All information contained in the 2017-2018 Student Handbook is current as of September 2017. Although every effort has been made to ensure accuracy of the information, students and others who use this handbook should consult with a counselor, dean, department chair or program directors for recent additions, deletions or changes. Updates can also be found online at www.mvc.edu/services/ar/StudentHandbook.cfm.
Dear Student,

Welcome to Moreno Valley College for the 2017-2018 academic year. Whether you are new to the College or a continuing student, I want you to know that our faculty, staff, and administrators are here for one clearly defined purpose: To do all we can to make your time here productive and successful. In doing that, we will need one urgently needed partner, you.

As happy as we are that you are here, we know that your interest is best served when you are able to get good advice, the right classes, needed help, and complete your educational objective in the least time necessary for entering a productive career or advancing to your next educational objective. Our counseling and instructional faculty and staff are here to guide and prepare you for entering your chosen university or assisting you in planning for an appropriate career.

Your choices and opportunities are many. It behooves you and all of us to take advantage of them. As I say often, your success defines our success. We celebrate as you succeed.

Warm best wishes for a successful year ahead!

Robin L. Steinback, Ph.D.
President

About Moreno Valley College:

Moreno Valley College is a two-year public institution of higher education, one of three colleges in the Riverside Community College District (RCCD). It is the 111th community college in the state of California. It is governed by the RCCD Board of Trustees and offers locally and state approved certificates and associate degrees as well as transfer options to students.

Mascot: Lions          Colors: Teal, White and Black

Addresses:

Moreno Valley College
16130 Lasselle Street
Moreno Valley, CA 92551
(951) 571-6100

Ben Clark Training Center (BCTC)
Law Enforcement
16791 Davis Avenue
Riverside, CA 92518
(951) 571-6300

EMS/Fire Technology
16888 Bundy Avenue
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Mission Statement

Moreno Valley College inspires, challenges, and empowers our diverse, multicultural community of learners to realize their goals; promotes citizenship, integrity, leadership, and global awareness; and encourages academic excellence and professionalism.

To accomplish this mission, we provide comprehensive support services, developmental education, and academic programs leading to:

- Baccalaureate Transfer
- Associate Degrees in Arts and Sciences
- Certificates in Career and Technical Education Fields
- Post-employment Opportunities
Letter From the Vice President of Student Services

Dear MVC Student,

Welcome to the 2017-18 academic year at Moreno Valley College! We are pleased to provide you with this student handbook and planner as a tool to assist you in achieving your educational goal at MVC. We want you to know that your success is a two-way street; it will take you doing your part as well as the College doing ours. The most important part for you to know is that you are not alone on your educational journey; you have the MVC faculty, staff, and administrators here to assist and support you! We also want you to make the most of your experience here at MVC, therefore we encourage you to:

• Stay organized. Use this planner to schedule study time and to keep track of important dates and deadlines. List all of the due dates for your assignments and exams.
• If possible, be a full-time student. Take as many courses as you can handle successfully. If you take at least 12 units every semester, this will allow you to earn a degree, certificate, and/or transfer much faster than if you enroll part time. Work with a counselor to balance your course load every semester so your workload is manageable.
• Complete a comprehensive educational plan. Meet with a counselor so that you have a clear educational goal and that you understand which classes you need to take each semester to achieve it.
• Get connected, engaged and involved on campus while you are here. We know that students who are more involved on campus are more successful in reaching their goals, so please take advantage of the excellent programs, services, and resources that we have available.

I wish you much success and I hope that you enjoy your college experience at MVC!

Sincerely,

Dyrell Foster, Ph. D.
Vice President, Student Services

Letter From the Student Body President

¡Hola Y bienvenidos estudiantes!

I am Student Body President Karen Flores and I welcome you all to an exciting year at the “Beacon on the Hill”. Moreno Valley College is one of the three community colleges in the Riverside Community College District. It is an honor and privilege to serve as your student representative for the 2017-2018 academic school year. To Moreno Valley College, your success matters to us, and we are here to help guide and direct you to your ultimate educational and career goals. We provide an array of services which will help you succeed in achieving success no matter if your goal is to complete a course/program for a certificate, a complete degree program and/or transfer on to a four year college/university.

Moreno Valley College embraces diversity and is always “welcoming” to those looking forward to adding vital educational and lifelong experiences. I encourage all students to get involved on campus. Our campus is fully equipped with various clubs and organizations that pertain to your different interests. Statistics have demonstrated that students who participate in extracurricular activities have a higher chance of completing college successfully. Make this year your year and step out of your comfort zone!

I encourage you to access all our services and ask any one of our professional staff to assist you with your educational endeavors. I congratulate you for choosing such a wonderful educational institution. If ever any questions come to mind about student life on campus or about Student Government, please visit the Student Activity Center or visit us online at www.mvc.edu/services/asmv/index.cfm. We are located behind the Lion’s Den and Bookstore.

MVC envision your Future! MVC Make it happen!

Karen Flores
Student Body President, Associated Students, Moreno Valley College, 2017-2018
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Campus Map
Riverside Community College District Locations

Centennial Plaza:
- Center for Social Justice and Civil Liberties
  3655 Market Street
  Riverside, CA 92501
- Coil School for the Arts
  3800 University Avenue
  Riverside, CA 92501
- RCC Culinary Arts Academy & RCCD District Offices
  3801 Market Street
  Riverside, CA 92501

Ben Clark Training Ctr.
16791 Davis Avenue
Riverside, CA 92518
(951) 571-8300

RCCD Economic Development
152 East Sixth Street
Corona, CA 92879
(951) 571-8474

Rubidoux Annex
4230 Opal Street
Jurupa Valley, CA 92501
(951) 328-3700

Moreno Valley College
10133 Lussel Street
Moreno Valley, CA 92551-2045
(951) 571-8100

Norco College
2001 Third Street
Norco, CA 92860-2600
(951) 372-7000

Riverside City College
4800 Magnolia Avenue
Riverside, CA 92501-1291
(951) 222-9000

* Map not to scale
Your Guide to Success

Getting Started:

1. Complete the online application at: www.mvc.edu/services/ar/apply.cfm.
   Username example: js1234567
   Password example (your birthday): 123196
3. Take your Online Orientation (WebAdvisor).
4. Create First Semester Ed Plan (Counseling or WebAdvisor).
5. Use your new Student ID Number to complete the Assessment/Placement Test. (Returning and transfer students may be able to skip this step by providing their transcripts to the Counseling department.)
6. Activate your student email.
   Username example: jsmith23@student.rcc.edu
   Password example: Js123196
7. Register for classes according to your registration date and time (registration date available on WebAdvisor).
8. Order textbooks (WebAdvisor).
10. Attend the first day of class.

Recommendations:

1. Apply for financial aid at www.fafsa.gov using school code 041735.
2. Get your Student ID card (Admissions and Records).
3. Explore the services available on campus (see reverse).

Locations for Student Support

- Computer Lab ................................................................. Humanities 220
- Disability Support Services .............................................. Library, 2nd Floor
- Math Lab ........................................................................ Humanities 220
- Student Center ................................................................. Library, 3rd Floor
- Student Employment .......................................................... Student Services, 2nd Floor
- Student Government/All Student Clubs ............................. Student Activities Center
- Tutoring ........................................................................... Student Academic Services 206
- Veterans Services ............................................................. Parkside Complex (PSC) 13
- Work Force Preparation Lab ................................................. Humanities 233-B
- Writing/Reading Center .................................................... Humanities 232
Directory

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Dean, Student Services (Counseling)  
Student Services  
P: (951) 571-6251  
E: michaelpaul.wong@mvc.edu  
www.mvc.edu/services/deancounseling/
Departments & Programs

**Academic Counseling and Educational Support (ACES)**
(951) 571-6275
Science & Technology 159
[www.mvc.edu/aces](http://www.mvc.edu/aces)

Academic Counseling and Educational Support offers qualifying students an academic support system that assists them in mastering their college transitions.

**Admissions & Records**
(951) 571-6101
Student Services 2nd floor
[www.mvc.edu/services/ar/](http://www.mvc.edu/services/ar/)

Admissions & Records plays a valuable role in your college education by taking students from application to graduation.

**Assessment Center**
(951) 571-6427
Student Services 107
[www.mvc.edu/services/assessment/](http://www.mvc.edu/services/assessment/)

The results of the test plus other academic background information produce a placement which will give students and counselors an indication of each student’s starting points in these subjects.

**Ben Clark Public Safety Training Center**
(951) 571-6197
Fire Technology Building
[www.mvc.edu/services/bctc/](http://www.mvc.edu/services/bctc/)

The Ben Clark Training Center is an off-site center located approximately 10 miles east of Moreno Valley College that provides training in EMS, Fire Technology, and Law Enforcement.

**Bookstore**
(951) 571-6107
[www.mvc.edu/bookstore](http://www.mvc.edu/bookstore)

You can rent or purchase textbooks, classroom supplies, school spirit gear, snacks, and novelty items at the bookstore.

**CalWORKs**
(951) 571-6154
Humanities 233-B
[www.mvc.edu/services/cw/](http://www.mvc.edu/services/cw/)

CalWORKs is designed to promote self-sufficiency through advocacy, education, labor market linkages, and College and community collaborations. Other services include federal work study; career pathway planning; and academic, personal and financial aid counseling.

**Career and Transfer Center**
(951) 571-6205
Student Services 301
[www.mvc.edu/services/ctc/](http://www.mvc.edu/services/ctc/)

The Career and Transfer Center is firmly committed to assisting students be successful and achieving their academic and career goals.

**Counseling**
(951) 571-6104
Student Services 301
[www.mvc.edu/services/counseling/](http://www.mvc.edu/services/counseling/)

The counselors are committed to providing students with a broad range of options as well as specific guidance in career planning, evaluation, academic choices, and direction.

**Disability Support Services**
(951) 571-6138
Library 230
[www.mvc.edu/services/dsps/](http://www.mvc.edu/services/dsps/)

The Office of Disability Support Services (DSS) provides appropriate, comprehensive, reliable and accessible services to students with documented disabilities who request such services.

**Educational Talent Search**
(951) 571-6382
Science & Technology 159
[www.mvc.edu/services/cw/](http://www.mvc.edu/services/cw/)

The Educational Talent Search Program is part of the federal TRIO programs and is designed to encourage qualifying middle school and high school students prepare for postsecondary educational opportunities.

**EOPS/CARE**
(951) 571-6253
Student Services 303
[www.mvc.edu/services/eops/](http://www.mvc.edu/services/eops/)

Funded by the State of California, the Extended Opportunity Programs & Services provides academic support services for financially and educationally disadvantaged students.

**Guardian Scholars Program**
(951) 571-6110
Science & Technology 151A
[www.mvc.edu/services/fyss/](http://www.mvc.edu/services/fyss/)

The Guardian Scholars Program serves foster youth as they pursue their education.

**Middle College High School**
(951) 571-6463
Library 127
[www.mvc.edu/depts/mchs.cfm](http://www.mvc.edu/depts/mchs.cfm)

Middle College High School (MCHS) is an innovative program developed and implemented jointly by Moreno Valley College, Moreno Valley Unified School District and Val Verde Unified School District, with support from the California Community Colleges Chancellor’s Office.

**Outreach**
(951) 571-6273
Administration Annex
[www.mvc.edu/services/ar/outreach/](http://www.mvc.edu/services/ar/outreach/)

The Outreach department is prepared to assist the community, as well as current and incoming students become better acquainted with Moreno Valley College.
Puente Program. .......................... (951) 571-6240
www.mvc.edu/services/puente/
The Puente Program is an academic preparation program that for more than thirty years has improved the college-going rate of tens of thousands of California's educationally underserved students.

Umoja .............................. (951) 571-6104
Science & Technology 105 A
www.mvc.edu/services/umoja/
The Umoja program is dedicated to increase the number of underserved students who enroll in our institution, earn their degrees, transfer to four-year colleges or universities, and return to the community as leaders and mentors to future generations.

STEM ................................. (951) 571-6363
Science & Technology 151
www.mvc.edu/stem/
MVC's STEM Student Success Center (STEM SSC) provides a learner centered environment where students have the opportunity to access academic and support services designed to increase STEM certificate and/or transfer degree rates. The STEM SSC offers students interested in pursuing careers in Science, Technology, Engineering, and Math tools and resources to help them complete their STEM programs of study, graduate, and transfer to a four-year university.

Student Activities ..................... (951) 571-6105
Student Activities Center
www.mvc.edu/services/asmv/
Student Activities offers students opportunities to become involved in campus life, whether joining student government or becoming a member of campus clubs.

Student Employment ................... (951) 571-6252
Student Services 2nd Floor
www.mvc.edu/services/se/
Student Employment is dedicated to provide students with meaningful work experience aimed at enhancing college and career goals, while providing supplemental financial support.

Student Financial Services ............ (951) 571-6139
College Code 041735
Student Services 200
www.mvc.edu/services/sfs/
The Student Financial Services (SFS) department strives to assist students in reaching their educational goals by providing information and applications for financial assistance programs.

Student Health and Psychological Services . .(951) 571-6103
Parkside Complex 6
www.mvc.edu/services/hs/
Health Services provides a caring place where health education and services are available to improve student retention and success in college.

Tutorial Services ........................ (951) 571-6167
Student Academic Services 206
www.mvc.edu/services/ts/
Tutorial Services provides a learning environment to students seeking academic support. The staff strives to help students better prepare for classes and develop the skills necessary for a successful college career.

Upward Bound (Classic) ............... (951) 571-6382
Student Services 112
Upward Bound is one of Moreno Valley College’s pre-collegiate programs and provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits.

Upward Bound Math and Science .... (951) 571-6382
Student Services 112
www.mvc.edu/services/ubms/
UBMS is designed to strengthen the math and science skills of participating high school students in the Moreno Valley Unified School District. UBMS helps students recognize and develop their potential to excel in math and science and to encourage them to pursue postsecondary degrees in math and science, and ultimately careers in science, technology, engineering, and math.

Veterans Resource Center ............. (951) 571-6247
Parkside Complex (PSC) 13
www.mvc.edu/services/veterans/
The Veterans Services office assists veterans, active duty military members and their dependents in obtaining and utilizing their VA educational benefits.

