About Norco College

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 forty 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.
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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 hope that you’re enjoying your higher education experience thus far. Whether you’re working to earn an associate’s degree, looking to transfer to a four-year university, completing a CTE program or enhancing your job skills, Norco College is the place to be.

The mission of the College is to serve its students. All staff, faculty and administrators are dedicated to student success. They go out of their way to help and provide guidance.

I encourage you to work hard to be successful in and out of the classroom. Take advantage of the resources available to help you obtain your goals. There are people waiting to serve your needs. As students, we have the right to seek out help.

Your student government, the Associated Students of Norco College, is your representation. We have been elected to serve as your voice throughout the College, District, region and state. We look forward to hearing from you so that we may properly represent the student body. Any issues, comments or questions are always welcome. We are here for you.

Today, students are an essential part of society. We are tomorrow’s leaders. Become educated so that you may prosper and thrive. Good luck, and I hope to hear from you soon.

Benjamin Vargas, Jr.
Student Body President
For complete information about degree and certificate requirements, please see the Norco College catalog. You are encouraged to meet with a counselor for individual education planning.

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

**Associates Degree for Transfer**
- Anthropology
- Communications Studies
- Computer Science
- Early Childhood Education
- English
- Mathematics
- Physics
- Psychology
- Sociology
- Spanish
- Studio Arts

**Career & Technical Programs**
- Business Administration
- Accounting Concentration
- General Business Concentration
- Human Resources Concentration
- Logistics Management
- Logistics Management Concentration
- Management Concentration
- Marketing Concentration
- Real Estate Concentration
- Real Estate Salesperson & Transaction
- Retail Management/WAFC

**Engineering & Automation**
- Architecture
- Architectural Graphics
- Automated Systems Technician
- Civil Engineering Technician
- Computer Numerical Control Programming
- Computer-Aided Production Technology
- Construction Technology
- Digital Electronics
- Drafting Technology
- Engineering Technology
- Engineering Graphics
- Green Technician

**Multimedia & Game Development**
- Audio Production
- 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 Asst
- ECE/Assistant Teacher
- ECE/Twelve Core Units
- Infant & Toddler Specialization

**Information & Communication Technologies**
- Computer Applications
- Computer Programming
- C++ Programming
- Desktop Publishing
- Java Programming
- Mobile Application Development
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 Activities office (CSS 106).

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.

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**STUDENT PROFILE**

**MARIA GALLEGOS**

**High School:** Lee V. Pollard

**What brought you to Norco College?**

The diversity and the amazing opportunities the College offers.

**Major:** Nursing

**Transfer Plan:** I plan on attending Loma Linda University.

**Long-term Goal:** To be a nurse

**Campus Involvement:** I’m currently a Senator of Campus Activities for the Associated Students of Norco College. I also participate in the Extended Opportunity Programs and Services, also known as (EOPS); as well as the Disability Resource Center (DRC).

**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)**

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**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
Often students assume that they will not qualify for any financial aid. We encourage you to come to the Financial Aid office to find out about the variety of programs available to community college students. We are dedicated to providing quality customer service and financial aid assistance to all 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:
If you are AB540 eligible, you 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.ed.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 Pin – A pin number is used to log into FAFSA, make corrections, and sign the FAFSA electronically. Some students may need to request a pin number for a parent.
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 FAFSA.
3. Complete your file – You can find most documents you need on the Student Financial Services website: http://www.norcocollege.edu/services/studentfinancialservices. 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, we will send an email 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 tell you the type of program 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 or BOG application form.

The BOG application requires a Norco College student ID number.

1. **Check to see if you qualify**
   The BOG program 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>$17,235</td>
</tr>
<tr>
<td>2</td>
<td>$23,265</td>
</tr>
<tr>
<td>3</td>
<td>$29,295</td>
</tr>
<tr>
<td>4</td>
<td>$35,325</td>
</tr>
<tr>
<td>5</td>
<td>$41,355</td>
</tr>
</tbody>
</table>

*Income standards are for the 2013-2014 academic year

2. **Allow 24-48 hours for your FAFSA/DREAM Act to process.**
You will receive an email during this time that will notify you if you qualified for the BOG or not.

