community referrals
- Free vision and hearing screening
- Weight loss counseling
- Smoking cessation program
- Substance-abuse counseling
- Over-the-counter medication
- Peer Health Program

For more information call:
Moreno Valley (951) 571-6103
Norco (951) 372-7046
Riverside (951) 222-8151

AlertU - Know First!
- College emergency notification service
- SMS messages direct to your mobile phone
- AlertU gets you up-to-date fast
- Stay connected, stay safe
- AlertU is FREE!
- It’s quick and easy!
- Sign up today @ www.rcc.edu/district/alertu.cfm
What Every Student Should Know~

AB540 Non-Resident Fee Waiver

A student who qualifies for the Non-Resident Fee Waiver will be exempt from paying the Out of State Tuition fee and will pay the $26 per unit enrollment fee. The qualifications for the waiver are stated below.

Any student other than a non-immigrant alien within the meaning of paragraph (15) of subsection (a) of Section 1101 of Title 8 of the United States Code, who meets all of the following requirements shall be exempt from paying nonresident tuition at RCCD.

1. High school attendance in California for three or more years.
2. Graduation from a California high school or attainment of the equivalent thereof (equivalent considered GED or high school proficiency test) must be obtained in the state of California. Certificates of Completion may also qualify students for the waiver.
3. In the case of a person without lawful immigration status, the filing of an affidavit (available in the admissions office) stating that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so. Student information obtained in the implementation of this section is confidential. Students who are non-immigrants [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.

A student who meets the qualifications for the Non-Resident Fee Waiver is not a resident of the state of California until he or she meets physical presence intent requirements as stated in the "Residency Classification for Tuition Purposes" section above. Students without lawful immigration status are not eligible for any federal or state supported financial aid such as the Board of Governors Waiver, etc. Please see Admissions and Records for the exemption request form. The Non-Resident Fee Waiver is available at the Admission and Records office. This form can be printed out at www.rcc.edu/students/apply/nonresident.cfm.

Academic Freedom

The District endorses the American Association of University Professor’s Statement of Principles on Academic Freedom and Tenure: "Academic freedom is essential to these purposes and applied to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning" (BP 4030).

Academic Honesty

Academic honesty and integrity are core values of the Riverside Community College District. Students are expected to perform their work (except when collaboration is expressly permitted by the course instructor). Believing in and maintaining a climate of honesty is integral to ensuring fair grading for all students. Acts of academic dishonesty entail plagiarizing—using another's words, ideas, data, or product without appropriate acknowledgment—and cheating—the intentional use of or attempted use of unauthorized material, information, or study aids on any academic exercise. Students who violate the standards of student conduct will be subject to disciplinary action as stated in the "Standards of Student Conduct", listed in the Student Handbook. Faculty, students, and administrators all share the responsibility to maintain an environment which practices academic integrity.

Academic Renewal

Academic renewal permits previously recorded substandard course work taken at RCCD to be disregarded in the computation of RCCD grade point average after 24 subsequent units have been completed with a 2.0 GPA. Petitions and information are available in the Admissions offices of the Riverside, Moreno Valley and Norco campuses.

Americans with Disabilities Act

The Americans With Disabilities Act extends universal civil rights protection to individuals with disabilities. The implementation of the ADA provides greater access and opportunities for community college students and employees with disabilities. Riverside Community College District makes all programs and facilities accessible to persons with disabilities, and provides services to students with disabilities through the Disabled Student Services Office. For more information call 222-8060, TDD 222-8061.

Area of Emphasis Grade Requirements

Beginning in 2009, each course counted toward the unit requirement in an area of emphasis or a major or program of study must be completed with a grade of "C" or better, or a "P" if the course is taken on a Pass/No Pass basis.

If a student stops attending a class, it is ultimately the student’s responsibility to officially drop the class.

It is also the student’s responsibility to consult with his/her instructor regarding any absences that will alter his/her status in the class.

Students who fail to attend the first class meeting or have a poor attendance record may be dropped from the class.

Attendance Policy

The student is expected to attend every meeting of all classes for which he/she is registered. Attending a class without being registered is contrary to Riverside Community College District policy and cannot be used as a 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. Students should know and understand the attendance policy for each class in which they are enrolled.

Auditing

RCCD offers students the option of auditing courses. Instructions for auditing are as follows:

1. Students may not audit a class unless he/she has taken the course and has exhausted all possibilities to repeat the course.
2. No student will be allowed to enroll for audit prior to the first day of the course. The first day of the course refers to the actual course meeting.
3. Permission to audit a class is done at the discretion of the instructor and with the instructor’s signature.
4. When auditing, the student shall not be permitted to change his/her enrollment in that course to receive credit.
5. With the instructor’s signature and permission, a credit student may switch his/her enrollment to audit status provided the change is completed prior to 30% of course for short-term courses.
6. With the instructor’s signature and permission, a student may enroll in a course for audit at any time during the semester if he/she has not enrolled in that course for credit during the same semester.
7. Credit students have priority over auditors. If a course closes after an auditor has been admitted, the auditor may be asked to leave to make room for the credit student. Instructor’s discretion is strongly recommended.
8. The audit fee is $15 per unit plus student services and health fees. Students enrolled in 10 or more semester units may audit 3 units of audit free (may be 3 one-unit courses.) The $15 per unit audit fee will automatically be charged if the student drops below 10 units.

Students wishing to audit should be aware that audited classes will not appear on an official transcript. Green audit cards are available at the Admissions counter at all campuses. Fees due when the form is submitted. For more information, please contact the Student Services offices at Moreno Valley (951) 571-6101 or Norco (951) 372-7003, or the Admissions and Records office at Riverside (951) 222-8600.
Basic Skills Requirements
In 2009, the basic skills requirements will change from completion of ENG 50, 1A or 1AH and MAT 1-49, 52 or 53 with a "C" grade or higher, to completion of ENG 1A or 1AH or equivalent and MAT 1-49, 35, or equivalent.