Writing and Reading Center ............ (951) 571-6128
Humanities 232
www.mvc.edu/wrc
The Writing and Reading Center (WRC) supports learning in reading and writing for all registered Moreno Valley College students at all levels and at any stage of the writing process.
# Student Timeline

## APPLICATION DATES & DEADLINES

<table>
<thead>
<tr>
<th></th>
<th>Summer 17</th>
<th>Fall 17</th>
<th>Winter 18</th>
<th>Spring 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Admissions Applications beginning</td>
<td>Jan. 13</td>
<td>Jan. 13</td>
<td>Oct. 1</td>
<td>Oct. 1</td>
</tr>
<tr>
<td>New/Returning student deadline for Order of Registration appointments</td>
<td>Apr. 19</td>
<td>July 3</td>
<td>Oct. 25</td>
<td>Dec. 13</td>
</tr>
<tr>
<td>Admission Application Deadline (thru 11:59 pm)</td>
<td>June 19</td>
<td>Aug. 28</td>
<td>Jan. 3</td>
<td>Feb. 13</td>
</tr>
<tr>
<td>Regular high school concurrent students deadline to submit packet (see Concurrent Enrollment website for more information)</td>
<td>June 4</td>
<td>Aug. 13</td>
<td>N/A</td>
<td>Jan. 28</td>
</tr>
</tbody>
</table>

## TERM DATES

**Check WebAdvisor for all short-term classes**

<table>
<thead>
<tr>
<th></th>
<th>Summer 17 (6 week)</th>
<th>Fall 17 (16 week)</th>
<th>Winter 18 (6 week)</th>
<th>Spring 18 (16 week)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Begins</td>
<td>June 19</td>
<td>Aug. 28</td>
<td>Jan. 2</td>
<td>Feb. 12</td>
</tr>
<tr>
<td>Term Ends</td>
<td>July 27</td>
<td>Dec. 14</td>
<td>Feb. 8</td>
<td>June 7</td>
</tr>
<tr>
<td>Classes not in session (Holidays, Spring Vacation, etc)</td>
<td>July 4</td>
<td>Sept 4, Nov 10, Nov 23-26, Dec 15-Jan 1</td>
<td>Jan 15</td>
<td>Feb 16-19, March 30, Apr 9-15, May 28</td>
</tr>
</tbody>
</table>

**Add Deadline for MOST classes Elect Pass/No Pass option (most classes)**

<table>
<thead>
<tr>
<th></th>
<th>Check WebAdvisor for deadlines</th>
<th>Check WebAdvisor for deadlines</th>
<th>Check WebAdvisor for deadlines</th>
<th>Check WebAdvisor for deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refund Deadlines for MOST classes Full term classes</td>
<td>Sept. 8</td>
<td>Check WebAdvisor for deadlines</td>
<td>Feb. 23</td>
<td></td>
</tr>
<tr>
<td>Drop without a “W” for MOST classes (20% of Term)</td>
<td>Check WebAdvisor for deadlines</td>
<td>Sept. 10</td>
<td>Feb. 23</td>
<td></td>
</tr>
<tr>
<td>Drop with a “W” for MOST classes (5% of Term)</td>
<td>Check WebAdvisor for deadlines</td>
<td>Nov. 17</td>
<td>May 11</td>
<td></td>
</tr>
</tbody>
</table>

## REGISTRATION APPOINTMENTS

<table>
<thead>
<tr>
<th></th>
<th>Summer 17</th>
<th>Fall 17</th>
<th>Winter 18</th>
<th>Spring 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule of classes and Regular Registration appointments on WebAdvisor</td>
<td>Apr. 21</td>
<td>July 6</td>
<td>Oct. 27</td>
<td>Dec. 15</td>
</tr>
</tbody>
</table>

## REGISTRATION

<table>
<thead>
<tr>
<th></th>
<th>Summer 17</th>
<th>Fall 17</th>
<th>Winter 18</th>
<th>Spring 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Student Registration Begins (based on Order of Registration implemented beginning 12fall)</td>
<td>May 15</td>
<td>July 24</td>
<td>Nov. 13</td>
<td>Jan. 15</td>
</tr>
</tbody>
</table>

## PARKING PERMITS

<table>
<thead>
<tr>
<th></th>
<th>Summer 17</th>
<th>Fall 17</th>
<th>Winter 18</th>
<th>Spring 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking permits available for sale on WebAdvisor</td>
<td>May 8</td>
<td>July 17</td>
<td>N/A</td>
<td>Jan. 8</td>
</tr>
<tr>
<td>Last day to purchase parking permits</td>
<td>July 27</td>
<td>Dec. 14</td>
<td>N/A</td>
<td>June 7</td>
</tr>
</tbody>
</table>

## STUDENTS WILL BE DROPPED FOR NON-PAYMENT

<table>
<thead>
<tr>
<th></th>
<th>Summer 17</th>
<th>Fall 17</th>
<th>Winter 18</th>
<th>Spring 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline to pay online is 5 pm on: In person payments must be made by close of business-see A&amp;R website for most current hours</td>
<td>June 5</td>
<td>Aug. 7</td>
<td>Dec. 11</td>
<td>Jan. 29</td>
</tr>
<tr>
<td>For classes registered on or before:</td>
<td>n/a</td>
<td>Aug. 14</td>
<td>n/a</td>
<td>Jan. 29</td>
</tr>
<tr>
<td>Deadline to pay:</td>
<td>n/a</td>
<td>Aug. 21</td>
<td>n/a</td>
<td>Feb. 5</td>
</tr>
<tr>
<td>No Drops for non payment if registered on or after:</td>
<td>May 30</td>
<td>Aug. 15</td>
<td>Dec. 5</td>
<td>Jan. 30</td>
</tr>
</tbody>
</table>

## GRADUATION: STUDENTS MAY APPLY FOR DEGREE & CERTIFICATES IN THE 2017-2018 YEAR DURING THE FOLLOWING APPLICATION PERIODS:

<table>
<thead>
<tr>
<th></th>
<th>Summer 2017 degree and/or certificate completion</th>
<th>Fall 2017 degree and/or certificate completion</th>
<th>Winter 2018 or Spring 2018 degree and/or certificate completion</th>
<th>Spring 2018 degree and/or certificate completion</th>
<th>Commencement information emailed to applicants</th>
<th>Commencement Ceremony</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>April 2 - July 15</td>
<td>July 16 - October 1</td>
<td>October 16 - February 1</td>
<td>October 16 - April 1</td>
<td>May 2018</td>
<td>June 7, 2018</td>
</tr>
</tbody>
</table>

**GRADES:** GRADES ARE AVAILABLE ON WEBADVISOR 5 DAYS AFTER CLASS ENDS.
Online Services

Online Application

Access the application from the MVC homepage at www.mvc.edu.

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

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

User ID: __________________________________
Password: ________________________________

Web Advisor

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

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

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

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

User ID: __________________________________
Password: ________________________________
As a 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, and faculty correspondence. Personal email addresses will not be used by the College. A student email account is the ONLY method of formal communication between the College and the student.

You should have received your student email address in the welcome email you received 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 www.mvc.edu/email, where you’ll find resources to get you started.
2. Click on the link: https://www.outlook.com/student.rcc.edu 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.
3. Follow the prompts to set up and access your account.
4. 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) 571-6101 or visit our office on the 2nd floor of the Student Services Building.

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.
Reading the Class Schedule

After you have given some thought to the number and types of classes you would like to take, you are ready to organize your semester of classes using the Class Schedule which is published online for fall, winter, spring, and summer. It is important to note that classes may vary in length. Some courses are offered off campus. Evening courses are designated by bold print. Be aware that some classes may require a lab course, which must be taken simultaneously.

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 regularly as well as monitor your RCC email account or WebAdvisor.

The evening prior to the first class meeting, the waitlist system ends. All registered students must attend the first day of class to avoid being dropped.

If you do not intend to remain in a class, you must drop the class by the drop and 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 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.
Early Alert

Each 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, a counselor, and/or a tutor. The next day students are sent an email message 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 resources on campus.

Remember, we are here for your success!

Rule for Course Repetition

Students are limited to a maximum of three (3) allowable attempts for most courses, including any combination of withdrawals (Ws) or substandard grades (D, F, FW, NC, or NP). Withdrawals due to military orders (MWs) are not included in the number of allowable attempts. Courses enrolled in prior to the summer 2012 term are included.

Examples of the course repetition rule:

<table>
<thead>
<tr>
<th>1st Attempt</th>
<th>2nd Attempt</th>
<th>3rd Attempt</th>
<th>4th Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Enrollment Allowed</td>
<td>No Enrollment Allowed</td>
<td>No Enrollment Allowed</td>
<td>No Enrollment Allowed</td>
</tr>
</tbody>
</table>
Moving through Math

Please see a counselor for math requirements for your major!

Science, Technology, Engineering, or Math (STEM) Majors

- **MAT-65** Arithmetic & Pre-Algebra
  - 5 units
  - Prerequisite: None

- **MAT-52** Elementary Algebra
  - 4 units
  - Prerequisite: MAT-65

- **MAT-35*** Intermediate Algebra
  - 5 units
  - Prerequisite: MAT-52

- **MAT-53*** Geometry
  - 3 units
  - Prerequisite: MAT-52
  - Please visit a counselor before taking this class!

- **MAT-36** Trigonometry
  - 4 units
  - Prerequisite: MAT-35 & MAT-53

- **MAT-10*** Pre-Calculus
  - 4 units
  - Prerequisite: MAT-36

- **MAT-1A*** Calculus I
  - 4 units
  - Prerequisite: MAT-10

- **MAT-1B*** Calculus II
  - 4 units
  - Prerequisite: MAT-1A

- **MAT-1C*** Calculus III
  - 4 units
  - Prerequisite: MAT-1B

Arts, Humanities, Liberal Studies, or Social Sciences (non-STEM) Majors

- **MAT-65** Arithmetic & Pre-Algebra
  - 5 units
  - Prerequisite: None

- **MAT-52** Elementary Algebra
  - 4 units
  - Prerequisite: MAT-65

- **MAT-35*** Intermediate Algebra
  - 5 units
  - Prerequisite: MAT-52

- **MAT-11*** College Algebra
  - 4 units
  - Prerequisite: MAT-35

- **MAT-12*** Statistics
  - 4 units
  - Prerequisite: MAT-35

- **MAT-26** Math for Elementary Teachers
  - 4 units
  - Prerequisite: MAT-35

- **MAT-27** Algebra for Statistics
  - 6 units
  - Prerequisite: None

For a student who needs to take MAT-12, please visit a counselor to see if MAT-37 helps you meet your educational goals.

Courses in colored boxes indicate possible course placements.

Please see a counselor to develop your Comprehensive Student Educational Plan (COMP-SEP) which contains a list of all math and other courses you need for your program of study.

* = associates degree applicable course
** = associates degree applicable & CSU transferable course
*** = associates degree applicable & CSU & UC transferable course

Note: No asterisk (*) = non-degree applicable course
### Moving through English and Reading

Please see a counselor for English requirements for your major!

#### English

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-50*</td>
<td>Basic English Composition</td>
<td>4</td>
<td>ESL-55 or placement level</td>
</tr>
<tr>
<td>ENG-80</td>
<td>Preparatory Composition</td>
<td>6</td>
<td>None</td>
</tr>
<tr>
<td>ENG-1A***</td>
<td>English Composition</td>
<td>4</td>
<td>ENG-50 or 80 or placement level</td>
</tr>
<tr>
<td>ENG-1B***</td>
<td>Critical Thinking &amp; Writing</td>
<td>4</td>
<td>ENG-1A or 1AH</td>
</tr>
</tbody>
</table>

#### Reading

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>REA-81</td>
<td>Foundations for College Reading</td>
<td>3.5</td>
<td>None</td>
</tr>
<tr>
<td>REA-82</td>
<td>College Reading &amp; Strategies</td>
<td>3.5</td>
<td>REA-81 or placement level</td>
</tr>
<tr>
<td>REA-83</td>
<td>College Reading &amp; Thinking</td>
<td>3</td>
<td>REA-82 or ESL-73 or placement level</td>
</tr>
<tr>
<td>REA-90</td>
<td>Accelerated College Reading</td>
<td>5</td>
<td>None</td>
</tr>
</tbody>
</table>

- Courses in colored boxes indicate possible course placements.
- Please see a counselor to develop your Comprehensive Student Educational Plan (COMP-SEP) which contains a list of all English and other courses you need for your program of study.
- * = associates degree applicable course
- ** = associates degree applicable & CSU transferable course
- *** = associates degree applicable & CSU & UC transferable course
- Note: No asterisk (*) = non-degree applicable course

RCCD English discipline faculty at Moreno Valley College have a new policy for assessment test retake. Please see faculty within the department for policy details.
Moving through English as a Second Language (ESL)

### Writing & Grammar

- **ESL-51**
  - Basic Writing & Grammar
  - 4 units
  - Prerequisite: None

- **ESL-52**
  - Low-Intermediate Writing & Grammar
  - 4 units
  - Prerequisite: ESL-51 or placement level

- **ESL-53**
  - Intermediate Writing & Grammar
  - 4 units
  - Prerequisite: ESL-52 or placement level

- **ESL-54***
  - High-Intermediate Writing & Grammar
  - 5 units
  - Prerequisite: ESL-53 or placement level

- **ESL-55***
  - Advanced Writing & Grammar
  - 5 units
  - Prerequisite: ESL-54 or placement level

### Reading & Vocabulary

- **ESL-71**
  - Basic Reading & Vocabulary
  - 4 units
  - Prerequisite: None

- **ESL-72**
  - Intermediate Reading & Vocabulary
  - 4 units
  - Prerequisite: None

- **ESL-73***
  - High-Intermediate Reading & Vocabulary
  - 4 units
  - Prerequisite: None

### Oral Communication

- **ESL-91**
  - Oral Skills I: Beginning
  - 3 units
  - Prerequisite: None

- **ESL-92**
  - Oral Skills II: Intermediate
  - 3 units
  - Prerequisite: None

- **ESL-93***
  - Oral Skills III: Advanced
  - 3 units
  - Prerequisite: None

Courses in colored boxes indicate possible course placements.

Please see a counselor to develop your Comprehensive Student Educational Plan (COMP-SEP) which contains a list of all ESL and other courses you need for your program of study.

* = associates degree applicable course
** = associates degree applicable & CSU transferable course
*** = associates degree applicable & CSU & UC transferable course
# = maximum UC credit for any and all ESL courses is 8 units
Note: No asterisk (*) = non-degree applicable course
Grading

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing (Less than satisfactory)</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>FW</td>
<td>Student has ceased participating in a course</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>after the last day to officially withdraw from</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the course without having achieved a final</td>
<td></td>
</tr>
<tr>
<td></td>
<td>passing grade. This symbol may not be used if a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>student has qualified for and been granted a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>military withdrawal</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Pass (At least satisfactory), units awarded not</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>counted in GPA</td>
<td></td>
</tr>
<tr>
<td>NP</td>
<td>No Pass (Less than satisfactory, or failing)</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>MW</td>
<td>Military Withdrawal</td>
<td>0</td>
</tr>
</tbody>
</table>

Applying for Graduation

You can apply for your Associate Degree & Certificate through WebAdvisor by following the steps listed below:

1. Go to the WebAdvisor link on the Moreno Valley Home Page [www.mvc.edu](http://www.mvc.edu).
2. Login to your account.
4. Submit your application.

Students may apply for degrees and certificates in the 2017-2018 academic year during the four application periods:

- First day of summer term though July 15 to graduate in summer, fall, winter, or spring
- First day of fall term through October 15 to graduate in fall, winter, or spring
- First day of winter through February 1 to graduate in winter or spring
- First day of spring term through April 1 to graduate in spring

Students completing an associate degree or certificate in Career and Technical Education must also adhere to these instructions and deadlines in addition to program specific requirements.
Going to College Is Different Than High School

**HIGH SCHOOL**

**RESPONSIBILITY**
- Your time is structured by others.
- You need permission to participate in extracurricular activities.
- Guiding principle: You will usually be told what to do and corrected if your behavior is out of line.

**CLASSES**
- You may study outside class as little as 2 hours a week, and this may be mostly last-minute test preparation.
- You seldom need to read anything more than once, and sometimes listening in class is enough.
- You are expected to read short assignments that are then discussed, and often re-taught, in class.

**INSTRUCTION**
- Teachers monitor class attendance.
- Teachers provide you with information you missed when you were absent.
- Teachers remind you of your incomplete work.

**TESTS**
- Testing is frequent and covers small amounts of material.
- Makeup tests are often available.
- Teachers frequently conduct review sessions, pointing out the most important concepts.

**GRADES**
- Consistently good homework grades may raise your overall grade when test grades are low.
- Initial test grades, especially when they are low, may not have an adverse effect on your final grade.
- You may graduate as long as you have passed all required courses with a grade of D or higher.

**COLLEGE**

**RESPONSIBILITY**
- You manage your own time.
- You must decide whether to participate in co-curricular activities.
- Guiding principle: You are expected to take responsibility for what you do and don’t do, as well as for the consequences of your decisions.

**CLASSES**
- You need to study at least 2 to 3 hours outside of class for each hour in class.
- You need to review class notes and text material regularly.
- You are assigned substantial amounts of reading and writing which may not be directly addressed in class.

**INSTRUCTION**
- Professors may not formally take roll, but they are still likely to know whether or not you attended.
- Professors expect you to get from classmates any notes from classes you missed.
- Professors may not remind you of incomplete work.

**TESTS**
- Testing is usually infrequent and may be cumulative, covering large amounts of material. You, not the professor, need to organize the material to prepare for the test. A particular course may have only 2 or 3 tests in a semester.
- Makeup tests are seldom an option; if they are, you need to request them.
- Professors rarely offer review sessions, and when they do, they expect you to be an active participant, one who comes prepared with questions.

