All information contained in the 2015-2016 Student Handbook is current as of April 2015. Although every effort has been made to ensure accuracy of the information in this handbook, students and others who use this handbook should consult with a counselor, dean, department chair or program directors for recent additions, deletions or changes. Updates can also be found online at www.norcocollege.edu.
## Table of Contents

- District Members ................................................................. 38
- About Our College .............................................................. Inside Cover
- President’s Welcome ............................................................. 2
- Associated Student Body President’s Welcome ......................... 3
- Norco College Map ............................................................... 4
- Our Degrees and Certificates ............................................... 5
- Associate Degree for Transfer ............................................. 6
- Career Decision-Making Process .......................................... 7
- Associated Students of Norco College ................................ 8
- Student Life .......................................................................... 9
- How to Apply for Financial Aid ............................................ 10
- Activate Your Student Email ............................................... 12
- How to Choose a Major ....................................................... 13
- Your Guide to Success ......................................................... 14
- Navigating Norco College .................................................... 15
- Family Educational Rights and Privacy Act (FERPA) ............... 17
- English Writing Lab ............................................................. 19
- Moving Through English and Math ...................................... 20
- Placement Test Score Chart ............................................... 21
- Tips for Academic Success .................................................. 22
- Understanding the Class Schedule ..................................... 23
- Set Goals and Make a Plan for Registration Day .................... 24
- Manage Your Time .............................................................. 25
- Planning Tools For Transfer Students ................................. 26
- Manage Your Work Load ..................................................... 27
- Plan Your Schedule ............................................................ 28
- Tips For Your First Semester ............................................... 30
- Disability Resource Center ............................................... 31
- Active Classroom Learning ................................................. 32
- How to Register for Classes Using WebAdvisor .................... 33
- Preparing for a Test ............................................................ 35
- Study Styles .......................................................................... 36
- How To Calculate Your GPA ............................................... 37
- Grading and Attendance ...................................................... 38
- Early Alert ............................................................................ 39
- A to Z Guides ........................................................................ 40
- College Terms ...................................................................... 43
- A Successful Mustang ........................................................... 45
  - Core Commitments .......................................................... 45
  - Standards of Student Conduct .......................................... 45
  - Academic Honesty ............................................................ 47
  - Non-Discrimination Policy ............................................... 48
  - Harassment Policy ............................................................ 48
  - Parking Regulations .......................................................... 49
  - Health Services .................................................................. 51
  - Students Rights and Responsibilities ............................... 52
  - Complaint Process ............................................................ 53
- Academic Calendar ............................................................... 52
- Inside Back Cover ................................................................. 53
Norco College is a two-year public institution of higher education, one of three colleges in the Riverside Community College District (RCCD). Norco College is located approximately 40 miles east of Los Angeles in the city of Norco, Riverside County, California. Established as a campus of the RCCD in 1991, Norco College was granted Initial Accreditation by the Accrediting Commission for Community and Junior Colleges (ACCJC) in January 2010 and is the 112th independent college of the California Community College system.

Norco College is governed by the RCCD Board of Trustees, a five-member Board elected at large for four-year terms by the voters of Riverside Community College District. The College offers 64 locally or state approved certificates and eight associate degree options.

**Mascot**

Mustangs

**Colors**

Burgundy and White

**Mission Statement**

Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.

**Vision Statement**

Norco – creating opportunities to transform our students and community for the dynamic challenges of tomorrow.
Welcome to Norco College! Greetings from our fine faculty, staff and administrators. Our primary focus is student success and excellence in everything we do. We stress high academic standards, a dynamic learning environment, the importance of inclusion, treating students as individuals, and the value of diversity. At Norco, you can earn associate degrees relevant to today’s technology-oriented workforce and valued by employers, and degrees that transfer to four-year universities. You can complete career technical certificates, develop new job skills, or fine tune your foundational skills to achieve your education and career goals.

Norco College values relationships with our local community, business and industry leaders, area universities, and local K-12 school districts. Working together, they enable us to give you an education of excellence in emerging programs like Science, Technology, Engineering and Math (STEM), supply chain technology, computer game design, commercial music, and industrial technology. Our comprehensive liberal arts and sciences curriculum serves you very well in the rapidly changing 21st century workplace. We are honored you have chosen us to further your education. Take full advantage of our student-centered faculty, staff, and administrators, and the learning designed for your success. Our team can orient you, help assess your needs, and set up your individual education plan.

Our inclusive, innovative approach to learning and the creative application of emerging technologies strongly influence our service to students, the community, and our workforce. We provide you with foundational skills, transfer, and career educational opportunities. We look forward to meeting you across campus as you study and participate in clubs and campus events designed to enhance your learning experience at Norco College.

Your success begins at Norco College! Best wishes on your education and career journey.

Paul Parnell, Ph.D.
President

Welcome to Norco College! I would like to congratulate you on taking the correct steps to furthering your education and pursuing your goals and dreams. Norco College is home to some of the brightest and friendliest people in the Inland Empire. During your time here, you will have the opportunity to expand your horizons, develop positive and constructive academic skills, and become a valuable applicant in the workforce.

At Norco College, our number one goal is to increase student achievement and success. Our staff and faculty are committed to achieving this goal for the benefit of each student. We offer a diverse set of programs that assist students who have financial and academic challenges, a Disability Resource Center to ensure access and accommodations to individuals with disabilities, and vocational training to prepare our students to become tomorrow’s leaders.

The Associated Students of Norco College (ASNC) is your student government and we are the student’s representation to the faculty, district, and region. We are a group of inspired students dedicated to assisting our student’s success and happiness. Stop by to say hello, or ask for help. There will always be someone available to assist you.

In addition, we have a variety of clubs and organizations on our campus. They range from academic clubs, hobby/interest group clubs, community service clubs, or even cultural educational organizations. I encourage you to get involved and expand your network of relationships here at Norco College. Exposing oneself to our diverse community will create tolerance and exposure, which will make us all better members of society. College is meant to be an enjoyable experience. Let’s put the community vibe back in community college.

I wish you the best of luck with your studies and hope for nothing but the utmost success in your academic and life endeavors. I am looking forward to an exciting and positive school year. Welcome aboard!

Brett Goldberger
President of the Associated Students of Norco College
Our Degrees and Certificates

For complete information about degree and certificate requirements, please see the Norco College catalog. Students are encouraged to meet with a counselor for individual education planning.

**Administration of Justice**
- Crime Scene Investigation

**Area of Emphasis Degrees**
- Administration & Information Systems
- Communications, Media & Languages
- Fine & Applied Arts
- Humanities, Philosophy & Arts
- Kinesiology, Health & Wellness
- Pre-Engineering
- Social & Behavioral Sciences
- Math & Science

**Associate Degree for Transfer**
- See Associate Degree for Transfer (ADT) page

**Business Administration**
- Accounting Concentration
- Entrepreneurship: Getting Started
- General Business Concentration
- Logistics Management
- Logistics Management Concentration
- Management Concentration
- Marketing Concentration
- Real Estate Concentration
- Real Estate Salesperson & Transaction
- Registered & Small Business Income
  - Tax Preparer
- Small Business Accounting
- Small Business Payroll Accounting
- Retail Management/WAFC

**Electricity & Electronics**
- Digital Electronics
- Electrician
- Electrician Apprenticeship
- Green Technician

**Engineering & Design**
- 3D Mechanical Drafting
- Architectural Graphics
- Civil Engineering Technician
- Construction Technology
- Drafting Technology
- Engineering Graphics

**Industrial Automation & Robotics**
- Automated Systems Technician
- Computer Numerical Control Programming
- Computer-Aided Production Technology
- Supply Chain Technology

**Multimedia & Game Development**
- Audio Production: Recording
- Audio Production: Game Audio
- Commercial Music: Performance
- Game Art: 3D Animation
- Game Art: Character Modeling
- Game Art: Core
- Game Art: Environments & Vehicles
- Game Design
- Game Programming

**Early Child Development**
- Early Childhood Education
- Early Childhood Intervention Assistant
- ECE/Assistant Teacher
- ECE/Twelve Core Units
- Infant & Toddler Specialization

**Information & Communication Technologies**
- Computer Applications
- Computer Programming
- C++ Programming
- Graphic Design
- Java Programming
- Mobile Application Development
California Community Colleges are now offering associate degrees for transfer (ADT’s) to the CSU’s. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree.

California Community College students who are awarded an ADT degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration (usually through a slight GPA bump) to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to a specific major or campus.

Students who have been awarded an ADT are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units. Not all CSU campuses accept all of the AA-T/AS-T degrees. To view the most current list of Norco College Associate Degrees for Transfer and to find out which CSU campuses accept each degree you should meet with a Norco College counselor and also visit the websites listed below.

Transfer Counseling:
It is important to understand that the ADT degree is designed specifically for transfer and is different than other types of associate degrees offered at Norco College. If we do not offer an ADT degree for your major you can still transfer to a CSU. Students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs. Proper planning early is essential to make sure you meet the transfer requirements.

Norco College ADT Website:
http://norcocollege.edu/services/counseling/transfer/Pages/Associate-Degree-for-Transfer.aspx

Additional ADT Websites:
www.calstate.edu/transfer/adt-search/search.shtml
http://adegreewithaguarantee.com/
http://sb1440.org/
http://californiacommunitycolleges.cccco.edu/Students/AssociateDegreeforTransfer.aspx

ADT Degrees offered at Norco College:

<table>
<thead>
<tr>
<th>Anthropology</th>
<th>Physics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Studies</td>
<td>Political Science</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Psychology</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Sociology</td>
</tr>
<tr>
<td>English</td>
<td>Spanish</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Studio Arts</td>
</tr>
<tr>
<td>Philosophy</td>
<td></td>
</tr>
</tbody>
</table>


Career Decision-Making Process

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

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

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

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

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

### Online Career Resources

- [www.bls.gov/ooh](http://www.bls.gov/ooh)
- [www.cacareercafe.com](http://www.cacareercafe.com)
- [www.cacareerzone.org](http://www.cacareerzone.org)
- [http://salarysurfer.cccco.edu](http://salarysurfer.cccco.edu)
- [www.onetonline.org](http://www.onetonline.org)
- [www.service locator.org](http://www.service locator.org)
- [www.eureka.org](http://www.eureka.org)

Site code: IUJRUYV
We, the students of Norco College, in order to establish an effective student government, recognize the inherent rights and responsibilities of self-government, represent student interests, rights and concerns, stimulate student awareness and involvement in the many academic, cultural, social, and community opportunities available at Norco College.

The Student Activities Office is the home of the Associated Students, the student government representing the student voices on Norco College.

The ASNC sponsors various clubs/organizations, including honors societies, social services, and professional and general interest clubs/organizations. Membership to these organizations is open to all students who have paid the current semester’s student services fee. Students are encouraged to join campus organizations or form new organizations. Not all clubs listed here are currently active. The Clubs and Organizations Guide offers a complete listing of all campus clubs and procedures for starting a new club. Club guides are available in the Student Life office (CSS 205).

**Honors**
- Alpha Gamma Sigma (AGS)
- Norco Scholars Association

**Athletics**
- Soccer Club

**Religious**
- Mustangs for Christ
- Muslim Student Association

**Academic**
- Norco Voice (Journalism)
- Puente
- The Talented Tenth Program (T3p)
- Student Game Creation Club
- Game Art Organization
- Norco Karate Organization
- Norco Choir

**Business**
- Students in Free Enterprise (SIFE)

**Social and Cultural**
- Anthropology
- Latinos Promoting Education and Culture (LPEC)
- Black Student Alliance

**Special Interest**
- Chess Club
- Dynamics of Game Industry (DOGI)
- Green Health Club
- Circle K International (Kiwanis Club)
- Veterans Club
- Gender and Sexuality Awareness Club (GSA)
- Arabesque - Art Club
- Heart and Mind Collaboration - Mental Health Club
- Swing It Up - Swing Dance Club
- Black Student Association (BSA)
The Office of Student Life supports all aspects of student engagement in co-curricular activities including but not limited to:

- Involvement in community service
- Physical and mental wellness
- Career Exploration
- Employment opportunities (on and off campus)
- Activities and events
- Field trips
- Personal, academic, and professional growth

Staff is here to ensure that your college experience is maximized to its fullest potential within a safe and healthy learning environment.