**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 all fees are not paid by the determined 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 department for more information.

**To Apply for a Cal Grant**

**Cal Grant Deadlines**
Submit Cal Grant GPA Verification forms by:
March 2
For additional community college awards:
September 2

For Cal Grant consideration, a FAFSA or DREAM Act, GPA verification must be submitted to the California Student Aid Commission (CSAC).

1. Complete a FAFSA or DREAM Act application and submit a GPA verification form post-marked by deadlines dated above. (Ask Financial Aid how to submit your GPA electronically.)
2. Create an account with CSAC to check your award status: www.mycalgrantinfo.csac.ca.gov

**Helpful Hints for Applying for a Cal Grant**
GPAs are submitted by Social Security number (SSN). Please confirm your SSN is correct with Admissions and Records.

**Cal Grant Eligibility Information:**
**If you completed 0–15 degree application units:** You must submit your high school GPA.

**If you completed 16 degree application units or more:** Your GPA will automatically be sent. You do not have to complete a GPA verification form.
As a Norco College student, you are provided with free student email via Microsoft’s Office 365; all you need to do is access it! The College email gives you access to important notices, new classes, class changes, waitlist status, notices from Student Financial Services, faculty correspondence, and more. Personal email addresses will not be used by the College. A student email account is the ONLY approved method of formal communication between the College and the student.

You should have received your student email address in the welcome email you received a few days after applying. 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](mailto:mail.office365.com) to log into your student email account. Your temporary password will be your uppercase first initial, lowercase second initial plus your 6-digit date of birth (ex: Jc061078). You will be asked 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 cannot resolve your problem using the tutorial, call Admissions & Records at (951) 372-7003. For in-person assistance, please visit the Transfer Center located on the 2nd floor of the Student Services building.

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**Student Email Password Reset**
(Do not use MAIL.OFFICE365.COM to reset email password)

1. Log-in to WebAdvisor
2. Under Personal Information, select Email Password Reset
3. Resetting of email password may take up to five days (do not attempt to log in before the five-day period to avoid further log-in issues)
4. Once completed, students may access their email account with their temporary password: first and last initials (first letter capitalized) and 6 digit date of birth (2 digit month - 2 digit day - 2 digit year) example: Jk010189
5. Students should then customize their password for privacy

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**Gerald Sirotnak**

**High School:** Elsinore

**What brought you to Norco College?** I was attracted to the amazing Engineering programs.

**Major:** Civil Engineering

**Transfer Plan:** Cal Poly Pomona or Cal Poly San Luis Obispo

**Long-term Goal:** To be a Civil Engineer while pursuing a Juris Doctor (J.D.) for a future career in Public Office.

**Campus Involvement:** I am a Senator of Administration for ASNC and the Region IX Treasurer.
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>
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</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>
<tr>
<td>□ Career Websites</td>
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Explore Student Support Programs ~ EOPS, DRC, Honors, Puente, Transfer Center, T3P, SSS

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

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

<table>
<thead>
<tr>
<th>□ Goal Exploration</th>
<th>□ Submit all official College transcript(s); AP transcript(s), High School transcript</th>
<th>□ Declare a major □ Apply for Scholarships □ Attend Transfer Fair</th>
<th>□ Decide on where you want to transfer College/University □ Apply to transfer CSU/UC/Private University</th>
<th>□ Attend Job Fair</th>
<th>□ Remember to request your official Norco College transcripts and send to chosen universities</th>
</tr>
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<tr>
<td>Notes: __________</td>
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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.
Helpful Hint: You may earn course equivalencies and/or course credit based on outside tests/coursework. Submit all transcripts (AP, IB, high school, other college institutions) and see the Counseling department for more information.

**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 all 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 I.D.

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.norcocolege.edu.

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Waitlists and Add Codes

**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 fees. Please check your schedule regularly online with WebAdvisor and/or your RCCD email account to confirm your status.

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

If you do not intend to remain in the class, you must drop by the refund deadlines.