**GRADES**
- Grades on tests and major papers usually provide most of the course grade.
- 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 graduate only if your average in classes meets the departmental standard - typically a 2.0 or C.
Academic Success Tips

Tips for classroom learning:
1. Be prepared. Have your textbook, paper, pencil, and highlighter.
2. Write notes in the textbook and highlight important topics with your highlighter if the instructor refers to information in the textbook.
3. When taking notes from the instructor’s lecture, write down the main points. Avoid writing every word down; rather, be concise and to the point when taking notes.
4. Listen carefully and do not be afraid to ask questions if you do not understand the material.
5. Actively participate in classroom discussions.
6. Read your assignments before the next class meets. You will then be able to ask questions about the information which you do not understand.
7. Set up a study schedule and follow it. Allow enough time for all your classes. Keep up with your assignments daily or weekly at the very least. This will help you avoid having to “cram” at the last minute.

Tips for studying:
1. Select the best time for you to study. Develop a study plan and follow it.
2. Select a quiet place to study. Be aware of proper lighting and ventilation. Sit upright at a desk.
3. Avoid all interruptions (TV, phone, radio, conversations).
5. Keep a list of things you have to do with their corresponding deadlines in a calendar. Update the list when projects are accomplished.
6. Review class notes the day you write them. Rewrite your notes if they are not clearly organized and underline important information.
7. Survey the chapter you are about to read in order to get an overview of the content and where the author is headed.
8. Be strict with your study time. It takes discipline and determination to stick to your study time.
9. Reread information you do not understand until it becomes clear. If you still have problems comprehending the information, ask your instructor or see a tutor.
10. Participate in Supplemental Instruction (SI) sessions to help you succeed in your classes.

Tips for preparing for a test:
1. Find out as much information about the test as possible from the instructor:
   • Type of test (objective, essay, true/false, etc.).
   • The number of questions and how many points they are worth.
   • The material to be covered.
   • The value of the test toward the final grade.
2. Set up an exam study schedule so that you will not be overwhelmed at testing time.
3. Know your own best time to study. Most people learn best during the daylight hours.
4. Review as actively as possible. Write down information you wish to remember and highlight key concepts in your textbook. Make flash cards to assist in memorization of test material.
5. Make up an exam as if you were the instructor and then take the exam.
6. Pay attention to troublesome points. Make another list for these areas on separate flash cards.
7. Organize your thoughts for possible essay questions. Know the concept about which you are writing.
8. Avoid “cramming” for tests. This is only a temporary measure and is seldom effective.

Tips for taking a test:
1. Get to class early.
2. Be prepared with pen and other materials requested by the instructor (for example: blue book, scantron answer sheet, etc.).
3. Understand the test instructions. Ask questions for clarification before the test begins.
4. Be aware of how much time you have to complete the test.
5. Skim the entire test first. Note the point value and the types of questions.
6. Answer the easier questions first, leaving appropriate time for the rest.
7. Look for key words on true/false questions such as always, sometimes, never, usually.
8. On multiple choice questions, eliminate the obviously incorrect answer first.
9. On matching questions, answer those items which you are sure of and check them off.
10. On essay questions, outline in your mind how to organize your answer before you begin writing.
11. If you have time at the end of the test, reread all of your answers.
12. Be confident and think positively. Do not let anxiety determine the outcome.
• CALIFORNIA COMMUNITY COLLEGES
The California Community Colleges system is the largest higher education system in the nation. It is comprised of 72 districts, 112 colleges, and enrolls more than 2.4 million students. Community colleges provide basic skills education, workforce training, and courses that prepare students for transfer to four-year universities. The colleges also offer opportunities for personal enrichment and lifelong learning.

• THE CALIFORNIA STATE UNIVERSITY
Bakersfield, Channel Islands, Chico, Dominguez Hills, East Bay, Fresno, Fullerton, Hayward, Humboldt, Long Beach, Los Angeles, Maritime, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, and Stanislaus comprise the California State University educational system.

• THE UNIVERSITY OF CALIFORNIA
Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara, and Santa Cruz.

• INDEPENDENT CALIFORNIA COLLEGES
Approximately 75 colleges/universities affiliated with an association of the same name (AICCU).

• SEMESTER SYSTEMS
15-18 weeks of instruction offered twice a year during the fall and spring.

• QUARTER SYSTEM
10 weeks of instruction offered three times a year during the fall, winter and spring.

• FULL-TIME/PART-TIME
Based on a number of units a student is considered either full-time (12 units or more) or part-time (11 units or less). The number of units is used to determine fees.

• LOWER DIVISION
Courses offered for freshman/sophomore level credit.

• UPPER DIVISION
Courses offered for junior/senior class level credit.

• UNDERGRADUATE
Courses offered for freshman/senior level credit. Also, students who have not completed a bachelor’s degree.

• TRANSFER PROGRAM
A community college that provides the first two years of transferable credits (60-70 units). Preparation for a bachelor’s degree.

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

• MINOR
A secondary field of study outside of the major field. Some degree programs require a minor.
• **CONCENTRATION**
An option or special emphasis within a degree program. Concentrations are noted on the degree.

• **UNITS/CREDITS**
What a student receives when completing a college course. Units are based upon the amount of hours spent in class.

• **DROP/ADD**
A student is allowed to drop a course during the first week of the semester and enroll in another course if there is space. Students are required to obtain an authorization code in order to add a class. No signature is required to drop a class. Refer to your schedule for Drop/Add deadlines.

• **CREDIT/NO CREDIT**
A system where you do not receive a letter grade for taking a course. Depending upon the student’s achievement in the class, Credit (CR), No Credit (NC) will appear on his/her transcripts. Deadlines for selecting credit/no credit are in the class schedule.

• **TRANSCRIPT**
The compilation of the student’s grades, credits, honors, etc. received throughout his/her college career.

• **IMPACTED PROGRAM**
Some majors at colleges may be declared impacted because they receive more applications than program space allows. Impacted program applicants must normally apply during a specified time period and participate in a competitive selection process.

• **GENERAL EDUCATION/BREADTH REQUIREMENT**
Students are expected to meet course requirements regardless of major. The UC, CSU and many independent colleges have articulation agreements with Moreno Valley College, allowing students to complete their general education at MVC before transferring to a university. More information can be obtained through the Transfer Center.

• **SEP**
A Student Educational Plan (SEP) identifies the courses necessary to accomplish your goals. See the Counseling Department.
Your Guide to Success

### Moreno Valley College’s 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 – 20 units</th>
<th>20 – 34 units</th>
<th>30 – 44 units</th>
<th>45 – 59 units</th>
<th>60 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ View your student email account and establish new password</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>
<td>☐ Submit letter of intent to University</td>
</tr>
<tr>
<td></td>
<td>☐ Unofficial Degree Audit</td>
<td>☐ Explore College Major Requirements</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>☐ Career Websites</td>
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</tbody>
</table>

**Explore Student Support Programs ~ EOPS, Umoja, Honors, Puente, DSS, ACES**

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

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

| ☐ Goal Exploration | ☐ Submit all official College transcripts; AP transcripts; High School transcript | ☐ Declare a major | ☐ Decide on where you want to transfer College/University | ☐ Attend Job Fair | ☐ Remember to request your official Moreno Valley College transcripts and send to chosen universities |
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| Notes: | | | | | |
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MORENO VALLEY COLLEGE STUDENT HANDBOOK 2017-2018
California Higher Education Degree Ladder

DOCTORAL DEGREES
JD/MD/PhD/D Pharm
Law, Medicine, Pharmacy, Research, Professorship
4-10 additional years after the BA/BS depending on the degree.
May include internships, residencies, and competency exams.

TEACHER CREDENTIALS
Not a graduate degree.
Includes: pedagogical (how to teach) coursework & student teaching. 1-2 additional years possibly as full-time student.

MASTER’S DEGREES
MA/MS/MFA
30-52 additional units, depending on the degree.
2 additional years as a full-time student.

BACHELOR DEGREES
BA/BS/BFA
120-132+ units, depending on the major.

ASSOCIATE DEGREES
AA/AS
60 units:
General education & major preparation.

VOCATIONAL CERTIFICATES
17-30+ units: depending on the certificate.
No general education required.

TRANSFER CURRICULUM
Can be blended with Associate Degree
60 units:
General education, major preparation and electives.

SOPHOMORE
2 years with 60 transferable units.

FRESHMAN
1 year with 30 transferable units.

These are the choices a student has after high school:
Community College (CC)
California State University (CSU)
University of California (UC)
Private Universities & Colleges (PVT)
Academic Counseling and the Educational Support Program

ACES is part of the Federal TRIO Programs designed to identify and provide services for individuals from disadvantaged backgrounds to help them graduate from college. TRIO programs have been in existence since 1964 and are funded through the US Department of Education.

The mission of the Academic Counseling and Educational Support program (ACES) at Moreno Valley College is to promote the retention, graduation, and transfer of low income, first generation and students from with disabilities through a variety of academic support services. ACES offers academic counseling, tutoring, mentoring, career and skill development, field experiences, and other services to empower students to graduate from Moreno Valley College and transfer to a four year college/university. ACES serves 144 students annually. Students selected for the ACES program are eligible for priority registration.

ACES offers qualifying students a strong academic support system and learning community that will assist them in mastering their college transitions. The primary goal of the program is to increase the retention and graduation rates of students who are committed to transferring to a four-year institution by increasing their access and opportunity to higher education. For more information about ACES, eligibility requirements, or how to apply, please contact micki.clowney@mvc.edu or (951) 571-6275 or visit our website at http://www.mvc.edu/aces/.

Academic Counseling and the Educational Support (ACES) Program participants benefit from:

- Academic and personal counseling
- Tutoring
- Career exploration and academic planning workshops
- Information on transferring to a four-year university
- Assistance completing four-year university admission applications
- Information on financial aid and assistance completing the FAFSA
- Fieldtrips to universities and cultural activities
- Money management workshops
- Professional network opportunities and connection to the national TRIO network

CONTACT

Micki Poole Clowney
Director
(951) 233-3719, (951) 571-6382, or (951) 571-6275
Science and Technology Building, Room 164

Office Hours: Please check website for current office hours
For information and eligibility requirements and how to apply, visit our website at: www.mvc.edu/aces
Admissions & Records Mission:

To provide accurate and effective services to students to meet their enrollment and registration needs.

Did you know that Admissions & Records offers an array of services online? Here are some of the things you can do right from your computer: Admission’s application – Go to www.mvc.edu and click on apply for college.

WebAdvisor:

- Learn your username and password
- View your registration date
- Register and search for classes
- Purchase your parking permit
- Print unofficial transcripts
- Order official transcripts*
- Order enrollment verifications
- Pay tuition and fees
- Update your personal profile (address, phone number, educational goal, release of directory information)
- Update your program of study
- Financial Aid information
- Apply for graduation

*The first two official transcripts requested are free. There is an additional fee for each official transcript requested.

Still need more information? Contact us!

Phone: (951) 571-6101
Email: admissions@mvc.edu

For hours please check our website at www.mvc.edu/services/ar.

Admissions & Records is located in the Student Services Building, second floor.

Get your MVC College Card at Admissions & Records

Concurrent Enrollment

Effective Fall 2014, actively enrolled high school students who are capable of benefiting from advanced scholastic or vocational work are classified as highly gifted and/or talented, or are seeking educational opportunities not otherwise available to them, may be eligible for admission to Moreno Valley College as a special student.

For more information on Concurrent Enrollment including who qualifies, when to apply and what documents are required, check our website at www.mvc.edu/services/ar/HS_Concurrent.cfm or visit the Admissions office in Student Services, 2nd floor.
Assessment Test

The matriculation process exists to help students make better and informed educational choices that will help them achieve their educational goals. As part of the matriculation process, the assessment test is an important tool to measure student levels in English, math and reading. The results of the test plus other academic background information produce a placement, giving students and counselors a recommended placement for those three subjects. These prerequisites are strictly enforced.

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

Placement tests are available by appointment only. An appointment may be made online at www.mvc.edu/assessment/ or in person at the Assessment Center, located on the first floor of the Student Services Building, Room 107. Visit our website to find hours of operation.

To see when the Assessment Centers are offering tests, please visit www.mvcsp.com/assessment/. Students may take the Assessment Test at either the College or at the Ben Clark Training Center.

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

Assessment tests are meant to be a one-time only assessment of your skills and abilities upon entry into the College. You can learn more about the Assessment Test and get helpful tips to help you prepare for the test at www.mvc.edu/services/assessment/prep.cfm.

Quick Links:

Assessment Calendar:

Appointments:
http://esars.rcc.edu/Moreno/Assessment/index.htm

Accuplacer Sample Test:
http://www.mvc.edu/services/assessment/sample.cfm

ESL Test Information:
http://www.mvc.edu/services/assessment/esl.cfm

Please feel free to contact one of our Assessment Center locations:

Moreno Valley College
P: (951) 571-6247
Location: Student Services 107

Ben Clark Training Center
P: (951) 571-6369
Location: EMS/Fire Tech Building

Or email us at: assessment@mvc.edu
Ben Clark Training Center (BCTC)

Public Safety Education & Training (PSET)

Moreno Valley College’s unique and vital training opportunities at the Ben Clark Public Safety Training Center offers one of the largest public safety training curricula in Southern California. Each year, the college prepares hundreds of students to work as law enforcement officers, firefighters, paramedics, emergency medical technicians, correctional officers, dispatchers, probation officers, and juvenile correctional counselors.

BCTC is a regional training site that provides basic and advanced training to public safety personnel. It is comprised of a partnership with Moreno Valley College, Riverside County Sheriff’s Department, California Department of Forestry & Fire Protection, and Riverside County’s Fire Department. Moreno Valley College at BCTC provides subject area and general education courses leading to certificates and degrees in public safety education and training, as well as emergency medical services.

Find out if a career in Public Safety is for you! BCTC offers up to four Basic Peace Officer Training Academies per year graduating over 300 students prepared to advance to careers at city, county, and state agencies. Candidates in the program receive practical and technical instruction to meet the requirements of various law enforcement agencies at the local, state, and federal level. The academy is for people interested in a law enforcement career as a sworn officer. To accommodate the different needs and schedules of students, MVC offers two academy programs, Intensive (M-F) & Modular (Evening & Weekends).

BCTC offers a Basic Correctional Deputy Academy preparing graduates for immediate employment opportunities. In addition, advanced classes in jail operations, training officer instruction, inmate control, and supervisor training are offered each semester.

BCTC is also home to a Public Safety Dispatch course in conjunction with the Riverside County Sheriff’s Department and P.O.S.T. This course provides basic training for entry-level law enforcement dispatchers and complaint desk telephone operators.

Law Enforcement Pre-Academy

BCTC’s Law Enforcement Pre-Academy is a preparation course designed for the Basic, Modular and Correctional Deputy Academies. It focuses on Law Enforcement topics such as Report Writing, Cultural Diversity, Leadership, Professionalism & Ethics, Criminal Justice System, and an overview of the background investigation process. Paired with a Guidance-48, the Pre-Academy program assists students in obtaining study skills necessary to reach educational and career goals.

For more information, call (951) 571-6181.

Fire Technology

For women and men interested in a career in firefighting, BCTC conducts two full time Basic Firefighter Academies every year. Academies are 12 weeks in length and prepare students with the knowledge of fire service operations and entry-level skills required by most fire departments. The Basic Fire Fighter Academy is 19 certificate and degree applicable units.

For more information, call (951) 571-6197.

Emergency Medical Services Program

BCTC’s Emergency Medical Technician program prepares students to recognize and treat emergency illnesses and injuries. The program is 8.5 units. Students must attend the required orientation and hold an American Heart Association (AHA) Healthcare Provider level CPR certification to register.

Moreno Valley College at BCTC offers one full-time Paramedic Program each year. The program is 12-months, 3 days per week. Applications are accepted up to 3 months prior to the start of each program. Applicants must hold a current EMT card, AHA Healthcare card, and completed 1,000 hours of EMT-1 experience.

For more information, call (951) 571-6395.

Student Services

The Student Resource Center (SRC) at BCTC offers a computer center for students and faculty, online library resources, career and transfer resources and services, enrollment assistance, and outreach services for Public Safety programming.

BCTC offers academic and career counseling specializing in PSET education and training.

For more information or an appointment, call (951) 571-6181.

For more information, call (951) 571-6316  WEB mvc.edu/bctc
Bookstore

Textbook Choices:

**Rental:** Highlight, take notes and make them your own.

**Used:** Save 25% off the new price. Sell your used books back and get up to half back of the purchase price.

**E-Textbooks:** Save up to 60% instantly, download directly from the College bookstore website.

**New:** A fresh start to the new semester.

Easy ordering through WebAdvisor: select Order Textbooks under the registration menu.

