President's Message

Riverside City College which opened in 1916 is one of California’s oldest and finest community colleges. The College is a landmark in downtown Riverside and is the most dynamic and diverse college in the Inland Empire. Serving more than 19,000 students each semester, Riverside City College is home to strong programs in Liberal Arts, Sciences, Performing Arts, Nursing, Cosmetology, Culinary Arts, and numerous programs in Applied Technology.

You have selected an excellent institution of higher education. Whether your goal is developing a specific skill, obtaining a credential or transferring to a university, the faculty, staff and administration at Riverside City College want your educational experience to be extraordinary. Consider this handbook as a reference document; it provides a comprehensive overview of our institution and includes essential information for your work at RCC.

Along with programs of study and individual courses, you will find information about graduation, certificate completion and transfer requirements, the range of services available to students, and academic policies. As you work to achieve your goals, remember that while you are the architect of your future, a college education is a product of the effort of many people. Should you need any assistance with locating or understanding the contents of this handbook, the members of RCC are ready to help. Best wishes for continued success in your educational pursuits.

Wolde-Ab Isaac, Ph.D.
President

Mission Statement

Riverside City College provides a high-quality affordable education to a diverse community of learners by offering career-technical, transferable, and pre-college courses leading to certificates, associate degrees, and transfer. Based on a learner-centered philosophy, the College fosters critical thinking, develops information and communication skills, expands the breadth and application of knowledge, and promotes community and global awareness. To help students achieve their goals, the College offers comprehensive learning and student support programs. RCC empowers and supports students as they work toward individual achievement, intellectual curiosity, and life-long learning.
Michael L. Burke, Ph.D.
Chancellor

RIVERSIDE CITY COLLEGE

Wolde-Ab Isaac, Ph.D.
President

BOARD OF TRUSTEES

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All information contained in the 2015-2016 Student Handbook is current as of June 2015. Although every effort has been made to ensure accuracy of the information in this handbook, students and others who use this handbook should consult with a counselor, dean, department chair or program directors for recent additions, deletions or changes. The most updated copy is available online at www.rcc.edu.

The Riverside Community College District complies with all federal and state rules and regulations and does not discriminate on the basis of 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 California Penal Code, or any other status protected by law. This holds true for all students who are interested in participating in education programs and/or extracurricular school activities. Limited English speaking skills will not be a barrier to admission or participation in any programs. Harassment of any employee or student with regard to 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 California Penal Code, or any other status protected by law is strictly prohibited. Inquiries regarding compliance, and/or grievance procedures may be directed to the District's Title IX Officer/Section 504/AADA Coordinator, Georgina Villaseñor, 450 E. Alessandro Blvd., Riverside, CA 92508. (951) 222-8039.

Alternate formats for this material are available to individuals requiring disability accommodation. Please contact the office of Diversity, Equity and Compliance at (951) 222-8039.
Quick Reference Numbers

College Number
(951) 222-8000

College Safety and Police
Non-Emergency (951) 222-8172
Emergency (951) 222-8171

Health and Psychological Services
(951) 222-8151

Important Telephone Numbers

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Student Success & Support Program (SSSP) (formerly known as Matriculation) at Riverside City College (RCC) is intended to assist students in establishing educational goals and to provide support services to help them achieve these goals. The goals of Student Success & Support Program are to ensure that students complete their college courses, persist to the next academic term, and achieve their educational objectives through the assistance of the student direct components of the SSSP process: admissions, orientation, assessment, counseling, and student follow-up.

*Almost all first-time college freshmen must complete assessment, orientation, and counseling prior to registering for classes.

Admission to Riverside City College

First-time college students must complete the online Admission Application for the specific term they plan to start at RCC. Providing accurate information on the admission application is important because it provides us with the student's information and is the basis for services and educational planning.

When applying, students are asked to select their home college, educational goal, and major (Program of Study) they will pursue. By applying to Riverside, students make RCC their home college and must select a major that is offered at the College. A careful review of the current Riverside City College Catalog provides students with the majors offered and the courses that must be taken to complete that major. Students may take coursework at Norco College and Moreno Valley College as well, but will receive services at RCC.

Students will receive their RCC email and login information to WebAdvisor after completing an admission application. It is through WebAdvisor (Student Portal) that students will be able to update their contact information, financial aid information, and register in classes AFTER completing the assessment, orientation, and counseling (AOC) with a first semester educational plan. New students who complete the AOC process early – see Important Dates – will receive an earlier registration appointment. If a student misses a semester (fall or spring), they must reapply to the College. Students may change their home college by completing a request at the Admissions and Records office.

Assessment of Basic Skills

Preparation levels are required for placement in English, ESL, mathematics, and reading courses. These preparation levels are based on a combination of test scores and other academic experience. Because RCC uses multiple measure placement criteria, preparation levels are enforced as prerequisites to courses. Students who have a documented disability requiring a unique accommodation can take the test in the Office of Disabled Students Programs and Services. To request this service, call (951) 222-8060.

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

An appointment is required in advance for any test administered by the RCC Assessment Center. Appointments may be made by visiting https://cears.rcc.edu/Riverside/Assessment/index.htm. You can also call (951) 222-8451 or come in person to the Assessment or Counseling offices.

Student Educational Plan

Counselors are available to assist matriculated students in developing an educational plan that outlines the courses and services necessary to achieve their goals. When goals or majors are changed, students must see a counselor to update their educational plan. To ensure this procedure, matriculated students are encouraged to make an appointment with a counselor. Due to high demand for counseling appointments during the winter and summer sessions, it is highly recommended that continuing students see a counselor during the spring and fall semesters to complete a Student Educational Plan.

A student’s college program will be more meaningful if they or she has acquired a clear educational objective. This may be a desire to broaden his or her knowledge as a foundation for upper division college work or to develop marketable occupational skills. A student undecided about objectives may receive help by studying the sections in the catalog entitled Curricular Patterns. The student is also invited to discuss personal goals with a college counselor.
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 IDs are also acceptable. In order to preserve a comfortable and 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 your initial entry into the College. Retesting is available under certain circumstances – consult a counselor or visit the Assessment website (below).

Students should be prepared for the testing experience. Extensive information is available at www.rcc.edu/services/assessment/Pages/index.aspx.

Orientation/Counseling
First-time college freshmen are required to complete an orientation/counseling session prior to registering for classes. Two working days after completing the placement test, orientation/counseling sessions are offered online at RCC. Information about orientation/counseling will be distributed after completing the placement test.

Students seeking to complete a freshman orientation/counseling session should log into WebAdvisor to access link. During the session, students will be introduced to services and programs available at RCC. In addition, information on registration procedures will be discussed. Students will be required to submit their first semester educational plan to counseling for review through WebAdvisor. Counselors will review submitted plans, make necessary changes and return to student in their RCC email account. After the student receives an updated one semester educational plan they will complete the mandatory Assessment, Orientation, Counseling (AOC) component and will be cleared to register for classes.

Students are encouraged to register for Guidance 45 (Introduction to College) during their first full term at RCC.

Counseling for Continuing Students
Continuing matriculated students are entitled to see a counselor who can recommend appropriate coursework based on assessment results, review of transcripts, and other information provided by students. Students who attend another college(s) must request to have an official transcript(s) sent to RCC before scheduling counseling appointments. Students pursuing certificate or degree programs, either associate or baccalaureate, should see their counselor as needed to review and update their Student Educational Plan (SEP).

Follow-up
Counselors and teachers will provide follow-up activities on behalf of matriculated students. Early Alert follow-up activities are designed to inform students of their progress early in the semester and to continue to assist students in accomplishing their educational goals. Probation/dismissal activities help students make progress toward successful completion of their academic goals. Referrals for appropriate support services will be made to on-campus and off-campus locations when appropriate.

Student Rights and Responsibilities
Prerequisites for courses will be enforced according to District policy. Students have the right to challenge prerequisites on the following grounds:

1. The successful completion (C or better) of an equivalent course from another accredited college or university.
2. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite.
3. A prerequisite for a course necessary for graduation, transfer or a certificate is not offered and the unavailability of said prerequisite poses a hardship.
4. The prerequisite is discriminatory or being applied in a discriminatory manner.

Note: Coursework must be listed on the original school transcript. Coursework listed on a secondary transcript is not acceptable documentation when challenging a course prerequisite(s).

It is the student’s responsibility to: a) complete placement testing and orientation/counseling prior to registering for classes, b) express a broad educational intent upon admission, and c) declare a specific educational goal by the time 15 semester units are completed. The student is also responsible for participating in counseling, attending class, completing assignments, and maintaining progress toward that educational goal. If you have questions regarding the pre-enrollment process, please contact Counseling at (951) 222-8440.

*Please note that it is important to have all official high school, college transcripts and AP/IB test results on file at RCC. "Official" is defined as in a sealed envelope, transcript dated within the last 90 days. You can check the arrival of incoming transcripts on WebAdvisor at www.rcc.edu (click on check transcripts received by RCC). Successful completion of some high school courses is accepted by the disciplines as an appeal to existing prerequisites. Equivalent courses from other accredited colleges and universities can fulfill prerequisite course requirements at RCC. Students must fill out a prerequisite validation form in order to have courses on official transcripts validated for math, English, or other prerequisites. Coursework must be listed on the original transcript. Coursework listed on a secondary transcript is not acceptable documentation.
RCC offers some courses which place limitations on enrollment. These limitations may include successful completion of courses, placement preparation scores for math and English, performance criteria, or health and safety conditions. Students who do not meet the conditions imposed by these limitations will be blocked from enrolling in these classes.

**Prerequisite**

When a course has a prerequisite, it means that the corresponding discipline has determined that the student must have certain knowledge to be successful in the course. The prerequisite may be a skill (e.g., type 40 WPM), an ability (e.g., speak and write French fluently), a preparation score (placement test and prior academic background), or successful completion of a course (grade of 'C' or better, 'P', or 'CR'). Completion of the prerequisite is required prior to enrolling in the class. Successful completion of a prerequisite requires a grade of 'C' or better and/or 'P' (Pass), 'D'/ 'P', 'FW' (Fail - did not withdraw), 'IP' (In Progress), 'NP' (No Pass), 'NC' (No Credit) or 'I' (Incomplete) grades are not acceptable. Students currently enrolled in a prerequisite course at RCC (i.e., Math 52) will be allowed to register for the succeeding class (i.e., Math 53). However, if the prerequisite course is not passed with at least a 'C' grade, the student will be dropped from the succeeding class. Students who have successfully completed a course at another accredited institution for which they would like prerequisite clearance must fill out a Prerequisite Validation form in order to have coursework on official transcripts validated/reviewed for applicable course validation. The form is available in the Counseling office.