**Add Codes**
If you are not registered prior to the start of the term, 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 4-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.
English Writing Lab

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 of your writing lab that works best with your current class and work schedule. In some instances, you will attend your writing lab before your English course – 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.

STUDENT PROFILE

Nesma Nuru

High School: Eleanor Roosevelt

What brought you to Norco College? I was eager to be involved in school programs and activities.

Major: Business Economics

Transfer Plan: A University of California

Long-term Goal: To have a career in Project Management.

Campus Involvement: I was a member of T3p, an academic based program focusing on African American literature and a member of ASNC.
Grading and Attendance

Attendance
It is the responsibility of all students to attend classes regularly. When students have been absent due to illness, they should report to their instructor to explain the absence as soon as possible. Your 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.norcocollege.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.norcocollege.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.

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.

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

<table>
<thead>
<tr>
<th>Units Attempted</th>
<th>Grade Point</th>
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<td>3 Units</td>
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Moving Through English and Math

### English as a Second Language
- **Oral Communication**
  - ESL-91 Basic
  - ESL-71 Basic
- **Reading & Vocabulary**
  - ESL-92 Low-Intermediate
  - ESL-72 Intermediate
- **Writing & Grammar**
  - ESL-91 Basic
  - ESL-52 Basic
  - ESL-73 Intermediate
  - ESL-94 Intermediate
- **ESL-73**
  - High Intermediate
  - ESL-95 Intermediate
- **ESL-93**
  - Advanced
- **ESL-91**
  - Advanced

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

Shaded areas indicate possible course placements

### Moving through English, ESL and Reading

#### English Composition
- **ENG-60A**
  - Fundamentals Sentence to Paragraph
- **ENG-60B**
  - Fundamentals Paragraph to Essay
- **ENG-50**
  - Basic Composition
- **ENG-1A**
  - Composition
- **ENG-18**
  - Critical Thinking & Writing
- **ENG-80**
  - non-transferable

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

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

### Moving through Math
- **MAT-65**
  - Arithmetic & Pre-Algebra
  - No Prerequisite
- **MAT-64**
  - Pre-Algebra
  - Prereq: MAT-63
- **MAT-53**
  - Arithmetic
  - Prereq: MAT-63
- **MAT-52**
  - Elem. Algebra
  - Prereq: MAT-64 or 65
- **MAT-36**
  - Patterning
  - Prereq: MAT-52
- **MAT-10**
  - Pre-calculus
  - Prereq: MAT-36
- **MAT-7**
  - Mathematics
  - Prereq: MAT-1A
- **MAT-1A**
  - Calculus I
  - Prereq: MAT-10
- **MAT-1C**
  - Calculus III
  - Prereq: MAT-1B

* Indicates UC/CSU transferable course.
** Associate Degree applicable only
*** CSI: Transferable only

Shaded areas indicate possible course placements

### Liberal Studies or Social Science Majors
- **MAT-4**
  - Finite Math
  - Prereq: MAT-35
- **MAT-5**
  - Business Calculus
  - Prereq: MAT-35
- **MAT-11**
  - College Algebra
  - Prereq: MAT-35
- **MAT-12**
  - Statistics
  - Prereq: MAT-35
- **MAT-25**
  - Survey of Math
  - Prereq: MAT-35

### Science, Engineering or Math Majors
- **MAT-18**
  - Calculus II
  - Prereq: MAT-1A
- **MAT-16**
  - Calculus III
  - Prereq: MAT-1B

* Indicates UC/CSU transferable course.
** Associate Degree applicable only
*** CSI: Transferable only

Shaded areas indicate possible course placements
Understanding the Class Schedule

Helping to keep you Happy and Healthy

Norco College Health Services is dedicated to assisting students achieve and maintain optimum Physical, Mental & Emotional Health by providing quality healthcare at little or no cost.

Medical Services
Registered Nurses are available Monday through Friday. A doctor is also on-site on Mondays and a Nurse Practitioner is on-site on Thursdays. Available services include physcials, prescription assistance and more.