**Please note:** The last day for a refund on textbooks is one week from the day the class starts or 30 days from the class start day with proof of withdraw.

Cash For Books:

1. Highlighting and notetaking is perfectly OK, but remember to keep the book in resalable condition.
2. Finals week is the best time to sell back your books for cash.
3. We’ll buy your books back year-round no matter where you bought them.
4. Bring your College Card to sell back your books.

We are Your On-Campus Source for:

- Scantrons & Bluebooks
- School supplies
- School spirit apparel & gear
- Drinks, snacks & more

www.mvc.edu/bookstore

Graduation Announcements and Caps & Gowns

Announcements are available May 1st. Standard etiquette is to send out announcements as early as possible. Caps and gowns are available beginning the first week of May. For certificate recipients, a cap and gown are needed for the graduation ceremony. For associate degree recipients, a cap, gown, tassel, and hood are needed. Degree recipients achieving Distinction or Great Distinction are eligible to purchase a gold tassel or honor cord, respectively.
Workforce Preparation offers the CalWORKs (California Work Opportunity & Responsibility to Kids) Program, which is funded by the California Community College Chancellor’s Office. CalWORKs is designed to promote self-sufficiency through employment, education, and community collaboration. Students receiving CalWORKs from a county welfare department are eligible, however as a result of a 1996 Welfare Reform Act, CalWORKs/TANF individuals face a four-year limit to receive assistance. As of January 2013, persons receiving cash aid from the CalWORKs program are eligible to receive supportive service to assist with college attendance for up to 24 months. Extension may be available on a case by case basis. Enrollment is ongoing with new CalWORKs students enrolling each week.

* Note: Due to the diverse needs of our office culture cell phone use is not permitted in the Workforce Preparation office. Students making or receiving phone calls must step out of the office to handle cell phone calls.

Our Mission:

The CalWORKs program provides academic, personal, career, and financial aid counseling to assist students receiving CalWORKs. For those making the transition from CalWORKs, the staff assists students to achieve long-term, self-sufficiency through coordinated student services including: work study, job placement, child care coordination, instructional services book loan, campus and community resources.

Workforce Preparation/CalWORKs Goal:

To increase employability of CalWORKs students through higher education, volunteering, community internships, career research, pathway planning, and work study experiences in order to transition from public assistance to sustained economic self-sufficiency.

Workforce Preparation/CalWORKs Services:

- Financial aid, academic, personal and career counseling
- Student Educational Plans (SEPs)
- Financial aid and GAIN approved SEPs
- Intensive case management
- Priority registration
- Book loan program
- Workshops
- Educational supplies
- Attendance verification
- Internship exploration and planning
- Coordination and advocacy on and off campus
- Educational and occupational assessments
- Computer lab with Internet printing capability
- Work study and job placement
- Career pathway planning and labor market linkages
- Assistance with meeting the 20/35 GAIN activity hours
- Mock interviewing, resume writing
- Employment application assistance

Eligibility:

Note: For initial eligibility students must:
1. Complete Riverside Community College District (RCCD) Matriculation Process
2. List Moreno Valley College (MVC) as the student’s home college
3. Receive CalWORKs (cash aid) from County Welfare Department for themselves
4. Submit completed MVC CalWORKs application and proof of cash aid

Note: for continued eligibility students must:
1. Maintain MVC as your home college
2. Enroll in at least one unit at MVC each semester
3. Provide proof of cash aid each semester
4. Attend an Orientation/Update Workshop each semester
5. Adhere to the Mutual Responsibility Contract
MVC teams up with employers to provide eligible students subsidized job training through the CalWORKs’ work study program. This program benefits employers as well as students.

Eligible students must:

- Maintain a current Welfare to Work (WTW) GAIN contract on file in the CalWORKs office each term
- Maintain eligibility for the CalWORKs program
- Receive CalWORKs (cash aid) through a county welfare department in California
- Meet eligibility for Federal Work Study including half-time enrollment each semester at MVC (FWS/DIST matched)
- OR
- Maintain enrollment in one or more units each semester at MVC (outside employer funded only)
- Attend monthly career related workshops

Exposure to career planning and readiness is key to making the transition from college student to professional career. Workforce Preparation uses the following opportunities to expose students to the labor market.

- **Career Spotlight** - professional career panelists give first-hand knowledge about their professional journey.
- **Job Readiness** - resume writing, interviewing techniques, job search and transferrable skills.
- **Job Placement** - assist students to gain experience and connect to the labor market on and off campus.
- **Career Pathway Planning** - learning to plan for and document a career of your choice.
- **Career Experiences** - referrals and assistance in identifying and applying for community volunteer opportunities, internships and state certifications.
- **Career Research** - one-on-one, in-depth assistance with identifying and exploring careers that fit your personality, interest, skill set, the labor market and GAIN identified/approved demand occupations is the foundation of our program.

The Workforce Preparation/CalWORKs program provides a multitude of services by collaborating with a variety of college programs and services as well as various departments and community partners.

**County Welfare Department**

The CalWORKs program collaborates with the Department of Public Social Services to assist students in meeting requirements and receiving support services for GAIN such as books, fee waivers and required materials by providing the student with needed documents and advocating on student’s behalf with receiving services necessary to complete their educational goals and plans.

**Career and Technical Education**

The Career and Technical Education (CTE) Employment Placement Coordinators is in the Workforce Preparation Office and provide services to CTE students that assist in the search, preparation and attainment of occupational goals. These services include: workplace skills, internships, mentorships, mock interviews, online workshops, informational downloads on time management, fostering successful workplace relationships, resume writing, communication skills, problem solving, stress management, and information skills.

**Student Financial Services**

Workforce Preparation provides Student Financial Services in the Workforce Preparation/CalWORKs office to serve students with inquiries relating to their financial aid files.

**County of Riverside**

The Workforce Preparation collaborates with the county of Riverside to offer off campus work study positions that provide training at the Career One Stop Centers. The county DPSS office advertises county wide internships in a variety of departments through the CalWORKs office to students who complete 60 units.
Open Campus Course Attendance/Class and Study Time

Distance Education offers online, hybrid, and web-enhanced courses through Open Campus. The goal of the Distance Education program is to make learning available anytime and anywhere for students who find it difficult to meet on campus at scheduled class times. Open Campus courses are academically equivalent to on-campus courses and fulfill general education, elective, and/or major requirements, with many classes transferable to four-year institutions.

Online courses are taken exclusively over the Internet with no on-campus meetings required.

Hybrid courses meet on-campus and online; like traditional face-to-face courses except 50% of the on-campus class meetings are replaced with online assignments.

Web-Enhanced courses are traditional face-to-face classes that include course websites, online books and/or use of Blackboard for assignment submissions. Unlike hybrid courses, web-enhanced class meetings take place on-campus.

The Open Campus (online) courses deliver lectures on-line and are equivalent to the traditional on-campus courses requiring the same number of hours in attendance, home work and study time per week.

Contact CalWORKs

Humanities Building, Room 233B
Phone Number: (951) 571-6154
Fax: (951) 571-6405

Terrie Hawthorne, MSW
Counselor/Coordinator
Email: terrie.hawthorne@mvc.edu

Visit our website:
www.mvc.edu/service/cw/

CalWORKs Students Must Provide GAIN with Documented Study Time

Class Time for On-Campus and Open Campus 3 unit Courses:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall &amp; spring semester</td>
<td>3 hours per week</td>
</tr>
<tr>
<td>Short-term courses (8 weeks)</td>
<td>8.5 hours per week</td>
</tr>
<tr>
<td>Summer term (6 weeks)</td>
<td>8.5 hours per week</td>
</tr>
<tr>
<td>Summer term (8 weeks)</td>
<td>7 hours per week</td>
</tr>
<tr>
<td>Winter term (6 weeks)</td>
<td>8.5 hours per week</td>
</tr>
</tbody>
</table>

Course units vary. To determine Open Campus class time for courses that are not three units, use the hours provided in the schedule of classes for an on-campus class with the same number of units.

Study Time

The number of hours given for unsupervised study time (one hour per week for each hour of class time) is the same for both traditional and Open Campus courses. See above for number of hours in class. For supervised study time, RCCD recommends students have two to three hours per week of study time for every unit of class time.
Career and Transfer Center

The Transfer Center is dedicated to increasing the number of students prepared for transfer to baccalaureate-level institutions. This is accomplished through coordination of transfer efforts, with an emphasis on the preparation and transfer of underrepresented students, including students with disabilities, low-income students, first-generation college students and other groups of students underrepresented in the transfer process with CSU, UC, private, and out-of-state university representatives.

Resources:

- Workshops on Steps to Transfer, Application Process, Personal Insight Statement, Scholarship Information, and Transfer Admission Guarantee Applications
- Appointments with university representatives
- Annual Transfer Fair
- Computer access to utilize Internet resources, applications and view college/university information online
- Library of catalogs from CSUs, UCs, private, and out-of-state universities
- Information on transfer requirements and major preparation
- Transfer Achievement Ceremony
- STEM career and transfer resources and services

Career Center Services:

Career Center’s mission is to provide encouragement and guidance to students in their various stages of the lifelong career development process. This will offer a framework for individuals to define and achieve their education and occupational goals, and prepare them for the diverse and changing economy.

Services and Information:

- Computer access
- Library of books and materials related to the job market, career trends, industry and government job information
- Career Assessment
- Career exploration
- Labor market statistics
- Web-based career search applications
- Annual Career Fair
- Workshops on resume writing, cover letter, interview and job etiquette

Contact Information:

Carmen Perches
Counselor/Coordinator
Email: carmen.perches@mvc.edu
Location: Student Services Room 301
Phone: (951) 571-6914
Office Hours: Visit our website for office hours
www.mvc.edu/services/ctc/
College can be stressful and confusing. The counseling staff and faculty at Moreno Valley College are here to help you reach your academic goals. We encourage you to make an appointment with a counselor, drop by the office for a walk-in session with a counselor, or go to our website for general information.

### Academic Counseling

- Assists students in developing a Student Educational Plan (SEP)
- Identifies requirements for a major

### Abbreviated and Comprehensive Student Educational Plans (SEP’s)

One of the most important things that you can do at Counseling, and in college, is academic planning. When undertaking a long trip, you won’t get to your destination without a map. With the even longer trip which you are undertaking toward your achieving your academic objectives, it is also difficult to arrive at your destination without a map. The Student Education Plan (SEP) is your map. The SEP is a document that you create with a counselor that maps out the combination of classes and services that will support you toward achieving completion of your educational objective. They come in two flavors: The Abbreviated Student Educational Plan that takes you through one semester, and the Comprehensive Student Educational Plan that takes you through graduation and/or transfer. If you are having trouble deciding on an educational objective, Counseling can also help you with a combination of appointments with counselors, Guidance classes, workshops, and referrals to the Career Transfer Center. All Moreno Valley College students are required to complete a Comprehensive Student Education Plan after completing 15 units. Please let Counseling help you to create the map toward achieving your educational dreams!

### Career/Life Planning

- One-on-one personal counseling
- Career counseling
- Transfer services
- STEM counseling

### Student Development Classes

- Guidance 45: Introduction to College
- Guidance 46: Introduction to the Transfer Process
- Guidance 47: Career Exploration/Life Planning
- Guidance 48: College Success Strategies

### Appointments & Walk-Ins

**Counseling Appointments** are 30 minute one-on-one sessions with a Counselor that are available to students who have completed the matriculation process by completing the admissions application, assessment, and orientation. Appointments are usually available throughout the year, and are intended for student issues requiring longer, focused attention from a Counselor, such as updating and developing a Comprehensive Student Educational Plan, academic follow-ups, and support with academic challenges. Appointments are scheduled one week in advance in person or via telephone at (951) 571-6104. Questions or concerns that can be addressed during an appointment include developing or updating a Student Educational Plan and academic follow-ups.

**Walk-In Counseling Sessions** are five-minutes and require no appointment. The walk-In schedule is based on counselor availability. Questions or concerns that can be addressed during a walk-in session include:

A. Course selection transfer issues  
B. Graduation requirements  
C. Dates and deadlines  
D. Add/drop classes and consequences  
E. Credit/no credit grading

Counseling services is located in the Student Services Building, Room 303. For information or to schedule an appointment contact the Counseling Department at:

(951) 571-6104  
www.mvc.edu/services/counseling/
Disability Support Services

Mission Statement

The Disability Support Services office is dedicated to providing equal access and reasonable accommodations for educational and programmatic opportunities to students with disabilities on campus while promoting self-advocacy and independence. Our mission commits Moreno Valley College to offer opportunities for students to develop their potential while also educating the campus community on disability related matters.

Applying to DSS

Prior to applying to receive DSS services, students must submit an application for admission through the Admissions and Records office on-line at http://mvc.edu/services/ar/apply.cfm.

After completing the application and the Assessment, Orientation and Counseling (AOC) process, students may apply for DSS services:

1. Contact the DSS office at (951) 571-6138 to make an appointment for an initial intake.
2. On the day of your intake appointment, please bring a copy of your last Individualized Educational Plan (IEP) and Psychological Educational report from high school. If your documented disability is health related, please bring documentation or print the Disability Verification from the DSS webpage: http://mvc.edu/files/DisabilityVerificationForm.pdf.
3. During the intake appointment, the Disability specialist will make you two appointments: The first appointment will be to see the DSS counselor to review what accommodations you qualify for and create a Student Educational Plan (if applicable). The second appointment will be with the Support Services Specialist for a one-on-one tutorial on how to request accommodations.
4. Request your academic accommodations.

There are three unique checklists for requesting students: incoming students, current students and transferring students. To view the checklist that applies to you, log on to www.mvc.edu/services/dsps/newStudent.cfm.

Services include:

- Academic advising
- Adaptive computer technology
- Adaptive equipment loan
- Career counseling
- Disability-related counseling
- Interpreting services
- Learning disability testing
- Note taking assistance
- Priority registration
- Real time captioning
- Test accommodations

The College offers accommodations for the following disabilities:

- Acquired Brain Injury
- Attention Deficit Hyperactivity Disorder
- Autism
- Cardiac Issues
- Disabilities (lasting longer than 45 days)
- Developmentally Delayed Learner
- Health Impairments (cancer, diabetes, arthritis, etc.)
- Hearing Impairments (deaf & hard of hearing)
- Learning Disabilities
- Mental Health Disabilities
- Mobility Impairments
- Psychological Disabilities
- Visual Impairments
- And many other disabilities

Office
Location: Library 230
Phone: (951) 571-6138
Web: www.mvc.edu/services/dsps/
Visit the DSS website for current office hours.

Staff
Nicole Smith ........................ Director
Brian Brautigam .... DSPS Counselor/ Learning Disabilities Specialist
Sofia Gianoutsos ...... Veteran Academic Support Services Counselor
Melody Save ........................ Disability Specialist
Joe Gonzales ......................... Disability Specialist
Laura Coronel ................. Support Services Specialist Aide
Christina Arthur .............. Administrative Assistant II
Jennica Krause ................. Senior Interpreter
Disability Support Services

Myths about Disability Support Services

Myth: DSS services are just like the K-12 Special Education services.

**Fact:** College support services are just that: support services.

**Fact:** K-12 Special Education is more structured for students. Staff and teachers utilize a more hands-on approach to providing services. Staff communicates primarily with parents/guardians about the student’s educational needs.

**Fact:** College support services emphasize self-advocacy and independence of the student. Communicate directly with the student in regards to accommodations and other services.

Myth: College courses are modified in order to ensure success for students with disabilities.

**Fact:** Fundamentally altering academic standards goes against the Americans with Disabilities Act (ADA).

**Fact:** Students must be able to benefit from course offerings and must be able to comprehend at a college level.

**Fact:** Example: student with a documented disability receiving 1.5x and 2x on an exam or quiz does not have an advantage over a student without the extended time. Both students have the same chance of passing the exam.

RCCD is committed to providing access and reasonable accommodation to all District programs and activities. Accommodations for persons with disabilities may be requested by contacting the program/event organizer or the office of Diversity, Equity and Compliance at (951) 222-8039 no less than three days before the event. Requests received less than three days before the scheduled event date will be honored whenever possible.
Extended Opportunity Programs & Services

The Extended Opportunity Programs & Services (EOPS) is a specialized program that provides educational and financial support services to eligible students who have historically experienced economic and educational disadvantages. EOPS assists eligible students in obtaining their educational goals by providing additional support through counseling, tutoring, financial assistance, and transferring to a four-year college/university.