**Corequisite**

When a course has a corequisite, it means that a student is required to take another course at the same time as the desired course. Some disciplines accept prior completion of the corequisite, so check the catalog description of each course carefully. Knowing the information presented in the corequisite course is considered necessary in order for the student to be successful in the course (e.g., completion of, or concurrent enrollment in, Math 1A is required for Physics 4A). Please visit the Admissions and Records office when experiencing registration issues pertaining to previously completed corequisites.

**Advisory**

When a course has an advisory, it means that it is recommended a student have a certain preparation before entering the course. The preparation is considered advantageous to a student's success in the course. Since the preparation is advised, but not required, the student will not be blocked from enrolling in a class if she/he does not meet the advisory.

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**Matriculation Appeals**

Matriculation Appeals Petitions are available in the Counseling office for the purpose of validating prerequisites completed at another accredited college or university, appealing to retake the placement test, filing a complaint of unlawful discrimination, or appealing an exception of pre-enrollment requirements.

**Verifying Prerequisites/Corequisites**

It is the student’s responsibility to know and meet the course prerequisites and corequisites. These are stated in the course descriptions within the Schedule of Classes and the RCC Catalog.

If you have met the prerequisite at another accredited institution, you must provide verification through one of the following means:

- Submit official transcript(s) and complete a Prerequisite Validation Form.
- Submit unofficial transcript(s) or grade report (must state final grade) and complete a Matriculation Appeals Petition. Petitions approved based on an unofficial transcript will be approved for one semester only. This will provide time for the student to request official transcript(s). Unofficial transcripts may be used one time only.
- If you wish to challenge a prerequisite for courses other than English, ESL, math or reading on the basis of knowledge or ability or because of the unavailability of the prerequisite, submit a Matriculation Appeals Petition at any of our college counseling offices.
- Successful completion of some high school courses is accepted by the disciplines as an appeal to existing prerequisites and/or corequisites.

Petitions to challenge a prerequisite or to file a complaint of unlawful discrimination are available in the Counseling office in the Cesar E. Chavez building.

**Appealing to Retake Placement Test**

Students may appeal to retest one time:

- after 12 months has passed from previous test, or
- based on compelling evidence that the initial placement level is not an accurate reflection of the student's ability, or
- after proof of appropriate academic intervention has occurred.

Please Note: Once the student has begun the course sequence, retesting is not allowed.

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**FERPA Regulations**

The Family Educational Rights and Privacy Act of 1974, as amended (sometimes referred to as the Buckley Amendment), is a federal law that protects the privacy of educational records of all students enrolled in schools beyond the high school level. Schools are required to maintain that privacy, primarily by restricting release of records and the access provided to those records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld. To learn more about FERPA regulations, please visit our website at [www.rcc.edu](http://www.rcc.edu).
Personal Freedom in High School
- Your time is structured by others.
- You can count on your parents and teachers to remind you of your responsibilities and to guide you in setting priorities.
- Guiding principle: You will usually be told what your responsibilities are and corrected if your behavior is out of line.

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

High School Teachers
- Teachers approach you if they believe you need assistance.
- Teachers have been trained in teaching methods to assist in imparting knowledge to you, the student.
- Teachers present materials to help you understand the material in the textbook.
- Teachers often take time to remind you of assignments and due dates.

Studying in High School
- You may study outside of class as little as two hours a week, and this may be mostly last minute test preparation.
- You often need to read or hear presentations only once to learn all you need to learn about them.
- Guiding principle: You will usually be told in class what you need to learn from assigned readings.

Tests in High School
- Make-up tests are often available.
- Teachers frequently rearrange test dates to avoid conflicts with school events.
- Testing is frequent and covers small amounts of material.
- Mastery is usually seen as the ability to reproduce what you were taught in the form in which it was presented to you, or to solve the kinds of problems you were shown how to solve.

Grades in High School
- Grades are given for most assigned work.
- Initial test grades, especially when they are low, may not have an adverse effect on your overall grade.
- Guiding principle: Effort counts. Courses are usually structured to reward a good-faith effort.

Personal Freedom in College
- You manage your own time.
- You will be faced with a large number of moral and ethical decisions you have not had to face previously. You must balance your responsibilities and set priorities.
- Guiding principle: You're old enough to take responsibility for what you do and don't do, as well as the consequences of your decisions.

College Classes
- You spend 12 to 16 hours each week in class. More time will be spent studying, usually two hours for every one hour of time spent in class; if you take 12 units, you will need 24 hours of studying, or 36 hours a week for class activities.
- You arrange your own schedule in consultation with a counselor during orientation (first-year students). Schedules tend to look lighter than they really are.
- Graduation requirements are complex and differ for different majors and sometimes different years. You are expected to know which requirements apply to you.

College Professors
- Professors are usually open and helpful, but most expect you to initiate contact if you need help or assistance.
- Professors have been trained as experts in their particular areas of research.
- Professors may not follow the textbook. Instead, to amplify the text, they may give illustrations, provide background information, or discuss research about the topic you are studying. Or, they may expect you to relate classes to the textbook readings.
- Professors expect you to read, save, and consult the course syllabus; the syllabus spells out exactly what is expected of you, when it is due, and how it will be graded.

Studying in College
- You need to study at least two to three hours outside of class for each hour in class.
- You need to review class notes and text regularly.
- Guiding principle: It's up to you to read and understand the assigned material; lectures and assignments proceed from the assumption that you've already done so.

Tests in College
- Make-up tests are seldom an option; if they are, you need to request them.
- Professors in different courses usually schedule tests without regard to the demands of other courses or outside activities.
- Testing is usually infrequent, often cumulative, covering large amounts of material. You, not the professor, need to organize the material to prepare for the test.
- Mastery is often seen as the ability to apply what you've learned to new situations or to solve new kinds of problems.

Grades in College
- Grades may not be provided for all assigned work.
- Watch out for your first tests. These are usually wake-up calls to let you know what is expected - but they also may account for a substantial part of your course grade. You may be shocked when you get your grades.
- Guiding principle: Results count. Though good-faith effort is important in regard to the professor's willingness to help you achieve good results, it will not substitute for results when a professor is giving you a grade.

2015-2016 Riverside City College Student Handbook
Tips for Active 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. Refer to the Time Management information in this handbook (page 60).
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.

Tips for Preparing for a Test:
1. Find out as much information about the test as possible from the instructor:
   A. Type of test (objective, essay, true/false, etc.).
   B. The number of questions and how many points they are worth.
   C. The material to be covered.
   D. 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 the 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 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 answers 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.
UCs, CSUs, Private

California Community Colleges

Professional Degree
MD/JD/PharmD
4+ Years

Doctorate Degree
PhD/EdD
3+ Years

Master Degree
MA/MS
2+ Years

Bachelor Degree
BA/BS
4+ Years

Associate Degree
AA/AS
2+ Years

Career and Technical Education Certificate
1-4 Semesters

High School Diploma or GED
Postsecondary Education in California

California Community Colleges:
Includes 112 two-year/junior colleges and numerous branch campuses.

The California State University System:

The University of California System:
Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara, and Santa Cruz.

Independent California Colleges/Universities:
Approximately 75 colleges/universities affiliated with an association of the same name (AICCU).

Types of Instruction

Semester System – Approximately 15-18 weeks of instruction.

Quarter System – It is approximately 10 weeks of instruction offered three times a year. Some colleges also offer a summer quarter.

Full-time/Part-time – Student’s status based on the number of units. Often used to determine fees or progress toward meeting degree requirements. For full-time status a student must be enrolled in at least 12 units of credit for the fall/spring semesters and six units of credit for the winter/summer terms. Students who are enrolled in less than 12 units for fall/spring terms or less than six units for winter/summer are considered to be part time. Specialized programs may have a different unit requirement for full-time status because of state mandates.

Lower Division – Courses offered for freshman/sophomore level credit.

Upper Division – Courses offered for junior/senior class level credit.

Undergraduate – Courses offered for freshman through senior level credit. Also, students who have not completed a bachelor’s degree.

Degrees/Programs

Accredited – A college or program that has been certified as fulfilling certain standards by a national and/or regional professional association.

Certificate – Normally awarded upon completion of a concentrated occupational program, usually at a community college.

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

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

Master’s Degree – A Master of Arts, Science or related degree, awarded upon completion of one or two years of study beyond the bachelor’s level.

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

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

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

General Education/Breadth Requirement – Course requirements which all students are expected to meet regardless of major field. The UC, CSU and many independent colleges have articulation agreements with RCC which allow students to complete their general education here before they transfer on to the university. More information can be obtained through the Transfer Center.
Admissions/Counseling

Academic Probation – This is a warning to the student that his/her academic progress is unsatisfactory. A student's cumulative GPA is below a 2.0.

Admission – Complete and submit online admission application by term deadline date.

Progress Probation – A student is placed on this type of probation when the cumulative percentage of unsuccessful units attempted at RCC reaches or exceeds 50%.

Registration – Enrolling in classes.

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

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

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

Transcript – The compilation of the student's grades, credits, honors, etc. received throughout his/her college career.

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

Impacted Programs – Majors at some 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.

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

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

CLEP – College Level Examination Program – Students may receive college credit through CLEP exams. Contact counseling for more information.

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

Midterms – Tests given halfway through the semester to see how the student is progressing.

Financial Aid

Financial Aid – Money available from the federal and/or state government and various community sources. Aid possibilities include grants, loans, scholarships, and work-study programs.

Cal Grants – California financial aid program available to college bound students based on academic achievement and family financial need.
University Starts Here!