Psychological Services
Marriage & Family Counselors are on-site to provide personal counseling for depression, anxiety, self-esteem and more. Days and hours vary. Call for information.

Hours of Operation
Monday and Wednesday: 8 am - 4 pm
Tuesday and Thursday: 8 am - 7 pm
Friday: 8 am - 2 pm
(hours vary during summer and winter sessions)

Call now and schedule your appointment today.
(951) 372-7046
Guide to Success

What are your educational goals?

When you have a clear picture of what you want out of this part of the journey, 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?
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________________________________________________________________________
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What kind of person do I hope to become?
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What qualities do I want to develop in myself and in my life?
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What skills will I need for the future?
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What contributions do I want to make?
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Goal Setting 101

Why are goals so important?

Goals help you 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.
Manage Your Time

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—instead of getting thrown off track by the many unhelpful options, or by procrastination. If you take advantage of all the distracting choices, or if you procrastinate a little too much, it’s easy to fall behind. Each day that you fall further behind makes it that much harder to catch up. So you say, “I’m not in school for the competition.” You don’t have to be, but the better question is: who and what are you in it for? Are your actions getting you to the place you want to be?

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 or soon.

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

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.

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**STUDENT PROFILE**

**Brian Duong**

**High School:** Eleanor Roosevelt

**What brought you to Norco College?**
I was accepted to other Cal State Universities, but I didn’t know what I wanted to do with my life yet. I chose Norco College and it was the best decision.

**Major:** Kinesiology

**Transfer Plan:** I would like to attend San Diego State.

**Long-term Goal:** To be a chiropractor.

**Campus Involvement:** I was president of the Mix Hip Hop Arts Club my first year of college, and participate in Associated Students of Norco College. I’ve been awarded the ASNC Scholarship, and have been on the Dean’s list every semester.
Deciding How Many Units to Take

Rather than focus on how many units to accomplish your ed goal, you should focus on how many units to take to earn the GPA you aspire to attain. In order to determine how many units to take, you need to consider your 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>
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<tbody>
<tr>
<td>Homework</td>
<td>+6 hours per week (2 hr. for each unit)</td>
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<tr>
<td>Total Time</td>
<td>= 9 hours per week for one 3 unit class</td>
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</tbody>
</table>

If you enroll in 12 units in a semester, 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.
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.
Make A Plan For Registration Day

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**

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**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.
**Tips for Academic Success**

**AP Credits and HS Transcripts**

Before you register, be sure to submit your documentation to receive credit and/or equivalencies. If you scored a 3 or better on your AP test, you may be awarded credit for certain courses. If you completed two years or more of high school Spanish, you may validate a Spanish prerequisite. You may be awarded equivalencies based on high school math coursework. Please see a counselor for more information.

You may have already earned college credit during high school. Before you register, be sure to submit your official HS transcript and documentation to receive credit and/or equivalencies. If you scored a 3 or better on your AP test, you may be awarded credit for certain courses. If you completed two years or more of high school Spanish, you may validate a Spanish prerequisite. If you completed a high school Career & Technical Education class that was articulated with a college class, you have already earned 3+ units. You may also be awarded equivalencies based on high school math coursework. Please see a counselor for more information.

**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 you 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.
Preparing for a Test

The big tip-off
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.

Five-star review
• 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:
  o Turn textbook headings into questions, and then answer them out loud or in your head.
  o Practice defining or explaining things in your own words.
  o Highlight key facts in your notes, using different colors for different types of facts.
  o Work through review questions.
• Get a good night’s sleep – even if it means studying a bit less – and don’t skip breakfast.
Studying With Style

Now that you have your class schedule set, it’s time to refine your study skills and know 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.