Class Cancellation
Each college reserves the right to cancel any class in which the enrollment is insufficient to warrant its continuance.

Counseling
Counseling appointments are available at all three campuses. Schedule an appointment with Counseling if you have questions about which classes to take, transfer to another college, vocational programs, etc. The appropriate telephone numbers are:
   Moreno Valley campus – (951) 571-6104
   Norco campus – (951) 372-7101
   Riverside campus – (951) 222-8440

Credit By Exam
Forms are available in Admissions. There is a separate form for Foreign Language exams.

Cross Enrollment at UC or CSU
Undergraduate students enrolled at any RCCD college may enroll at a CSU or UC campus without formal admissions in a maximum of one course per academic term at a campus on a space available basis at the discretion of the appropriate campus authorities on both campuses.
An RCCD student is qualified to cross enroll if the following requirements are met:
   • Is a California resident
   • Completed appropriate academic preparation as determined by host campus (UC or CSU)
   • A 3.2 GPA in at least 9 units of transferable coursework
   • Completed at least one term at RCCD and paid appropriate fees
   • Completed appropriate academic preparation as determined by host campus (UC or CSU)
   • Earned a grade point average of 2.0 (grade of “C”) for work completed
   • Enrolled for a minimum of six units for the current term at RCCD and paid appropriate fees
   • Is a California resident

Cross Enrollment application forms are available in Admission offices at RCCD, UC and CSU campuses. UC and CSU may charge a $10 or more administrative fee each term. See the application form for other important information.

Pass/No Pass
If a class is offered with a Pass/No Pass option, students may elect to take the class on that basis; this option is available the first 30% of the course (see “Deadlines” for deadlines to elect Pass/No Pass). Pass (P) is equivalent to passing a class with a “C” or better. Requests for Pass/No Pass must be submitted to the Admissions and Records office at the Riverside campus or to one of the Student Services offices at the Moreno Valley or Norco campus. Check a RCCD catalog for classes that are offered with a Pass/No Pass option.

Degree Change Alert!
The math and English competency requirements for the associate degree will change beginning with fall 2009. All new students and all other students who are returning after a break in their continuous enrollment will be required to get a “C” or better in ENG-1A and MAT-35 to complete an associate degree. Students who maintain continuous enrollment as defined in “Catalog Rights” in the college catalog will be able to fulfill this requirement by completing the prior requirements of ENG-50 and MAT-52.

Enrollment Verifications
Enrollment verifications are available on WebAdvisor at www.rcc.edu or they may be obtained at the Transcript office at the Riverside campus (951) 222-8603; from the Student Services office at the Moreno Valley campus (951) 571-6101; or the Norco campus (951) 372-7003. Students receive two free verifications. After that there is a $2.00 fee for each enrollment verification requested.
Requests for enrollment verification are accepted at each campus and are processed on a first-come, first-served basis. Students must pay all fees associated with their term enrollment and the $2.00 enrollment verification fee, if required, before the verification request can be processed.

Final Examinations
The final examination schedule for fall and spring semesters is published in the back of the Schedule of Classes. Final examinations for winter and summer classes are held on the last class meeting date at the regularly scheduled time.

Grades
Grades are available on WebAdvisor at www.rcc.edu (see calendar). If grades are not posted by this date, contact the instructor. If necessary, contact the appropriate academic department. Grades may be available earlier, but please do not call prior to this date. Students with financial holds cannot receive transcripts or diplomas.

Grade Changes
According to RCCD Board Policy: The student has one year following the semester in which the grade was recorded to request a change of grade. After the one-year limit, the grade is no longer subject to change. Students must file an Extenuating Circumstances Petition (ECP) and supporting documentation with the Admissions and Records office at one of the three campuses.

Honors Program
The requirements for the Honors Program include:
   • A 3.2 GPA in at least 9 units of transferable coursework
   • A 3.25 GPA for incoming high school students (provide a transcript)
   • Verification of eligibility for or completion of English 1A (we’ll check this for you)
   • Completion of an Honors Program application (which is available on the website or from the program coordinators.)

If you’d like more information, please contact:
Naomi Foley at (951) 222-8779 or email: naomi.foley@rcc.edu

Identification
No student information will be given or changes made to a student’s records (other than filling an application) without photo identification. Changes cannot be made for another person.
Limitations on Enrollment

RCCD offers some courses which place limitations on enrollment. These limitations may include successful completion of courses, successful completion of online tutorial to demonstrate computer skills, preparation levels 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. Refer to the Open Campus section for the online course limitation on enrollment.

Prerequisite - When a course has a prerequisite, it means that a student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (type 40 wpm), an ability (speak and write French fluently), a preparation level (placement test and prior academic background), or successful completion of a course (grade of C or better or P).

Completion of the prerequisite is required prior to enrolling in the class. Successful completion of a prerequisite requires a grade of C or better or P (Pass). D, F, NP (No Pass) or I grades are not acceptable. Instructions for validating successful completion of a prerequisite requires a grade of C or better or P (Pass).

Corequisite - When a course has a corequisite, it means that a student is required to take another course concurrently with or prior to enrollment in the course. Knowing the information presented in the corequisite course is considered necessary in order for a student to be successful in the course (for example, completion of, or concurrent enrollment in MAT-1A is required for PHY-4A).

All course prerequisites and corequisites will be enforced. This means that a student's registration will be blocked if he/she does not have the required prerequisites and corequisites.

Preparation scores for English, mathematics and reading will also be enforced. Students who previously took the ASSET, APS, DTL's and/or MDTP test(s) and classes based on these test results must retest on the Accuplacer assessment test or show proof of prerequisites.