EOPS Services

• Academic, Career, and Personal Counseling
• Priority Registration
• Tutoring
• Transfer/Career Assistance
• Book Service
• Cultural and Personal Enrichment Activities

EOPS Eligibility

• California resident, or AB540
• Enrolled in 12 units or more
• Completed less than 45 transferable units
• Qualify for Board of Governors Waiver (BOGW) A or B
• Demonstrate academic challenge

Full-load equivalency units of less than 12 units may be accepted for students with verified disabilities.

Documents to submit with Application:

• Current two-year or one-semester Student Educational Plan from a counselor (students must submit a copy)
• Board of Governor’s Fee Waiver (BOGW A or BOGW B) – Print out a copy of your Financial Aid Award from WebAdvisor
• Assessment test scores (all applicants, except transfer students, must take the assessment test). If the following apply to you, bring a copy of:
  – Official or unofficial college transcripts (if you have attended other colleges, universities, vocational, or technical schools)
  – High school transcripts or GED (if your high school GPA was below a 2.5 or you received a GED)
  – DSS Verification Form (if you are a current DSS student and plan to enroll in less than 12 units)
  – A Readmit Contract (if you were on dismissal from the College)
  – Court Minute Order (if you are an Emancipated Foster Youth)

Contact Information:

Phone: (951) 571-6253
Email: EOPS@mvc.edu
Website: mvc.edu/services/eops

Application Period:

November 2017 for Spring 2018
May 2018 for Fall 2018

* Note: If you are eligible for the program when you apply, your eligibility in the program will continue from one semester to the next if you comply with the program requirements outlined in the Mutual Responsibility Contract provided at a Mandatory Orientation.
EOPS Summer Bridge Program

The EOPS Bridge Program offers learning communities designed to increase students' academic and personal success through the structuring of the learning environment. Students participating in a learning community are enrolled in linked or clustered classes that are taught in a cooperative environment between instructors. Each learning community focuses on a specific academic need and has an assigned counselor to assist students. The Bridge Program is perfect for students who are underprepared academically, are economically disadvantaged, and need additional support in their first year at Moreno Valley. Bridge students also form lasting friendships. They tend to share educational goals, interests, and similar backgrounds. We work with students to promote their transfer success to universities.

EOPS Summer Bridge Eligibility

To be eligible to apply for EOPS Summer Bridge Program you must meet all of the following:
• High school graduate starting classes in the Fall after graduation
• Be a legal resident of the State of California, or be an eligible AB540 student
• Be eligible for a Board of Governors Fee Waiver (BOGW "A" or "B")
• Have completed the College Assessment Test for Math and English

How To Apply

• Visit our EOPS website at: http://mvc.edu/services/eops/summerBridgeInfo.cfm and download the application. Once application is complete submit via email to EOPS@mvc.edu.

OR
• Apply in person at the EOPS Office located in the Student Services Building 3rd Floor Room 301

For further program information please visit the website at: mvc.edu/services/eops/care
OR
Contact the department directly at:
Phone: (951) 571-6253
Email: CARE@mvc.edu
Located: Student Services, 3rd floor, Room 303
Guardian Scholars Program

The Guardian Scholars Program provides resources, support, and advising to students that come from the foster care system. Guardian Scholars works in collaboration with Riverside City College and the University of California, Riverside to provide a network of supportive services to foster youth that seek to meet their goals for post-secondary education. A designated staff member serves as a point of contact to assist students to help ensure their academic success.

Eligibility Requirements

- Current student
- MVC as student’s home college
- Current or former foster youth, between the ages of 18 and 25

Services offered

- Transfer Success Workshops
- Academic advising
- Early registration for eligible students
- Financial assistance
- Tutoring
- Field trips to universities and cultural events
- Mentoring opportunities

Contact Us

Christopher Dech, Educational Advisor
Science and Technology Building, Room 151A
(951) 571- 6110
www.mvc.edu/services/fyss/
OUTREACH -
YOUR UNTAPPED RESOURCE!

The Outreach Department is prepared to assist current and incoming students become better acquainted with Moreno Valley College.

Services provided and events we participate in are:

- Application/Enrollment Workshops
- Classroom/Conference Presentations
- College Fairs
- College Transfer Information
- Community Events
- Assistance with WebAdvisor
- Group and One-on-One College Tours
- Information on College Departments and Programs

REACH OUT TO US!
WE’RE HERE TO HELP

[Website URL]
Phone: (951) 571-6273
Email: outreach@mvc.edu
Puente Program

The Puente Program, a national-award winning program, is an innovative combination of accelerated writing instruction, intensive academic counseling and mentoring by members of the professional community. Puente is co-sponsored by the University of California office of the President and the California Community College Chancellor’s Office. The Puente Program has been active at Moreno Valley College since 2001 and has helped students achieve college success. Puente is open to all students and is committed to helping students develop strong writing skills, develop academic and personal goals, and transfer to a four-year universities.

Mission

The mission of the Puente Program at Moreno Valley College is to increase the number of educationally underrepresented students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors of future generations.

Puente Components

Puente students commit to a rigorous two-semester English and Personal Development sequence. They work closely with a guidance counselor to prepare an academic plan to transfer to four-year institutions.

Students also meet regularly with a professional mentor from the community.

Intensive Writing Instruction

- Provides a supportive and stimulating environment.
- Conducts writing workshops allowing students to work in small groups.
- Introduces multicultural literature to provoke stimulating classroom discussions.
- Uses teaching methods to draw on the students’ cultural and personal strengths.

Counseling

Puente students have access to direct Counseling Services. The Puente Counselor Coordinator works closely with Puente students and is available to meet with them on a one-on-one basis. Puente students in the program are expected to meet with the counselor for personal counseling, to complete or update a comprehensive student educational plan (CSEP), to go over topics related to major requirements, life planning, career exploration, and transfer requirements, among other topics.

- Prepares students for transfer to four-year colleges and universities.
- Provides classroom activities to encourage personal development.
- Develops an academic educational plan and assists with career exploration and planning.
- Maintains contact with Puente students and continuous counseling is available until the student completes his/her academic goals.

Mentoring Professional From The Community

- Shares personal interests as well as academic and career experiences.

Transfer

Puente students have many transfer opportunities open to them including:

- Annual UC Transfer and Motivational Conference
- Transfer Fair - fall and spring semesters
- Southern CA University Visits (Example: UC Riverside, UC Los Angeles, UC Irvine, CSU San Bernardino, UC San Diego, among others).
- Northern CA University Visits (Example: UC Santa Barbara, San Jose State, San Francisco State, UC Berkeley, Stanford, among others).

Contact Us:

For more information, contact us at (951) 571-6240.
www.mvc.edu/services/puente/
STEM Student Success Center (STEM SSC)

MVC’s STEM Student Success Center (STEM SSC) provides a learner centered environment where students have the opportunity to access academic and support services designed to increase STEM certificate and/or transfer degree rates. The STEM SSC offers students interested in pursuing careers in Science, Technology, Engineering, and Math tools and resources to help them complete their STEM programs of study, graduate, and transfer to a 4-year university.

STEM SSC Resources Available

• STEM counseling
• STEM career and transfer services
• STEM workshops and activities
• University representatives
• STEM Student Academic and Support Services

Contact Information

Location:
Humanities Building, Room 102

Phone:
(951) 571-6363

Email:
mvcstem@mvc.edu

Website:
www.mvc.edu/stem

Facebook:
facebook.com/STEM.MVC

Office Hours:
Check website for office hours
Frequently Asked Questions:

What is Moreno Valley College (MVC) Umoja Community Program?
The Umoja Community Program, formerly known as the Renaissance Scholars Program, is dedicated to increasing the number of educationally underserved students who enroll in the institution, to earn degrees, transfer to a four-year college or university, and return to the community as leaders and mentors for future generations.

What are the benefits for Umoja Community student?
• Development of a Comprehensive Student Educational Plan
• Priority Registration
• Network Opportunities
• HBCU, UC, CSU and Private and Guidance Service
• Leadership Development
• UMOJA Conferences/Symposium
• Participate in culturally-enriching activities
• Kickoff for Success Week Opportunities
• Job Placement Opportunities

How do I apply?
Students can complete an application online at the Moreno Valley College Umoja Community website: mvc.edu/services/umoja/ Click on forms, then click on Umoja Community MVC Application, print and attach the required documents before submitting to Umoja Community coordinator/counselor Location in Science Technology Building, Room 150A.

How do I know if I am eligible?
• New student entering college must have zero units
• Continuing students must have a 2.0 GPA or higher
• Meet with Gertrude Lopez, Umoja Coordinator/Counselor
• Eligibility is determined each semester

Are there additional requirements doe the program?
• Attend a mandatory orientation and submit a signed Umoja Community contract
• Eligible to enroll in English 80, English 1A and Guidance 46 in the fall semester
• Eligible to enroll in English 1A, English 1B and Guidance 47 in the spring semester
• Summer Bridge: FY E/UMOJA Guidance 45, 48
• Attend four mandatory Umoja Community workshop each semester
• Have three counseling contacts with a Umoja Community coordinator/counselor and Umoja counselors
• Perform 25-50 hours of community service

Follow these steps:
• Complete new application first
• Make an appointment to see the counselor/Coordinator and or Umoja counselor
• Provide proof of activated student email
• Attend one of the mandatory orientations
Learning Community

The UMOJA Learning Community are short term class intended for student in the UMOJA Community at Moreno Valley College (MVC). The learning community offer student a variety of advantages and supports that can help create an extraordinary learning experience at MVC. The program offers tailored classes, faculty mentors, and an extensive system of academic advising. The learning community enables student to hit the ground running as they begin their academic journey.

Summer Bridge Program/ College Promise

The UMOJA Community at MVC Summer Bridge Program offers a learning community designed to increase students’ academic and personal success through the structuring of the learning environment. The UMOJA Community at MVC learning community focuses on a specific academic need and has an assigned counselor to assist students. The UMOJA Community at MVC Summer Bridge Program is perfect for student who may be underprepared academically, are economically disadvantaged, and need additional support in their first year at MVC. Summer Bridge students will have the opportunity to experience course connected learning, leadership skills, life skills, and/or build student to student relationships. They tend to share educational goals, interests, and similar background. We work with students to promote their transfer success to universities, private and Historically Black Colleges and Universities.

UMOJA/A2MEND

The UMOJA Community at MVC and the African-American Male Educational Network Development (A2MEND) students; Program and chapter are committed to academic success, leadership development, community service, and mentoring. The UMOJA/A2MEND Mentoring Program strives to establish support, networking and mentoring systems for ourselves and for the youth in our community. As members of UMOJA/A2MEND, we dedicate ourselves to: developing competent life skills, demanding social responsibility, building strong character and moral standards, promoting professionalism, and supporting each other academically. The UMOJA/A2MEND Mentoring Program provides educational, cultural, social, and intellectual program that promote positivity among its member, within the campus and the surrounding community.

Mentor/Mentee Program

Mentoring is a practice that allows students to make a more personal connection with someone who can offer support, guidance, and encouragement while dealing with the challenges of managing school and life. Mentoring is perhaps one of the most important exchanges that can occur between the veterans of a profession and those students interested in each profession.

As an Mentor your expertise provided with invaluable experiences and knowledge in some of the following areas: developing professional network in the given field, career guidance, employment opportunities, and transitioning into a new role or industries.

As an Mentee you will be provided with invaluable experiences, guidance, and knowledge in some of the following areas: learn about campus resource, to have someone around to answer questions, ne informed about campus activities (lectures, workshops, cultural, and recreational) and regular correspondence with mentor on a regular basis in person, by phone, or through social media.

Job Placement Program

The Job Placement Program at MVC provides job placement and help students build the necessary skills to land and keep a job in this tough and ever-changing economy. The Job Placement program is designed to help match the needs of area business and local worked. Services such as job readiness coaching, professional development, mentorship, and community development and collaborations are among the many skills our students gain in the program. Our classroom curriculum and hands-on training have been developed in partnership with local industry and continuously update by community business leaders to ensure that the skills that participants develop in class are marketable and meet current industry standards.

Gertrude Lopez
Umoja Community Coordinator/ Counselor
(951) 5371-6446
gertrude.lopez@mvc.edu

Latonya Parker, Ed.D.
Umoja Community Counselor/Professor
latonya.parker@mvc.edu

Cordell Briggs, Ph.D.
Learning Community English Professor
cordell.briggs@mvc.edu

Dyrell Foster, Ed.D.
Vice President of Student Services
dyrell.foster@mvc.edu

Nikki Thurston
Umoja Community Counselor
nikki.thurston@mvc.edu

Robert Mason
Umoja Community Associate Professor/Mentor
robert.mason@mvc.edu

Eugenia Vincent
Dean of Student Services
eugenia.vincent@mvc.edu

Louis Wright
Umoja Community Counselor
louis.wright@mvc.edu
Clubs and Organizations

There are approximately twenty clubs and organizations representing a wide variety of academic and career pursuits, as well as special interests. Some of the clubs/organizations include: Active Minds; Dental Hygiene Organization; Emergency Medical Services Program; Fire Technology Organization; Guitar Ensemble; Human Services; Karate; Pride Alliance; Middle College High School Program; Music; MVC Choirs; Psychology; Puente; Renaissance Scholars Program; Software Engineering; Spanish; and Student Government.

Athena Student Leadership Program

The ATHENA Student Leadership Program is designed to assist students in developing leadership, career skills and enhance and strengthen transferable skills. With a goal of preparing students for leadership in higher education and beyond, the ATHENA Student Leadership Program aims to provide a foundation for students to become confident, aware, and engaged citizens facilitating academic success, civic responsibility, and the opportunity for achieving career goals.

Learning Outcomes for Participants

Students...
- Learn how to be a leader with a focus on quality and character
- Gain leadership competence necessary for success in college and beyond
- Explore personal leadership attributes relative to the ATHENA Leadership Model
- Apply ATHENA leadership principles through experiential learning
- Map out a pathway for leadership growth in college and career
- Have the opportunity to build bridges across professional sectors and generations

Associated Students of Moreno Valley College (ASMVC) - Student Government

MVC has an active student government program, putting on such events as Homecoming and Halloween Valley as well as cultural events throughout the year.

The Associated Students of Moreno Valley College (ASMVC) is responsible for representing the social, political and educational concerns of students. The goal is to provide student leaders with skills beyond what they learn in the classroom. Interpersonal communication, budget control, leadership, entrepreneurial skills, creativity, and activity planning are a few of the skills student leaders learn. The student government is comprised of three branches: the Executive Branch, the Legislative Branch, and the Judicial Branch. The Coordinator of Student Activities serves as Advisor to Student Government.

The Executive Branch consists of the Student Body President, Vice President, Student Directors & Co-Directors of the Board of Commissioners and the Multicultural Advisory Council.

The Legislative Branch is composed of elected Student Senators. Meetings are held weekly in the Student Activities Center, Conference Room. Student senators are responsible for passing legislation, proposing amendments, and initiating programs and activities.

The Judicial Branch consists of the Student Supreme Court. A Chief Justice presides over the Supreme Court. The court rules on the constitutionality of legislation, conducts Associated Students of the Riverside Community College District (ASRCCD) Student Trustee Elections. College Student Body Elections, and coordinates forums.

The Inter-Club Council is responsible for coordinating the activities of more than twenty campus clubs. The clubs are the foundation of the Student Activities Program. The Inter-Club Council Student Director presides over the Inter-Club Council meetings. The Coordinator of Student Activities serves as advisor to this organization.

The Multicultural Advisory Council is a microcosm of students working together to encourage educational awareness, and provides cultural programming that represents the different ethnicities who make up Moreno Valley College and the community. The Council co-sponsors activities, assisting clubs/organizations with advertising and promotions, and plans social and educational events to unite all clubs and people. The Multicultural Advisory Council fosters an appreciation for cultural differences. The Coordinator of Student Activities serves as advisor to this organization.

The Board of Commissioners aims to offer a wide variety of opportunities to students outside the classroom and helps develop a well-rounded college experience. Student Commissioners help participate in the development, planning, and execution of activities for student and the neighboring communities.