Discovering 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
## 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)</th>
<th>CPT-1, 2, or 3 (Math)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>EAP-English</td>
<td>EAP-Math</td>
</tr>
<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>40 – 4, 5, 11, 12</td>
</tr>
<tr>
<td>10 – ESL 51*</td>
<td></td>
<td>5 – English 60A</td>
<td>30 – Math 53, 35</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Discuss PTESL with Student)</td>
<td></td>
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</tbody>
</table>

*Suggested companion courses to core ESL 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>
<tr>
<td></td>
<td>20 – Math 52</td>
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<tr>
<td></td>
<td>15 – MOV and NOR only: Math 64</td>
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<td></td>
<td>RIV: Math 65 or Math 90D</td>
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<tr>
<td></td>
<td>10 – MOV and NOR only: Math 63</td>
</tr>
<tr>
<td></td>
<td>RIV: Math 65 or Math 90A</td>
</tr>
</tbody>
</table>
How To Calculate Your GPA

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>
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<tbody>
<tr>
<td>“A”</td>
<td>4</td>
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<tr>
<td>“B”</td>
<td>3</td>
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<tr>
<td>“C”</td>
<td>2</td>
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<tr>
<td>“D”</td>
<td>1</td>
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<tr>
<td>“F”</td>
<td>0</td>
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</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 1</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>
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<tr>
<td>BIOLOGY</td>
<td>4</td>
<td>4</td>
<td>C</td>
<td>8</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>14</strong></td>
<td><strong>12</strong></td>
<td></td>
<td><strong>29</strong></td>
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</tbody>
</table>

**CALCULATING GPA:**

Grade Points Earned  29
Units Attempted      14

14 ÷ 29 = 2.071 GPA
Early Alert

Each fall and spring term, faculty have the opportunity to participate in Early Alert. This process enables instructors teaching an eight-week or greater course to identify students in their courses who are showing early 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 sent an email message through their student email account from their instructor encouraging them to take advantage of the recommended services within the next two weeks.

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

Remember, we are here for your success!
Campus Resources

Admissions and Records
1st floor Student Services Building
(951) 372-7003
Provides assistance with all of your 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
1st floor of Wilfred Library
(951) 372-7176
Houses multiple placement tests, including the English, math and reading placement for first-time college students registration requirements or prerequisites for transfer and returning students. Assessment also administers Spanish placement, Proficiency Test in English as a Second Language (PTESL), and chemistry diagnostic with counselor approval.

Bookstore
(951) 372-7085
Purchase textbooks, school supplies, scantrons, beverages, snacks, novelty items, and more. Textbook Tip: once you’re registered into classes, order your books on web advisor. Bookstore staff will have them ready for pick-up which means you don’t have to spend time looking for the right materials.

CalWORKs
2nd floor Center for Student Success
(951) 372-7052
Promotes self-sufficiency through education, job-skill development and on-campus employment support while enrolled. We connect students to supportive services including priority registration, counseling and self-development opportunities.

Career & Job Placement Center
2nd 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)
1st 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 and Facebook.

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

Counseling Department
2nd 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 you towards completing a degree, certificate and/or transfer completion.

Disability Resources Center (DRC)
1st 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
2nd 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)  
2nd 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 first go to Student Financial Services as their first point of contact and then EOPS-eligible students can receive services through EOPS.

Health & Psychological Services  
1st floor of Wilfred Library  
(951) 372-7046  
Committed to helping you stay healthy. You are eligible for free consultations and treatment for short-term illnesses and minor injuries.

Honors Program  
(951) 798-7846 or (951) 372-7101  
The honors program is comprised of student scholars and faculty who share a passion for learning. You have the opportunity to take advantage of transfer agreements with four-year universities and explore various honor excursions.

Learning Resource Center (LRC)  
1st floor of Wilfred Library  
(951) 372-7896  
Provides guided academic support through CIS & Game labs, tutorial services, express walk-in math tutoring, and assessment testing.

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

Outreach Services  
2nd 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  
2nd 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. You 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 Activities  
2nd floor Center for Student Success  
(951) 372-7007  
Offers co-curricular programs designed to provide you with an opportunity to apply what is learned in the classroom to real life settings. Get involved!

Student Employment  
2nd 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 the Norco College administrative offices. Activate your E-mail as soon as possible and check often to stay in the loop.

Student Financial Services  
1st floor Student Services Building  
(951) 372-7009  
Provides financial aid assistances to all students in need. Aid consists of loans, grants, work study programs, fee waiver and scholarships.