Please take a minute to visit the webpages below at www.norccollege.edu and explore all that the Office of Student Life has to offer. Please visit our office on the second floor of the Center for Student Success. We are happy to answer your questions and point you to the right direction.

- Associated Students (ASNC)
- Athletics
- Career & Job Placement
- Health Services
- Standards of Student Conduct
- Student Employment

---

**Mahejabeen Kauser**

**High School:**
Centennial High School

**What brought you to Norco College?**
I was attracted towards the many opportunities that Norco has to offer. Before I started attending classes, I was enrolled in the Summer Advantage program which gave me a boost for my first semester.

**What is your Major?**
Biology

**Transfer Plan (School?)**
I would like to transfer to either UCR, UCI, or UCLA.

**Long-term Goal (Career?)**
I plan on being a doctor.

**Campus Involvement (i.e. clubs, orgs, govt, etc.)**
I am working at the Corral and am part of the Student Government (public member). I hope to join the Honors Club next semester and be more involved in volunteer services.
How to Apply for Financial Aid

Norco College Student Financial Services Information
Telephone: (951) 372-7009
Location: Student Services Building, First Floor
Norco College Federal School Code: 041761

Often students assume that they will not qualify for financial aid. We encourage you to come to the Financial Aid Office to find out about the variety of financial aid opportunities available to community college students. The staff is dedicated to providing quality customer service and financial aid assistance to students in need.

Financial aid consists of loans, grants, work study programs, fee waivers, and scholarships to help cover educational expenses.

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

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

AB540 students may be eligible for the following:
- BOG waiver
- Cal Grant
- Scholarship
- Chafee Grant (for foster youth)

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

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

What to Expect from the Norco College Student Financial Services Office Document Request Email
Once we receive your FAFSA or DREAM Act application, we will send an email to you requesting additional forms.

Financial Aid Award Letter
Once your financial aid file is complete, we will review your financial aid eligibility and send you an award letter via WebAdvisor to notify you of the programs you qualified for and the amount of aid you are eligible to receive.
To apply for a Board of Governors (BOG) Fee Waiver complete the FAFSA, DREAM Act application, or BOG application form.

The BOG application requires a Norco College student ID number.

1. **Check to see if you qualify**
The BOG Waiver is an income ceiling program and is for low-income California residents. You may qualify if you are receiving AFDC/TANF/CalWORKs, SSI/SSP or General Relief (GR). Verification of benefits is required. To qualify through the BOG B application, your income and/or parents’ income cannot exceed the following ceilings*:

<table>
<thead>
<tr>
<th>Family Size</th>
<th>Income Ceiling</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$17,505</td>
</tr>
<tr>
<td>2</td>
<td>$23,595</td>
</tr>
<tr>
<td>3</td>
<td>$29,685</td>
</tr>
<tr>
<td>4</td>
<td>$35,775</td>
</tr>
<tr>
<td>5</td>
<td>$41,865</td>
</tr>
</tbody>
</table>

*Income standards are for the 2015-2016 academic year

2. **Allow 24-48 hours for your FAFSA/DREAM Act to process.**
You will receive an email that will notify you if you qualified for the BOG.

**Helpful Hints to Complete the BOG Application**

Don’t assume the BOG will automatically pay your fees. Please check your payment deadlines on WebAdvisor and be sure to pay outstanding fees. If fees are not paid by the deadline, you will be dropped from your classes.

If you are BOG eligible and have already paid your fees, you may request a refund from the Admissions and Records Office. Enrollment fees will be refunded for the current semester only.

If you are not BOG eligible, you may still qualify for additional grants through FAFSA. Contact the Student Financial Services Office for more information.
Activate Your Student Email

Students are provided a free student email through Microsoft’s Office 365 for Education. Access to this e-mail is imperative as this is the ONLY approved method of formal communication between the College and the student. Personal e-mail addresses will not be used by the College. Access to this e-mail account will provide you with important notices, new classes, class changes, waitlist statuses, notices from Student Financial Services, faculty correspondence, and more. Once assigned, your student e-mail address will never change. Please check your e-mail account daily.

You should have received your student email address in the welcome email a few days after applying. Your student e-mail address may also be accessed by logging on to the main menu of WebAdvisor and clicking on the Learn Your RCCD E-mail Address link. You may also find it by going to WebAdvisor and clicking on What’s My Email Address?

To Activate Your Email:
1. Go to mail.office365.com and sign in with your RCCD student e-mail address. Your default password is your first and last name initials (first initial capitalized) followed by your six digit birthday(mmddyy). For example, if your name is John Smith and your birth date is 07/28/1990 then your default password is Js072890. After submission you will be prompted to change it to a private password.

2. Follow the Microsoft prompts to set up and access your account.

3. You can also forward your student email to another personal email account. Go to Options> See All Options> Forward Your Email. If you need help, view the student email tutorial on WebAdvisor. If you are having difficulty and are unable to resolve your problem by using the tutorial, contact Admissions & Records at (951) 372-7002.

Student Email Password Reset
(Do not use MAIL.OFFICE365.COM to reset email password)
If you cannot login to your RCCD student email account with your default password, you must login to WebAdvisor to reset your e-mail account password. Microsoft Support CANNOT reset your password.

To successfully reset your password you MUST:
1. Login to WebAdvisor

2. Select Student E-mail Password Reset located on the left hand side of the screen.

3. Keep in mind when resetting your e-mail password that it may take up to five working days; this excludes weekends and holidays. Do not attempt to log in before the five-day period to avoid further login issues.

4. You CANNOT reset your password by using the Can’t Access Your Account link on the Microsoft Office365 email account login page.

5. Once you’ve requested to reset your e-mail password you may access your e-mail account with their temporary/default password: your first and last name initials (first initial capitalized) followed by your six digit birthday(mmddyy) Example: Jd072890

6. You will be required to customize your password for privacy after your successful login.
Statistics for undeclared majors:

More than 50 percent of college graduates pursue careers that are not related to their majors. Thirty to forty percent of incoming students are uncertain of a major or their field of study. It is also estimated that over 75-80 percent of students change their majors. Good news: Retention rates for declared students are better, and there is help on selecting a major.

Before deciding, explore and ask yourself:

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

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

3. How do I get it?
   ◊ Research
   ◊ Explore, consider interning. Determine whether you see yourself in a particular job setting on a daily basis.
   ◊ Decide and develop an educational plan that leads to a career that matches who you are and what you want to do.
# Your Guide to Success

## Norco College’s Successful Path to Earning an AA/AS degree

**Getting Started…**
Complete the following: Online Application → Placement Test → Orientation → First Semester Ed Plan

<table>
<thead>
<tr>
<th>0 – 14 units</th>
<th>15 – 29 units</th>
<th>30 – 44 units</th>
<th>45 – 59 units</th>
<th>60 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ View your registration date in WebAdvisor</td>
<td>□ Student Educational Plan</td>
<td>□ Update Student Educational Plan</td>
<td>□ Make revisions to educational plan</td>
<td>□ Apply for Certificate(s)/Degree(s)</td>
</tr>
<tr>
<td>□ View your student email account and establish new password</td>
<td>□ Unofficial Degree Audit</td>
<td>□ Explore College Major Requirements</td>
<td>□ Grad Check</td>
<td>□ Submit letter of intent to University</td>
</tr>
</tbody>
</table>

## Explore Student Support Programs ~ EOPS, DRC, Honors, Puente, Transfer Center 3P, SSS

| □ Register for Classes | □ Undecided on a Major/Career? Make an appt. with a counselor Enroll in Gui 47 | □ Transfer Center Explore Universities/Majors | □ Apply for Scholarships | □ Attend resume and writing and interviewing workshops |

## Visit a Counselor each term to make sure you are on track

| □ Goal Exploration | □ Declare a major | □ Decide on where you want to transfer College/University | □ Attend Job Fair | □ Remember to request your official Norco College transcripts and send to chosen universities |
| □ Submit all official College transcript(s), AP transcript(s), High School transcript | □ Apply for Scholarships | □ Apply to transfer CSU/UC/Private University | Notes: | Notes: |
| | | | | | Notes: | Notes: |
| | | | | | | | Notes: | Notes: |
| | | | | | | | Notes: | Notes: |
| | | | | | | | Notes: | Notes: |
| | | | | | | | Notes: | Notes: |
| | | | | | | | Notes: | Notes: |
| | | | | | | | Notes: | Notes: |
| | | | | | | | Notes: | Notes: |
| | | | | | | | Notes: | Notes: |
| | | | | | | | Notes: | Notes: |
| | | | | | | | Notes: | Notes: |
| | | | | | | | Notes: | Notes: |
High School vs. College

Being in college is different from being in high school. Let us show you how different it is:

In High School

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

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

Teachers
Teachers approach you if they believe you need assistance. Teachers have been trained in teaching methods to assist in imparting knowledge to you.

Teachers present materials to help you understand the material in the textbook.

Teachers often take time to remind you of assignments and due dates.

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

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

Tests
Make-up tests are often available.

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

Testing is frequent and covers small amounts of material.

Grades
Grades are given for most assigned work.

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

You manage your own time. You will be faced with a large number of moral and ethical decisions you have not had to face previously. You must balance your responsibilities and set priorities.

Classes

You arrange your own schedule and schedules tend to look lighter than they really are.

Graduation requirements are complex and differ for different majors and goals. You are expected to know which requirements apply to you.

Professors

Professors are open and helpful, but most expect you to initiate contact if you need help or assistance.

Professors have been trained as experts in their particular areas of research.

Professors may not follow the textbook. Instead, to amplify the test, they may give illustrations, provide background information, or discuss research about the topic you are studying.

Professors expect you to read, save and consult the course syllabus for all test dates and assignment deadlines.

Studying

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

Tests

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

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

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

Grades

Grades may not be provided for all assigned work.

Watch out for your first tests. These are usually “wake-up calls” to let you know what is expected but they also may account for a substantial part of your course grade. You may be shocked when you get your grades.
Riverside Community College District adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining education records. Although the College applies the provisions of FERPA in a strict manner, the law allows the College to release student directory information. RCCD, based on FERPA regulations, designates as directory information the following: student’s name, major field of study, dates of attendance, enrollment status (e.g., full time/part time), participation in officially recognized activities and sports, weight and height of members of athletic teams, and degree and awards received.

Students have the opportunity to request that their directory information be maintained as confidential. In completing the admission application, students are provided this opportunity. Students who are continuing students at RCCD may go to the Student Services office and request to have directory information withheld.

The student’s prior written consent is not required to disclose non-directory information under specific conditions according to FERPA regulations. (Included under this provision is the ability to disclose education records to parents of a student under 18 years of age as defined in Section 152 of the Internal Revenue Code of 1986. Refer to www.rccd.edu/pages/ferpa/ for more information.)