Prerequisite/Corequisite Challenge Procedure - There is a procedure in place for challenging a prerequisite course. Students wishing to utilize the challenge procedure must contact the Counseling office and complete the required “Matriculation Appeals Petition.” Supporting documentation must be provided at the time the appeal is submitted. Prerequisites and/or corequisites may be challenged based on one of the following criteria:

1. The successful completion (C or better) of an equivalent course from another accredited college or university.
2. The prerequisite has not been validated.
3. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite.

4. The prerequisite for a course necessary for graduation, transfer or a certificate is not offered and the unavailability of said prerequisite poses a hardship.
5. The prerequisite is discriminatory or is being applied in a discriminatory manner.

Unofficial transcripts may be submitted with the Matriculation Appeals Petition to temporarily validate a prerequisite. However, official transcripts must be received prior to registration for the next term for permanent validation.

Advisory - When a course has an advisory, it means that a student is recommended to 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 to meet the condition before or in conjunction with enrollment in the course (i.e., eligibility for ENG-1A is recommended), the student will not be blocked from enrolling in a class if he/she does not meet the advisory.

Military Credit

Two physical education units are awarded upon presentation of 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 MOS's, correspondence courses, internships or military-specific courses. A maximum of 15 units may be awarded (two of which may be the PE credit).

CCAF, SMARTS, AARTS transcripts, DD214 and Certificates of Completion are used to evaluate military credit. Request for evaluation of military credit should be submitted to the Veterans Office located at the Riverside campus after the completion of 12 semester units. 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 at RCCD only and is not posted to your RCCD transcript. See Veterans’ Services for more information.

Non-Degree Credit

Courses indicated as non-degree credit earn credit, but the credit is not counted toward the associate degree. These courses (Art 95 to 99; Computer Applications and Office Technology 99ABCDE; English 60AB, 60A1, 60A2, 60A3, 60A4, 85, 90B; English as a Second Language 51, 52, 53, 65, 71, 72, 90A-K, 91, 92, 95, Guidance 95; Mathematics 63, 64, 65, 90 A-F, 98; Nursing - Continuing Education 81, 83; Reading 81, 82, 83, 86, 87, 95; Spanish 85; Speech 52; and all practicum numbered 96, 96A, 97) are intended to help students develop skills necessary to succeed in college level degree-applicable courses. Non-degree credit courses can be used toward the following: athletic eligibility, work study, financial aid, social security benefits, veteran’s benefits, associated student body office, and full-time status.

Notification of Rights under FERPA for Postsecondary Institutions

Riverside Community College District adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining education records. Although the District applies the provisions of FERPA in a strict manner, the law allows the District to release student directory information, RCC, based on FERPA regulations, designates as directory information the following: student’s name, address, telephone listing, e-mail, major field of study, dates of attendance, enrollment status, (e.g., full time/part time) participation in officially recognized activities and sports, weight and height of members of athletic teams, degree and awards received, the most recent previous public or private school attended by the student, and any other information authorized in writing by the student.

Students have the opportunity to request that their directory information be maintained as confidential. In completing the admission application, students are provided this opportunity. Students who are Continuing Students with RCCD may go to the Student Services office at the Moreno Valley or Norco campus, or to the Admissions and Records office at the Riverside campus and request to have directory information withheld.

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

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

1. The Right to inspect and review the student’s education records within 45 days of the day RCCD receives a request for access. Copies are not provided if the student has an outstanding financial or other hold on the records. The District may assess a charge pursuant to Board Policy Regulation 7045 for furnishing copies of any education record. Students should submit to Admissions and Records, the dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The RCCD official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the RCCD official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask RCCD to amend a record that they believe is inaccurate or misleading. They should write the RCCD official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If RCCD decides not to amend the record as requested by the student, RCCD will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RCCD to comply with the requirements of FERPA.

Overlapping Classes

If classes have overlapping meeting times, students must register in person with an approval for overlapping classes form including instructor and Dean of Instruction signatures. Forms are available in Admissions.

Personal Profile Update

On the Personal Profile Update link on WebAdvisor, students can update their address, phone number, privacy, personal email address and home campus. Students can also submit a Change of Information form in Admissions to update all of these as well as a name change (with legal documentation), social security number (with valid SS card), date of birth (with legal documentation), education goal or admit status. Students should speak to a counselor before changing their program of study (major) or educational goal, or for Assessment and Orientation/Counseling questions. Personal email addresses will not be used by RCCD except in an emergency. Your RCCD account is the ONLY approved method of formal communication from the District to the student.

Probation and Dismissal Students

If you are on academic probation or dismissal, contact Counseling for registration requirements and procedures. (Procedures for dismissal students can be viewed in WebAdvisor by selecting Check My Registration Dates/Holds, clicking on Help and then clicking on the link next to your hold).

Repeat Policy

Students may register on WebAdvisor without a Request for Course Repetition unless limits have been reached per the following rules:

Students are limited to a maximum of 5 attempts per course including Ws and substandard grades (D,F,NP);

Within those 5 attempts:
• Students are limited to a maximum of 4 Ws per course;
• Students are limited to a maximum of 3 attempts that result in a substandard grade (D,F,NP);
• Military Withdrawals (MW) do not count as attempts.

Once the number of times to repeat has been exhausted, a Request for Course Repetition may be appropriate for the reasons listed below:

• The student’s previous grade is, at least in part, the result of extenuating circumstances (documented cases of accidents, illness, or other circumstances beyond the control of the student);
• There has been a lapse of time (at least 5 years) since the student previously took the course and received a “C” grade or better;
• The course outline of record has been officially changed and demonstrates significant curricular changes;
• RCCD or an institution of higher education to which the student seeks to transfer has established a recency requirement which the student cannot satisfy without repeating the course;
• Under special/extenuating circumstances, a student can file a Request for Course Repetition for a 6th attempt. If the request is approved and depending on conditions (see examples below), the student should be advised that they may not be able to withdraw from the class (after census) and they may receive a grade whether or not they complete the course.