Student Support Services (SSS) & Realizing Individual Success through Education (RISE)  
2nd floor Student Services Building  
(951) 372-7144  
Aspires to increase retention, graduation rates of first-generation, low-income, or disabled students to a four-year college.
Student Success & Support Programs (3SP)
2nd floor Student Services Building
(951) 372-7101
Provide services that support your entry into college. The services include: Assessment, Orientation and Counseling to ensure you are in the right direction as you begin your educational journey at Norco College.

The Talented Tenth Program (T3p)
2nd floor Student Services Building
(951) 372-7148
Offers courses in English and Guidance with a focus on African American studies and culture. You can learn how to be a part of the college community through services and social gatherings with fellow students.

Transfer Center
2nd floor Student Services Building
(951) 372-7043
Provides you with information and hands-on experiences regarding transfer requirements to the CSU, UC, and private colleges to ensure a seamless transition from Norco College to a four-year university.

Tutorial Services
Learning Resource Center (1st floor of Wilfred Library)
(951) 372-7143
Provides peer-to-peer academic support through one-on-one group tutoring sessions.

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
1st 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 access to online student services. You can search, add/drop classes, apply for graduation, and request a parking permit from the comfort of your home.

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

STUDENT PROFILE

Jocelyn Yow
High School: Keat Hwa (Malaysia)
What brought you to Norco College?
I wanted a second chance in education.

Major: Peace and Conflict Studies with a concentration in Human Rights

Transfer Plan: University of California, Berkeley

Long-term Goal: To obtain a law degree in International Human Rights

Campus Involvement: I was the 2013–2014 president of Associated Students of Norco College (ASNC) and I was an active member of Alpha Gamma Sigma (AGS) and Inter-Club Council Representative of Norco Scholars Association.
**College Terms**

**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.

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

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

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

**Certificate** – Normally 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.

**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 any student who satisfactorily passes an examination approved or conducted by the discipline or program in which a comparable course is offered. In the case of foreign languages, students must complete a 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 for each class. Find add/drop refund deadlines on WebAdvisor at www.norcocollege.edu. Click on class names/deadlines.

**Ed 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 all 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 here before they transfer on to the university. 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. Impacted program applications must normally apply during specified time periods and participate in 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 Master of Arts, Science or related degree, awarded upon completion of one or two years of study beyond the bachelor’s level.

Midterms – Tests given halfway through the semester to see 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 system where you do not receive a letter grade for taking a course. Depending upon the student’s achievement in the class, Pass (P) or No Pass (NP) will appear on his/her transcripts. Deadlines for selecting Pass/No Pass are in the class schedule.

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

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.

STUDENT PROFILE

Julianna Kilpatrick

High School: Carver (Massachusetts)

What brought you to Norco College? The proximity to home and the small size of the campus.

Major: Math & Science and Kinesiology

Transfer Plan: University of Texas at Austin

Long-term Goal: Sports Medicine Physician’s Assistant

Campus Involvement: I am a member of the Honors Program and the Veteran’s Club. I am the president of Phi Theta Kappa and the Vice President of Campus Relations for ASNC.
• **Accepts Responsibility**

Our goal is your success. In order to achieve this, we have expectations for student conduct that supports 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.

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**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 Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including, but not limited to, the removal, suspension, or expulsion of a student.

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

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

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

1. Causing, attempting to cause, implying, or threatening to cause, harm to another person (whether or not the threat is in 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.
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 422.6 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.

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.

• 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 Department of Safety and Police, Parking Services (DSAPPS) at (951) 222-8522 or the Norco College Safety and Police Department.
3. Special parking permits for individuals, who are volunteering service to the District, may be issued by DSAPPS and will indicate which parking areas the volunteers may use.
4. Vendors may obtain a vendor permit from DSAPPS.
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 DSAPPS.

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 DSAPPS 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.