The Family Education Right and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the date RCCD receives a request for access. Copies are not provided if the student has an outstanding financial or other hold on their records. The District may assess a charge pursuant to Board Policy Regulation 3300 for furnishing copies of any education record. Students should submit to the Admissions and Records, dean, head of the academic department, or other appropriate official written requests that identify the record(s) they wish to inspect. The RCCD official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the RCCD official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask RCCD to amend records that they believe are inaccurate or misleading. They should write the RCCD official responsible for the record, clearly identify the part of the record they want to change, and specify why
it is inaccurate or misleading. If RCCD decides not to amend the record as requested by the student, RCCD will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorized disclosure without consent. One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by RCCD in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom RCCD has contracted (such as an attorney, auditor, collection agent or agents or organizations conducting studies on behalf of the College); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, RCCD discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RCCD to comply with the requirements of FERPA.

The Riverside Community College District is dedicated to maintaining the absolute integrity of student records as well as protecting the student’s rights of access to those records. To this end, administrative regulations for granting of requests to inspect and review records are detailed in Board Policy 5040.

Students have the right to stop the use of their social security number in a manner otherwise prohibited by law by submitting a written request to Admissions and Records, along with a photo ID.

It is the responsibility of the student to update WebAdvisor to advise the Admissions and Records Office of any change in address or telephone number. Change of information forms are available at www.norcocollege.edu.
If you are enrolled in an English course, you are required to spend 18 hours during the semester in the writing lab. This will help you develop writing skills for your English course, and for all future courses you take at Norco.

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

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

The lab is located in the Industrial Technology Building, Room 121.

Suzie Schepler

High School: Fullerton Union High School

What brought you to Norco College? Norco College is close to home for me and it offers a great Accounting Program.

What is your Major? Accounting

Transfer Plan (School?)
I plan to transfer to Claremont McKenna College

Long-term Goal (Career?)
I hope to get a job as a corporate controller once I finish my bachelor’s degree.

Campus Involvement (i.e. clubs, orgs, govt, etc.)
I serve as a Senator for Finance in ASNC, I am in the Honors Program, and a member of Norco Scholars Association and PTK.
Moving Through English and Math

Moving through English, ESL, Reading

**ENGLISH AS A SECOND LANGUAGE**
- ESL-01 Oral Skills I, Beginning Oral Communication
- ESL-02 Oral Skills II, Intermediate Oral Communication
- ESL-03 Oral Skills III, Advanced Oral Communication

**Writing & Grammar**
- ESL-71 Basic Reading and Vocabulary
- ESL-72 Intermediate Reading and Vocabulary
- ESL-73 Intermediate Writing & Grammar
- ESL-74 High Intermediate Writing & Grammar
- ESL-04 High Intermediate Writing & Grammar

**ENGLISH COMPOSITION**
- ESL-51 Basic Writing & Grammar
- ESL-52 Low Intermediate Writing & Grammar
- ESL-53 Intermediate Writing & Grammar
- ESL-54 Intermediate Writing & Grammar
- ESL-55 Advanced Writing & Grammar

**READING**
- ENG-60A Basic Reading and Vocabulary
- ENG-60B Intermediate Writing & Grammar
- ENG-60C Advanced Reading and Vocabulary
- ENG-60D Intermediate Reading and Vocabulary
- ENG-60E Advanced Reading and Vocabulary
- ENG-1A English Composition
- ENG-1B English Composition

**READ-01 Reading Level I**
- READ-02 Reading Level II
- READ-03 Reading Level III

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

---

**Moving through Math**

**MAT-01** Arithmetic
**MAT-02** Pre-Algebra

**MAT-53 College Algebra**

**MAT-54** Pre-Calculus

**MAT-55** Trigonometry

**MAT-56** Calculus 1

**MAT-57** Calculus 2

**MAT-59** Calculus 3

**MAT-60** Differential Equations

**MAT-61** Linear Algebra

* Indicates UC/CAS transferable course
** Associate Degree applicable only
*** Only transferable to Norco College
## Placement Test Score Chart

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

<table>
<thead>
<tr>
<th>PTESL</th>
<th>CPT-4 (Reading)</th>
<th>CPT-5 (Writing) EAP-English</th>
<th>CPT-1, 2, or 3 (Math) EAP-Math</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 – ESL 55*</td>
<td>40 – College Level</td>
<td>30 – English 1A</td>
<td>70 – Math 1A</td>
</tr>
<tr>
<td>40 – ESL 54*</td>
<td>30 – Reading Skills 83</td>
<td>20 – English 50</td>
<td>60 – Math 10</td>
</tr>
<tr>
<td>30 – ESL 53*</td>
<td>20 – Reading Skills 82</td>
<td>15 – English 60B</td>
<td>50 – Math 4, 5, 11, 12, 25, 36</td>
</tr>
<tr>
<td>20 – ESL 52*</td>
<td>10 – Reading Skills 81</td>
<td>10 – English 60A</td>
<td>30 – Math 53, 35</td>
</tr>
<tr>
<td>10 – ESL 51*</td>
<td>5 – English 60A</td>
<td></td>
<td>20 – Math 52</td>
</tr>
</tbody>
</table>

*Suggested companion courses to core ESL courses

### Core Course Suggested Courses

<table>
<thead>
<tr>
<th>Core Course</th>
<th>Suggested Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 51</td>
<td>ESL 71, 91</td>
</tr>
<tr>
<td>ESL 52</td>
<td>ESL 71, 91</td>
</tr>
<tr>
<td>ESL 53</td>
<td>ESL 71 or 72, 92</td>
</tr>
<tr>
<td>ESL 54</td>
<td>ESL 72 or 73, 90, 92 or 93</td>
</tr>
<tr>
<td>ESL 55</td>
<td>ESL 72 or 73, 90, 93</td>
</tr>
</tbody>
</table>
Advanced Placement Credits and High School Transcripts

Before you register, be sure to submit documentation to receive credit and/or equivalencies for AP credits. If you scored a three or better on your AP test, you may be awarded credit for some courses. If you completed two years or more of high school Spanish, you may satisfy the Spanish prerequisite. You may also be awarded equivalencies based on high school math coursework. Please see a counselor for more information.

Misty Lyneete Jolly

High School: Long Beach Polytechnic High School

What brought you to Norco College?
My family and I moved to Mira Loma in 2013 and I knew I wanted to go to school. In August of 2013 my kids were old enough for me to go back to school, so I decided it was time. Norco College was the closest to me and I had read great reviews about it. I signed up and started with one class during the fall of 2013.

Major: English

Transfer Plan: Cal Poly Pomona

Long-term Goal:
I am working towards becoming a teacher or a writer.

Campus Involvement:
I work on campus as a Lab Aide in the Writing Center as well as a Writing/English Tutor in the LRC.
Understanding the Class Schedule

Waitlists
Before the beginning of the term, 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 (provided you do not have any student holds and have met any pre/corequisites) and your student account will be charged with the enrollment fee. Please check your schedule regularly online at WebAdvisor and/or your RCCD email account to confirm your status.

Waitlisting ends midnight of the evening prior to the first class meeting. Registered students must attend the first day of class to avoid being dropped.

In order to receive a refund on a class, you must drop the class by the refund deadline, which is available on WebAdvisor.

Add Codes
If you are waitlisted for a class, you are encouraged to attend class the first day to see if space is available and the instructor is willing to add you. If authorization to add is approved, the instructor will provide a four-digit authorization code. Authorization codes are not valid on WebAdvisor until the first day of the class and expire on the course add deadline. You may use the authorization code to register on WebAdvisor or in person. Fees are due at the time of registration.
Guide to Success  
**What are your educational goals?**

When you have a clear picture, it’s easier to stay focused and make good choices for yourself.

Start by taking a few minutes to jot down answers to the following questions:

What do I hope to get out of college?

What kind of person do I hope to become?

What qualities do I want to develop in myself and in my life?

What skills will I need for the future?

What contributions do I want to make?

---

**Goal Setting 101**  
**Why are goals so important?**

Goals help define where you’re going and what you want to accomplish, and make it easier to identify the necessary steps and choices. Long-term goals are important, but so are weekly and daily goals.

**Helpful Hint:** Don’t set too many goals. Break your goals into small steps – remember, Rome wasn’t built in a day. Take it one step at a time.

---

**TUTORIAL SERVICES**

**PROVIDING A SUCCESSFUL TUTORING EXPERIENCE**

**Tutorial Services Hours:**

- Monday .................. 9 am-7 pm
- Tuesday .................. 9 am-7 pm
- Wednesday ............... 9 am-7 pm
- Thursday ................. 9 am-7 pm
- Friday .................... 9 am-2 pm

Studies show that one-on-one or small group tutoring can improve student grades, increase attendance, and reduce course failure.

Learning Resources Center First Floor
Wilfred J. Airey Library Building
Tel: (951) 372-7143
Email: NorcoTutorial@Norco College.edu

---

Available SUBJECTS
- Mathematics
- English
- Accounting
- Chemistry
- Anthropology
- Anatomy
- History
- Spanish
- ESL
- Gaming
- Biology
- CIS
- Health Science
- Communications
College offers opportunities, new chances, and many choices. If you know what you’re trying to accomplish, it’s easier to manage the possibilities and make good decisions.

What if you treated school like a 9-5 job—budgeted time in your daily schedule for classes, a couple of breaks, and a 30-minute lunch, and then used the rest of the “workday” for study time? Imagine how much free time you’d actually have each night if you dedicated a good portion of each day to reading, reviewing, studying, and homework. Need an office? The library might be a great office space to work from each day.

Making the Most of Time
College offers many options. Can you do everything? Of course not. Remember, time management isn’t about doing more things; it’s about doing the right things. The key is to plan.

1. **List the things you need to do.**
   You might make separate columns -“this month,” “this week,” “today,” “by the time I’m 80,” whatever. Write down assignments, work, personal stuff, errands, everything.

2. **Determine how important and urgent everything is.**
   Label each item with these two words (or their opposites): important, urgent. **Important**, meaning it matters. If it affects your final grade, your health, your relationships, or one of your goals, it’s important. **Urgent**, meaning it needs to be done now.

3. **Number the items on your list.**
   Things that are important and urgent get number 1s. The 2s will be things that are important but not urgent. Unimportant stuff (more and less urgent) get 3s and 4s.

4. **Schedule.**
   Use your agenda to help you keep track of your priorities for the month, the week, or the day. Copy the little numbers you assigned for each item on your list too, and stick to the 1-2-3 order when you actually get down to business.

5. **Get to it.**
   Put your plans into action. Do important things first so that they don’t become big issues.

Helpful Hint: Remember, one of the most important things you can do to be successful in school is to go to class.
Austin Barraza

High School:
Rancho Cucamonga

What brought you to Norco College:
I started at UC San Diego my freshman year but left because I was unsure of what to study. Norco’s Honors Program has allowed me to explore majors comfortably in a small classroom setting.

Major:
Political Science

Transfer Plan:
UCLA or UC Berkeley

Long Term Goal:
Earn a Ph.D in political science and become a professor.

Campus Involvement:
I’m a member of the Honors Program and Phi Theta Kappa, as well as vice president of Norco Scholars Association. I’ve also participated in the RCCD and HTCC UC Irvine Research Conferences.
Deciding How Many Units to Take

Rather than focus on how many units needed to accomplish your educational goal, you should focus on how many units are needed to earn AA degree. In order to determine how many units to take, you need to consider lifestyle factors such as:

- How many hours a week do you work?
- How much time do you need to devote to your other responsibilities like family and relationships?
- How much time do you need for traveling to and from school?
- How much time do you need for socializing, recreation and other interests?

After considering these factors, you have an idea of how many hours a week you can realistically devote to school. The following is a recommended formula to determine the total time required for success in a class: **For each 1 unit of in-class time for lecture, schedule 2-3 hours per week for studying.**

**Example 1:** For a 3-unit class you could expect the following:

<table>
<thead>
<tr>
<th>In-Class Time</th>
<th>3 hours per week (1 hr. for each unit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>+6 hours per week (2 hr. for each unit)</td>
</tr>
<tr>
<td>Total Time</td>
<td>= 9 hours per week for one 3 unit class</td>
</tr>
</tbody>
</table>

If you enroll in 12 units, you would need to budget 36 hours per week for schoolwork. That means, between attending class and completing assignments, you would need to commit a total of 36 hours per week to school.