Being a transfer student means that you are beginning your bachelor’s degree right here at RCC. Here is how it works:

1. Unit requirements: The average bachelor’s degree program requires that you complete 120 semester units. Those units are divided into lower division (freshman and sophomore) and upper division (junior and senior) coursework. You must complete at least 60 units to reach junior standing (upper division status). Like other community colleges, RCC offers the lower division courses accepted as comparable to the ones that freshmen and sophomores must take at a university (thus, they are transferable). Community colleges do not offer upper division coursework, so you will transfer to a university to complete those units and graduate with a bachelor’s degree.

2. Subject requirements: In addition to the unit requirement for your degree, there are subject area requirements. Those requirements may be for general education and/or major preparation. If you complete all of your subject requirements and have not reached 60 units, you will take transferable elective courses of your choosing before you can transfer.

3. Admission requirements: Admission requirements are a combination of units, minimum grade point average, and specific courses that must be completed for admission to a specific university. Universities have different admission requirements. However, most universities require college-level math and English composition courses for admission (CSU—Golden Four and UC—Essential Seven).

4. General education requirements: General education requirements are the courses you must take, outside of your major to complete a bachelor’s degree. The purpose of general education requirements is to provide students with foundation courses in English, math, arts, sciences, humanities and social sciences. At RCC, the majority of our students are following either the IGETC (Intersegmental GE Transfer Curriculum), which meets the GE requirements at either the UC or CSU campuses, or they are following the CSU General Education, which meets the GE requirements only at the CSU campuses. In addition, there are other GE options. You need to meet with a counselor to determine the best GE pattern for you to follow, depending on the universities you are considering. The GE requirements for independent (private) and out-of-state universities will all differ, but the ratio of lower to upper division units will be similar.

5. Major preparation: Your bachelor’s degree will be granted in a specific discipline (your major). The university faculty that teaches in your major determines the unit and subject requirements for the degree. Among those requirements is lower division major preparation through which you demonstrate interest and ability in your chosen major. Some majors require very little such preparation, while other majors require many courses. Some of the preparation for your major can also be used to meet GE requirements. It is important to choose a major early and find out what preparation you will need to be admitted to your major. The UC requires that students complete most, if not all, of their major preparation before transfer and the CSU is moving in this direction.

6. Grades: Your overall academic performance, as measured by your grade point average (GPA), is another factor in being admitted to a university and earning your degree. There are minimum GPAs (2.0 for CSU/2.4 for UC) set for transfer students that vary slightly by system or institution. A higher minimum GPA is required for admission to popular campuses or majors. It is important for you to find out how to do well in your classes - take advantage of tutoring and college resources in order to increase your transfer choices and chances.

RCC offers a rigorous course of study to prepare you for success when you transfer. Make an appointment with one of RCC’s counselors and visit the Transfer Center to find out more about transfer.

For more information stop by the Transfer Center or call:
RCC at (951) 222-8446

RCC Today . . .
University Tomorrow!

2015-2016 Riverside City College Student Handbook 13
Secondary Articulation
Did you take a career/technical class in high school? If so, you may be eligible for articulated credit at RCC. Articulated credit allows you to earn college credit for courses you completed at your high school or regional occupational program (ROP). For a list of articulated classes and instructions on how to apply, please go to: www.explorecce.com/high-school.html.

Career and Technical Education (CTE) Programs
RCC offers associate in science degrees and certificate programs with career and technical emphasis. Both provide instruction in the skills and knowledge needed to enter a skilled or professional occupation. Associate in science degree programs require completion of at least 60 units of credit, which normally takes four semesters. State approved certificate programs, leading to an associate of science degree, require a minimum of 18 units but vary in number of units required; most can be completed in two semesters. Locally approved certificates lead to employment. Each course required for the certificate must be completed with a "C" grade or better. All can be counted toward the degree as well as the major.

Students needing assistance in obtaining an off-campus job or internship, especially after graduation, should meet one-on-one with a CTE Job Placement Coordinator. Job Placement is located in Tech-A, Room 133, and can provide job search assistance, including referrals to employers with job vacancies. Please contact (951) 222-8486 for more information, or to make an appointment.

Need for Specialized Training
Many find it difficult to secure employment or to advance to increased responsibility and better-paying jobs without specialized training. General education has its value, to be sure, but in the early stages of one's career it is the specific, technical skills that an employer seeks. The certificate is the best evidence that this specialized training has been secured; some employers actually require it as a condition of employment or for reclassification for higher pay.

Who Can Enroll in the Career and Technical Education Programs?
Individuals wishing to enroll at RCC must file an official application in the Admissions and Records office located at any of the colleges or apply online at www.rcc.edu. Admission to RCC is regulated by state law as prescribed in the California Education Code.

CTE Job Placement
Students needing assistance in obtaining an off-campus job or internship, especially after graduation, should meet one-on-one with a CTE Job Placement Coordinator. Job Placement is located in Tech-A, Room 133, and can provide job search assistance, including referrals to employers with job vacancies. Please contact (951) 222-8486 for more information, or to make an appointment.

Certificate and Degree Course Requirements
Students should plan to enroll in the specific courses listed under the certificate or degree desired. If a required course for a certificate or degree program is no longer offered, please see the department chair to ascertain an acceptable course substitute. Fifty percent of the coursework required for any certificate or degree pattern must be completed at RCC.

How to Get Further Information
Many career and technical education programs are described in special publications of the College. These can often be obtained from high school counseling offices, or prospective students may write or telephone the College: RCC, Career and Technical Education Programs, 4800 Magnolia Avenue, Riverside, CA 92506-1299, (951) 222-8963. Students may also get information online at www.rcc.edu/cte.

Associate in Science Degree
The associate in science degree consists of coursework totaling 60 units or more, including coursework in a specific college certificate pattern plus general education and elective courses.

State Approved Certificate (Certificate of Achievement)
The state approved certificate consists of coursework totaling 18 units or more completed in a specific occupational college certificate pattern. State approved certificates may lead to employment competency and may also lead to an associate of science degree.

Locally Approved Certificate (Certificate of Career Preparation)
The locally approved certificate consists of coursework totaling between four to 17 units completed in a specific occupational certificate pattern. Locally approved certificates may lead to employment competency, but do not necessarily lead to an associate of science degree.

Applying for Certificate or Degree
In order to receive an associate degree or certificate all RCC fees must be paid in full. Students must file an application in the academic year in which they anticipate completing the requirements. Applications are available online at www.rcc.edu. Click on Students, on Admissions and Records, and then on Degree/Certificate Applications. There is a $5 diploma fee for each associate degree application. Students planning to participate in commencement must file their degree or certificate applications by April 1.

Students may apply for degrees and certificates for any term in the following four application periods:
- First day of Summer term through July 15 to graduate in Summer, Fall, Winter, or Spring
- First day of Fall term through October 15 to graduate in the 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
Administration of Justice
   RCC Behavioral Science ........................................... 222-8540
   Administration of Justice
   Investigative Assistant

Air Conditioning and Refrigeration
   Information .......................................................... 222-8131

Applied Digital Media & Printing
   Patrick Scullin .................................................... 222-8583

Automotive Technology
   Paul O'Connell .................................................... 222-8348
   Yuri Ulloa .......................................................... 222-8879

Business Administration
   Ron Pardee ......................................................... 222-8320

Computer Information Systems
   Janet Lehr .......................................................... 222-8551

Computer Applications and Office Technology
   Janet Lehr .......................................................... 222-8551

Cosmetology
   Peter Westbrook ................................................... 222-8186

Culinary Arts
   Information Line (Eat Food) ................................... 328-3663

Early Childhood Education
   Shari Yates ......................................................... 222-8903

Education Paraprofessional
   Shari Yates ......................................................... 222-8903

Exercise, Sport, and Wellness
   Steve Sigloch ...................................................... 222-8210

Film, Television, and Video Production
   Scott Hernandez .................................................. 222-8352

Nursing
   Steven Purdy ....................................................... 222-8407

Paralegal Studies
   Laneshia Jodan .................................................... 222-8820

Photography
   Nancy Gall .......................................................... 222-8087

Retail Management/WAFC
   (Western Association of Food Chains)
   Ron Pardee ........................................................ 222-8320

Sign Language Interpreting
   Diana MacDougall ................................................. 222-8832

Welding Technology
   Jim Knieriem ...................................................... 222-8279

Career and Technical Education (951) 222-8131
Check out our new website: www.rcc.edu/cte
The general education program prepares students to be able to demonstrate an understanding of how knowledge is discovered and constructed in the natural sciences, the social and behavioral sciences, the humanities, and language and rationality. Students will understand the methods of inquiry that underlie the search for knowledge in these fields. In addition, they will gain demonstrable skills in four broad interdisciplinary areas:

**Critical Thinking**
Students will be able to demonstrate higher-order thinking skills about issues, problems, and explanations for which multiple solutions are possible. Students will be able to explore problems and, where possible, solve them. Students will be able to develop, test, and evaluate rival hypotheses. Students will be able to construct sound arguments and evaluate the arguments of others.

**Information Skills**
Students will be able to use technology to locate, organize, and evaluate information. They will be able to locate relevant information, judge the reliability of sources, and evaluate the evidence contained in those sources as they construct arguments, make decisions, and solve problems.

**Communication Skills**
Students will be able to communicate effectively in diverse situations. They will be able to create, express, and interpret meaning in oral, visual, and written forms. They will also be able to demonstrate quantitative literacy and the ability to use graphical, symbolic, and numerical methods to analyze, organize, and interpret data.

**Self-development & Global Awareness**
Students will be able to develop goals and devise strategies for personal development and well-being. They will be able to demonstrate an understanding of what it means to be an ethical human being and an effective citizen in their awareness of diversity and various cultural viewpoints.
Associate Degrees for Transfer

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units. To view the most current list of RCC Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to: [http://californiacommunitycolleges.cccco.edu/Students/AssociateDegreeforTransfer.aspx](http://californiacommunitycolleges.cccco.edu/Students/AssociateDegreeforTransfer.aspx).