The Student Trustee is the elected representative of the ASRCCD. The ASRCCD Student Trustee is a non-voting member of the RCCD Board of Trustees. The Student Trustee also chairs the Student District Consultation Council (SDCC).
How Can I Get Involved in Student Activities?

Nothing is stopping you! Get involved! You will get recognition as well as personal satisfaction for your involvement. Special recognition is awarded to those who are involved in on- or off-campus projects as volunteers. You are eligible for recognition if you volunteer 50 hours or more in a semester. Students are encouraged to organize blood drives, assist in research, visit veterans community events, and organize fundraising projects.

ASMVC looks forward to having you as part of the team. To get involved, stop by the Student Activities Center.

Contact

Located behind the Lion’s Den and the Bookstore
Phone: (951) 571-6105
For more information go to www.mvc.edu/services/asmv
Student Employment

The Student Employment Program assists students to earn money to pay for their educational expenses by working part time (up to 20 hours per week) while learning transferable job skills. Benefits to the student include:

- Flexible work schedule that works around classes
- Build up resume experience and enhance marketability
- Earn money while gaining work experience

Students can apply to work at a variety of jobs on campus pending their eligibility for student employment. Off campus jobs are available as well under federal work study contracts (may include local elementary and high schools and other non-profit organizations). Students may be eligible for one or all of the programs which include:

1. Federal Work Study (FWS). The U.S. Department of Education awards the College funding each year to allow students to supplement their education costs. Students eligible for FWS may be awarded up to $4,000 per fiscal year. To be eligible for FWS students are required to:
   - Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov, College code for Financial Aid: 041735
   - Select Moreno Valley as home college
   - Be enrolled in at least six units in the fall and spring semesters and three units during the winter and summer sessions
   - Maintain a 2.0 GPA
   - Meet the Student Financial Services Satisfactory Academic Progress standard
   - Have a Social Security card and picture ID

Students are limited to 16 semesters or four years of employment

2. District/Special Grants (non-Federal work study) Employment. Monies for District positions are paid from a department’s budget and do not require the completion of the FAFSA. To be eligible to work for District funded positions, students are required to:
   - Be enrolled in at least six units in the fall and spring semesters and three units during the winter and summer sessions
   - Maintain a 2.0 GPA
   - Have a Social Security card and picture ID

3. CalWORKs’ Work Study. The CalWORKs’ Work Study program connects eligible students to part-time jobs on- and off-campus. To be eligible to work for the program, students are required to:
   - Be enrolled in at least one unit
   - Provide a valid welfare to work (WTW) contract to the MVC Workforce
   - Maintain a 2.0 GPA
   - Have a Social Security card and picture ID
   - Get clearance from the CalWORKs/Workforce Preparation Department

For more information on CalWORKs, visit http://mvc.edu/services/cw/ or call (951) 571-6154.

To apply for a work-study program, students can view job postings at www.mvc.edu/se or inquire with a specific department or supervisor. Hourly pay rates vary but typically start at the current federal minimum wage of $10 an hour. However, some positions could start at a higher rate of pay.

For information on Student Employment Programs visit www.mvc.edu/se or call (951) 571-6252. The Student Employment office is located in the Student Services building, 2nd floor, window 3.
Welcome to Student Financial Services. The Student Financial Services staff is here to assist you with questions regarding the student financial aid process. The information listed has been prepared in an effort to give you an overall view of student financial aid and the processes. Please take advantage of the information that has been listed as well as the multiple financial aid workshops and orientations that are available to students and parents.

From all of us in Student Financial Services - We wish you much success!

**Financial Aid Mission Statement:**

Student Financial Services takes a complete approach geared towards student success through providing resources and services to students that assist with educational expenses and achievement of the educational/career goals.

**Financial Aid Information**

**DID YOU KNOW?**

You may be eligible for financial assistance to help meet educational expenses.

Student Financial Services is located in the Student Services Building on the second floor. To apply, complete the Free Application for Federal Student Aid (FAFSA) on-line at www.FAFSA.gov.

This helps to determine eligibility for programs:
* Federal Pell Grant
* Federal Supplemental Educational Opportunity Grant (FSEOG)
* Federal Work Study (FWS)
* Board of Governors Fee Waiver (BOGW)
* Cal Grant Program
* Federal Direct Loan Program
* Grants and Scholarships

Students could be eligible for some or all of the programs listed above, but only if filed prior to the March 2nd priority deadline.

**The Free Application for Federal Student Aid (FAFSA)**

Beginning October 1st of each year the FAFSA application is made available for students to apply for financial aid. The priority deadline for the FAFSA application is due by March 2nd of each year. Meeting the priority deadline increases a student’s chances of having a completed file and receiving funds early pending your eligibility.

Effective 2017-2018 the maximum Pell Grant amount for FAFSA is $5,920.

For example:

The following amounts are estimates of grant awards that a student could qualify for based on full-time enrollment (12 units or more) and an EFC (Expected Family Contribution) of Zero:

- Pell .................................................. $5,920
- Cal Grant B ................................. $1,672
- Cal Grant C ................................. $1,094
- FSEOG ............................................... $1,000
- BOGW (Fee Waiver) ......................... $1,380
- FWS ................................................. $4,000
- Full-Time Student Success (FTSS) .......... $1,000

NOTE: Actual dollar amounts will vary by individual eligibility and availability of funds.

**Federal school code is 041735**

**2017-2018 Financial Aid Disbursements**

CHANGES: Financial Aid disbursements will be disbursed via BankMobile Disbursement Services. Students will need to make a choice on their disbursement method beginning each summer.

Students will have the following disbursement options:
* Direct deposit
* Deposit onto a debit card thru “BankMobile Vibe” or current HigherOne “MyOne” card holders
* Paper check

Students who complete their financial aid file will receive disbursement information from BankMobile in the mail. This will include instructions on how to select their disbursement option. BankMobiles contact information is 1(877) 327-9515

NOTE: Financial aid students must maintain satisfactory academic progress to remain eligible for financial aid.
More Financial Aid Information

Satisfactory Academic Progress (SAP)

Students at Moreno Valley College must have a cumulative GPA of 2.0 Quantitative Standard: Students must complete a certain percentage of units in order to make progress toward their degree or certificate. There are two parts to this standard:

1) Pace of Progression:
   Students must complete at least 67% of the cumulative units attempted. Students unable to finish the program within the maximum time frame, as explained below, may lose eligibility for Title IV aid.

2) Maximum Time Frame:
   Students must complete their educational objective (graduation, transfer or certificate) by the time they have attempted 150% of the units required for their program. This includes all educational units attempted.

NOTE: A student can only receive financial assistance for a maximum of 150% of the published length of the program. Many of the programs offered require 60 units for their completion. Thus, 90 units is the maximum a student can receive financial assistance (60 X 150% = 90 units).

Students will be evaluated at the end of each semester to determine if standards are met. If a student has attempted less than 12 units, the student will be required to maintain a 1.5 GPA and must complete 50% of the courses attempted to maintain SAP. Once the student has attempted 12 or more units, you will be held to the previous standards.

Lifetime Federal Pell Grant Eligibility

The amount of Federal Pell Grant funds a student may receive over his or her lifetime is limited by a new federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding a student can receive each year is equal to 100%, the six-year equivalent is 600%.

Log on to our National Student Loan Data System (NSLDS) Student Access Web Site using your Federal Student Aid PIN and view your Lifetime Eligibility Used.

Federal Subsidized Student Loan limits

A first-time Federal Subsidized Student Loan Borrower is no longer eligible for the Subsidized Student Loan program if student exceeds 150% of the published length necessary to graduate within an undergraduate degree program.

Example: An associate degree program is a two-year program at a community college. A student would become ineligible for the subsidized portion of a federal student loan after receiving student loans for three years and may lose the interest subsidy on previous loans if the 150% limit is exceeded.

NEW! Creating a FSA ID to apply for financial Aid

If you are a first-time user, you will be required to create an FSA ID and will enter your name, date of birth, Social Security number, contact information, and challenge questions and answers. The FSA ID, which consists of a user-created username and password, replaced the PIN effective May, 2015. It allows users to electronically access personal information on federal student aid web sites as well as to electronically sign a FAFSA.

Note: For those who have a Federal Student Aid PIN, you will be able to enter it and link it to your FSA ID; however, if you do not remember your PIN, you can still create an FSA ID.

If your FSA ID is lost or stolen, you must: Contact Federal Student Aid’s Customer Service center at 1(800) 433-3243.

NEW! BOGW Eligibility Changes Beginning Fall 2016

Beginning Fall 2016, BOGW eligibility will be tied to student academic standing in the same way as priority registration. Students who are on academic/progress probation/dismissal for two consecutive semesters will no longer qualify for a BOGW waiver the following term. This is based on new State regulations. The Board of Governors (BOG) Fee Waiver is available for eligible students at California Community Colleges and will waive your per unit enrollment fee at any community college throughout the state. Once you’ve qualified for the BOG Fee Waiver, it’s important to ensure that you’re meeting the academic and progress standards in order to avoid losing the fee waiver.

To apply for the BOG Fee Waiver, paper applications are available in Student Financial Services.
California Dream Act

The California Dream Act allows students to qualify for state financial assistance without a Social Security number. This applies to state-funded programs and scholarships such as Board of Governors Fee Waiver (BOGW), Cal Grant, Chafee Grant and scholarships. This does not apply to Federal programs-Pell, FSEOG Grants, Federal Work Study or loans.

Students wishing to apply for aid under this new program will be required to complete the California Dream Application. The application is available on-line at https://dream.csac.ca.gov.

RCCD Foundation Scholarships

The RCCD Foundation offers scholarships for continuing and transferring students.

Qualifications for scholarships vary, such as financial need, academic performance, major or academic program, career goal, club or volunteer, and community involvement, etc. To be considered for scholarships students must complete an on-line application and go through the eligibility and selection process. Scholarships are awarded to the student(s) who best fit the criteria as established by the donor or organization providing the scholarship.

Courses Not Approved for Grant or Loan Funding

In order to receive grant or loan funds for a course, the program must be approved by the Department of Education for funding. The following courses fall under programs which ARE NOT approved to receive grant or loan funding.

If you are enrolled in one or more of the following courses, you will NOT receive grant or loan funds for these courses:

- Introduction to Security (ADJ-10)
- Straight Stick Baton Update for Reserves (ADJ-R5A)
- Oleoresin Capsicum for Reserves (ADJ-R6A)
- Critical Care Nursing (Critical Care Nurse Certificate)
- Basic Correctional Deputy Academy (Basic Correctional Deputy Academy)
- Basic Public Safety Dispatch Course (Basic Public Safety Dispatch Certificate)
- Computer for Beginners (CIS/CAT-93)
- Level 1 Cosmetology Instructor Concepts (COS-61A or COS-61B) (Cosmetology Instructor Training Certificate)
- Level I & II Esthetician Concepts (COS-62A or COS-62B) (Esthetician Certificate)
- Introduction to Productivity Management (BUS/MAG 71) (Operations and Production Management Certificate)
- Introduction to Quantitative Methods of Business (BUS/MAG 72) (Operations and Production Management Certificate)
- Keyboarding/Typing Fundamentals (CAT 53) (Office Fast-Track Certificate)
- Microsoft Access DBMS: Comprehensive (CIS/CSC 62) (Relational Database Management Technology Certificate)
- Microsoft Project (CIS/CSC 91) (Relational Database Management Technology Certificate)
- Introduction to the Electrical Trades (ELE-400)
- Introduction to Electrical Theory, Basic Math Concepts, and the National Electric Code (ELE-401)
- Digital Logic Circuits, Conductor Characteristics, Applications, and National Electric Code (ELE-404)
- Electrician Blueprint Reading with Code Applications for National Electrical CODE (NEC) (ELE-405)
- Transformer Theory, Leadership, Management, and Test Equipment (ELE-408)
- Electrician Specialty Systems (ELE-409)
- Work Experience Electrician Apprenticeship (WKX 499)
- Introduction to the Sound and Communication Trade Industry (ELE-420)
- Electrical Theory and Practices DC (ELE-421)
- Electrical Theory and Practices AC (ELE-422)
- Semiconductor Electronics (ELE-423)
- Introduction to Digital Electronics and Signaling Devices (ELE-424)
- Management/Alarms/Codes/Circuits (ELE-425)
- Work Experience in Electricians Apprenticeship (ELE-499)

*Please note that your BOG waiver will still cover the tuition charges for these courses.
More Financial Aid Information

If you have any questions regarding this information, please feel free to contact our office or send us an email at StudentFinancialServices@mvc.edu

For information regarding the Student Financial Services office and programs, visit the Consumer Guide at www.mvc.edu/sfs.

Financial Aid staff is available to assist with your financial aid needs.

Contact Information
Location: Student Services Bldg 200
Email: StudentFinancialServices@mvc.edu
Phone: (951) 571-6139

NOTE: Ben Clark Training Center Students:
Limited services are available at Ben Clark Training Center. For assistance, please see the Admissions & Records staff at the Ben Clark Student Services office or call (951) 571-6370.
Mission

Student Health and Psychological Services uses clinic, education-based programs, and advanced technology to provide quality and reasonably priced health care. Our specialized and inclusive approach to health and wellness assists a diverse student population to achieve and maintain optimum physical and psychological health. This approach helps to promote academic success, and retention in the learning environment while focusing on the importance of lifelong wellness.

Purpose

The Student Health and Psychological Services team is made up of doctors, nurse practitioners, registered nurses, counselors, secretaries, and student workers who are trained to assist you in a professional and confidential manner.

Services

Student Health and Psychological Services is dedicated to promoting student success by assisting students to achieve and maintain optimum physical, mental and emotional health.

Medical Services

- Consultation for health concerns
- Evaluation and treatment of injuries and short-term illness
- Prescriptions as needed
- X-ray referrals
- Physical examinations
- Emergency care for injuries on campus

Nursing Services

- First aid and emergency care
- Medical resource information
- Health screening:
  - Vision/hearing
  - Blood pressure
  - Height/weight
  - Tuberculin skin testing
  - Immunization/status review

Counseling

If you are feeling overwhelmed, anxious, tired, stressed, sad, depressed, grades slipping, no appetite, life isn’t fun anymore, helpless or hopeless; our psychological services team made up of a licensed marriage family therapist, psychologist interns, nurses, and doctors can help you maintain balance in your family, school and work life through counseling and medical care. Crisis counseling covers emotional crisis, domestic violence, rape crisis, anxiety management, test anxiety management, anger management, relationship issues management, depression/anxiety counseling, sleep disorders, substance abuse/use counseling, eating disorders and more. Resource referrals are available for food and housing assistance, financial assistance, medication access assistance, community mental health counseling, on-campus academic accommodations and support services. All communications are strictly confidential unless you provide consent of record release, or as required by law.

Outreach Events

Outreach events are held on a bi-monthly basis in the Lion’s Den Patio area and monthly at Ben Clark Training Center (BCTC). The annual spring health fair/blood drive provides students with vendors who promote health and bring valuable community resources to campus.

Accident Reporting and Insurance

The health fee supports insurance for accidents on campus.

Other Services

- Laboratory testing
- Immunizations
- Free-over-the-counter medications
- Community referrals
- Health literature and videos
- Peer health education program

Hours

Monday - Thursday: 8 am - 4 pm
Friday: 8 am - Noon

Location

Parkside Complex, Portable 6
Phone: (951) 571-6103
www.mvc.edu/services/hs/
Talent Search Program

Funded through a grant from the
United States Department of Education
September 1, 2016 through August 31, 2021

OVERVIEW

The Educational Talent Search (ETS) Program is part of Moreno Valley College’s Office of TRIO Programs, which is funded through the US Department of Education. ETS is part of the national TRIO programs and was established in 1965 as part of the Higher Education Act. Moreno Valley College was awarded the ETS grant in 2016 to work with a cohort of 500 local middle and high school students. ETS identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to and complete their postsecondary education. The program publicizes the availability of financial aid and assist participant with the postsecondary application process. Talent Search also encourages persons who have not completed education programs at the secondary or postsecondary level to enter or reenter and complete postsecondary education. The goal of ETS is to increase the number of youth from disadvantaged backgrounds who complete high school and enroll in and complete their postsecondary education.