Managing Work and School

Being in school is hard; add a work schedule on top and you’ve got some major planning to do. If you are going to school and working, the maximum amount of work recommended is as follows:

| If you work 5-15 hours/week | Consider enrolling in no more than 16 units |
| If you work 20 hours/week   | Consider enrolling in no more than 12 units |
| If you work 30 hours/week   | Consider enrolling in no more than 9 units  |
| If you work 40 hours/week   | Consider enrolling in no more than 6 units  |

Helpful Hint: Look at your semester educational plan you developed with your counselor to determine how many units should be taken in a semester. Try to combine easy with hard classes to assure your success.
Make a Plan for Registration

You’re ready to start planning out your semester. Here is a chart to help you plan your days on and off campus.

**EXAMPLE: Planning Your Schedule**

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td>MAT-35</td>
<td>HES-1</td>
<td>MAT-35</td>
<td>HES-1</td>
<td>Leisure Time</td>
<td>PSY-1</td>
<td>Study Time</td>
</tr>
<tr>
<td>8:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00</td>
<td>Study Time</td>
<td>Study Time</td>
<td>Study Time</td>
<td>Study Time</td>
<td>Study Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Leisure Time</td>
<td></td>
</tr>
<tr>
<td>11:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Noon</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00</td>
<td>Work</td>
<td>Leisure Time</td>
<td>Work</td>
<td>Leisure Time</td>
<td>Study Time</td>
<td>Leisure Time</td>
<td>Study Time</td>
</tr>
<tr>
<td>1:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Leisure Time</td>
<td></td>
</tr>
<tr>
<td>3:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00</td>
<td>HIS-6</td>
<td></td>
<td></td>
<td></td>
<td>Leisure Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00</td>
<td>Study Time</td>
<td>Leisure Time</td>
<td>Study Time</td>
<td></td>
<td>Study Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Planning Your Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30 a.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Noon</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Helpful Hint:** Consider enrolling in Guidance 48: College Success Strategies. This class goes over time management, study skills, money management, and how to stay healthy in college.
With assessment and orientation behind you, you’re probably ready to sit back and relax for a while before starting college, but don’t get too comfortable. Before you know it, you’ll find yourself on campus, thrown into a whirlwind of decisions. Choosing your courses will be among the first. Picking classes in high school may not have been a big deal, but college is different, some schools offer literally thousands of classes. Deciding what to take can make even the most experienced student dizzy. The following tips and strategies will make it easier to select your courses.

Tip 1: Search on WebAdvisor
Go to www.norcocollege.edu. Click on WebAdvisor and then view open classes by campus. You will find class names, titles, location, meeting information, units, faculty, and available capacity. If you click on class names/deadlines, you can find detailed information about the class, including any prerequisite requirements.

Tip 2: Find a Balance of Hard and Easy Courses
You may be eager to jump into difficult classes your first year, but beware of taking too many. You may not realize how challenging college courses can be, and how much reading and other work they require. And don’t forget that this will be your first semester on campus—you’re in for lots of changes. Too many hard courses can put a real strain on you and it will show in your grades.

Tip 3: Find a Balance of Subject Areas
You should also take subjects that require different kinds of work. For example, some classes, like literature and history, require a lot of reading, while others, like journalism, require lots of writing. And courses like math and science will have you solving problem sets. Choose a variety of subjects, so you’re not stuck writing five research papers or having to read five books in one week.

Tip 4: Take a Writing and Math Course
It’s in your best interest to take a writing class and math class during your first semester, even if you’re not required to do so. You can apply these skills to other courses throughout college, and in whatever career you choose.

Tip 5: Take Advantage of Counseling
Make it a priority to set up an appointment to see a counselor. You are encouraged to develop a two-year Student Education Plan (SEP). To schedule a counseling appointment, go to www.norcocollege.edu. Click on Counseling and then Make an Appointment.

Miami Abudulai
High school: Jihad Kher Bek (Syria)

What brought you to Norco College?
I fled from my country (Syria) three years ago because of the civil war. I was lucky to settle in this area and attend Norco College.

Major: Mass Media and Journalism.

Long-term goal: A degree in Journalism with a minor in Middle Eastern Studies.

Campus involvement: I work in the EOPS (Extended Opportunity Program and Services) office and in Tutorial Services. I am a part of the EOPS program and a part of the MSA Club (Muslim Student Association). Also, I am a member of the dean’s list.
The Disability Resource Center (DRC) provides appropriate, comprehensive, reliable, and accessible services to students with documented disabilities who request services. The DRC staff facilitate and encourage academic achievement, independence, self-advocacy, and social inclusion for students with disabilities. Norco College provides reasonable accommodations in accordance with the Americans with Disabilities Act, Section 504 and 508 of the Rehabilitation Act, and California’s Title 5 Regulations.

The DRC is located on the first floor of the Center for Student Success. Support services and accommodations may be provided to students according to their individual needs and may include: adaptive computer technology, alternate media, priority registration, academic and disability counseling, note-taker, mobility orientation, test accommodations, interpreters for the deaf, and adaptive classroom furniture. Among the disabilities which may qualify for services are: learning disabilities, psychological disabilities (depression, anxiety, PTSD, eating disorders, etc.), cardiac disease, amputation, multiple sclerosis, arthritis, respiratory impairment, cerebral palsy, diabetes, orthopedic disabilities (broken bones, back injury, etc.), visual impairment, and temporary disabilities.

The director and staff in the DRC are trained and eager to assist students with disabilities and the college as a whole is supportive of students who have disabilities. There is a college-wide commitment to ensure accessibility for all students. For further information regarding services, call (951) 372-7070 or e-mail at drc@norcocollege.edu.

High Tech Center

Adaptive technology and alternative media are available for students to achieve maximum independence while pursuing their educational goals. The DRC assesses a student’s current computer knowledge and accommodation issues to determine eligibility and subsequent training. Contact DRC at (951) 372-7070 and arrange to meet with a DRC specialist.

Assessment for Learning Disability

Students with average to above intelligence who have a learning disability as defined by the California Community Colleges may qualify for DRC services. Students suspecting that they may have an as yet undiagnosed, qualifying specific learning disability should call the DRC to schedule an appointment to determine if assessment is appropriate.

WorkAbility III

A cooperative program between the DRC and the State Department of Rehabilitation (DOR), WorkAbility III can provide students with educational and career guidance, employment preparation, and classes to reach their goals; participants receive a wide range of benefits and services. While direct access to WorkAbility III services is not available at Norco College, the DRC staff can refer students to the WorkAbility III program offered through Riverside City College’s Disability Resource Center.
Active Classroom Learning

Every class is different, every student learns differently, and every professor teaches differently. Some instructors have textbooks, some don’t. Some professors provide you PowerPoint lectures online before class, some don’t. Some professors allow you to voice record their lectures, and some don’t.

Below are some tips to get you started. Don’t be afraid to ask your instructor how he/she thinks you can learn the information best:

1. Be prepared. Have a pen, highlighters, textbook, and laptop.
2. Read notes and/or assignments before the next class meets.
3. Write notes in the textbook and highlight important topics.
4. When taking notes from the lecture, write down the main points.
5. Listen carefully during lectures and do not be afraid to ask questions related to the topic at hand.
6. Actively participate in classroom discussions.
7. Set up a study schedule (use the one we provided in this handbook) and follow it. Allow enough time for all your classes. This will help you avoid having to cram at the last minute.
How to Register for Classes Using WebAdvisor

SEARCH AND REGISTER

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

Search/Register for Classes

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

* = Required

Term*                                                Location*

Special Programs                                                                 See Help

Classes Meeting After                                       Classes Ending Before
Starting on/After Date                                      Ending By Date

Mon □  Tue □  Wed □  Thu □  Fri □  Sat □  Sun □

Course Title Keyword(s)
Instructor's Last Name

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

Section Selection Results

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

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

<table>
<thead>
<tr>
<th>Action</th>
<th>Term</th>
<th>Class Name/Deadlines</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Available/Capacity/Waitlist</th>
<th>Units</th>
<th>Authorization Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>RG - Register</td>
<td>Spring 2015</td>
<td>ACC 1A-33463 [33463] Principles of Accounting</td>
<td>Norco College</td>
<td>2/17/2015-6/11/2015 Online, Days to be Announced, Times to be Announced Online, Room UNK</td>
<td>P. Worsham</td>
<td>3 / 40 / 0</td>
<td>3.00</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

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

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

**CONFIRM YOUR STATUS**

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

**EXPRESS REGISTRATION**

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

**Express Registration**

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

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

* = Required
Preparing for a Test

Before a test or exam, find out...

What type of test will it be? (multiple choice, essay...)
How much of your grade will it be worth?
What will be covered? Write down which topics and textbook chapters to study.

Gather all your materials (handouts, notes, books); organize them by topic.

Make a study schedule; remember, several shorter review periods help more than one panicky night-before study session.

If you plan to study with a group, do it well before the test.

Make study aids based on the type of test it will be (e.g., make flashcards of definitions. Make a “cram sheet” of formulas).

Try different study strategies:
  Turn textbook headings into questions, and then answer them out loud or in your head.
  Practice defining or explaining things in your own words.
  Highlight key facts in your notes, using different colors for different types of facts.
  Work through review questions.

Get a good night’s sleep – even if it means studying a bit less – and don’t skip breakfast.
Now that you have your class schedule set, it’s time to refine your study skills and discover your learning style. Knowing your learning style will help you be successful in your classes; and refining your study skills will help you be successful in college.

**Discover Your Learning Style**
Someone gives you a phone number, but you don’t have a pen handy. How will you remember it?

<table>
<thead>
<tr>
<th>A. You repeat it out loud.</th>
<th>B. You picture it in your head.</th>
<th>C. You write it with your finger on your hand or some other surface.</th>
</tr>
</thead>
<tbody>
<tr>
<td>You might be an <strong>auditory learner</strong>.</td>
<td>You might be a <strong>visual learner</strong>.</td>
<td>You might be a <strong>tactile/kinesthetic learner</strong>.</td>
</tr>
</tbody>
</table>

**If you are an auditory learner...**
You remember stories better if you hear them than if you read them; can follow spoken instructions better than written ones; and say every word in your head as you read silently.

**If you are a visual learner...**
You learn best from reading; like to see things written out; and picture things in your head to remember them.

**If you are a tactile/kinesthetic learner...**
You enjoy hands-on learning; you’re good at puzzles and mazes; and you can often put things together without instructions.

**If this is you, try...**
- Reading and repeating important points out loud
- Listing the steps of a task out loud
- Learning from lectures and tapes
- Discussing concepts with others

**If this is you, try...**
- Watching the instructor and taking notes during lectures to stay focused
- Drawing out diagrams, charts, or tables
- Organizing, rewriting, highlighting, or color-coding notes
- Visualizing words or facts to be memorized

**If this is you, try...**
- Memorizing or drilling while walking, pacing, or exercising
- Making lists or writing things out several times
- Using computers and hands-on study aids
- Learning by doing and practicing, or by role-playing
How To Calculate Your GPA

GPA
GPA stands for grade point average. Letter grades are given the following number values:
A-4, B-3, C-2, D-1, F-0, FW-0

Each class has a specific unit value. Multiplying the letter grade value by the unit value equals the grade points. To figure your GPA, divide the total number of grade points by the total number of units attempted.