Students are encouraged to meet with a college counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.
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*50% or more of the certificate/degree may be completed online

For information about our graduation rates, the median debt of students who complete programs, and other important information, please visit our website at [http://www.rccd.edu/academicprograms/Pages/Index.aspx](http://www.rccd.edu/academicprograms/Pages/Index.aspx)

2015-2016 Riverside City College Student Handbook
The governing board of Riverside Community College District (RCCD) shall confer the degree of associate in one of the eight areas of emphasis upon the student who has demonstrated competence and who has completed the following requirements:

**Residence Requirement:**
In order to receive an AA/AS degree from RCCD, a student must complete 15 units in residence at one of the colleges within the RCCD.

**Academic Coursework Taken at Other Colleges and Universities:**
Official transcripts from all schools and colleges attended must be dated within the preceding 90 days/three months, be in their original sealed envelope, and be submitted to the Admissions and Records office at the student's home college. Course credit is accepted from all regionally accredited institutions as listed at www.collegesource.org. Credits from institutions which are in candidacy status, will be accepted after full accreditation is granted. The two years preceding full accreditation will also be applicable towards the AA/AS degree. Honors for graduation will be calculated in the same manner.

**Grade Point Average Requirement:**
A student must have a minimum grade point average of not less than 2.0 (‘C’ average) in work taken at RCCD. In addition, overall grade point average, including units from both RCCD and work attempted at all accredited colleges attended, must not be less than 2.0.

**Basic Skills Competency Requirements:**

A. **Mathematics Competency:** Students must demonstrate minimum proficiency in math by: completion of a Math course with a ‘C’ grade or higher selected from MAT 1-36 (excluding MAT-32) or equivalent. [CLEP, AP/IB Exams, Credit by Exam, other pathways such as Completion Counts, courses from other colleges/universities, placement above Math 35, or Early Assessment Test (EAP for CSU MCAP)].

B. **Reading Competency:** Students must demonstrate proficiency in reading by:
   1. a satisfactory score on RCCD’s placement test equivalent to placement in college level reading **OR**
   2. completion of Reading 83 with a ‘C’ or higher **OR**
   3. a minimum grade of ‘C’ in each general education course **OR**
   4. satisfactory reading score on a standardized reading test approved by the English department. Students who do not meet RCC’s reading competency requirement should enroll in a reading class within their first 18 units undertaken at the College **OR**
   5. students who have completed an Associate’s or higher degree at an accredited institution are exempt from the reading competency requirement.

C. **English Competency:** Students must demonstrate basic competency in writing by successfully completing the general education requirements of English 1A or 1AH with a ‘C’ grade or better.

**Petition for Graduation:**
Students may apply for degrees and certificates during the following application periods:
- Summer—First day of summer term through July 15 to apply for summer, fall, winter, spring
- Fall—First day of fall term through Oct. 15 to apply for fall, winter, and spring
- Winter—First day of winter term through Feb. 1 to apply for winter and spring
- Spring—First day of spring term through April 1 to apply for spring.

Students who apply during these periods may participate in the commencement ceremony as long as they are missing no more than nine units to graduate.

**Certificate and Associate Degree Applications:**
Students will need to log into their WebAdvisor account online and choose Degree Application or Certificate Application from the Students Menu in order to apply for their degree/certificate. All official college transcripts or verifying documents must be on file with RCC in order for the Evaluation/Graduation office to review applications and determine eligibility. A graduation check with a counselor is recommended before applying.

**Second Degrees:**
A student may earn more than one degree (AA/AS) from RCC. Students who have met degree requirements in a previous academic year and have not maintained continuous enrollment will be awarded the degree in the term in which the application is submitted, provided all current degree requirements are met.

**Catalog Rights:**
Graduation requirements apply to students who are enrolled for any term (summer, fall, winter, spring) indicated by this catalog – summer 2015 through spring 2016. Students who enrolled prior to this current year and who have maintained continuous enrollment have the option of meeting the current requirements or those in effect at the time their continuous enrollment began. Continuous enrollment is defined as attendance of one term during each academic year.

**Scholastic Honors at Commencement:**
Honors at commencement will be awarded to students with a cumulative GPA of 3.30 or higher. Their names are listed in the commencement program as receiving the Associate Degree with Distinction (3.30 GPA) or with Great Distinction (3.70 GPA). A gold tassel will be worn by students graduating with honors. Coursework taken during the final spring semester will not be used to calculate honors at commencement. Grade point averages are not rounded up. The cumulative GPA includes coursework taken at RCCD and at all other accredited institutions.
C. Humanities (3 units)
  __ American Sign Language 1
  __ Architecture 36
  __ Art 1, 2, 3, 4, 5, 6/6H, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 21,
    22, 23, 24, 25AB, 26, 27, 28AB, 30AB, 34, 35AB, 36AB, 38, 39,
    40AB, 41AB, 42AB, 43AB, 44ABC, 45, 46, 47, 48AB, 49AB,
    50AB, 51AB, 200
  __ Communication Studies 7
  __ Dance 5, 6/6H, 7, 8, 9
  __ English 1A/1AH, 1B/1BH, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17A,
    17B, 7C, 18, 20, 23, 25, 30, 34, 35, 38, 39, 40, 41, 44, 45, 47, 48, 49
  __ Film, Television and Video (FTV) 11, 12, 38AB, 41, 42, 43,
    44ABCD, 45ABCD, 46, 48, 51ABCD, 52, 53, 64A, 65, 66, 67, 68,
    70, 71A, 72, 73, 74, 75, 76
  __ Foreign Language ARA 1, 2, 3, 8, 11, CHI 1, 2, 11, FRE 1, 2, 3, 4,
    8, 11, GER 1, 2, 3, 11, ITA 1, 2, 3, 11, JPN 1, 2, 3, 4, 11, KOR 1, 2,
    11, LAT 1, 2, POR 1, 2, RUS 1, 2, 3, 11, SPA 1/1H, 1A, 1B,
    2/2H, 3, 3N, 4, 8, 11, 12
  __ History 1, 2, 4, 5
  __ Humanities 4/4H, 5/5H, 8, 9, 10/10H, 11, 16, 18, 20ABC, 23, 35
  __ Music 1, 3, 4, 5, 6, 8AB, 9, 10, 12, 19/19H, 20, 21, 22, 23, 25, 26,
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    95, P12, P27, P28, P36, P44, P70, P77, P84
  __ Philosophy 10/10H, 12, 13, 14, 15, 19, 22, 33, 35
  __ Photography 8

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**GENERAL EDUCATION REQUIREMENTS**

General education is designed to introduce students to a breadth of study through which people comprehend the modern world. It reflects the conviction of RCCD that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. Students must complete a minimum of 22 semester units as outlined in the following categories. Special workshop classes (numbered in the 100 series) cannot be used to fulfill general education requirements. The following basic skills courses are non-degree applicable: English 60AB, 60A1, 60A2, 60A3, 60A4, 80, 90B; English as a Second Language 51, 52, 53, 71, 72, 90A-K, 91, 92, 95; Mathematics 37, 52, 63, 64, 65, 90A-F, 98; and Reading 81, 82, 83, 86, 87, 95. The following courses are also non-degree applicable: Communication Studies 51, 85A, 85B; English 85; English as a Second Language 65; Nursing (Continuing Education) 81; Registered Nursing 11B, 11C, 12B, 12C, 18, 21B, 21C, 22B, 22C; Nursing-Vocational: 52A, 52B, 52C, 62A, 62B, 62C.

**A. Natural Sciences (3 units)**
- Anatomy & Physiology 2A, 2B, 10
- Anthropology 1
- Astronomy 1A, 1B
- Biology 1/1H, 2A, 2B, 3, 5, 6, 7, 8, 9, 10, 11/11H, 12, 14, 15, 17,
  20, 30, 31AB, 34, 36, 40, 85
- Chemistry 1A or 1AH, 1B/1BH, 2A, 2B, 3, 10, 12A, 12B, 17
- Geography 1, 1/1L, 1H/1HL, 5; GEG/PHS-5
- Geology 1, 1/1L, 1B, 2, 3, 30A, 30B, 31, 32
- Microbiology 1
- Oceanography 1, 1/1L
- Physical Science 1, 5
- Physics 2A, 2B, 4A, 4B, 4C, 4D, 10, 11
- Psychology 2

(Waivers granted for COS 60C and ELE 21)

**B. Social and Behavioral Sciences (6 units)**

1. American Institutions (3 units)
- History 6/6H, 7/7H, 8, 9, 15, 26, 28, 29, 31, 34 OR
- Political Science 1 or 1H, 5

2. Social and Behavioral Sciences (3 units)
- Anthropology 2, 3, 4, 5, 6, 7, 8, 10, 21
- EAR 20
- Economics 4, 5, 6, 7/7H, 8/8H, 9, 10
- Geography 2, 3, 4, 6
- History 1, 2, 4, 5, 11, 12, 14, 19, 21, 22, 25, 32, 35, 40
- Human Services 4, 5, 6, 7, 8, 13, 14, 16, 17, 18, 19, 20
- Military Science 1, 2
- Political Science 2 or 2H, 3, 4 OR 4H, 6, 7ABCD, 8, 10ABCD,
  11, 12, 13, 14
- Psychology 1, 8, 9, 33, 35, 50
- Sociology 1 or 1H, 2, 3, 10, 12, 15, 17, 20, 22, 23, 25, 50
D. Language and Rationality (10 units)
1. English Composition (4 units)
   English 1A or 1AH ("C" grade or better)
2. Communication & Analytical Thinking (6-8 units)
   Select two courses from two different disciplines:
   Communication Studies 1/1H, 9/9H
   Computer Information Systems CIS/CSC 1A-30, CIS/CAT/BUS3, CIS/GAM 24
   English 1B or 1BH
   Mathematics 1-36
   Philosophy 11, Philosophy/Math 32

ADDITIONAL REQUIREMENTS
A. Health Education (3 units)
   Health Science 1 (or completion of the DEH, EMS, PA, VN, or RN program)

B. Self Development (2 or 3 units)
1. KIN (2 activities courses):
   KIN 6, 29, 42, 47; Dance 5; any KIN/DAN activity class; MUS 45, 46, 47, 48, 59, 60, 61 OR
2. Fitness and Wellness (3 units)
   KIN 4, 30, 35, 36

NOTE: Students are exempt from the Self Development requirement when they complete the Cosmetology, Registered or Vocational Nursing programs, Basic Peace Officer Training Academy, Firefighting Academy, EMS or Physician Assistant program.