SPECIAL CIRCUMSTANCES: students may repeat per A – D listed below:

A. Meet a legally mandated training requirement as a condition of volunteer or paid employment (documentation required);
B. Repeat activity courses where course content differs each time it is offered;
C. Repeat a cooperative work experience course (until a maximum of 16 units of WKX are completed);
D. Students with disabilities can repeat a special class for students with disabilities with verification that repetition is required as a disability-related accommodation.

When course repetition occurs, the permanent academic records will be annotated in such a manner that all work remains legible ensuring a true and complete academic history. For courses taken and repeated at RCCD, the highest grade earned in the repeated course will be used to compute an adjusted grade point average. Requests for Course Repetition are available in Admissions and Records; they must be submitted to the Dean of Instruction prior to the first day of class. Student must bring signed request to Admissions and register in person.

Residency for Tuition Purposes

You are considered a California resident for tuition purposes if:

1. You verify physical presence one year and one day prior to the residency determination date (the first day of the semester you plan to attend). The one year period begins when you are not only present in California but also have demonstrated clear intent to become a permanent resident of California.
2. You verify an intent to make California your permanent place of residence. U.S. Citizens, Permanent Residents, and those with Refugee/Asylee status or qualifying visas may establish residency for tuition purposes.
based on the above criteria. Further questions may be directed to the Admissions & Records Office.

Students who do not meet these requirements will be classified as non-residents and will be required to pay non-resident fees. Non-resident students pay both the $26 per unit enrollment fee and the $181 per unit non-resident tuition. International students also pay the $19 per unit surcharge. Non-resident students may be eligible to pay resident enrollment fees using the AB540 Non-Resident Fee Waiver. See the AB540 section for additional information.

Military and Veteran Students and Family Members

RCCD exempts students from non-resident tuition who are members of the armed forces of the United States stationed in this state on active duty. A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces is also exempt from non-resident tuition.

Students who feel they are eligible for a fee exemption should contact the Riverside County Dept of Veterans Services at (951) 955-6050 for more information.

Standards of Student Conduct

The responsibility to maintain and respect conditions conducive to learning is shared by all members of the college community. Students should exercise their freedoms with maturity and responsibility. Standards of student conduct along with other rights and responsibilities are available in the Student Handbook. Students receive the handbook during the freshman orientation/counseling sessions prior to registering for classes. Copies of the Student Handbook are available in the Counseling Department on each campus or accessible online at www.rcc.edu/services/counseling/files/studenthandbook.pdf.

Student Right-to-Know Disclosure Statement

In compliance with the Student Right-to-Know and Campus Security Act of 1990, it is the policy of Riverside Community College District to make available its completion and transfer rates to all current and prospective students. Beginning in fall 2005, certificate-, degree- and transfer-seeking first-time students, enrolled full-time in degree applicable courses, were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population in the Riverside Community College District, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 21.93% attained a certificate, degree or became “transfer-prepared” during a three-year period (fall 2005 to spring 2008). Students who are “transfer-prepared” have completed 56 transferable units with a GPA of 2.0 or better.

Based upon the cohort defined above, 17.29% transferred to another postsecondary institution prior to attaining a degree, certificate or becoming “transfer-prepared” during a five semester period (spring 2006 to spring 2008).

More information about Student Right-to-Know rates and how they should be interpreted can be found at the California Community Colleges Student Right-to-Know Information Clearinghouse website located at srtk.cccco.edu/index.asp.

Transfer Courses

You may obtain a list of RCCD classes which are transferable to the University of California and the California State University in the Career and Transfer Center. The information also appears in each college catalog.

Units for Full-Time Status

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. The maximum amount of units a student may enroll in for fall/spring semesters is 16. Students wishing to enroll in more than 16 units must have an established GPA of 3.0 or higher. A counselor must sign an add card after verifying the GPA and the student must register in person for the over limit units.

Veterans’ Services

Riverside Community College District provides assistance to veterans for the following benefit programs:

- Active Duty Educational Assistance Program – Montgomery GI Bill – Chapter 30
- Vietnam Era GI Bill – Montgomery GI Bill – Chapter 34/40
- Selected Reserve Educational Assistance Program – Montgomery GI Bill – Chapter 1606
- Vocational Rehabilitation – Chapter 31
- Post-Vietnam Era Veterans Educational Assistance Program (VEAP) – Chapter 32
- Survivors and Dependents Educational Assistance Program – Chapter 35
- Reserve Educational Assistance Program (REAP), Chapter 1607
- Post-9/11 GI Bill - Chapter 33, refer to www.gibill.va.gov for updated information.

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 Bradshaw Building at Riverside or to the Student Services offices at the Norco and Moreno Valley campuses. For questions regarding pay, Certificate of Eligibility or benefits call 1-888-GIBILL-1.

While waiting for the Certificate of Eligibility veterans should continue with RCCD procedures in order to enroll and be certified for payment. Veterans apply to RCCD online at www.rcc.edu and complete assessment testing and/or counselor orientation (if applicable). 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. General Veterans’ information can be found at www.rcc.edu. Click on Going to College and then on Veteran’s Assistance.

Before a VA Student Education Plan (SEP) can be developed, all transcripts must be sent or walked in to RCCD in order to have prior credit evaluated. Transcripts must be official, sealed and printed less than 90 days ago. After transcripts are received veterans can request a transcript evaluation and an SEP for a VA approved Program of Study. Please allow 2-3 weeks processing time. The completed SEP will be mailed to the veteran’s home. After receiving the SEP veterans can register for approved classes. Check the VA website at www.gibill.va.gov for the listing of VA approved programs at RCCD.

After registering, veterans must turn in the Veteran’s Statement of Responsibility (Blue Sheet) to the Veterans Services’ office at Riverside, or the Student Services offices at the Norco and Moreno Valley campuses. This "Blue Sheet" is required in order for enrollment certification to be submitted to the VA; this process may take 2-3 weeks. This form must be submitted to RCCD every term to request benefits.