Your GPA is calculated by dividing the total number of grade points earned by the total number of units attempted. Classes taken for credit/no-credit are not used in the calculation.

Grade points are awarded based on the following criteria:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>GRADE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>“A”</td>
<td>4</td>
</tr>
<tr>
<td>“B”</td>
<td>3</td>
</tr>
<tr>
<td>“C”</td>
<td>2</td>
</tr>
<tr>
<td>“D”</td>
<td>1</td>
</tr>
<tr>
<td>“F”</td>
<td>0</td>
</tr>
<tr>
<td>“FW”</td>
<td>0</td>
</tr>
</tbody>
</table>

EXAMPLE:

<table>
<thead>
<tr>
<th>CLASS</th>
<th>UNITS ATTEMPTED</th>
<th>UNITS COMPLETED</th>
<th>GRADE</th>
<th>GRADE POINTS EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH 1A</td>
<td>4</td>
<td>0</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>CIS 1A</td>
<td>3</td>
<td>3</td>
<td>B</td>
<td>9</td>
</tr>
<tr>
<td>HISTORY 7</td>
<td>3</td>
<td>3</td>
<td>A</td>
<td>12</td>
</tr>
<tr>
<td>GUIDANCE 48</td>
<td>0</td>
<td>2</td>
<td>CR</td>
<td>0</td>
</tr>
<tr>
<td>BIOLOGY 1</td>
<td>4</td>
<td>4</td>
<td>C</td>
<td>8</td>
</tr>
<tr>
<td>TOTAL</td>
<td>14</td>
<td>12</td>
<td></td>
<td>29</td>
</tr>
</tbody>
</table>

CALCULATING GPA:

Grade Points Earned 29
Units Attempted 14

29 ÷ 14 = 2.071 GPA
Grading and Attendance

Attendance
It is the responsibility of students to attend classes regularly. When students have been absent due to illness, they should report to their instructor to explain the absence as soon as possible. Your instructor reserves the right to administratively withdraw students who do not regularly attend. However, it is ultimately the student’s responsibility to officially withdraw from a class if they are no longer attending.

Withdrawals
A “W” on your transcript does not compute into your GPA, but excessive withdrawals will result in progress probation. Please refer to WebAdvisor at www.norcocolflege.edu for withdrawal deadlines.

Incomplete
Students are not to re-enroll for a course in which a grade of “I” has been recorded. Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an “I” symbol being entered on the student’s record. The condition for removal of the “I” shall be stated by the instructor. Students receiving an incomplete (I) may print out the incomplete contract at www.norcocolflege.edu. Students have one year to complete an incomplete or the grade will become an “F” or whatever grade the instructor puts on the incomplete contract form.

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

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

Collin Pacillo
High School: La Sierra High School
Reason for coming to Norco: To find out what I wanted to do and where to transfer.

Major: Biochemistry and Molecular Biology

Transfer plans: UCI

Clubs or Organizations: ASNC
Early Alert

Each fall and spring semesters, faculty have the opportunity to participate in Early Alert. Early Alert allows instructors teaching an eight-week or greater course to identify students who are showing signs of academic difficulty. Studies show that early interventions help to promote student success. By completing the Early Alert roster, faculty make recommendations for students to visit with their instructor, counselor, and/or tutor. Students are notified through their student email account. Students are encouraged to participate in the recommended services over the next two weeks.

If you receive an Early Alert notification, please do not ignore it. Take advantage of the opportunity to talk with your instructor and access our campus resources.
Campus Resources

Admissions and Records
First floor, Student Services Building
(951) 372-7002
Provides assistance with students’ enrollment needs including application, course adds and drops, records, graduation and online services.

Art Gallery
Science & Technology Building, Room 111
(951) 372-7031
Designed for multipurpose use in the visual and interdisciplinary arts. View student exhibitions and various professional exhibitions throughout the year.

Assessment Center
First floor, Wilfred J. Airey Library
(951) 372-7176
Students enrolling in college for the first time will need to take an assessment test to place them in the appropriate English, reading, and math class. Students can also take the Spanish placement test as well as the Proficiency Test in English as a Second Language (PTESL) and the California Chemistry Diagnostic test, with a counselor’s approval.

Bookstore
(951) 372-7085
Purchase textbooks, school supplies, scantrons, beverages, snacks, novelty items, and more. Textbook Tip: once you’re registered, order your books on WebAdvisor. Bookstore staff will have them ready for pick-up.

CalWORKs
Second floor, Center for Student Success
(951) 372-7052
TANF (Temporary Assistance for Needy Families) cash aid recipients with minor children and attending or planning to attend Norco College, may be eligible to receive special support services. Norco’s CalWORKs support services include priority registration, job search, resume assistance, resource referrals and academic guidance.

Career & Job Placement Center
Second floor, Center for Student Success
(951) 372-7147
Offers career exploration, job leads, resume assistance, workshops, semi-annual job fairs, and more.

Corral (Food Services)
First floor, Center for Student Success
(951) 372-7110
Offers a variety of dishes to satisfy your appetite. Meet your study group for coffee or just relax with a snack.

College Safety & Police
College Safety & Police, Building E
(951) 222-8172 (Emergency Calls: 911)
Provides a safe and secure learning environment for students, faculty, staff and visitors.

Counseling Department
Second floor, Student Services Building
(951) 372-7101
Offers academic, career, and personal counseling services, including one-on-one assistance with your Student Educational Plan to help students toward completing a degree, certificate and/or transfer completion.

Disability Resource Center (DRC)
First floor, Center for Student Success
(951) 372-7070
Ensures that students who have a documented disability have equitable access to their education through support services and approved accommodations.

Extended Opportunity Programs and Services (EOPS) & CARE
Second floor, Center for Student Success
(951) 372-7128
Advances educational opportunities for low-income, first-generation college students through high quality services that support success, persistence, and graduation.
**EOPS Foster Youth Support Services (FYSS)**
Second floor, Center for Student Success
Committed to increasing access to college and support for transition-age youth who have experienced foster care at some point in their lives. Students need to visit Student Financial Services as their first point of contact, and then EOPS-eligible students can receive services through EOPS.

**Health & Psychological Services**
First floor, Wilfred J. Airey Library
(951) 372-7046
Committed to helping students stay healthy. Students are eligible for free consultations and treatment for short-term illnesses and minor injuries.

**Honors Program**
(951) 372-7815 or (951) 372-7101
The Honors Program is comprised of student scholars and faculty who share a passion for learning. Students have the opportunity to take advantage of transfer agreements with four-year universities and explore various honor excursions.

**Learning Resource Center (LRC)**
First floor, Wilfred J. Airey Library
(951) 372-7896
Provides guided academic support through CIS & Game labs, tutorial services, express walk-in math tutoring, and assessment testing.

**Mustang Tutoring**
Learning Resource Center (First floor, Wilfred J. Airey Library)
(951) 372-7143
Provides peer-to-peer academic support through one-on-one group tutoring sessions.

**Outreach Services**
Second floor, Center for Student Success
(951) 739-7856
Empowers students to pursue their postsecondary academic goals by guiding them through the college enrollment process. Services include campus tours, participation in community and K12 events, and college fairs.

**Puente Program**
Second floor, Student Services Building
(951) 372-7101
Inspires you to transfer to four-year colleges, obtain your bachelor’s degree, and return to the community as a leader and mentor.

**Scholarships** are available through the Riverside Community College District Foundation Office. Students must complete an application and go through the eligibility and selection process. Visit Financial Aid for more information.

**STEM Pathways**
STEM Center
(951) 372-7806
Designed for students interested in the fields of Science, Technology, Engineering and Math. STEM students receive counseling, mentoring, and assistance with the transfer process.

**Student Life**
Second floor, Center for Student Success
(951) 372-7007
Offers co-curricular programs designed to provide students with an opportunity to apply what is learned in the classroom to real life settings.

**Student Employment**
Second floor, Center for Student Success
(951) 372-7190
Provides opportunities to gain work experience through part-time employment under the Federal Work Study, District or CalWORKs Work Study Program.

**Student Email** is the primary communication tool used by instructors and College administrative offices. Activate your email as soon as possible and check often to stay in the loop.

**Student Financial Services**
First floor, Student Services Building
(951) 372-7009
Provides financial aid assistances to students in need. Aid consists of loans, grants, work-study programs, fee waiver and scholarships.
A to Z Guides

Student Support Services (SSS) & Realizing Individual Success through Education (RISE)
Second floor, Student Services Building
(951) 372-7149
Works to increase retention, graduation rates of first-generation, low-income, or disabled students who wish to attend a four-year college.

Student Success & Support Program (SSSP)
Second floor, Student Services Building
(951) 372-7101
Provide services that support students’ entry into college. The services include: assessment, orientation and counseling.

The Talented Tenth Program (T3p)
Second floor, Student Services Building
(951) 372-7101
Offers courses in English and guidance with a focus on African-American studies and culture.

Transfer Center
Second floor, Student Services Building
(951) 372-7043
Provides students with information and hands-on experiences regarding transfer requirements to the CSU, UC, and private colleges, ensuring a seamless transition from Norco College to a four-year university.

Tutorial Services (see Mustang Tutoring)

Upward Bound (TRiO)
Portable A
(951) 372-7819
Provides low-income and first-generation high school students with academic guidance, college preparation, and personal development. Our primary goal is for students to graduate from high school and continue their post-secondary education.

Veterans Services
First floor, Student Services Building
(951) 372-7142
Provides assistance to student veterans, active duty military members, and VA dependents in obtaining educational benefits, counseling referrals, and course enrollment.

WebAdvisor is your life line to online student services. You can search, add/drop classes, apply for graduation, and request a parking permit from the comfort of your home.

Wilfred J. Airey Library
(951) 372-7019
Available for informational, research and study needs. Services include: research assistance provided by faculty, librarians, study rooms, and textbooks.

Wireless Access (WiFi) is available for use for an allotted time. Click on your WiFi icon (on your computer) to start the process as a guest user.

Writing Lab
Industrial Technology Building, Room 121
The Writing Lab is a required supplemental instructional environment, where students in certain English and ESL classes work on guided learning tasks to supplement lectures. Because the lab is connected to specific class lectures, of courses, access is limited to students enrolled in specific English or ESL courses requiring the lab component.
**Accredited** – A College or program that has been certified as fulfilling certain standards by a national and/or regional professional association.

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

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

**Associate Degree** – A two-year degree, awarded by a community college upon completion of a program of study.

**Bachelor’s Degree** – A four-year degree, awarded by a university upon completion of a program of study.

**Career Assessment Tests** – Tests to help students determine careers they are best suited for. At Norco College students may need to make an appointment with a counselor in order to get a recommendation to the tests.

**Certificate** – Awarded upon completion of a concentrated occupational program, usually at a community college.

**Certification** – A verification done by the community college verifying that a student has completed the California State University General Education (CSU GE) or the Intersegmental General Education Transfer Curriculum (IGETC) requirements. Students request certification at the time transcripts are sent.

**College Level Examination Program (CLEP)** – College Level Examination Program – Students may receive college credits through CLEP exams. Contact counseling for more information.

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

**Corequisite** – A condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course.

**Credential (Teaching)** – If you want to teach in California, you must obtain either a multiple subject (for grades K-8) or a single subject (for grades 7-12) credential. This is obtained upon the completion of a bachelor’s degree and prescribed professional education requirements.

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

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

**Drop/Add** – At Norco College, once the term has started, students are required to obtain an authorization code from the instructor in order to add a class. No code is required to drop a class. Refer to the schedule of classes for add deadlines. Find add/drop refund deadlines on WebAdvisor at www.norcocollege.edu. Click on class names/deadlines.