C. Unit Requirement
A minimum of 60 units of college work, of which 18 semester units are in one of the eight areas of emphasis listed below.

Associate of Arts.
1. ADMIN/INFORMATION SYSTEMS (AA494/494B/494C)
   Administration/Information Systems entails the study of theories, procedures and practices and the acquisition of skills necessary to function productively in an administrative work environment. Career paths chosen by students pursuing undergraduate studies in Administration/Information Systems typically include managerial positions in business and the public sector, administrative support, customer service, sales, accounting/bookkeeping, and public relations. Students completing associate degrees in Administration/Information Systems may obtain entry-level positions in the above career fields or may choose to transfer to a four-year college or university to pursue a bachelor’s degree in business, accounting, public administration, management information systems or related fields.

   The student must complete 18 units of study with a Grade of "C" or better or a 'P' if taken on a pass-no pass basis.

INCLUDED DISCIPLINES and COURSES:
Required Courses (nine units, selected from the following):
Accounting (ACC) 1A, Business (BUS) 10,** 18A; Computer Information Systems (CIS) 1A; Economics (ECO) 7/7H, 8/8H; Political Science (POL) 8

Elective Courses (nine additional units selected from):
Accounting (ACC) 1A, 1B, 18B, Business (BUS) 3, 10,** 18A, 18B, 20, 22, 80; Communication Studies (COM) 1/1H, 9/9H, 12, 13; Computer Information Systems (CIS) 1A, 1B, 2, 3, 5; Computer Applications and Office Technology (CAT) 3, 31; Economics (ECO) 4, 6, 7, 7H, 8, 8H; Library (LIB) 1; Management (MAG) 44; Marketing (MKT) 20; Political Science (POL) 6, 8

A course may only be counted once. **Credit limitation: UC will accept a maximum of one course for transfer.

2. AMERICAN STUDIES (AA492/492B/492C)
   American Studies examines the American experience from the colonial period of the United States to the present. Students will study, interpret, and evaluate events, cultural products, and trends in American economic, political, and social history as well as in American architecture, art, literature, music, religion, and they will evaluate questions to which there are multiple plausible interpretations. Students pursuing the program in American Studies will enhance their skills in critical thinking and both oral and written communication. The American Studies program prepares students for further study in the English/literature, history, political science, and sociology at a four-year baccalaureate institution and provides an excellent foundation for students interested in administration, communications, law, public service, and teaching.

   The student must complete 18 units of study across a maximum of three disciplines including at least one two-semester sequence with a grade of "C" or better or a 'P' if the course is taken on a pass-no pass basis.

Take one of these two-semester sequences (6 units): ENG 14 and 15
   HIS 6/6H and 7/7H; 11 and 12; 14 and 15; or 28 and 29

Elective Courses (12 additional units chosen from): AML 22, ECO 7/7H; ENG 14, 15, 18, 20, 25, 47; FTV 12; HIS 6/6H, 7/7H, 11, 12, 14, 15, 26, 28, 29, 30, 31, 34; HUM 9, 11, 16; MIL 1, 2; MUS 23, 25, 26, 89/89H; PHI 19; POL 1/1H, 5, 12, 13; SOC 2, 3, 15, 22

A course may only be counted once in the major area. Courses may be double counted for GE/IGETC/CSU.

3. COMM, MEDIA & LANGUAGES (AA495/495B/495C)
   Communications is the study of how humans construct meanings through interactions. Courses in this area may focus on the knowledge and skills needed to communicate effectively in oral, written, or visual forms; on the study of language and culture; and/or on a critical understanding of the structures and patterns of different kinds of communication as they affect individuals and society. Studies in Communication, Media and Languages is designed for students interested in pursuing further studies in English, Journalism, Mass Communication, Media Studies, Communication Studies, and World Languages at four-year colleges and universities. It may be useful for students interested in pursuing careers in communications, graphic design, journalism, law, marketing, public relations, radio and television, translating, and writing, among others.

   The student must complete 18 units of study across three disciplines; nine units must be taken in a single discipline with a grade of "C" or better or a 'P' if taken as pass-no pass.
4. FINE & APPLIED ARTS (AA496/496B/496C)

The Associate Degree in Fine & Applied Arts offers a rich variety of courses to acquaint students with the creation of and performance in the arts from a global perspective. The courses in this area examine the nature of the fine and applied arts through analysis, synthesis, composition, performance and technical development. Students will develop techniques appropriate to the art form, engage in the production and performance of the arts, examine aesthetic valuing, and participate in creative expressing. This area of emphasis is designed for students interested in exploring a variety of art forms including digital media, creative writing, dance, film, graphic design, music, photography, comm. studies, television, theatre, video and the visual arts.

The student must complete 18 units of study across a maximum of three disciplines with nine units from a single discipline and with a grade of 'C' or better or a 'P' if taken pass-no pass.

INCLUDED DISCIPLINES AND COURSES: Applied Digital Media (ADM): 1, 30, 64, 67, 68, 70, 71, 72, 74, 77A, 77B, 80, 88, 200; Art (ART) 1, 2/2H, 5, 6/6H, 7, 8, 9, 10, 12, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25AB, 26, 27, 28AB, 30AB, 34, 35AB, 36AB, 38, 39, 40AB, 41AB, 42AB, 43AB, 44ABC, 45, 46, 47, 48AB, 49AB, 200; Communication Studies (COM) 1/1H, 2, 3, 7, 11, 19; Dance (DAN): 5, 6/6H, 7, 8, 9, 10, 11, 12, 13, 14, 15, 20, 23, 25, 30, 34, 35, 38, 39, 40, 41, 44, 45, 48, 49; Film Studies 1, 2, 3, 4, 5, 6, 7, 8; Film, Television and Video (FTV) 12, 44ABCD, 45ABCD, 65; French (FRE) 1, 2, 3, 4, 8, 11; German (GER) 1, 2, 3, 11; Italian (ITA) 1, 2, 3, 11; Japanese (JPN) 1, 2, 3, 4, 11; Journalism (JOU) 1, 2, 7, 12, 20ABCD, 52ABCD; Korean (KOR) 1, 2, 11; Latin (LAT) 1, 2, Library (LIB) 1; Photography (PHO) 12; Portuguese (POR) 1, 2; Reading (REA) 1; Russian (RUS) 1, 2, 3, 11; Spanish 1/1H, 1A, 1B, 2/2H, 3/3N, 4, 8, 11, 12, 13, 51, 52, 53

5. HUMANITIES, PHILOSOPHY, ARTS (AA497/497B/497C)

Humanities, Philosophy, and Arts examines human values and experience within a wide range of cultures, across the globe, and over the course of history. Students will study, interpret, and evaluate classic works in architecture, art, literature, music, philosophy, religion, rhetoric and the theater, and they will encounter questions to which there are multiple plausible answers. The study of language, philosophy, and rhetoric provides crucial tools for understanding and interpreting human knowledge and experience. Students pursuing the program in the Humanities, Philosophy, and Arts will enhance their skills in critical thinking and both oral and written communication. The Humanities, Philosophy, and Arts program prepares students for further study in the arts, history, humanities, literature, philosophy, communication studies and/or world languages at a four-year baccalaureate institution and provides an excellent foundation for students interested in administration, communications, law, public service, and teaching.

The student must complete 18 units of study across three disciplines; nine units must be taken in a single discipline. Up to three units may be taken in a studio course. The 18 units must be completed with a grade of 'C' or better or a 'P' if taken on a pass-no pass basis.

INCLUDED DISCIPLINES AND COURSES: American Sign Language (AML): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 22; Anthropology (ANT): 7, 8; Arabic (ARA): 1, 2, 3, 8, 11; Architecture (ARE): 36; Art (ART): 1, 2/2H, 5, 6/6H, 7, 8, 9, 10, 12; Chinese (CHI): 1, 2, 11; Communication Studies (COM): 1/1H, 2, 3, 5, 7, 9/9H, 11, 12, 13, 19; Dance (DAN): 6/6H; English (ENG): 1B/BH; 4H/4; 6/6H; 7, 8, 9, 10, 14, 15, 16, 18, 20, 23, 25, 30, 34, 35, 40, 41, 44, 45, 48, 49; Film Studies 1, 2, 3, 4, 5, 6, 7, 8; Film, Television & Video (FTV) 12, 65; French (FRE) 1, 2, 3, 4, 8, 11; Game Development (GAM): 21; German (GER): 1, 2, 3, 11; History (HIS): 1, 2, 4, 5, 6/6H, 7, 8, 9, 14, 15, 21, 22, 25, 26, 28, 29, 31, 32, 34, 35; Humanities (HUM): 4/4H; 5/5H; 8, 9, 10/10H; 11, 16, 18, 23, 35; Italian (ITA): 1, 2, 3, 11; Japanese (JPN): 1, 2, 3, 4, 11; Korean (KOR): 1, 2, 11; Latin (LAT): 1, 2, Library (LIB): 1; Music (MUS): 19/19H; 20, 21, 22, 25, 26, 36/36H; 49; Philosophy (PHI): 10/10H; 12, 13, 14, 15, 19, 22, 32, 33, 35; Political Science (POL): 11; Portuguese (POR): 1, 2; Russian (RUS): 1, 2, 3, 11; Spanish (SPA): 1/1H, 1A, 2/2H, 3, 3N, 4, 8, 11, 12, 13, 51, 52, 53, Theatre (THE): 3, 29

Applicable studio courses include [Note that some classes are less than three units.]: Art (ART) 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28AB, 30AB, 34, 35, 36AB, 38, 39, 40AB, 41AB, 42AB,
43AB, 44AC, 45, 46, 47, 48AB, 49AB, 200; Dance (DAN): 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D30, D31, D32, D33, D34, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D50, D51, D60; English (ENG) 11, 12, 17ABC, 38; Music (MUS): 8AB, 9, 10, 12, 28, 29, 30, 31, 32ABD, 33, 35, 36, 37, 38, 39, 41, 42, 43ABC, 44, 48, 49, 50, 51, 52, 53, 54, 55, 57, 58, 61, 65, 68, 69, 70, 71, 73, 77, 78, 79, 81, 82, 83, 84, 92, 94, P12, P36, P44, P84; Theatre (THE) 2, 4, 5, 6, 25, 26, 30, 32, 33, 34, 35, 36, 37, 38, 41, 54

6. KINESIOLOGY, HEALTH, WELLNESS
(AA498/498B/498C)
These courses emphasize the principles for the growth and development of a healthy lifestyle. Students will acquire the knowledge and understanding of these principles to integrate and promote personal, individual or group behavior conducive to the maintenance or restoration of mental and physical wellness. This emphasis will provide students with an understanding of physical skills and their development related to physical activity, exercise and sport. Students will also acquire knowledge of decision making and problem solving strategies for self-management as it pertains to leading a productive and healthful lifestyle. This area of emphasis is designed for students interested in making positive life choices and in the study of health, nutrition, and wellness; physical education/kinesiology; athletic training; sport performance, officiating and coaching; career planning and life management; and the biology, anatomy and physiology of the human body.