Veterans are eligible for priority registration for two years after being discharged from active duty. In order to be eligible veterans must take a copy of their DD214 discharge papers to the Veterans’ Services or Admissions office at the Riverside campus, or to Student Services offices at the Norco and Moreno Valley campuses. Staff there will tell eligible veterans their priority registration dates.

Veterans’ assistance is available in the Bradshaw Building at Riverside and in Admissions at the Moreno Valley and Norco campuses. Contact the Veterans’ Office at (951) 222-8607 or veterans@rcc.edu for more information. Information is also available at www.rcc.edu. Click on Going to College and then on Veteran’s Assistance.

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

**Workforce Preparation**

Workforce Preparation offers a wide range of services and programs to assist students with academic success, employment, and financial independence. The programs directed by Workforce Preparation include the CalWORKs Program, the Workforce Preparation Skills Classes, TANF-Child Development Careers Program (TANF-CDC), Foster and Kinship Care Education Program, Riverside Gateway to College Early College High School, and the Foster Youth Emancipation Program. Workforce Preparation offers Skills Classes to students interested in building a strong foundation of reading (REA-87 or 95), writing (ENG-60A1-4), business English (CAT-30A-C), math (MAT-90A-F), computer keyboarding and applications (CAT-99A-C-D-E), and life management skills to enhance success in the workplace and in further college courses. Look for the Skills Classes in the schedule. The Skills Classes are open to all students on the Riverside campus only. For more information, please call (951) 222-8648 or visit the Workforce Preparation Resource Center in Lovekin F2.

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**Library Hours & Information**

**Overdue Fines:**
- General Collection - overdue fines will be levied at 20¢ per day per item.
- Hourly Reserves - overdue fines will be levied at $1.00 per hour per item.

**Replacement Bills:**
- If materials are not returned, they are declared “lost.” A bill will be issued for each lost item which will include: 1) the actual replacement cost of the item or $25.00 for out of print materials; 2) a processing fee of $10.00; and 3) any overdue fines (the maximum overdue fine is $20.00).

**Refunds:**
- If the item is returned after the bill is issued (within one year) the replacement cost and processing fee will be waived or refunded; however, the overdue fines will still be charged.

**Library Card Fees:**
- All currently registered students and currently employed faculty and staff receive a college card, which is used as the library card.
- Community members may purchase a library card for $5.00 per session upon proof of District residence and age of 16 years or older (California Driver’s License, California Identification Card or Military Identification Card).

**Hours of Operation:**
- Special hours will be posted at each campus location for exam days, holidays and weekends. Reference librarians are available to assist with reference questions, library orientations and collection development. Library schedules for the three campuses are as follows:

  **Winter Term 2010: January 4 – February 11**

  **Moreno Valley Campus Library**
  - Phone circulation (951) 571-6111; reference (951) 571-6112
  - Monday - Thursday .................................................... 8:00AM - 4:00PM
  - Friday - Sunday .................................................................. CLOSED

  **Norco Campus, Wilfred J. Airey Library**
  - Phone circulation (951) 372-7019; reference (951) 372-7115
  - Monday - Thursday .................................................... 7:30AM - 4:00PM
  - Friday - Sunday .................................................................. CLOSED

  **Riverside Campus, Digital Library/Learning Resource Center**
  - Phone (951) 222-8650; circulation x8651; reference x8652
  - Monday - Thursday .................................................... 8:00AM - 6:00PM
  - Friday - Sunday .................................................................. CLOSED

  **All campus libraries will be closed January 18, 2010.**
Student Support Services Available at RCCD~

Telephone Numbers (Area Code 951)

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<tr>
<th>Admissions and Records:</th>
<th>Evaluations/Graduation Office ................................................... 222-8610</th>
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<td>ASRCC Norco .................. ................................................................................................. 372-7007</td>
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<td>Cal Works (Work Force Preparation) Moreno Valley ................. 571-6154</td>
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<td>Cal Works (Work Force Preparation) Riverside .................... 222-8648</td>
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<td>Career Center .................. ................................................................................................. 222-8446</td>
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Auxiliary Business Center (College Bank)

| Counseling: |
| MOV 571-6104; NOR 372-7001/7102; RIV 222-8440 |
| Disabled Student Programs & Services (DSPS) .................. 222-8060 |
| TDD ............................................................................. 222-8061 |
| EOPS ............................................................................. 222-8045 |

| Health Services: |
| MOV 571-6103; NOR 372-7046; RIV 222-8151 |
| International Student Center .................. ........................................................................ 222-8160 |
| Job Placement Center .............................................. 222-8460 |
| Open Campus/Community Education .................. 222-8090 |
| Student Accounts ................................................ 222-8604 |
| Student Activities Moreno Valley .................. 571-6105 |
| Student Activities Norco ........................................... 372-7007 |
| Student Activities Riverside .................. 222-8570 |

| Student Services: |
| MOV 571-6101; NOR 372-7003/7004; RIV 222-8700 |
| Transcripts Office ....................................................... 222-8603 |
| Transfer Center ......................................................... 222-8446 |
| Tutorial Services ......................................................... 222-8170 |
| Veterans’ Assistance Moreno Valley .................. 571-6102 |
| Veterans’ Assistance Norco ........................................... 372-7002 |
| Veterans’ Assistance Riverside .................. 222-8607 |

Discounts, Benefits and Services Provided through your Student Service Fee~

The following programs are supported by the Student Services fee. Participation and membership in these categories are contingent on payment of this fee. Please note: this is not an inclusive list of activities.