**Educational Goal** – The desired outcome after completing college courses (i.e., earn a certificate, obtain an associate degree, update job skills, transfer to a four-year college or university, etc.)
### General Education/Breadth Requirement
Course requirements, which students are expected to meet regardless of major field. The UC, CSU and many independent colleges have articulation agreements with Norco College, which allow students to complete their general education before they transfer on to universities. More information can be obtained through the Transfer Center.

### Impacted Programs
Some majors, at some colleges, may be declared impacted because they receive more applications than program space allows. Applications for impacted programs may be required at a specific time and could entail a competitive selection process.

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

### Master’s Degree
A four-year degree, awarded upon completion of one or two years of study beyond the bachelor’s level.

### Midterms
Tests given halfway through the semester to gauge how the student is progressing.

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

### Pass/No Pass
A grading where students do not receive a letter grade for taking a course. Depending upon the student’s achievement in the class, Pass (P) or No Pass (NP) will appear on his/her transcripts. Deadlines for selecting Pass/No Pass are in the class schedule.

### Prerequisite
A condition of enrollment a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

### Program of Study
An organized program of courses within a discipline leading to an associate degree or certificate.

### Schedule of Classes
A publication used during registration, providing the subject, description of course, course number, course title, units, time, instructor, and location of classes offered.

### Student Educational Plan (SEP)
A SEP is a plan which lists the classes you will need to complete your educational goal at Norco College.

### Syllabus
A description of a course which also lists the dates of major exams, assignments and projects.

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

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

### Waitlist
A list formed after a course reaches maximum capacity of students expressing an interest to register for the class if a spot becomes available.

### WebAdvisor
A Web interface that offers students access to student registration dates, registration and payment, grades, transcript requests, enrollment verifications, financial aid information, and much more.
A Successful Mustang

Accepts Responsibility

One way Norco College judges success is by the number of students who parade each year across the graduation stage. A key component in student success is having a safe and healthy learning environment.

Norco College’s dedication to you is evident in our core commitments:

- **Mutual Respect.** Belief in the personal dignity and full potential of every individual and in fostering positive human values in the classroom and in all interactions.
- **Inclusiveness.** Embracing diversity in all its forms – global as well as local – and creating a supportive climate that encourages a variety of perspectives and opinions.
- **Integrity.** Maintaining an open, honest, and ethical environment.
- **Environmental stewardship.** Being mindful of the impact we have on the environment, as individuals and as a community, and fostering environmental responsibility among students.
- **Student Success.** Being an institution that places high value on the academic and personal success of students in and outside of the classroom where meeting student needs drives all decisions regarding educational programs and services.

Standards of Student Conduct

References: BP 5500
Ed Code Section 66300, 66301, 76033;
Accreditation Standard II.A.7.b
Health and Safety Code Section 11362.79
34 C.F.R. Part 86, et seq.

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion. The Board of Trustees shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board of Trustees on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog(s) and other means.

The following conduct shall constitute good cause for discipline, including, but not limited to, the removal, suspension or expulsion of a student.

- 1. Causing, attempting to cause, implying, or threatening to cause, harm to another person (whether or not the threat is in person, defined as, but not limited to, physical harm, harm to profession (defamation) or psychological harm.
- 2. Possessing, selling or otherwise furnishing any firearm, knife, explosive or other dangerous object, including, but not limited to, any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor.
- 3. Possessing, using, selling, offering to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5. It is also unlawful under federal law to possess, use, sell, offer to sell, furnish, or be under the influence of, any controlled substance, including medical marijuana.
- 4. Committing or attempting to commit robbery, bribery, or extortion.
- 5. Causing or attempting to cause damage to District property or to private property on campus.
A Successful Mustang:

6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willfully or persistently smoking in any area where smoking has been prohibited by law or by policy or procedure of the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior toward an individual or group based on ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of section 422 of the Penal Code, or any other status protected by law.
10. Engaging in willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Engaging in disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
12. Engaging in dishonesty
   Forms of dishonesty include, but are not limited to:
   a. Plagiarism, defined as presenting another person’s language (spoken or written), ideas, artistic works or thoughts, as if they were one’s own;
   b. Cheating, defined as the use of information not authorized by the instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, recordings, Internet resources, and other students’ work;
   c. Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents;
   d. Forging, altering or misusing District or College documents, keys (including electronic key cards), or other identification instruments.
   e. Attempting to bribe, threaten or extort a faculty member or other employee for a better grade;
   f. Buying or selling authorization codes for course access.
13. Entering or using District facilities without authorization.
14. Engaging in lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
15. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
16. Engaging in persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
17. Preparing, giving, selling, transferring, distributing, or publishing, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including, but not limited to, handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure without authorization.
18. Using, possessing, distributing or being under the influence of alcoholic beverages, controlled substance(s), or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District off-site class, or during any District sponsored activity, trip or competition.
   a. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at
the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.

19. Violating the District’s Computer and Network Use Policy and Procedure No. 3720 in regard to their use of any, or all, of the District’s Information Technology resources.

20. Using electronic recording or any other communications devices (such as MP3 players, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.

21. Eating (except for food that may be necessary for a verifiable medical condition) or drinking (except for water) in classrooms.

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

23. Bringing pets (with the exception of service animals) on District property.

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

25. Riding/using bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) outside of paved streets or thoroughfares normally used for vehicular traffic.

26. Riding/using any and all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, without prior approval.

27. Attending classrooms or laboratories (except for those individuals who are providing accommodations to students with disabilities) when not officially enrolled in the class or laboratories and without the approval of the faculty member.

28. Engaging in intimidating conduct or bullying against another person through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.

29. Abuse of process, defined as the submission of malicious or frivolous complaints.

30. Violating any District Board Policy or Administrative Procedure not mentioned above.

Responsibility
A. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. In this regard, please refer to Administrative Procedure 5520, which deals with matters of student discipline and student grievance.

B. The Vice President of Student Services of each college will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters contained in Administrative Procedure 5520.

C. The Vice President of Academic Affairs of each college will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters contained in Administrative Procedure 5522.

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

E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be published in all schedules of classes, the college catalog, the student handbook, and the faculty handbook. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

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

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

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

Does Not Tolerate Discrimination or Harassment

Non-Discrimination Policy
The Riverside Community College District Board of Trustees has adopted policies and procedures that comply with federal and state laws relating to prohibition of discrimination and/or harassment on the basis of an actual, perceived or association with others’: disability, sex/gender, nationality, race or ethnicity, age (40+), religion, sexual orientation, marital status, Vietnam Veteran status or any characteristic listed or defined in section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of section 422.6 or the penal code.

Harassment Policy
All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by the state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitations. It shall also be free of other unlawful harassment, including that which is based on actual or perceived disability, sex/gender, nationality, race or ethnicity, religion, sexual orientation, age, or any characteristic listed or defined in the section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of section 422.6 of the penal code.

This policy applies to all aspects of the academic environment, including, but not limited to, classroom condition, grade, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Retaliation may involve, but is not limited to, the making of reprisal or threats of reprisal, intimidation, coercion, discrimination or harassment following the initiation of an informal or formal complaint. Such conduct is illegal and constitutes a violation of this policy.

Anthony Ramirez
High School: John F. Kennedy MCHS

What brought you to Norco College? Originally, I came to Norco College because I was unsure what I wanted to do. I started taking some of the game design classes and I found out that they were more than about playing games. I knew after that first class that this is where I wanted to be.

Major: Game Programming

Goal: I currently have the Game Design Certificate from Norco College and after this semester, I also have a Game Programming Certificate.

Long-term Goal: My main goal is to work in the gaming industry where I can make games to bring joy to others.

Campus Involvement: I am currently a part of the GSA (Gender and Sexuality Awareness) Club as well as the SGCC (Student Game Creation Club). I am also an in-class tutor for programming classes as well as help with outreach to nearby high schools to inform them of our game development programs offered at Norco College.
Knows Where To Park On Campus

Parking Regulations
Official Board Policy 6750
Regulations for Policy AP 6750, Parking

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

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

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

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

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

Accessible Parking
1. Only vehicles displaying a current, valid disabled placard or license plate may park in a designated accessible parking space.
2. Disabled placards and plates are only considered valid when the person to whom it was issued is driving or is a passenger in the vehicle.
3. In addition, such vehicles must display a current Student, Staff or Visitors Parking Permit.

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

Purchasing Permits
1. Staff parking permits may be purchased at the Norco College Student Services offices.
2. Student parking permits may be purchased at the Norco College Student Services offices or through WebAdvisor.
3. Permits will be available on a semester and/or yearly basis.
Waiver of Fees
The following categories of individuals shall be provided free parking permits:
- Board of Trustees
- Foundation Board of Directors
- Emeriti
- Members of community groups and public officials so designated by the Norco College president.

Fee Schedule
1. Automobile
   - Fall and Spring Semesters: $50
   - Students receiving FAFSA may be eligible for discounted parking. See Student Financial Services for more information.
   - Summer Intersession: $25
   - Carpool Fall and Spring Semesters: $35
   - Carpool Summer Intersession: $15
2. Motorcycle
   - Fall and Spring Semesters: $15
   - Summer Intersession: $10

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

Refunds and Replacement of Parking Permits
1. Should a class be canceled and it is the only class for the student, a 100 percent refund of the permit fee will be made.
2. Students who officially withdraw from all classes in which they were enrolled before the start of a term or before the refund deadline, will receive a 100 percent refund of the fee.
3. Prior to the refund deadline date, and upon request, staff members and students, who inadvertently pay for a permit which is not needed, will have the fee refunded in full.
4. Students, who drop on-campus and retain off-campus classes, will receive no refund.
5. If a parking permit is lost or stolen, an Affidavit of Lost or Stolen Parking Permit must be submitted to District Police, Parking Services for consideration.
6. Meter permits and/or time purchased at a meter are non-refundable, unless is can be shown that the meter is malfunctioning.

More Information
To learn more about parking rules and regulations, visit our website at www.norcocollege.edu.

Respects the Safety of Others
Norco College Police
Safety is a priority for Norco College.

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

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

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

Contact Information
Building E
Emergency Calls: 911
Non-Emergency Calls: (951) 222-8172

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

Health Services
First aid and emergency care
Physician/nurse practitioner diagnosis and treatment
Low-cost physical exams for RCCD program requirements
Immunizations and TB testing
Women’s health screening
Men’s health screening
Personal counseling
Substance abuse information and counseling
Community referrals
Free over-the-counter medications and condoms

Fees
There is no fee for an office visit, however, a small fee may be charged for in-office lab tests, prescription medicines and immunizations (see immunizations for details).

RCCD program required physical exam (Nursing, Physician Assistant, etc.) - $25

In-office lab tests
Pregnancy test - $10
Low-cost lab tests including immunization titers are provided by Quest Diagnostics with the physician’s order either in clinic or off-site locations located near the college.

Tips on How to Be a Healthy Balanced Student
“Two rules for stress management:
Rule one: Don’t sweat the small stuff.
Rule two: It’s all small stuff.”
Robert Eliot

Learn to relax. Take minibreaks. Sit down and get comfortable. Slowly take a deep breath in, hold it; and then exhale very slowly. At the same time, let your shoulder muscles droop. Smile and say something positive like, “I am r-e-l-a-x-ed.”

Practice acceptance. Don’t let yourself get distressed over things you can’t change, like someone else’s feelings or beliefs. If something unjust bothers you, continue to act responsibly; but accept the fact that you cannot always make the world right.

Talk sensibly to yourself. Ask yourself whether this will matter a year or 20 years from now. See if you can let the negative thoughts go. Watch out for perfectionism. Everyone makes errors, including you and I.

Get organized. Make a schedule of daily activities that includes time for schoolwork, sleep, relationships and recreation. Use a daily things to do list.