Students who work closely with their counselor may use this emphasis area to prepare to transfer to four-year institutions in majors such as Health Science, Nutrition, Physical Education/Kinesiology, Exercise Science, and Recreation and Leisure Studies. Some careers such as Athletic Trainer, Physical Therapist, Exercise Physiologist, Sport Nutritionist, and Physical Education and Health Education teachers may require education beyond the bachelor's degree.

The student must complete 18 units of study with a grade of "C" or better or a 'P' if taken as pass-no pass.

INCLUDED DISCIPLINES AND COURSES:
Required Courses (take three units in each of the two disciplines):
Health Science (HES): 1 Kinesiology/academic courses (KIN): 4, 6, 8, 10, 12, 16, 17, 18, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 38, 47

Elective Courses (12 additional units, selected from the following):

A course may only be counted once except for KIN activity or varsity courses.

7. SOCIAL & BEHAVIORAL STUDIES (AA499/499B/499C)
Social and Behavioral Studies is a collection of academic disciplines dedicated to the scholarly study of the human experience. As a comprehensive and multidisciplinary area of study, Social and Behavioral Studies will afford the student an opportunity to explore and examine the nature and multitude of interactive relationships amongst and between individuals and between the individual and their social environment; ranging from the development of the individual, to the nuances of interpersonal interaction, to the dynamic structures of national and global communities. Ultimately, the student of Social and Behavioral Studies will gain a heightened awareness of the nature.
of their individuality, attain a greater understanding and appreciation of the complexities and diversity of the world in which they live and become better equipped to succeed in an increasingly diverse and complex society.

Career paths typically chosen by undergraduate students emphasizing Social and Behavioral Studies include: Law Enforcement, Law, Human Relations, Human Resources, Social Work, Professional Childcare and Public Service Agencies, Teaching across the educational and academic spectrum, Consultation in the public and private sectors, Governmental Advisors, Speechwriting, and both domestic and international business professions.

The student must complete 18 units of study to a minimum of three disciplines listed below with a grade of ‘C’ or better or a ‘P’ if taken as ‘pass-no pass’.

INCLUDED DISCIPLINES AND COURSES: Administration of Justice/Justice Studies (ADJ): 1, 2, 3, 4, 5, 8, 9, 13, 14, 15, 30; Administration of Justice/Law Enforcement (ADJ): 6, 16, 18, 20, 21, 22, 23, 25; Anthropology (ANT): 1/1H, 2, 3, 4, 5, 6, 7, 8, 10, 21; Communication Studies (COM): 1/1H, 2, 3, 5, 6, 9/9H, 12, 13; Early Childhood Studies (EAR): 19, 20, 25, 28, 33, 34, 40, 42, 43, 47; Economics (ECO) 4, 5, 6, 7/7H, 8/8H, 9, 10; Geography (GEG): 2, 3, 4, 6; Guidance (GUI) 47; History (HIS) 1, 2, 4, 5, 6/6H, 7/7H, 21, 22, 35; Human Services (HMS) 4, 5, 6, 7, 8, 13, 14, 16, 18, 19; Library Science (LIB): 1; Political Science (POL): 1/1H, 2/2H, 3, 4/4H, 5, 6, 7AB, 8, 10ABD, 11, 12, 13, 14; Psychology (PSY): 1, 2, 8, 9, 33, 35; Sociology (SOC) 1H, 2, 3, 10, 12, 15, 20, 22, 25

ASSOCIATE OF SCIENCE:

8. CAREER AND TECHNICAL PROGRAMS
The Associate in Science degree in career and technical programs will be awarded upon completion of the requirements for the certificate or program of 18 units or more plus completion of the graduation requirements as described in the catalog. As well as electives, totaling 60 units of college work as required for the associate degree. Specific requirements for each program are listed in pages 75-112 of the catalog.

9. MATH AND SCIENCE (AS/493/493B/493C)
These courses emphasize the natural sciences, which examine the physical universe, its life forms, and its natural phenomena. Courses in math emphasize mathematical, analytical, and reasoning skills beyond the level of intermediate algebra. Courses in science emphasize an understanding of the process of science and the scientific method. All courses emphasize the use of mathematics and science as investigative tools, the role of mathematics and science as part of human civilization and society, and the inherent value of both inductive and deductive reasoning as part of the human experience.

This area of emphasis is designed for general education students, as well as students interested in mathematics or science as a possible career path, with career opportunities included in mathematics, chemistry, physics, biology, ecological/earth sciences, geology, engineering, computer science, electronics, oceanography, microbiology, kinesiology/exercise science, and the medical sciences.

The student must complete 18 units of study with a grade of ‘C’ or better or a ‘P’ if taken as ‘pass-no pass’ basis.

Required Courses (take one course in each of the 3 categories, including one course with a lab):

Mathematics (MAT): 1A, 4, 5, 10, 11, 12/12H, 25
Physical Sciences: Astronomy (AST) 1A, Chemistry (CHE) 1A/1AH, 2A, 3, 10, Geography (GEG) 1/1H, 1L, Geology (GEO) 1, 1L, 3, Oceanography (OCE) 1, Physical Science (PHS) 1, Physics (PHY) 2A, 4A
Life Sciences: Anatomy & Physiology (AMY) 2A, Biology (BIO) 1/1H, 2A, 5, 7, 8, 9, 11/11H, 34, 36, Microbiology (MIC) 1

Elective Courses (The remaining units may be taken from any of the following courses):

Anatomy and Physiology (AMY): 2A, 2B, 10; Anthropology (ANT) 1/1H; Astronomy (AST): 1A, 1B; Biology (BIO) 1/1H, 2A, 2B, 3, 5, 6, 7, 8, 9, 10, 11/11H, 12, 17, 30, 34, 36; Chemistry (CHE): 1A/1AH, 1B/1BH, 2A, 2B, 3, 10, 12A, 12B, 17; Computer Information Systems (CIS): 5, 17ABC, 18ABC; Electronics (ELE): 21, 23, 24, 25; Engineering (ENE): 1AB, 10, 21, 22, 23, 26, 27, 28, 30, 31, 35; Geography (GEG): 1/1H, 1L, 5; Geology (GEO): 1, 1L, 1B, 3; Health Science (HES): 1; Mathematics (MAT): 1AC, 2, 3, 4, 5, 10, 11, 12/12H, 25, 32, 36; Microbiology (MIC): 1; Oceanography (OCE): 1L, 1L; Physical Science (PHS): 1, 5; Physics (PHY): 2AB, 4A, 4B, 10, 11; Psychology (PSY): 2

A course may only be counted once.
RIVERSIDE CITY COLLEGE
California State University General Education Requirements 2015-2016

The courses listed below will fulfill the lower division general education requirements for all CSU campuses.

To obtain a bachelor's degree from a CSU campus, you must complete 48 semester units of general education. A community college can certify 39 of these units as having fulfilled the CSU lower division general education requirements. The remaining nine units of upper division general education coursework are to be taken at the CSU campus after transfer. A course can only be certified if it was approved for CSU GE when it was taken.

A. English Language Communication and Critical Thinking (min. 9 semester or 12 quarter units)
   Select one course from each group. Grades of 'C' or better are required.
   A1. Oral Communication: Communication Studies 1 or 1H, 6, 9 or 9H
   A2. Written Communication: English 1A or 1AH
   A3. Critical Thinking: Communication Studies 2, 3; English 1B or ENG 1BH; Philosophy 11, 32; Reading 4

B. Scientific Inquiry and Quantitative Reasoning (min. 9 semester or 12 quarter units)
   Select one course from each group. Also, one of the science courses must have a lab---see underlined courses.
   B1. Physical Science: Astronomy 1A, 1B; CHE 1A or 1AH, 1B or 1BH, 2A, 2B, 3, 10, 12A, 12B; Geography 1 or 1H, 1/1L, or 1H/1L, 5; Geology 1, 1/1L, 1B, 2, 3; Oceanography 1, 1/1L; Physical Science 1, 5; Physics 2A, 2B, 4A, 4B, 4C, 4D, 10, 10/11
   B2. Life Science: Anatomy and Physiology 2A, 2B, 10; Anthropology 1 or 1H; Biology 1, 1H, 2A, 2B, 3, 5, 6, 7, 8, 9, 10, 11, 12, 17, 34, 36; Microbiology I; Psychology 2
   B3. Laboratory Activity: This requirement may be met by completion of any lab course listed above in areas B-1 or B-2.
      All underlined courses will meet this requirement.
   B4. Mathematics/Quantitative Reasoning (grade of 'C' or better is required): Math 1A, 1B, 1C, 2, 3, 4, 5, 6/CSC, 6, 10, 11, 12 or 12H, 25, 36