During the first year, ETS scholars had the opportunity to participate in Bioengineering Day at the University of California, Riverside. Students also visited Chapman University, Loyola Marymount University, University of California, Irvine, and the California Science Center.

Services Provided By The Program Include

- Academic, financial, career, or personal counseling including advice on entry or re-entry to secondary or postsecondary programs
- Career exploration and aptitude assessment
- Connections and referrals to tutorial services
- Information on postsecondary education
- Visits to college campus and career field sites
- Information on student financial aid and scholarships
- Assistance in completing college admissions and financial aid applications
- Assistance in preparing for college entrance exams
- Mentoring programs
- Workshops for the families of participants
- Connections to summer programs and internships

For more information, contact
Micki Clowney, Director, Office of TRIO Programs
(951) 233-3719 or micki.clowney@mvc.edu
Mission Statement

Tutorial Services is committed to embracing diversity in our students and our tutors by fostering a dynamic, effective learning atmosphere. We are dedicated to helping students seeking academic support recognize their full potential. We strive to help our students better prepare for classes and develop the skills necessary for a successful college career.

Why Do I Need Tutoring

- College tutoring is not necessarily a remedial function, but rather like having an academic personal trainer. Good students know how to take advantage of the possibilities of good tutoring early in the semester before trouble starts.
- Getting help with course work and understanding important concepts or studying for a test can make a difference. However, starting early to work regularly with a tutor – especially for a difficult subject – can make a significant difference.
- Real learning takes time. Starting with a tutor early in the semester gives you a chance to learn concepts slowly and solidly.
- Early work with a tutor helps you grasp foundational concepts on which more difficult work may be built. Getting the basic building blocks early can prevent difficulty later in the semester; it’s a proactive approach.
- Early work with a tutor will mean homework assignments will be done correctly.
- Learn important study techniques of successful students. The tutor serves as an important role model as you learn how to do college successfully.
- Receiving continual feedback from a tutor helps stay on track.
- Build confidence in learning abilities as you successfully navigate work the tutor may assign. This may help with your motivation to continue to do well.
- Establish a relationship and make a new friend – a role model with good academic skills as well as a role model for helping others.

Tutoring

Tutorial Services provides free on-site group and one-on-one tutoring in most academic subjects to currently registered MVC students.

- Students are allowed two 50-minute sessions per subject per week.
- Appointments are available on a first come, first served basis (on the hour) with a maximum of two hours per week, depending on availability of tutor or subject.
- Scheduling for tutoring sessions begins one week in advance beginning Thursday at 9 a.m. for the following week.
- Appointments can be made at the Tutorial Learning Center (TLC) located on the second floor in the Student Academic Services Building, Room 206.
- Students participating in the Extended Opportunities Programs & Services or ACES program receive an additional 50-minute session per week.
- We do not provide tutoring for English and reading courses. Call (951) 571-6128 or visit the Writing Reading Center site for more information on tutoring in English and reading.

New! Online Tutoring Service is now available to all MVC students enrolled in Online and Hybrid courses free of charge through a link to NetTutor located in each Blackboard course. Learn more about NetTutor Online Tutoring Service, or visit Open Campus.

Computer Information Tutoring

In addition, one-on-one tutoring is available for students enrolled in Computer Information Systems (CIS) courses. The computer lab is located in the Science and Tech Building, Room 151. Call (951) 571-6127 for more information, no appointment necessary.

Math Express

(no appointment necessary)

Drop-in Math tutoring is available in SAS Building, Room 202 in The STAR LAB located next door to The Tutorial Learning Center. Call (951) 571-6167 for hours.

This service is FREE to registered MVC students.
Subjects We Tutor In
- Accounting 1A, 1B & 62
- Anatomy 10, 2A & 2B
- Art 1
- Anthropology 1 & 2
- Astronomy 1A
- Biology 1, 10, 11, 12 & 30
- Business 10 & 20
- Chemistry 1A, 1B, 2A, 2B, 12A & 12B
- Most Computer Information Systems classes
- Communication 1 & 9
- Early Childhood Education 33 & 54
- Economics 7 & 8
- Geography 1
- History 6, 7, 1 & 21
- Health Science 1
- Math 63-65, 52, 35, 53, 36, 10, 11, 12, 1A, 1B, 1C, 2 & 3
- Physics 10, 11, 4A & 4C
- Philosophy 10 & 11
- Political Science 1
- Psychology 1, 2 & 9
- Sociology 1
- Spanish 1, 2, & 3
- And much more!

Want to Become a Tutor?

Our tutors must:
- Be enrolled in at least six units in fall and spring or three units in summer and winter.
- Have previously completed the course(s) with a grade of A or B.
- Possess exceptional communication and people skills.
- Maintain a minimum GPA of 2.5.
- Apply in person at the tutorial services department OR apply online at www.mvc.edu/se/.

Our office is open:
Monday, Wednesday, and Thursday: 9 am - 5 pm
Tuesday: 10 am - 7 pm
Friday: 9 am - 2 pm
Phone: (951) 571-6167

Don’t hesitate to contact us. For more information visit our website at www.mvc.edu/services/ts.
Upward Bound (Classic) Program

The Upward Bound (Classic) Program is funded through the US Department of Education. UB was the first national TRIO program that was established in 1964 in response to the War on Poverty under the Economic Opportunity Act. The purpose was to provide youth from disadvantaged backgrounds with support and opportunities to complete high school and go to college. Moreno Valley’s Upward Bound Classic Program will launch in Fall 2017 with a cohort of 62 students from Valley View High School.

The Upward Bound (UB) program provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in pre-college performance and ultimately in higher education pursuits. UB generally targets high school students from families in which neither parent holds a four-year degree. The goal of Upward Bound is to increase the rate at which participants complete a secondary education as well as enroll in and graduate from institutions of postsecondary education.

UB provides comprehensive services to its participants, including:

- Instruction in mathematics, laboratory science, foreign language, composition, and literature;
- Academic tutoring in reading, writing, study skills, mathematics, science, and other subjects;
- Assistance in secondary school course selection and postsecondary course selection;
- Assistance in preparing for college entrance examinations;
- Assistance in completing college admission applications;
- Information on the full range of Federal student financial aid programs and resources for locating public and private scholarships;
- Assistance in completing financial aid and scholarship applications;
- Information and activities designed to acquaint youth with the range of career options available to them
- Mentoring programs
- College and career field experiences
- Connections to summer internships
- A six week summer experience
- Opportunities for concurrent enrollment in college courses

Notable alumni of Upward Bound programs include Oprah Winfrey, John Quiñones, Angela Bassett, Jose Hernandez, Troy Polamalu, Kenny Leon, Donna Brazile, Patrick Ewing, Henry Bonilla, Gwen Moore, Viola Davis, and Fatima Siad.

For more information, contact
Micki Clowney, Director, Office of TRIO Programs
(951) 233-3719 or micki.clowney@mvc.edu
Upward Bound Math and Science Program

Upward Bound Math and Science Program (UBMS) is part of the national TRIO program, which has been in existence since 1964. UBMS is funded by the US Department of Education and is sponsored by MVC. UBMS is an interactive intensive pre-college experience which promotes high school academic achievement, motivation, and preparation for college/technical education training programs and careers in science, technology, engineering, and math (STEM). UBMS serves a cohort of 62 high school students from Moreno Valley Unified School District of which nearly 70% are from low-income, first-generation backgrounds. The UBMS program has been in existence at MVC since October 2012. UBMS accomplishes its mission by utilizing a multi-dimensional approach and by providing comprehensive services, including tutoring, mentoring, engaging hands-on STEM activities, field experiences, college/career awareness workshops, academic advising, parent/family workshops, assistance with completing college, financial aid, scholarships, and internship applications, Saturday Academy programs, and a six-week summer experience.

Since the inception of the program, UBMS has secured in-kind support to cover transportation and coordinated several field trips for students and parents to the University of Southern California for Youth Leadership Conference, University of California, Riverside School of Medicine, the Science Technology Education Partnership Conference, and California State University, Long Beach for TRIO Day. UBMS has partnered with several organizations, including Moreno Valley Unified School District, United Way of the Inland Valleys, and ECMC to provide workshops on success strategies, teaches students academic success strategies, communication skills, and leadership skills. The EYES workshop series gave 150 students the opportunity to learn strategies for taking the SAT. Last year, nearly 70% of UBMS students earned a GPA of 3.0 or higher. UBMS students also had the opportunity to participate in an internship, research, take a college course, or a science exploratory academy during the summer.

There is no cost to students to participate!

For more information, please contact:

Micki Poole Clowney  
(951) 571-6382 or (951) 233-3719  
micki.clowney@mvc.edu

Angel Orta-Perez  
(951) 571-6379 or (951) 235-6240  
angel.orta-perez@mvc.edu

For information about the UBMS Program, eligibility requirements or to apply, visit www.mvc.edu/services/ubms.
MVC welcomes veterans of the US Armed Forces. Here are the VA Educational Benefits which are offered to Veterans and dependents:

- Chapter 33 Post 9/11 GI Bill
- Chapter 30 Active Duty Educational Assistance Program
- Chapter 31 Veterans Administration Vocational Rehabilitation
- Chapter 35 Dependent’s Educational Assistance
- Chapter 1606 Selected Reserve Educational Assistance Program
- Chapter 1607 Reserve Educational Assistance Program

Veterans must apply for their educational benefits through the VA at www.gibill.va.gov and submit a Moreno Valley College application online at www.mvc.edu. Assessment and Orientation are required for incoming college students; transfer students must submit official transcripts (including military) to the Counseling Department. Transcripts must be official, and sealed in an envelope less than 90 days old.

When the process is complete, students will receive a Veterans’ Counseling Referral Form to set up an appointment with the veterans’ counselor and complete a VA Student Educational Plan. Once enrolled in classes, submit your Veterans’ Statement of Responsibility Form to the Veterans Services Department which is available on the website at www.mvc.edu/services/veterans.

Cal Vet Fee Waiver

Dependent students eligible for a Cal Vet Fee Waiver, must submit eligibility letter from the VA to the Student Financial Services office. This program is offered through California Veterans Certification Offices, located in counties throughout California. Under the California Education Code, dependents of veterans whose death or disability was service-connected may be eligible for exemption from college and university registration fees.

Information on this program (eligibility information, application form, instructions on how to apply, locations of County Veterans Certification Offices) can be found at: www.cacvso.org.

Location: The Veterans Resource Center Parkside Complex (PSC) 13
Phone: (951) 571-6247
Fax: (951) 571-6285
veterans@mvc.edu

Check website for information and office hours at www.mvc.edu/services/veterans.

Writing and Reading Center

Mission

The Writing and Reading Center (WRC) at Moreno Valley College supports learning in reading and writing for all registered Moreno Valley College students at all levels and at any stage of the writing process. The WRC provides faculty and peer writing consultants for one-to-one instruction. The WRC positively encourages students’ growth as writers, their attitudes toward writing, and their overall academic success. The goal of the WRC is to help students become better writers. We provide a safe, supportive learning environment for all students, especially for students traditionally marginalized within higher education, with the goal of increasing access to and success in higher education for all students. By supporting all student writers at their individual levels, the WRC promotes literacy education and the democratization of higher education.

The WRC also acknowledges the writing needs of faculty and staff on campus and will help faculty and staff to grow as writers as well.

Resources

List of resources available to students:
- Instructor or peer consultants available to help with any aspect of writing for any MVC class
- Small group work available also
- Reading paraprofessional to help with reading skills
- Printing
- Scheduled appointments with instructors or peer consultants

Contact Us

Location: Humanities Building, Room 232
Phone: (951) 571-6128
For hours of operation and lab instructor schedule visit: www.mvc.edu/wrc
Moreno Valley College Lions

Are known for Endurance, Leadership, Strength, and Pride in our College

Code of Student Conduct Statement
This is a shared space that promotes learning, positive social interaction, and support services for members of our college community.

Each of us shares a responsibility in maintaining a respectful and collegial environment at our college.

Disruptive, obscene, or vulgar behavior (including the use of profanity) has no place in an academic or work setting as it violates the rights of others.

Disruptive behavior is subject to disciplinary action (refer to your college catalog for Standards of Student Conduct).

Moreno Valley College has zero tolerance for harassing or discriminatory behavior.

Code of Student Conduct Statement For Career And Technical Education Programs
Students in public safety programs and other professional programs are expected to know and be held accountable to strict levels of professional conduct, ethics, and performance standards, in accordance with program certifications, rules and regulations. For more information, please contact the director of the program in which you’re interested.

Campus Police
The mission of the campus police is to ensure the safety of students, faculty, staff and visitors while on the property of the College, the District or involved in sponsored programs and activities. Access the College website and go to College and Safety Police for more information on parking, lost and found, and safety. All students parking on campus are required to purchase a parking pass or use the parking meters.

For College Safety & Police assistance, including our complimentary escort service, contact dispatch at (951) 222-8171.

In case of an emergency, call 911.
BP 5500 Standards of Student Conduct

References: 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 deal 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.

Date Adopted: May 15, 2007 (Replaces the Standards of Student Conduct portion of Policy 6080) Revised: May 17, 2011 Revised: August 20, 2013
AP 5520 Student Discipline Procedures

References: Education Code Sections 66017, 66300, 72122, 76030 and 76032

I. General Provisions

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120 and will not be used to punish expression that is protected.

II. Definitions

District -- The Riverside Community College District.

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

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

Short-term Suspension -- Exclusion of the student by the Vice President of Student Services or designee for good cause from one or more classes for a period of up to ten consecutive days of instruction.

Long-term Suspension -- Exclusion of the student by the Vice President of Student Services or designee for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.

Expulsion -- Exclusion of the student by the Board of Trustees from all colleges in the District for one or more terms.

Removal from class -- Exclusion of the student by an instructor for the day of the removal and the next class meeting.

Loss of privileges -- Loss of Privileges denies, for a designated period of time, a student’s attendance on District property to specified activities (library privileges, football game, club activities, or other non-instructional activities) and will be delineated in a written notification to the student.

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

Written or verbal reprimand -- An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student’s permanent record at the District. A record of the fact that a verbal reprimand has been given may become part of a student’s record at the District for a period of up to one year.

Withdrawal of Consent to Remain on Campus -- Withdrawal of consent by the President or designee for any person to remain on campus in accordance with California Penal Code Section 626.4 where the President or designee has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

Day -- Days during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

III. Actions That May Be Taken Prior to Suspension or Expulsion

The following actions may be taken by appropriate personnel prior to considering suspension or expulsion:

1. Removal from Class (Education Code Section 76032)-- Any instructor may order a student removed from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the appropriate Department Chairperson and/or the Dean of Instruction, who will in turn notify the Dean of Student Services or designee. The Dean of Student Services or designee shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests it, the Dean of Student Services or designee shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Dean of Student Services or designee from recommending further disciplinary
action in accordance with these procedures based on the facts which led to the removal.

2. Immediate Interim Suspension (Education Code Section 66017) -- The President or designee may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days.

3. Withdrawal of Consent to Remain on Campus -- The President or designee may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn by the President or designee, a written report must be promptly made to the Chancellor. The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven (7) days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions.

In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn.

Any person for whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest. (Penal Code Section 626.4)

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

IV. Process Preceding Suspensions or Expulsions

Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

1. Notice -- The Vice President of Student Services or designee will provide the student with notice of the conduct warranting the discipline.

2. Time limits -- The notice must be provided to the student within five (5) days of the date on which the conduct becomes known to the Vice President of Student Services or designee; in the case of continuous, repeated or ongoing conduct, the notice must be provided within five (5) days on which the conduct becomes known to the Vice President of Student Services or designee.