**Parking for Handicapped Persons**
1. Only vehicles displaying a current, valid disabled placard or license plate may park in a designated handicapped 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: $50.00
   - Students receiving FAFSA may be eligible for discounted parking. See Student Financial Services for more information.
   - Summer Intersession: $25.00
   - Carpool Fall and Spring Semesters: $35.00
   - Carpool Summer Intersession: $15.00
2. Motorcycle
   - Fall and Spring Semesters: $15.00
   - Summer Intersession: $10.00

**Enforcement**
1. The Riverside Community College District Police Department has primary responsibility for the enforcement of all Norco College parking regulations and California Vehicle Code violations.
2. The Norco Police Department may also enforce these regulations and, in turn, assist the College Police staff when necessary.

**Refunds and Replacement of Parking Permits**
1. Should a class be canceled and it is the only class for the student, a 100% 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% 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 DSAPPS for consideration.
6. Meter permits and/or time purchased at a meter are non-refundable, unless it 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**

**College Safety and 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.

While all calls for service are routed through the central dispatch center on the Riverside City College campus, the College Safety and Police office on the Norco College campus is open 24/7 to respond to emergencies, parking issues, escort requests, and other non-emergency services.

Our office is located in the College Safety & Police Building E.

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

- Gang Unit
- Rape Aggression Defense (RAD)
- Emergency Preparedness
- Sexual Assault Response Team (SART)

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 Safety and Police Department (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 the 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 immune titers are provided by Quest Diagnostics with the physician’s order either in clinic or off-site locations located near the colleges.

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.”

**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/human resources, 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.

Filing A Complaint

This is a summary of your right to file an informal or formal complaint of discrimination or sexual harassment. This is only a summary. Please see Board Policies and Administrative Procedures BP/AP3410 and BP/AP3430, and AP3435 for the complete District procedure.

Informal/Formal Complaint Procedure:

• You have the right to request that the charges be resolved informally, at which time the District will undertake efforts to informally resolve the charges.  
• You do not need to participate in informal resolution.  
• You have the right to file a formal complaint, even if you have previously

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.
requested informal resolution (see below for the procedure for doing so).

- You will not be required to confront or work out problems with the person accused of unlawful discrimination.
- You may file a non-employment-based complaint with the U.S. Department of Education Office for Civil Rights (OCR) where such a complaint is within that agency’s jurisdiction.
- If your complaint is employment-related, you may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency’s jurisdiction.
- Retaliation is unlawful. If you feel you are being retaliated against as a result of filing a complaint, please contact the RCCD Diversity and Human Resources Department immediately.

**Purpose of the Informal Resolution Process:**
The purpose of the informal resolution process is to allow an individual who believes she/he has been unlawfully discriminated against to resolve the issue through a mediation process rather than the formal complaint process. Typically, the informal process will be invoked when there is a simple misunderstanding or you do not wish to file a formal complaint. Resolution of an informal complaint may require nothing more than a clarification of the misunderstanding or an apology from the alleged offender and an assurance that the offending behavior will cease. You will be notified of the outcome of the investigation in the informal process, and will also be notified of the resolution proposed by the District.

If you pursue the informal process, you should note the following important points:

- You will need to sign a document which indicates that you have selected the informal resolution process.
- The District will complete its investigation within the time period required by Board Policy unless you voluntarily rescind your complaint prior to completion.

Selecting the informal resolution process does not prevent you from later deciding to file a formal complaint (subject to all of the rules for filing a formal complaint). You can do this while the informal process is still underway, or if the informal process has been completed and you are not satisfied with the outcome of the District’s proposed resolution, provided that the time period for filing a formal complaint has not passed.