C. Arts and Humanities (min. 9 semester or 12 quarter units)
   Select three courses, at least one course from each of the Humanities:
   C-1. Arts: Art 1, 2 or 2H, 5, 6 or 6H, 7, 8, 9, 10, 12, 13, 14; Communication Studies 11; Dance 6 or 6H; Film Studies 1, 2, 3, 4, 5; Film, Television and Video 65; Music 1, 19, 20, 21, 22, 23, 25, 26, 28, 89 or 89H; Theater Arts 3, 29
   C-2. Humanities: American Sign Language 1, 2, 3, 4, 5; Arabic 1, 2, 3, 8, 14; Art 4; Chinese 1, 2, 11; English 1B or 1BH, 6, 7, 8, 9, 11, 12, 14, 15, 16, 18, 20, 23, 25, 30, 34, 35, 40, 41, 44, 45, 48; Film Studies 5, 6, 7, 8; Film, Television and Video 12; French 1, 2, 3, 4, 8, 11; German 1, 2, 3, 11; History 1, 2, 6° or 6H°, 7° or 7H°, 11°, 12°, 14°, 15°, 19, 25, 26, 28°, 29°, 30, 31°, 34°, 35; Humanities 4 or 4H, 5 or 5H, 8, 9, 10 or 10H, 11, 16°, 18, 23, 35; Italian 1, 2, 3, 11; Japanese 1, 2, 3, 4, 11; Korean 1, 2, 11; Latin 1, 2; Military Science 1, 2; Philosophy 10 or 10H, 12, 13, 14, 19, 33, 35; Portuguese 1, 2; Russian 1, 2, 3, 11; Spanish 1 or 1H, 1A, 1B, 2, 3, 3N, 4, 8, 11, 12

D. Social Sciences (min. 9 semester or 12 quarter units)
   Select at least one course from at least two different disciplines:
   1. Anthropology and Archeology: Anthropology 2, 3, 5, 6, 7, 8, 21
   2. Economics: Economics 4, 5, 7 or 7H, 8 or 8H, 10; Political Science/Economics 6
   3. Ethnic Studies: Anthropology 4; History 14°, 15°, 28°, 29°, 30, 31°; Sociology 10
   4. Gender Studies: Communication Studies 13; History 34°; Sociology 15, 25
   5. Geography: Geography 2, 3, 4, 6
   6. History: History 1, 2, 6° or 6H°, 7° or 7H°, 11°, 12°, 19, 25, 26, 29°, 31°, 35; Military Science 1, 2; Chemistry 17
   7. Interdisciplinary Social or Behavioral Science: Communications 9 or 9H, 12; Early Childhood Studies 20, 42; Film, Television & Video 41; Journalism 7
   8. Political Science, Government and Legal Institutions: Administration of Justice 1, 3; Political Science 1° or 1H°, 2 or 2H°, 3, 4 or 4H, 5, 7ABCD, 8, 10ABCD, 11, 12, 13; Political Science/Economics 6
   9. Psychology: Psychology 1, 8, 9, 33, 35, 50
   10. Sociology and Criminology: Administration of Justice 1, 9; Sociology 1 or 1H, 2, 3, 12, 20, 25, 50
      Courses designated with an asterisk (*) may also be used to satisfy the U.S. History, Constitution and Government requirement.

E. Lifelong Learning and Self-Development (min. 3 semester or 4 quarter units)
   Select one course from:
   Biology 30; Early Childhood Studies 20, 42; Guidance 47, 48; Health Science 1; Kinesiology 4, 10, 35, 36; Psychology 9, 33; Sociology 12
   Military veterans who submit DD214 will be awarded three units towards Area E certification.
CSU Graduation Requirement in United States History, Constitutions, and Government

Although this is not a part of the general education requirements, it is a CSU graduation requirement that you can complete at a community college before you transfer. One course may be applied toward completion of the nine units required under Area C. A different course chosen may also be used to partially fulfill the nine units required under Area D. The same course may not be used to partially fulfill both areas.

1. U.S. History (3 units)
   History 6 or 6H or 7 or 7H, 11, 12, 14, 15, 28, 29, 31, 34; Humanities 16
2. Constitution and Government (3 units)
   Political Science 1 or 1H

NOTES:
1. Courses cannot be double-counted to satisfy more than one area, even if a course is listed in more than one area.

2. Upper division transfer students will need to complete a minimum of 60 transferable units, their Golden 4 courses, and at least 30 units of general education.

3. Golden 4 courses in Areas A-1, A-2, A-3, and B-4 must be completed with grades of ‘C’ or better.

4. Some CSU campuses may require specific general education courses based upon the major. Check with a counselor to ensure proper academic planning.

5. It is highly recommended to make an appointment with a counselor to complete a student educational plan (SEP).
Completion of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University (CSU) or University of California (UC) system without the need to take additional lower division general education courses. For certain majors at some of the UC campuses it may be more advantageous to complete a campus-specific general education pattern. IGETC certification is valid for community college transfer students only. Those who have already transferred to the CSU/UC systems may under some circumstances return to RCC to complete IGETC requirements. A course can only be certified if it was approved for IGETC when it was taken. See a counselor for details.

Transfer students will receive IGETC certification after completing all of the subject areas below with a min. ‘C’ grade or better (a grade of ‘C-’ is not acceptable).

Area 1.  **ENGLISH COMMUNICATION (min. 6-9 semester or 8-12 quarter units)**

CU – three courses required; select one from each group:

UC – two courses required; select one from group 1A and one from group 1B:

- a. English Composition: English 1A or 1AH
- b. Critical Thinking/English Composition: English 1B (must be taken Fall ’93 or later) or 1BH
- c. Oral Communication: Communication Studies 1 or 1H, 6, 9 or 9H (CSU requirement only)

Area 2.  **MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (one course, min. 3 semester or 4 quarter units)**

Math 1A, 1B, 1C, 2, 3, 4, +5, +10, +11, 12 or 12H, 25; Math/Computer Science 6

Area 3.  **ARTS AND HUMANITIES (min. 9 semester or 12 quarter units)**

Three courses required with at least one course from the Arts and one from the Humanities.

- a. Arts: Arabic 11; Art 1, 2 or 2H, 5, 6 or 6H, 7, 8, 9, 10, 12, 13, 14; Chinese 11; Dance 6 or 6H; Film Studies 1, 2, 3, 4, 5; French 11; German 11; Italian 11; Japanese 11; Korean 11; Music 3, 4, 5, 6, 19, 20, 21, 22, 23, 25, 26, 89 or 89H; Russian 11; Theater Arts 3, 29
- b. Humanities: American Sign Language 3; Arabic 2, 3, 8; Art 4; Chinese 2; Communication Studies 12; English 6, 7, 8, 9, 14, 15, 18, 20, 23, 25, 30, 34, 35, 40, 41, 44, 45, 48; Film Studies 6, 7, 8; French 2, 3, 4, 8; German 23; History 1, 2, 6 or 6H, 7 or 7H, 1112, 14, 15, 19, 25, 26, 28, 29, 30, 31, 34, 35; Humanities 4 or 4H, 5 or 5H, 8, 9, 10 or 10H, 11, 16, 18, 23, 35; Italian 2, 3; Japanese 2, 3, 4; Korean 2; Latin 2; Military Science 1, 2; Philosophy 10 or 10H, 12, 13, 14, 19, 33, 35; Portuguese 2; Russian 2, 3; Spanish 2, 3, 3N, 4, 8, 11, 12

Area 4.  **SOCIAL AND BEHAVIORAL SCIENCES (min. 9 semester or 12 quarter units)**

Select three courses from at least two academic disciplines.

- Administration of Justice 1, 3; Anthropology 1 or 1H, 2, 3, 4, 5, 6, 7, 8, 21; Chemistry 17; Communication Studies 12, 13; Early Childhood Studies 20; Economics 4, 5, 7 or 7H, 8 or 8H, 10; Economics/Political Science 6; Geography 2, 3, 4, 6; History 1, 2, 6 or 6H, 7 or 7H, 8, 9, 11, 12, 14, 15, 19, 25, 26, 28, 29, 30, 31, 34, 35; Journalism 7; Military Science 1, 2; Political Science 1 or 1H, 2 or 2H, 3, 4 or 4H, 5, 11, 13; Political Science/Economics 6; Psychology 1, 2, 8, 9, 33, 35, 50; Sociology 1 or 1H, 2, 3, 10, 12, 15, 20, 25, 50

Area 5.  **PHYSICAL AND BIOLOGICAL SCIENCES (min. 7 semester or 9 quarter units)**

Select at least one Physical and one Biological Science course. One of the two courses must include a lab – see underlined courses:

- a. Physical Science: Astronomy 1A, 1B; Chemistry 1A or 1AH, 1B or 1BH, +2A, +2B, +3, +10, 12A, 12B; Geography 1, 1H, 1/1L, 1H/1L, 5; Geology 1, 1/1L, 1B, 3; Oceanography 1, 1/1L; Physical Science +1, 5; Physics +2A, +2B, +4A, +4B, +4C, +4D, +10, +10/11
- b. Biological Science: Anatomy and Physiology 2A, 2B, 10; Anthropology +1 or 1H; Biology 1 or 1H, 2A, 2B, 3, 5, +6, 7, +8, 9, +10, 11, 12, 17, 30, 34, +36; Microbiology 1; Psychology +2
- c. Laboratory: Complete one underlined course

Area 6.  **LANGUAGE OTHER THAN ENGLISH (Select one course – UC requirement only)**

- a. American Sign Language 1, 2, 3, 4; Arabic 1, 2, 3; Chinese 1, 2; French 1, 2, 3, 4; German 1, 2, 3; Italian 1, 2, 3; Japanese 1, 2, 3, 4; Korean 1, 2; Latin 1, 2; Portuguese 1, 2; Russian 1, 2, 3; Spanish 1 or 1H, 1B, 2, 3, 3N, 4 OR
- b. Proficiency equivalent to two years of high school in the same language
CSU Graduation Requirement Only in United States History, Constitution and Government:
Although this is not part of the IGETC, it is a CSU graduation requirement that you can complete at a community college before you transfer. These courses may also be used to partially fulfill area 3B or 4.

1. U.S. History (3 units)
   History 6 or 6H or 7 or 7H, 11, 12, 14, 15, 28, 29, 31, 34; Humanities 16
2. Constitution and Government (3 units)
   Political Science 1 or 1H

IGETC Advisement: Former UC, CSU and students with coursework from other four-year institutions, including outside the US, should consult with a counselor to determine whether they should complete IGETC or the lower division general education requirements at the campus they plan to attend.