Reduce time urgency. Allow plenty of time to get things done. Practice the notion of pace not race.
A Successful Mustang:

Disarm yourself. Adjust your approach to an event according to its demands. You don’t have to raise your voice in a simple discussion. Stop blaming, putting other people down, and trying to have the last word.

Quiet time. Balance your school, family, social, and work demands with special private times. Unwind by practicing a hobby, taking a quiet stroll, soaking in a hot bath, watching a sunset, or listening to calming music.

Eat sensibly. A balanced diet will provide all the necessary energy you will need to be mentally and physically alert to deal with stress. Put out the cigarettes—they restrict blood circulation and affect the stress response.

Talk to friends. Daily doses of conversation, regular social engagements, and occasional sharing of deep feelings and thoughts can reduce stress.

And Finally...

“The secret of health for both mind and body is not to mourn for the past, not to worry about the future, or not to anticipate trouble, but to live in the present moment wisely and earnestly.”

The Buddha

Understands That Students Have Rights

Students Rights and Responsibilities
Any student who does not meet a prerequisite or corequisite, or who is not permitted to enroll due to limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

1. If space is available in a course when a student files a challenge to the prerequisite or corequisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working day period, then the student shall be allowed to enroll in the course.
2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for the subsequent term.

Students wishing to utilize the challenge procedure must contact Counseling and complete the required matriculation appeals petition. Prerequisite and/or corequisites may be challenged based on the following criteria:

1. The prerequisite or corequisite has not been established in accordance with the District’s process for establishing prerequisites and corequisites;
2. The prerequisite or corequisite is in violation of Title 5, section 55003;
3. The prerequisite or corequisite is either unlawfully discriminatory or is applied in an unlawfully discriminatory manner;
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;
5. The student will be subject to undue delay in attaining the goal of his or her education plan because the prerequisite or corequisite course has not been made reasonably available or such other grounds for challenge as may be established by the Board;
6. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students;
7. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or other.

The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student’s challenge should be upheld are or ought to be in the District’s own records, the District has the obligation to produce that information.
Commitment to Diversity, Nondiscrimination and Prohibition of Harassment and Retaliation Policies

Board Policy 7100 Commitment to Diversity
Board Policy 3410 Nondiscrimination
Board Policy 3430 Prohibition of Harassment and Retaliation

A complete copy of the Board Policies cited can be found at www.rccd.edu/administration/board or www.rccd.edu/administration/humanresources, or by calling (951) 222-8039.

Commitment to Diversity
Riverside Community College District is committed to building a diverse and accessible environment that fosters intellectual and social advancement. All District programs and activities seek to affirm pluralism of beliefs and opinions, including diversity of religion, gender, ethnicity, race, sexual orientation, disability, age, and socioeconomic class. Diversity is encouraged and welcomed because RCCD recognizes that our differences as well as our commonalities promote integrity and resilience that prepares our students for the evolving and changing community we serve.

Nondiscrimination
The Riverside Community College District Board of Trustees has adopted policies and procedures that comply with federal and state laws relating to prohibition of discrimination and/or harassment on the basis of an actual, perceived or association with others’; disability, sex/gender, nationality, race or ethnicity, age (40+), religion, sexual orientation, marital status, Vietnam Veteran status or any characteristic listed or defined in section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of section 422.6 of the Penal Code.

This policy applies to all aspects of the academic environment, including, but not limited to, classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Retaliation may involve, but is not limited to, the making of reprisals or threats of reprisals, intimidation, coercion, discrimination or harassment following the initiation of an informal or formal complaint. Such conduct is illegal and constitutes a violation of this policy.

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

Complaint Process
In its goal to provide quality instruction and service, Norco College provides students access to appropriate College staff and administration to resolve questions and concerns about Norco College staff, policies, procedures, or other actions or inactions of the College. Norco College and its employees make every effort to serve students courteously and efficiently, including acting in accordance with college policies and state and federal laws. Individuals dissatisfied with a campus policy or the conduct of a college employee can bring a complaint, a written or verbal notice of dissatisfaction, to the attention of the appropriate

Prohibition of Harassment and Retaliation
All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on actual or perceived disability, sex/gender, nationality, race or ethnicity, religion, sexual orientation, age, or any characteristic listed or defined in section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of section 422.6 of the Penal Code.
faculty, staff, or administrator at any time. If a problem is identified, applicable remedies will be put in place as soon as possible. Before filing a complaint, individuals should make every effort to resolve their dissatisfaction informally with the college personnel immediately involved. If addressing an issue informally does not lead to satisfactory resolution, the individual may register a complaint with the appropriate supervisor or administrator in alignment with the appropriate administrative procedure below. Complaints escalating to this level must be submitted in writing so that the appropriate administrator can investigate your complaint and respond. Please refer to the following Riverside Community College District Administrative Policies or go to the following link on the Norco College website for more information: www.norcocollege.edu/Pages/Complaint-Procedures.aspx.

Student Grievance Process for Instruction and Grade Related Matters AP 5522
Riverside Community College District
Administrative Procedure
No. 5522
Student Services
AP 5522 STUDENT GRIEVANCE PROCESS FOR INSTRUCTION AND GRADE RELATED MATTERS
References:
Education Code Section 76224
Title 5 Section 55024

I. General Provisions
1. Purpose: The purpose of the Student Grievance Procedure is to provide a means by which a student may pursue a complaint for an alleged violation of college or district policy concerning instruction or to appeal a grade. However, complaints regarding discrimination harassment or retaliation are to be handled in accordance with Administrative Procedure 3435 titled Handling Complaints of Discrimination, Harassment or Retaliation.
2. Scope: Student grievances for matters other than for discipline such as, but not limited to, grade challenges and academic or program issues, will be processed in the following manner. Please note: Per Education code 76224, the instructor’s grade is final except in cases of mistake, fraud, bad faith, or incompetency. A grievable action is an action that is in violation of a written college or district policy or procedure, or an established practice. The basis of the grievance is that an action constitutes arbitrary, capricious, or unequal application of a written college or district policy or procedure or an established practice.
3. Confidentiality: To protect to the maximum extent possible, the privacy of individuals who in good faith file legitimate grievances, these procedures will be considered confidential throughout initial consultation, preliminary and final review, and appeal, unless required to be disclosed pursuant to a court order or state or federal law. Confidentiality will also be afforded the respondent to avoid unwarranted damage to reputation. Breach of confidentiality by any party to the grievance is considered unethical conduct and may be subject to disciplinary action. However, those involved in the hearing process may seek consultation and/or guidance from the District’s General Counsel, or academic or student services administrators. There may be cases where disclosure of part or all of the proceedings and final outcome must be considered to provide a remedy to the student, to correct misperceptions of the reputations of parties to the grievance, or for the best interests of the institution. In these cases, if, and only if, deemed appropriate by majority vote of the grievance committee in concurrence by the President, public disclosure will be directed through the President’s office.
4. Protections for complainants: Any student has the right to seek redress under these procedures and to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.
5. Abuse of process: A student must proceed with a complaint in good faith. Abuse of process, malicious complaints or frivolous complaints may be grounds for disciplinary action.

II. Definitions
1. District -- The Riverside Community College District
2. Student -- Any person currently enrolled as a student at any college or in any program offered by the District.
3. Instructor -- Any academic employee of the District in whose class a student is enrolled, or a counselor who is providing, or has provided, services to the student, or other academic employee who has responsibility for the student's educational program.
4. Day -- Days during which the District is in session and regular classes are held, excluding weekends and holidays.
5. Time Limits -- Any time specified in the above procedures may be shortened or lengthened if there is mutual agreement by all parties.

III. Informal Consultation Process
A student has 120 calendar days from the date of the incident giving rise to the grievance to initiate the informal consultation process, except in the case of a grade change. The time limit to initiate a change is one (1) year from the end of the term in which the grade in question was recorded. For further information on grade changes, see Board Policy/Administrative Procedure 4231.
1. A student will be encouraged to contact the faculty member and attempt, in good faith, to resolve the concern through the consultative process.
2. If consultation with the faculty member does not resolve the issue, the student may request a consultation with the department chair, assistant chair, or designee. The faculty member will be notified of the outcome of the meeting, by the party who meets with the student.
3. If the issue is not resolved with the department chair, assistant chair, or designee, the student may file a written Request for Consultation with the appropriate Dean. Forms will be available from the office of the appropriate Dean or Vice President. The Dean will convey a decision to all affected parties, as well as note that decision on the form.

IV. Grievance Process and Formal Hearing
If the issue is not resolved through informal consultation, the student may file a written grievance requesting a formal hearing within thirty (30) calendar days of the informal consultation with the Dean. The written request should contain a statement detailing the grievance to be resolved, and the action or remedy requested. The student will direct this grievance to the President. The student must notify the President at the time the student submits his/her request for a formal hearing if an accommodation for a disability will be needed at the hearing.
1. Upon receipt of a written request for a formal hearing, the President will, within three (3) days, excluding weekends and holidays, of receipt of the request for hearing, appoint an administrator (not the Vice President of Academic Affairs) to serve as chair of a grievance committee for the hearing.
2. A grievance withdrawn from the formal hearing stage will be deemed without merit and cannot be refiled.
3. The formal hearing will be conducted before a College Grievance Committee. This committee will be composed of the following individuals:
   a. Two (2) students appointed by the College Student Body President.
   b. Two (2) faculty members appointed by the College Academic Senate President.
   c. One (1) academic administrator (not the Vice President of Academic Affairs) appointed by the President of the College. The individual may be from another College in the District.
   d. The chair of the committee, which is selected by the President, (see above) will be part of the committee, but will not vote in the final decision, except in the case of a tie.
4. The College Grievance Committee Chair will:
   a. Forward a copy of the request for hearing to the faculty member being grieved within seven (7) days (excluding weekends and holidays) of receipt of the request.
   b. Within a reasonable time period not to exceed twenty (20) days (excluding weekends and holidays) set a reasonable time and date for the hearing as well as a reasonable time limit for its duration. In the event the parties are not available within the 20 days, the Vice President has the discretion of extending the time period, with notification to the parties.
   c. Arrange for a disability accommodation if requested pursuant to the above.
   d. Within three (3) days, excluding weekends and holidays, after setting the hearing date, notify both parties that they are to provide to the Chair signed written statements specifying all pertinent facts relevant to the grievance. A copy of these statements will be given, by the Chair, to the other party, as well as the Grievance Committee members. At this time, both parties will also be invited by the Chair to submit a list of potential witnesses and the rationale for calling them. Each party’s witness list will be given to the other party and to the Grievance Committee. Witnesses will be called at the discretion of the Grievance Committee Chair. This signed statement and witness list is to be received by the Chair no later than 10 days prior to the hearing. Individuals approached by either party to act as a witness for that party are not under any obligation to do so and may decline to be a witness. Any witness has the right to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.
   e. Notify the parties that they are entitled to bring a representative, from within the District, to assist them during the hearing. The representative's role is restricted to assisting the party. He/she may not actively participate in the grievance hearing or engage in the proceedings. The Representative must be an individual from within the District (student or employee). Legal representation is prohibited.
   f. Notify both parties as to who the members of the grievance committee will be. Each party will be allowed one (1) opportunity to request that a committee member be replaced with a different person because of perceived bias or conflict of interest. Any such requests must be directed to the committee chair within two (2) days of notification of who the committee members will be and will state the perceived bias or conflict of interest. At that time, the committee chair may excuse that committee member and seek a replacement in accordance with IV.3 above.
   g. Provide, to the faculty, student and Grievance Committee, prior to the hearing, a copy of the document titled Grievance Hearing Protocol, which shall serve as a guideline during the hearing. Any requests for deviations from, or additions to, the hearing protocol, shall be addressed to the Committee Chair who will make the decision on whether or not the deviation or addition will be allowed.
   h. Develop a list of questions, or intended areas of inquiry, to both parties and the Grievance Committee at least three (3) days (excluding weekends and holidays) in advance of the hearing.
   i. Maintain an official recording of the proceeding which will be kept in a confidential file but be available for review by either party. Individual parties will not be allowed to have their own recording device.
j. Ensure that the formal hearing will be closed to the public.