Student Savings:

| Photo ID |
| Free Admission to Live Entertainment |
| Eligible to Participate in Student Government |
| Bookstore Discounts |
| Free Admission to Campus Music Concerts |
| Free Admission to Recognition Banquets |
| (if being honored) |
| Discounts at Local Merchants |
| Free Barbecues and Food Giveaways |
| Representation by ASRCCD Membership |
| Free Admission to World Renown Speakers |
| Free Admission to Athletic Events |
| Discounts from Medieval Times, San Diego Zoo, and other Local California Attractions |
| Discount Tickets to Knott’s Berry Farm, Universal Studios, Magic Mountain and Sea World |

Discount tickets to Cinema Star

Services:

| Club/Organization Membership |
| Dance Theatre and Touring Company |
| Student Government |
| Cosmetology Completion Ceremonies |
| Student Scholarships from ASRCCD |
| Nursing Program Pinning Ceremonies |
| Organizational Conferences Funded by ASRCCD |
| Instrumental/Vocal Music Performance Groups |
| Marching Band |
| Membership in Multicultural Advisory Council |
| Student Emergency Academic Loans from ASRCCD |
| Athletic Teams |
| Field Trips–Use of College Vans |

If you are not interested in these services or involved in the programs mentioned, a fee waiver may be obtained on the Riverside campus in the Student Activities office between 7:30 am-5 pm, Monday-Thursday and 7:30am-4pm on Friday, or in the Admissions office when Student Activities office is closed. At the Moreno Valley campus fee waivers are distributed from the Admissions Office, the Student Activities office hours are 8am-5pm Monday - Thursday, and 8am-4pm Friday. At the Norco campus the waivers are available in the Financial Aid office.
## Financial Aid Application Workshops
Workshops are available to assist you with the FAFSA application. Please refer to our website at [www.rcc.edu/studentfinancialservices](http://www.rcc.edu/studentfinancialservices) for workshop dates, times and locations. For more information, please refer to the Consumer Guide available on the SFS website listed above. Questions may be directed via email to studentfinancialservices@rcc.edu.

## Grants
Grants are financial assistance awarded to students based on financial need and do not require repayment if you successfully complete your courses. Grants consist of the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG), the Academic Competitiveness Grant (ACG) and the Cal Grant. The ACG grant is for students who are enrolled full time in their first and second academic years and have graduated from a rigorous high school program of study. Completing the FAFSA online at www.fafsa.ed.gov is the basis for all the grants and loans listed below. Make sure to add RCC Title IV school code #001270. The Cal Grant GPA Verification form and FAFSA must be completed by March 2nd of each year in order to apply for the Cal Grant program. Certain certificate or short term programs may not qualify for grant or loan assistance; please visit one of our SFS Academic Counselors to inquire about your program’s eligibility. Remember, apply early!

## Board of Governors Fee Waiver
The Board of Governors Fee Waiver (BOGW) is a state program which waives enrollment fees and reduces parking fees for the fall and spring semesters for qualified students who are California residents. To apply for the BOGW, complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and list the RCCD Title IV school code #001270. Eligibility for the BOGW is determined automatically when the Student Financial Services office receives your FAFSA information from the Department of Education. The BOGW is valid for the entire academic year beginning with summer and ending with the following spring semester. The BOGW does not pay for books, student services or health fees, or additional class fees. If you are not a California resident, you may be eligible to apply for a non-resident tuition exemption through the AB540 program. See Admissions and Records for complete information.

## Federal Work Study
The Federal Work Study (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 and a minimum 2.0 CGPA. When eligible to work, your supervisors will contact you. To view available jobs or for more information on FWS, please view the Student Employment section.

## Scholarships
Scholarships are financial assistance awarded to students based on financial need and do not require repayment if you successfully complete your courses. Grants consist of the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG), the Academic Competitiveness Grant (ACG) and the Cal Grant. The ACG grant is for students who are enrolled full time in their first and second academic years and have graduated from a rigorous high school program of study. Completing the FAFSA online at www.fafsa.ed.gov is the basis for all the grants and loans listed below. Make sure to add RCC Title IV school code #001270. The Cal Grant GPA Verification form and FAFSA must be completed by March 2nd of each year in order to apply for the Cal Grant program. Certain certificate or short term programs may not qualify for grant or loan assistance; please visit one of our SFS Academic Counselors to inquire about your program’s eligibility. Remember, apply early!

## Chafee Grant
Are you or were you a foster youth between the age of 16-22 years old? You may be eligible for this grant. This grant awards up to $5000 annually to eligible or current foster youths and does not have to be paid back. Applications can be found online at [www.chafee.csac.ca.gov](http://www.chafee.csac.ca.gov).

## Student Financial Services Counseling/Outreach
If you would like assistance to apply for financial assistance, search for scholarships over the Internet, or meet with our Student Financial Services (SFS) Academic Counselors, please visit our office located on the Riverside campus behind the Bradshaw Student Center. You may also visit the SFS office on the Moreno Valley and Norco campus to make appointments to meet with our SFS Academic Counselors.

## Loans
Riverside Community College District (RCCD) strives to help students reach their educational goal with the least amount of student loan debt possible. RCCD participates in the Federal Family Education Loan (FFEL) program. We offer Subsidized and Unsubsidized FFEL Stafford loans to help students achieve their career goals. The loan applications are available during the fall and spring semesters in the SFS office on each campus. FFEL loans must be repaid with interest and we encourage all students to exercise caution when borrowing any student educational loans. Federal Student Loans should be the last alternative to pay for a student’s education, so plan ahead when determining the amount you request to borrow. Loan amounts are based on grade level, unmet financial need, annual and aggregate loan limits, loan history and satisfactory academic progress. Students applying for a loan are required to have a two year Student Educational Plan (SEP) on file with RCCD before applying for the loan and must be enrolled in 6 or more units on that SEP plan.

For specialized grants including Gear Up, Child Development Grant, SSS Grant, etc., please see any Student Financial Services office for additional information or visit our consumer guide online.

If you are considered an out-of-state (non-resident) student, the SFS office may be able to assist you with your fees. Please visit the SFS office and inquire about our non-resident deferment policy.