**How to File a Formal Complaint:**

- The complaint must be filed on a form prescribed by the State Chancellor’s Office. That form is available at [www.rccd.edu/administration/board/policies.cfm](http://www.rccd.edu/administration/board/policies.cfm), [www.rccd.edu/administration/hr/dec.cfm](http://www.rccd.edu/administration/hr/dec.cfm), from the Diversity and Human Resources Department, or on the State Chancellor’s Web page at [www.cccco.edu](http://www.cccco.edu).
- The complaint must allege unlawful discrimination prohibited under Title 5, Section 59300.
- The complaint must be filed by one who alleges that she/he has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in her/his official capacity as a faculty member or administrator.
- In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which you knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination.
- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if you first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.
- You can file a complaint with the:
  - Director Diversity, Equity and Compliance Riverside Community College District 450 E. Alessandro Blvd. Riverside, CA 92508-2449 (951) 222-8039 [www.rccd.edu](http://www.rccd.edu)
  - or with the:
What Happens When a Formal Complaint Is Filed?
The District will then conduct an investigation. Within 90 days of receiving an unlawful discrimination complaint filed under Title 5, sections 59300 et seq., the District will complete the investigation and forward a copy of the investigative report, or a summary, to you along with a notice of your right to appeal to the District Board of Trustees and the State Chancellor’s Office. The investigative report, or summary, is the District’s Administrative Determination.

Complainant’s Appeal Rights
You, as the complainant, have appeal rights that you may exercise if you are not satisfied with the results of the District’s Administrative Determination. At the time the investigative report and/or summary is mailed to you, the responsible District officer or her/his designee will notify you of your appeal rights as follows:

All Appeals Must Be In Writing (E-mail is not a satisfactory method.)
First Level of Appeal: You have the right to file an appeal with the District’s Board of Trustees within fifteen (15) calendar days from the date of the Administrative Determination. The District’s Board of Trustees will review the original complaint, the Administrative Determination, and the appeal.

In order to appeal to the District’s Board of Trustees, please send a written request within the required time period to the attention of:

District Board of Trustees
c/o Diversity, Equity and Compliance
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508-2449

The District’s Board of Trustees will issue a final District decision in the matter within forty-five (45) calendar days after receiving the appeal. Alternatively, the District’s Board of Trustees may elect to take no action within forty-five (45) calendar days, in which case the Administrative Determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the District’s Board of Trustees will be forwarded to you and to the State Chancellor’s Office.

Second Level of Appeal: You have the right to file an appeal with the California Community Colleges Chancellor’s Office in any case not involving employment-related discrimination within thirty (30) calendar days from the date that the District’s Board of Trustees issues the final District decision or permits the Administrative Determination to become final by taking no action within forty-five (45) calendar days. The appeal must be accompanied by a copy of the decision of the District Board of Trustees or evidence showing the date on which complainant filed an appeal with the District Board of Trustees within forty-five (45) calendar days from that date.

In any case involving employment-related discrimination, you have the right to file an appeal with the Department of Fair Employment and Housing (DFEH) or the U.S. Equal Employment Opportunity Commission (OCR).
### Required Day for New Faculty - August 19

### FLEX Days

- **Fall**: August 20, 21 & 22
- **Spring**: February 6

### Part-time Faculty Orientation

to be arranged by college

### Legal Holiday/Day of Observance

- **Commencement (June 11)** & **Final Exams**

### Classes not in Session

#### Summer Session 2014
- **June 23 - July 31** (6 weeks)
- **Weekend Classes**: June 28 - July 27

#### Fall 2014
- **August 25 - December 12**
- **Weekend Classes**: August 30 - December 7

#### Winter Intersession 2015
- **January 5 - February 12** (6 weeks)
- **Weekend Classes**: January 10 - February 8

#### Spring 2015
- **February 17 - June 11**
- **Weekend Classes**: February 21 - June 6

#### Final Exams
- **Fall**: December 6 - December 12
- **Spring**: June 4 - 11 (June 7 excluded)

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### Riverside Community College District

#### 2014-2015 ACADEMIC CALENDAR

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<td>Required Day for New Faculty - August 19</td>
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<td>FLEX Days</td>
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<td>Fall: August 20, 21 &amp; 22</td>
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<td>Spring: February 6</td>
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<td>Part-time Faculty Orientation</td>
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<td>Legal Holiday/Day of Observance</td>
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<td>Commencement (June 11) &amp; Final Exams</td>
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<td>Classes not in Session</td>
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* June 4 - Day Classes Meet/Evening Final Exams for Classes Meeting Thursday Evenings Only
** June 11 - Morning and Afternoon Final Exams and Evening Commencement