5. The Grievance Committee will:
   a. Judge the relevancy and weight of testimony and evidence. The committee will make its findings of fact, basing its findings on the evidence presented. It will also reach a decision for disposition of the case.
   b. Submit its findings of fact and disposition to each party and the Vice President of Academic Affairs within ten (10) days (excluding weekends and holidays) of the completion of the formal hearing.

Appeals
1. Either party, within five (5) days (excluding weekends and holidays) of receipt of the Committee’s decision, may appeal the decision to the Vice President of Academic Affairs. The Vice President may:
   a. Concur with the decision of the Committee, or
   b. Modify the Committee’s decision. The Vice President will submit his/her decision to each party and the President within ten (10) days (excluding weekends and holidays) of receipt of the Committee’s decision.
2. Either party, within five (5) days (excluding weekends and holidays) of receipt of the Vice President’s decision, may appeal the decision to the President. The President may:
   a. Concur with the decision of the Vice President, or b. Modify the Vice President’s decision. The President will submit his/her decision to each party within ten (10) days (excluding weekends and holidays) of receipt of the Vice President’s decision. In all cases, final decision will rest with the President. After a student has exhausted all grievance rights at the College level, the student has the right to file a complaint with any of the following resources:

The Accrediting Commission for Community and Junior Colleges (ACCJC) at www.accjc.org/ complaint-process. If your complaint is associated with the institution’s compliance with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges. The California Community College (CCC) Chancellor’s Office by completing the form(s) found on the link below, if your complaint does not concern CCC’s compliance with academic program quality and accrediting standards.

- To the State Attorney General using the forms available at http://ag.ca.gov/contact/complaint_form.php?cmplt=PL

Responsibility
The Vice President of Academic Affairs will be responsible for the overall implementation of these procedures and will retain a file of all grievances for matters relative to this procedure for this college. This file may be maintained electronically. Matters involving the prohibition of discrimination and the prohibition of sexual harassment and any concerns regarding these matters should be referred to the District’s Department of Diversity, Equity and Compliance.
Office of Primary Responsibility: Provost/Vice Chancellor, Educational Services
College Vice President of Academic Affairs
Administrative Approval: May 28, 2013
(Replaces a portion of grievance procedures in RCCD Regulation 6080)

Student Grievance Process for Matters Other Than Instruction, Grades, or Discipline

AP 5524

Riverside Community College District
Administrative Procedure No. 5524
Student Services
AP 5524 STUDENT GRIEVANCE PROCESS FOR MATTERS OTHER THAN INSTRUCTION, GRADES OR DISCIPLINE
References: Education Code Section 76224
Title 5 Section 55024

Title 5 Section 55024
I. General Provisions

A. Purpose: The purpose of this Procedure is to provide an equitable means by which a student may pursue a complaint for an alleged violation of college or district policy concerning any student service area program or staff such as, but not limited to, student financial services, disabled students programs and services, EOPS, admissions and records, counseling, library and learning resources, health/psychological services and tutorial services. Complaints regarding discrimination harassment or retaliation are to be handled in accordance with Administrative Procedure 3435 titled Handling Complaints of Discrimination, Harassment or Retaliation. Complaints regarding student discipline are to be handled in accordance with Administrative Procedure 5520 Student Discipline Procedures. Complaints regarding instruction and/or grades are to be handled in accordance with Administrative Procedure 5522 Student Grievance Process for Instruction and Grade Related Matters.

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

C. Confidentiality: To protect to the maximum extent possible, the privacy of individuals who in good faith file legitimate grievances, these procedures will be considered confidential throughout initial consultation, preliminary 2 and final review, and appeal, unless required to be disclosed pursuant to a court order or state or federal law. Confidentiality will also be afforded to the respondent to avoid unwarranted damage to reputation. Breach of confidentiality by any party to the grievance is considered unethical conduct and may be subject to disciplinary action. However, those involved in the hearing process may seek consultation and/or guidance from the District’s General Counsel, or appropriate administrators. There may be cases where disclosure of part or all of the proceedings and final outcome must be considered to provide a remedy to the student, to correct misperceptions of the reputations of parties to the grievance, or for the best interests of the institution. In these cases, if, and only if, deemed appropriate by majority vote of the grievance committee in concurrence by the President, public disclosure will be directed through the President’s office.

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

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

II. Definitions

A. District -- The Riverside Community College District

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

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

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

E. Time Limits -- Any time specified in the above procedures may be shortened or lengthened if there is mutual agreement by all parties.
III. Informal Consultation Process
A student has 120 calendar days from the date of the incident or situation giving rise to the grievance to initiate the informal consultation process.

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

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

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

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

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

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

C. The College Grievance Committee Chair will:
   1. Within a reasonable time period not to exceed twenty (20) days (excluding weekends and holidays) set a reasonable time and date for the hearing as well as a reasonable time limit for its duration. In the event the parties are not available within the 20 days, the Chair has the discretion of extending the time period, with notification to the parties.
   2. Arrange for a disability accommodation if requested pursuant to the above.
   3. Within three (3) days, excluding weekends and holidays, after setting the hearing date, notify both parties that they are to provide to the Chair signed written statements specifying all pertinent facts relevant to the grievance. A copy of these statements will be given, by the Chair, to the other party and to the College Grievance Committee members. At this time, both parties will also be invited by the Chair to submit a list of potential witnesses and the rationale for calling them. Each party’s witness list will be given to the other party and to the
Grievance Committee. Witnesses will be called at the discretion of the Grievance Committee Chair. This signed statement and witness list is to be received by the Chair no later than 10 days prior to the hearing. Individuals approached by either party to act as a witness for that party are not under any obligation to do so and may decline to be a witness. Any witness has the right to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.5.

4. Notify the parties that they are entitled to bring a representative, from within the District, to assist them during the hearing. The representative’s role is restricted to assisting the party. He/she may not actively participate in the grievance hearing or engage in the proceedings. The Representative must be an individual from within the District (student or employee). Legal representation is prohibited.

5. Notify both parties as to who the members of the grievance committee will be. Each party will be allowed one (1) opportunity to request that a committee member be replaced with a different person because of perceived bias or conflict of interest. Any such requests must be directed to the committee chair within two (2) days of notification of who the committee members will be and will state the perceived bias or conflict of interest. At that time, the committee chair may excuse that committee member and seek a replacement.

6. Provide, to the parties and Grievance Committee, prior to the hearing, a copy of the document titled Grievance Hearing Protocol, which shall serve as a guideline during the hearing. Any requests for deviations from, or additions to, the hearing protocol, shall be addressed to the Committee Chair who will make the decision on whether or not the deviation or addition will be allowed.

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

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

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

D. The Grievance Committee will:

1. Judge the relevancy and weight of testimony and evidence. The committee will make its findings of fact, basing its findings on the evidence presented. It will also reach a decision by a simple majority vote for disposition of the case.6

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

V. Appeals

A. Either party, within five (5) days (excluding weekends and holidays) of receipt of the Committee’s decision, may appeal the decision to the President. The President may:

1. Concur with the decision of the Committee, or

2. Modify the Committee’s decision. The President will submit his/her decision to each party within ten (10) days (excluding weekends and holidays) of receipt of the Committee’s decision. In all cases, final decision will rest with the President.
VI. Further Rights to File a Complaint

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

A. The Accrediting Commission for Community and Junior Colleges (ACCJC) at www.accjc.org/complaint-process. ACCJC is the agency that accredits the academic programs of the California Community Colleges. A complaint associated with the District’s compliance with academic program quality and accrediting standards can be filed with this agency.

B. If your complaint does not concern the District’s compliance with academic program quality or accrediting standards, then a complaint may be filed with the California Community College (CCC) Chancellor’s Office by completing the form(s) found on the link below: http://californiacommunitycolleges.cccco.edu/complaintsForm.aspx.

C. Any type of complaint may be filed with the California State Attorney General using the form available at: http://ag.ca.gov/contact/complaint_form.php?cmplt=PL7.

VII. Responsibility

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

Office of Primary Responsibility: Vice Chancellor, Educational Services, Economic Development and Planning College Vice President

Administrative Approval: November 25, 2013

(Replaces a portion of grievance procedures in RCCD Regulation 6080)
Wilfred J. Airey Library - Norco College
Your College Library Offers:

♦ Reference and Research Services
♦ Current Course Textbooks for Student Use
♦ 24/7 Live Online Reference Librarian Assistance
♦ Online Subscription Journal Databases (Remote Accessibility)
♦ Information Competency Transferable Credit Course (LIB 1)
♦ Library Skills Instruction Workshops
♦ Computer / Internet Access (Wireless Availability)
♦ Large Dedicated Study Area/Study Rooms

Visit us @: http://library.rcc.edu/norco
Contact us @: (951) 372-7019
Or follow us on @ Norco College Lib
### 2015-2016 Academic Calendar

#### Required Day for New Faculty - August 25

<table>
<thead>
<tr>
<th>June 2015</th>
<th>July 2015</th>
<th>August 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>Monday</td>
<td>Sunday</td>
</tr>
<tr>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
</tr>
<tr>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4 5 6 7</td>
<td>2 3 4 5 6 7 8</td>
</tr>
<tr>
<td>8 9 10 11 12 13 14</td>
<td>9 10 11 12 13 14 15</td>
<td>9 10 11 12 13 14 15</td>
</tr>
<tr>
<td>15 16 17 18 19 20 21</td>
<td>16 17 18 19 20 21 22</td>
<td>16 17 18 19 20 21 22</td>
</tr>
<tr>
<td>30 31 1 2 3 4 5</td>
<td>30 31 1 2 3 4 5</td>
<td>30 31 1 2 3 4 5</td>
</tr>
</tbody>
</table>

#### FLEX Days
- **Fall:** August 26, 27 & 28
- **Spring:** February 5

#### Legal Holiday/Day of Observance
- Commencement (June 9) & Final Exams

#### Commencement (June 9) & Final Exams
- **Fall:** December 11 - December 17
- **Spring:** June 2 - 9 (June 5 excluded)

#### Classes not in Session
- **Summer Session 2015:** June 22 - July 30 (6 weeks)
- **Fall:** August 31 - December 17
- **Winter Intersession 2016:** January 4 - February 11 (6 weeks)
- **Spring 2016:** February 16 - June 9

#### Part-time Faculty Orientation
- To be arranged by college

#### Riverside Community College District

<table>
<thead>
<tr>
<th>June 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
</tr>
<tr>
<td>1 2 3 4 5 6 7</td>
</tr>
<tr>
<td>8 9 10 11 12 13 14</td>
</tr>
</tbody>
</table>

* June 2 - Day Classes Meet/Evening Final Exams for Classes Meeting Thursday Evenings Only
* June 9 - Morning and Afternoon Final Exams and Evening Commencement

---

* Summer Session 2015
  - June 22 - July 30 (6 weeks)
  - Weekend Classes: June 27 - July 26
* Fall 2015
  - August 31 - December 17
  - Weekend Classes: September 5 - December 13
* Winter Intersession 2016
  - January 4 - February 11 (6 weeks)
  - Weekend Classes: January 9 - February 7
* Spring 2016
  - February 16 - June 9
  - Weekend Classes: February 20 - June 4
* Final Exams
  - Fall: December 11 - December 17
  - Spring: June 2 - 9 (June 5 excluded)