Not all RCCD courses are approved for financial assistance by the Department of Education. For a list of courses that are not approved to receive financial assistance, please visit the SFS office.
**Parking @ RCCD~**

Listed below are some of the most frequently asked questions by students regarding the parking rules on campus. If your specific questions are not addressed, call 222-8521 or stop by the Safety & Police Parking Office located in Lot G, Lovekin Complex A-1. We are here to help you understand the rules you will have to follow should you choose to bring a motorized vehicle to campus.

Q: The grace period is over and I still haven't received the parking permit I ordered. What should I do?
A: Parking permits are mailed within 1-3 days after payment (weekends & holidays excluded). If you haven’t received your parking permit in the mail by the time the grace period is over, please contact Parking Services to find out why it may have been delayed.

Q: What are the hours permits are required?
A: Permits are required on all district property, Monday through Thursday from 7:00a.m.-10:00p.m., Friday 7:00a.m.-4:00p.m. RCCD ENFORCES ALL OTHER RULES OF THE CALIFORNIA VEHICLE CODE (i.e., posted time zones, red curbs, handicap spaces, expired registration, etc) 24 HOURS A DAY, 7 DAYS A WEEK. A parking permit is not required for the winter term so long as students park in handicap spaces, expired registration, etc) 24 HOURS A DAY, 7 DAYS A WEEK.

Q: Why is parking such a challenge?
A: There are parking permit dispensers on each of the RCCD campuses. The Riverside campus has a new multi-structured parking building on Magnolia Avenue that can be accessed from Magnolia or 15th Street. Find parking spaces within designated spaces set aside on campus.

Q: What if I use a different car or forget my permit, can I just park wherever I want, right?
A: NO! Parking permits allow students to park on district property in student spaces. THEY DO NOT GUARANTEE A SPACE AND THE INABILITY TO LOCATE A LEGAL PARKING SPACE IS NOT A VALID JUSTIFICATION FOR THE VIOLATION OF DISTRICT PARKING REGULATIONS OR THE CALIFORNIA VEHICLE CODE. YOUR PARKING PERMIT MUST BE PROPERLY DISPLAYED IN PLAIN, FULL VIEW, AND NUMBERS CLEARLY VISIBLE, ACCORDING TO THE INSTRUCTIONS ON THE PERMIT.

Q: I have a disabled placard. Do I have to purchase a parking permit?
A: YES. In addition to having a valid placard properly displayed or a license plate which signifies that you are disabled, your vehicle must display a current parking permit.

Q: If I lost my permit, can I get another one?
A: No. Parking permits are personal property. You wouldn’t leave money lying around your unopened vehicle, and your parking permit should be treated the same way. If your vehicle is a convertible, or you are somehow prevented from locking your vehicle, visit Parking Services after you purchase your permit. We will help you in finding a solution. If you lost your permit contact Parking Services for the procedures for replacing your permit.

Q: I got a parking citation. Now what do I do?
A: No one enjoys getting a parking citation, but getting angry and rude will not make it go away. If you believe the citation was issued in error, you can contest the citation. Follow the directions on the back of the citation. You have twenty-one (21) calendar days from the date the citation was issued to do so. The appeal process is in accordance with California law.

Q: What happens if a citation is not paid?
A: If a citation is not paid or appealed within twenty-one (21) calendar days from the date it was issued, the citation will increase. Further failure to adjudicate the citation will ultimately result in a Department of Motor Vehicles hold being placed on the vehicles registration, and can also initiate a California state tax lien to be placed on the registered owner of the vehicle in violation.

Q: Why is parking such a challenge?
A: The first few weeks of a new semester are always the busiest. Students are still registering, paying fees, adding and dropping classes and buying parking permits. The Riverside campus has a new multi-structured parking building on Magnolia Avenue that can be accessed from Magnolia or 15th Street. Find alternate transportation the first few weeks, i.e., walk, carpool with friends, take the bus, or ride a bicycle. Try searching for a parking space in the lower level of the Riverside campus first. REMEMBER, YOU ARE RESPONSIBLE FOR FINDING LEGAL PARKING.

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Department of Safety & Police Parking Services offers a variety of safety and basic services to the college community, and are available 24 hours a day, 7 days a week. Services include lockout service on non-automatic lock vehicles and jump-starts. Also available is an escort service to walk you to your vehicle in the evening. Program your cell phone with our dispatch center at (951) 222-8171. This number will work for all District properties.

If you need emergency services, each campus has several “Blue Light” emergency phones that will connect you directly to our 911 dispatch center. Please use these only in an emergency. You may also dial 911 from any campus inside desk telephone.
Matriculation

The Matriculation program at Riverside Community College District is intended to assist students to establish 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. All new matriculants must complete Assessment, Freshman 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. Assessment/placement testing is available in alternate format for individuals with disabilities. Because RCCD uses multiple measure placement criteria, placement levels are enforced as prerequisites to courses.

New students and continuing students who need placement levels for ESL courses should make an appointment for this test by calling the assessment centers at any campus. RCCD’s placement process for math, English and reading courses is now computerized and in most cases no appointment is necessary. Please call to confirm hours of service. Assessment phone numbers: Moreno Valley (951) 571-6492; Norco (951) 372-7176; Riverside (951) 222-8451. Assessment hours are posted online at www.rcc.edu/services/assessment/dates.cfm.

Orientation/Counseling Sessions

All first time college students must attend a freshman orientation/counseling session prior to enrolling in courses. During these sessions, counselors will introduce students to services and educational programs at Riverside Community College District; provide students with information on registration procedures and placement results; and assist the students in developing their first semester educational plans. Call or stop by the Counseling department on any campus to schedule a freshman orientation/counseling session. New students should also register for GUI-45, Introduction to College.

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 the student. Due to a 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. Students who have attended other college(s) must request to have an official transcript(s) sent to RCCD before scheduling counseling appointments.