3. Meeting -- Unless otherwise agreed upon, the student must meet with the Vice President of Student Services or designee within five (5) days after the notice is provided. During the meeting, the student will be given the following:
   • the facts leading to, and in support of, the accusation
   • the specific section of the Standards of Student Conduct that the student is accused of violating
   • the nature of the discipline that is being considered
   • an opportunity to respond verbally or in writing to the accusation

4. Potential Disciplinary Actions
   a. Short-term Suspension -- Within five (5) days after the meeting described above, the Vice President of Student Services or designee shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The Vice President's or designee's decision on a short-term suspension shall be final.
   b. Long-term Suspension -- Within five (5) days after the meeting described above, the Vice President of Student Services or designee shall decide whether to impose a long-term suspension. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of this policy describing the procedures for a hearing.
   c. Expulsion -- Within five (5) days after the meeting described above, the Vice President of Student Services or designee shall decide whether to recommend expulsion to the Chancellor. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before expulsion is imposed, and a copy of this policy describing the procedures for a hearing.
V. Hearing Procedures

1. Request for Hearing -- Within five (5) days after receipt of the President’s or designee’s decision regarding a long-term suspension, the student may request a formal hearing. The request must be made in writing to the President or designee.

2. Schedule of Hearing -- The formal hearing shall be held within ten (10) days (excluding weekends and holidays) after a formal request for hearing is received.

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

The President of the Academic Senate shall, at the beginning of the academic year, establish a list of at least five faculty who will serve on student disciplinary hearing panels. At the time that a hearing is requested, the President will notify the Associated Students President who will provide the name of a student to serve on the panel. This name shall be provided within 48 hours. The President or designee shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

4. Hearing Panel Chair -- The President or designee shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.

5. Conduct of the Hearing -- The hearing will comply with principles of due process, including the right to confront and cross examine witnesses. The following procedure will be followed:
   a. The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.
   b. The facts supporting the accusation shall be presented by the administrator who issued the disciplinary action.
   c. The administrator and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
   d. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
   e. Unless the hearing panel determines to proceed otherwise, the administrator and student shall each be permitted to make an opening statement. Thereafter, the administrator shall make the first presentation, followed by the student. The administrator may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the administrator to prove by substantial evidence that the facts alleged are true.
   f. The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. In that case, and if the student wishes to be represented by an attorney, a request must be presented not less than five (5) days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the administrator may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
   g. Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five (5) days prior to the date of the hearing.
   h. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.
   i. The hearing shall be electronically recorded by the District, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.
   j. All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not unavailable.
k. Within five (5) days following the close of the hearing, the hearing panel shall prepare and send to the President a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

VI. President’s Decision

Upon receipt of the hearing panel’s decision, the President of the College will consider the decision of the panel.

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

2. Expulsion - Within five (5) days following receipt of the hearing panel’s recommended decision, the President shall render a written decision. The President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the President modifies or rejects the hearing panel’s decision, the President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The President will forward his or her decision to the Chancellor with a copy to the hearing panel.

VII. Chancellor’s Decision

The Chancellor will review any recommended expulsions. Within five (5) days following receipt of the President’s recommended decision, the Chancellor shall render a written recommendation decision to the Board of Trustees. The Chancellor may accept, modify or reject the findings, decisions and recommendations of the President. If the Chancellor modifies or rejects the President’s decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The Chancellor’s decision shall be forwarded to the Board of Trustees with a copy to the President.

VIII. Board of Trustees Decision

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board of Trustees shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122)

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

The student may, within two (2) days after receipt of the notice, request that the hearing be held as a public meeting.

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

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

Office of Primary Responsibility: Provost/Vice Chancellor, Educational Services
Administrative Approval: May 28, 2013
(Replaces discipline procedures in RCCD Regulation 6080)
AP 5522 Student Grievance Process for Instruction & Grade Related Matters

References: Education Code Section 76224, Title 5 Section 55024

I. General Provisions

1. Purpose: The purpose of the Student Grievance Procedure is to provide a means by which a student may pursue a complaint for an alleged violation of college or district policy concerning instruction or to appeal a grade. However, complaints regarding discrimination harassment or retaliation are to be handled in accordance with Administrative Procedure 3435 titled Handling Complaints of Discrimination, Harassment or Retaliation.

2. Scope: Student grievances for matters other than for discipline such as, but not limited to, grade challenges and academic or program issues, will be processed in the following manner. Please note: Per Education Code 76224, the instructor's grade is final except in cases of mistake, fraud, bad faith, or incompetency.

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

3. Confidentiality: To protect to the maximum extent possible, the privacy of individuals who in good faith file legitimate grievances, these procedures will be considered confidential throughout initial consultation, preliminary and final review, and appeal, unless required to be disclosed pursuant to a court order or state or federal law. Confidentiality will also be afforded the respondent to avoid unwarranted damage to reputation. Breach of confidentiality by any party to the grievance is considered unethical conduct and may be subject to disciplinary action. However, those involved in the hearing process may seek consultation and/or guidance from the District's General Counsel, or academic or student services administrators.

There may be cases where disclosure of part or all of the proceedings and final outcome must be considered to provide a remedy to the student, to correct misperceptions of the reputations of parties to the grievance, or for the best interests of the institution. In these cases, if, and only if, deemed appropriate by majority vote of the grievance committee in concurrence by the President, public disclosure will be directed through the President's office.

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

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

II. Definitions

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

III. Informal Consultation Process

A student has 120 calendar days from the date of the incident giving rise to the grievance to initiate the informal consultation process, except in the case of a grade change. The time limit to initiate a change is one (1) year from the end of the term in which the grade in question was recorded. For further information on grade changes, see Board Policy/Administrative Procedure 4231.

1. A student will be encouraged to contact the faculty member and attempt, in good faith, to resolve the concern through the consultative process.
2. If consultation with the faculty member does not resolve the issue, the student may request a consultation with the department chair, assistant chair, or designee. The faculty member will be notified of the
outcome of the meeting, by the party who meets with
the student.
3. If the issue is not resolved with the department chair,
assistant chair, or designee, the student may file a
written Request for Consultation with the appropriate
Dean. Forms will be available from the office of the
appropriate Dean or Vice President. The Dean will
convey a decision to all affected parties, as well as note
that decision on the form.

IV. Grievance Process and Formal Hearing

If the issue is not resolved through informal consultation, the
student may file a written grievance requesting a formal
hearing within thirty (30) calendar days of the informal
consultation with the Dean. The written request should
contain a statement detailing the grievance to be resolved,
and the action or remedy requested. The student will direct
this grievance to the President. The student must notify the
President at the time the student submits his/her request for
a formal hearing if an accommodation for a disability will be
needed at the hearing.
1. Upon receipt of a written request for a formal hearing,
the President will, within three (3) days, excluding
weekends and holidays, of receipt of the request for
hearing, appoint an administrator (not the Vice
President of Academic Affairs) to serve as chair of a
grievance committee for the hearing.
2. A grievance withdrawn from the formal hearing stage
will be deemed without merit and cannot be refiled.
3. The formal hearing will be conducted before a
College Grievance Committee.
This committee will be composed of the following
individuals:
a. Two (2) students appointed by the College
Student Body President.
b. Two (2) faculty members appointed by the
College Academic Senate President.
c. One (1) academic administrator (not the Vice
President of Academic Affairs) appointed by the
President of the College. The individual may be
from another College in the District.
d. The chair of the committee, which is selected by the
President (see above), will be part of the committee,
but will not vote in the final decision, except in the
case of a tie.
4. The College Grievance Committee Chair will:
a. Forward a copy of the request for hearing to the
faculty member being grieved within seven (7) days
(excluding weekends and holidays) of receipt of the
request.
b. Within a reasonable time period not to exceed
twenty (20) days (excluding weekends and holidays) set a reasonable time and date for the
hearing as well as a reasonable time limit for its
duration. In the event the parties are not available
within the 20 days, the Vice President has the
discretion of extending the time period, with
notification to the parties.
c. Arrange for a disability accommodation if requested
pursuant to the above.
d. Within three (3) days, excluding weekends and
holidays, after setting the hearing date, notify both
parties that they are to provide to the Chair signed
written statements specifying all pertinent facts
relevant to the grievance. A copy of these statements
will be given, by the Chair, to the other party, as well
as the Grievance Committee members. At this time,
both parties will also be invited by the Chair to
submit a list of potential witnesses and the rationale
for calling them. Each party’s witness list will be
given to the other party and to the Grievance
Committee. Witnesses will be called at the discretion
of the Grievance Committee Chair. This signed
statement and witness list is to be received by the
Chair no later than 10 days prior to the hearing.

Individuals approached by either party to act as a
witness for that party are not under any obligation
to do so and may decline to be a witness. Any
witness has the right to cooperate in an investigation
or otherwise participate in these procedures without
intimidation, threat of retaliation or retaliatory
behavior. Any such behavior, verbal or written, in
response to participation in the grievance process is
prohibited and may be regarded as a basis for
disciplinary action.

e. Notify the parties that they are entitled to bring a
representative, from within the District, to assist
them during the hearing. The representative’s role is
restricted to assisting the party. He/she may not
actively participate in the grievance hearing or
engage in the proceedings. The representative
must be an individual from within the District
(student or employee). Legal representation is
prohibited.
f. Notify both parties as to who the members of the
grievance committee will be. Each party will be
allowed one (1) opportunity to request that a
committee member be replaced with a different
person because of perceived bias or conflict of
interest. Any such requests must be directed
to the committee chair within two (2) days of notification of who the committee members will be and will state the perceived bias or conflict of interest. At that time, the committee chair may excuse that committee member and seek a replacement in accordance with IV.3 above.

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

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

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

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

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

V. Appeals

1. Either party, within five (5) days (excluding weekends and holidays) of receipt of the Committee’s decision, may appeal the decision to the Vice President of Academic Affairs. The Vice President may:
   a. Concur with the decision of the Committee, or
   b. Modify the Committee’s decision.

2. Either party, within five (5) days (excluding weekends and holidays) of receipt of the Vice President’s decision, may appeal the decision to the President. The President may:
   a. Concur with the decision of the Vice President, or
   b. Modify the Vice President’s decision.

The President will submit his/her decision to each party within ten (10) days (excluding weekends and holidays) of receipt of the Vice President’s decision.

In all cases, final decision will rest with the President.

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

- The Accrediting Commission for Community and Junior Colleges (ACCJC) at www.accjc.org/complaint-process, if your complaint is associated with the institution’s compliance with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.
- The California Community College (CCC) Chancellor’s Office by completing the form(s) found on the link below, if your complaint does not concern CCC’s compliance with academic program quality and accrediting standards.
- To the State Attorney General using the forms available at http://ag.ca.gov/contact/complaint_form.php?cmplt=PL

VI. Responsibility

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

Matters involving the prohibition of discrimination and the prohibition of sexual harassment and any concerns regarding these matters should be referred to the District’s Department of Diversity, Equity and Compliance.

Office of Primary Responsibility:
Provost/Vice Chancellor, Educational Services
College Vice President of Academic Affairs
Administrative Approval: May 28, 2013

(Replaces a portion of grievance procedures in RCCD Regulation 6080)
I. General Provisions

A. Purpose: The purpose of this procedure is to provide an equitable means by which a student may pursue a complaint for an alleged violation of College or District policy concerning any student service area program or staff such as, but not limited to, student financial services, disabled student programs and services, EOPS, admissions and records, counseling, library and learning resources, health/psychological services, and tutorial services.

Complaints regarding discrimination, harassment or retaliation are to be handled in accordance with Administrative Procedure 3435 titled Handling Complaints of Discrimination, Harassment or Retaliation.

Complaints regarding student discipline are to be handled in accordance with Administrative Procedure 5520 Student Discipline Procedures.

Complaints regarding instruction and/or grades are to be handled in accordance with Administrative Procedure 5522 Student Grievance Process for Instruction and Grade Related Matters.

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

C. Confidentiality: To protect to the maximum extent possible the privacy of individuals who in good faith file legitimate grievances, these procedures will be considered confidential throughout initial consultation, preliminary and final review, and appeal, unless required to be disclosed pursuant to a court order or state or federal law. Confidentiality will also be afforded to the respondent to avoid unwarranted damage to reputation. Breach of confidentiality by any party to the grievance is considered unethical conduct and may be subject to disciplinary action. However, those involved in the hearing process may seek consultation and/or guidance from the District’s General Counsel, or appropriate administrators.

There may be cases where disclosure of part or all of the proceedings and final outcome must be considered to provide a remedy to the student, to correct misperceptions of the reputations of parties to the grievance, or for the best interests of the institution. In these cases, if, and only if, deemed appropriate by majority vote of the grievance committee in concurrence by the President, public disclosure will be directed through the President’s office.

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

E. Abuse of process: A student must proceed with a complaint in good faith.

Abuse of process, malicious complaints or frivolous complaints may be grounds for disciplinary action.

II. Definitions

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

III. Informal Consultation Process

A student has 120 calendar days from the date of the incident or situation giving rise to the grievance to initiate the informal consultation process.

A. A student will be encouraged to contact the individual responsible for the situation which is the subject of the grievance and attempt, in good faith and in a professional manner, to resolve the concern informally.
B. If the issue is not resolved with the individual who is the
subject matter of the grievance, the student may file a written Request for Consultation with the Dean/Director, or designee, responsible for the Department/individual that is the subject of the grievance. Forms will be available from the office of the Dean/Director or the appropriate Vice President. The Dean/Director will convey a decision to all affected parties, as well as note that decision on the form.

IV. Grievance Process and Formal Hearing

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

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

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

B. The formal hearing will be conducted before a College Grievance Committee. This committee will be composed of the following individuals:

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

C. The College Grievance Committee Chair will:

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

4. Notify the parties that they are entitled to bring a representative, from within the District, to assist them during the hearing. The representative's role is restricted to assisting the party. He/she may not actively participate in the grievance hearing nor engage in the proceedings. The representative must be an individual from within the District (student or employee). Legal representation is prohibited.

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

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

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

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

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

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

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

V. Appeals

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

The President will submit his/her decision to each party within ten (10) days (excluding weekends and holidays) of receipt of the Committee’s decision.

In all cases, final decision will rest with the President.

VI. Further Rights to File a Complaint

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

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

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

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

VII. Responsibility

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

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

Administrative Approval: November 25, 2013
(Replaces a portion of grievance procedures in RCCD Regulation 6080)
BP 3430 Prohibition of Harassment and Retaliation

References: Education Code Sections 212.5, 44100, 66250, et seq; 66271.1, 66281.5; 66700, 70901 and 72011; California Code of Regulations, Title 5, Sections 59320, et seq; Government Code Sections 11135-11139.5, and 12950.1; Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e; Title IX, Education Amendments of 1972; Penal Code Section 422.55 and 422.6; Title 20, United States Code, Section 1681; Title 29, United States Code, Section 794; Title 42, United States Code, Sections 6101, 2000d and 12100, et seq.

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

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

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

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

All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will pursue all measures within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

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

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435 titled “Handling Complaints of Unlawful Discrimination or Harassment”. A copy of the procedure is available at http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx, in each College library and all administrative offices in the District. Supervisors are required to report all incidents of harassment and retaliation that come to their attention.

To this end, the Chancellor shall ensure that the institution undertakes at least education and training activities to counter discrimination harassment and to prevent, minimize, and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment. However, because of their special responsibilities under the law, supervisors will also undergo mandatory training within six (6) months of assuming a supervisory position. This policy and related written procedures, including the procedure for making complaints, shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution.

Employees found in violation of this policy may be subject to disciplinary action up to and including termination. Students found in violation of this policy may be subject to disciplinary measures up to and including expulsion.

Date Adopted: February 26, 2008
Revised: November 18, 2008
Revised: September 18, 2012 (Replaces Policies 3110/4110/6110)
BP 3410 Nondiscrimination

**References:** Education Code Sections 200 et seq, 66250 et seq., 70901, 72010, et seq., and 87100 et seq.; Penal Code Sections 422.55 et seq.; Government Code Sections 11135 -11139.5, 12926.1 and 12940 et seq.; California Code of Regulations, Title 5 Sections 53000 et seq. and 59300 et seq.; Title 20, United States Code, Section 1681; Title 29, United States Code, Section 794; Title 42, United States Code Sections 6101, 12100 et seq, and 2000d; Accreditation Standard I.6; Veterans Employment Opportunity Act of 1998.

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory.

The District shall comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve unlawful discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability.

Information regarding the filing of a complaint can be obtained from the Director, Diversity, Equity and Compliance, and is also included in Administrative Procedures 3410 and 3435.

Date Approved: May 15, 2007
Revised: February 26, 2008
Revised: November 18, 2008
Revised: September 18, 2012
Revised: October 15, 2012 (Replaces Policies 6100 and 6200)