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. All matriculated students must declare a specific educational goal by the time they complete 15 units. Students are required to have an educational plan on file within 90 days after declaring a goal. When goals or majors are changed, students should update their educational plan. To ensure this procedure, matriculated students are encouraged to make an appointment with a counselor during their first semester at RCCD (special support programs may have additional requirements).

Follow-up

Counselors and instructors will provide follow-up activities on behalf of matriculated students. These activities are designed to inform students of their progress early in the semester and to continue to assist students in accomplishing their educational 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 prerequisite has not been validated.
3. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite.
4. A prerequisite for a course necessary for graduation, transfer or a certificate is not offered and the unavailability of said prerequisite poses a hardship.
5. The prerequisite is discriminatory or being applied in a discriminatory manner.

The Matriculation Appeals Petition form to challenge prerequisites is available in the Counseling Center on all three campuses.

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 the District Matriculation office at (951) 222-8442.

Registration Checklist--
New, Returning Students

STEPS TO REGISTER

EXEMPTION CRITERIA

APPLICATION
Admissions
222-8600

YES

NO

ASSESSMENT
571-6492 (MOV)
372-7156 (NOR)
222-8451 (RIV)

YES

ORIENTATION/COUNSELING
(New students enroll in GUI-45)
571-6104 (MOV)
372-7101 (NOR)
222-8440 (RIV)

YES

REGISTRATION

All students are welcome to participate in any of these services even if an exemption has been granted.

1. AA/AS or higher
2. Taking 5 units or less and a goal of:
   • Advancement in current career
   • Maintaining certificate/license
   • Educational development

1. AA/AS or higher
2. Taking 5 units or less and a goal of:
   • Advancement in current career
   • Maintaining certificate/license
   • Educational development
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<td>Welding Technology</td>
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*Note: Local and State Approved certificates are available.*

**2010 Winter**
Certificates and Degrees~

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<td>Communications, Media &amp; Languages</td>
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<td>Math &amp; Science</td>
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Nondiscrimination, Commitment to Diversity & Prohibition of Harassment and Retaliation Policies~

Board Policy 7100 Commitment to Diversity
Board Policy 3410 Nondiscrimination
Board Policy 3430 Prohibition of Harassment and Retaliation

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

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

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

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity.

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

To obtain a complete copy of the Board Policies mentioned above, please call the Diversity, Equity and Compliance Office: (951) 222-8039 or the Diversity and Human Resources Department: (951) 222-8595.
Reporting Discrimination or Harassment

Riverside Community College District • Diversity and Human Resources

The RCCD Diversity, Equity and Compliance office is available to assist students, faculty, staff and visitors with problems or questions regarding discrimination or harassment. For more information on reporting procedures or to download a copy of the required form to file a formal complaint, please visit our web site at: www.rcc.edu or we may be reached by telephone 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 on what occurred;
- Report your concerns and problems to the District by calling (951)222-8039.

Discrimination/Harassment is contrary to the RCCD 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
- Or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.

Sexual Harassment has no place in an academic or work setting. RCCD is committed to providing a positive and safe environment for all students, employees and visitors. The following is a partial list of prohibited activities that may be considered sexual harassment:

- 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, sexual comments including graphic comments about an individual's body;
- Making or using derogatory comments, epithets, slurs, or jokes;
- 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 an 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. Informal resolutions are to be reviewed by the Director of Diversity, Equity and Compliance. Formal complaints must be filed in writing using the required formal complaint form available on our web site, the State Chancellor's web site 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 Resolutions may be arranged by contacting the RCCD Diversity, Equity and Compliance office at (951) 222-8039. Informal resolutions require written acknowledgement from the person raising the concern. Choosing the informal process does not hinder the right to file a formal complaint within the regulatory time period for formal complaints.

Formal Complaints may be filed by contacting the RCCD Diversity, Equity and Compliance office at (951) 222-8039 or the California Community Colleges Chancellor's Office at 1102 Q Street, Sacramento, CA 95811. 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.

The complaint form is available from the following web sites:

www.rcc.edu/administration/hr/files/Discrim_Complaint_2006.pdf

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 unlawful discrimination/harassment or by one who has learned of such unlawful discrimination in their official capacity as a District faculty member or administrator.

Diversity, Equity and Compliance office at (951) 222-8039 or the California Community Colleges Chancellor's Office at 1102 Q Street, Sacramento, CA 95811. Formal complaints involving employment discrimination/harassment shall be filed within 180-calendar 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 discrimination/harassment is within one year of the last date the alleged conduct occurred. Complaints involving employment discrimination/harassment shall be filed within 180-calendar 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
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)
Santa Ana District Office
2101 East 4th Street, Suite 255-B
Santa Ana, CA 92705
(800) 884-1684
www.dfeh.ca.gov/

Equal Employment Opportunity Commission (EEOC)
Wells Fargo Bank Building
401 B Street, Suite 510
San Diego, CA 92101
(800) 669-4000
www.eeoc.gov

Retaliation for filing a discrimination/harassment complaint or referring a matter for investigation is unlawful.

Confidentiality is maintained to the extent possible by law.
Director, Diversity, Equity and Compliance
Diversity and Human Resources
Riverside Community College System Offices
3845 Market Street
Riverside, CA 92501
(951) 222-8039
www.rcc.edu

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

Department of Fair Employment and Housing (DFEH)
Santa Ana District Office
2101 East 4th Street, Suite 255-B
Santa Ana, CA 92705
(800) 884-1684    TTY (800) 700-2320
www.dfeh.ca.gov

Equal Employment Opportunity Commission (EEOC)
Wells Fargo Bank Building
401 B Street, Suite 510
San Diego, CA 92101
(800) 669-4000
www.eeoc.gov

State Chancellor's Office
California Community Colleges (CCCCO)
1102 Q Street
Sacramento, CA 95811-6549
(916) 445-4826
www.cccco.edu
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