For the UC: Students who initially enroll at a UC campus, then leave and attend a California Community College, and subsequently return to the same UC campus, are considered "re-admits" by the UC. Such students cannot use IGETC. However, students who enroll at a UC campus, then leave and attend a California Community College, and subsequently return to a different UC campus may use the IGETC pattern. It is recommended that students meet with a counselor to discuss possible further IGETC limitations.

Notes:
1. Courses cannot be double-counted to satisfy more than one area, even if a course is listed in more than one area. The only exceptions to this are several courses in Area 6A – Language Other Than English, which can also be counted towards area 3B.
2. + UC limits transfer credit for some courses. Students may review the UC Transfer Course Agreement (TCA) with a counselor for information on course limitations.
3. Some of the UC campuses do not accept or recommend IGETC for certain majors (i.e., Engineering, Sciences). Students should consult with a counselor to determine the most appropriate general education pattern for their major and intended transfer institution. For updated information about these limitations please visit: http://admission.universityofcalifornia.edu/transfer/general-education-igetc/igetc/igetc-campus-guidance/index.html
4. A score of 3, 4, or 5 on an Advanced Placement exam can be used to satisfy all areas on the IGETC except for the 1B - Critical Thinking-English Composition and, 1C - Oral Communication requirements.
Articulation Information for the Cal State and UC systems:
- [www.assist.org](http://www.assist.org) — an online student-transfer information system that shows how course credits earned at one California public college or university can be applied when transferred to another.

Associate Degree for Transfer
[www.adeegreewithaguarantee.com](http://www.adeegreewithaguarantee.com)

The California State University Information:
- CSU Mentor, [www.csumentor.edu](http://www.csumentor.edu) — a free online resource designed to help students learn about the CSU system and plan to finance higher education

The University of California Information:
- [www.universityofcalifornia.edu](http://www.universityofcalifornia.edu) — designed to help students with resources for applying to the UC system

Researching Colleges in California:
- [www.californiacolleges.edu](http://www.californiacolleges.edu) — a powerful, open-ended site rich with content that makes finding and applying to a school in California a snap

Researching Private Institutions:
- [www.aiccu.edu](http://www.aiccu.edu) — the Association of Independent California Colleges and Universities (AICCU) serves as the unified statewide voice of independent higher education in California

Edjoin
- [www.edjoin.org](http://www.edjoin.org) — the education job opportunity network is a portal to thousands of teaching and other education job openings throughout California.

Internships
- [www.internships.com](http://www.internships.com) — this website provides information on internship opportunities in the United States.

O*Net
- [www.onetonline.org](http://www.onetonline.org) — this website provides in-depth career information on a variety of occupations. Job descriptions, working conditions, training, qualifications, and earnings are supplied for each position. Additional data is given on the job outlook for a position as well as related occupations.

USA JOBS
- [www.usajobs.gov](http://www.usajobs.gov) — this is the official job site of the United States federal government.

Writing a resume
- [www.damngood.com/jobseekers/tips.html](http://www.damngood.com/jobseekers/tips.html) — this is a great website for getting tips on writing an excellent resume using humor and supplying everything from the most basic information to more advanced. There are many sample resumes listed.
Attendance
It is the responsibility of all students to attend classes regularly. When
students have been absent due to illness, they should report to their
instructor to explain the absence as soon as possible. Your instructors
reserve the right to administratively withdraw students who do not
regularly attend. However, it is ultimately the student’s responsibility to
officially withdraw from a class if they do not plan to complete a course.

Withdrawals
A 'W' on your transcript does not compute into your GPA, but
excessive withdrawals will result in progress probation, audit the effect of
a student's eligibility for financial aid. Please refer to WebAdvisor at
www.rcc.edu for withdrawal deadlines.

Incomplete
Students are not to re-enroll for a course with number of 'I' that has been
recorded. Incomplete academic work for unforeseeable, emergency and
timely reasons at the end of the term may result in an 'I' being entered
on the student's record. The condition for removal of the 'I'
shall be stated by the instructor on the Incomplete Contract. Students
receiving an Incomplete ('I') may print out the Incomplete Contract on
WebAdvisor at www.rcc.edu. Students have up to one year to complete
an incomplete or the grade will become an 'F' or whatever grade the
instructor puts on the Incomplete Contract form.

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

Probation
Students who have attempted 12 semester units or more will be placed
on academic probation if their grade point average is below 2.0. Students
may also be placed on progress probation if they have attempted 12 or
more semester units and have an excessive number of "withdrawals",
"incompletes," or "no-passes." "Excessive" is defined as 50% or more.
Students placed on probation will be notified through their RCC email
account. All first-time probation students are encouraged to complete an
online success workshop offered by the Counseling office. Students on
probation may enroll for a maximum of 13 units in the spring and fall
semesters and seven units in the summer and winter terms.

Dismissal
Excessive absences, unsatisfactory academic achievement, or
false information supplied to Admissions and Records shall
serve as a basis for dismissal from a class or from the College. Students
who maintain less than a 2.0 GPA for two consecutive semesters are
subject to academic dismissal. Students shall also be subject to dismissal
if the number of 'W', 'I', or 'NP' entries reaches or exceeds 50% for two
semesters in a row.

Waiver of Dismissal
Students may re-enter the semester following academic dismissal after
successful petition to Counseling at any college. However, re-admit
student's academic status remains "dismissal" until their cumulative
GPA is 2.0 or higher or the percentage of 'W', 'I', or 'NP' entries is less
than 50%. All re-admit students must go through the on-line dismissal
workshop, and meet with a counselor to complete a Readmit Contract
in order to register for classes.

GPA
GPA stands for grade point average. Letter grades are given the
following number values:

- A = 4
- B = 3
- C = 2
- D = 1
- F = 0
- FW = 0

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

<table>
<thead>
<tr>
<th>Units Attempted</th>
<th>Grade</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 units</td>
<td>A</td>
<td>12</td>
</tr>
<tr>
<td>3 units</td>
<td>B</td>
<td>9</td>
</tr>
<tr>
<td>3 units</td>
<td>C</td>
<td>6</td>
</tr>
<tr>
<td>3 units</td>
<td>D</td>
<td>3</td>
</tr>
<tr>
<td>3 units</td>
<td>E</td>
<td>0</td>
</tr>
<tr>
<td>15 units</td>
<td>GPA = 2.0</td>
<td>30</td>
</tr>
</tbody>
</table>

GRADING:
Accomplishment in coursework is indicated by the following symbols:

- Symbol: A
  Definition: Excellent
  Grade Point: 4

- Symbol: B
  Definition: Good
  Grade Point: 3

- Symbol: C
  Definition: Satisfactory
  Grade Point: 2

- Symbol: D
  Definition: Passing, less than satisfactory
  Grade Point: 1

- Symbol: F
  Definition: Failing
  Grade Point: 0

- Symbol: FW
  Definition: Fail - did not withdraw
  Grade Point: 0

- Symbol: P
  Definition: Pass (at least satisfactory, the equivalent of a 'C' or better.
  Not computed in GPA.)
  Grade Point: 0

- Symbol: NP
  Definition: No Pass (less than satisfactory or failing, Not computed in GPA)
  Grade Point: 0

- Symbol: I
  Definition: Incomplete
  Grade Point: 0

- Symbol: MW
  Definition: Military Withdrawal
  Grade Point: 0
What is a credit unit?
The terms “unit” and “hour” are synonymous. A unit relates to the amount of time spent in class. For example, a three-unit class will meet for about three and one-half hours per week (based on a 16-hour semester). Classes with labs will meet for additional hours. The average class is worth three credit units, while labs are usually worth one credit unit. It takes 60 credit units to receive an associate degree and at least 120 credit units to receive a bachelor’s degree.

How many credit units should I enroll in?
A full-time student will be enrolled in at least 12 credit units per semester. The maximum amount of units a student may enroll in is 18. Students wishing to enroll in more than 18 units for fall/spring and nine units for winter/summer must have an established GPA of 3.0 or higher.

Do I have to declare a major?
It is not necessary to declare a major (program of study) the first semester you enter. However, you are expected to spend time exploring educational options. We recommend you take advantage of the Transfer Center and its resources. We also suggest you consider enrolling in a guidance class. Under the matriculation guidelines (our partnership for success) it is essential that you declare an educational goal and develop a Student Educational Plan with a counselor.

What times must I attend classes?
You are responsible for arranging your own class schedule. Therefore, you may schedule classes that fit into your work or personal schedule.

How long will it take to complete my goal at RCC?
Many students complete their associate degree in two years. In order to do this, you must enroll in and complete an average of 15 degree applicable credit units per semester. If you wish, you may decrease your load in the fall and spring and take a class or two in the winter session or summer to compensate. Students preparing to transfer may also complete their requirements within a two-year period.

Should I repeat a class in which I received a D, F or FW (failed - did not withdraw)?
You will not be able to enroll in most courses more than three times. Substandard grades (D, F, FW, NC, and NP) and withdrawals (W) are included in your total attempts; military withdrawals (MW) are NOT included. Enrollments prior to Summer 2012 will be included in the repeat count. The last grade earned in the repeated course will be used to compute the grade point average. The permanent academic record will be annotated in such a manner that all work remains legible.

In the case of the following circumstances, a Request for Course Repetition with documentation would be approved:
- substantial curriculum changes
- courses mandated for training requirements as a condition of paid or volunteer employment
- courses that were taken more than five years ago, provided the prior grade was a standard grade (A, B, C, P, CR)

Requests for Course Repetition and information are available on the web at www.rcc.edu/services/admissions/forms.cfm.

Repeatable activity and performance classes may be taken up to a total of four times and are identified in the college catalogs. For these repeatable courses, all grades and units will be used in the computation of the grade point average and earned units.

Other petitions: Please refer to the RCC catalog for information about auditing a class, Pass/No Pass, Credit by Examination, and Academic Renewal.

What is RCC’s Attendance Policy?
The student is expected to attend every meeting of all classes for which he or she is registered. Attending a class without being registered is contrary to RCC policy and cannot be used as the basis for a petition to add a class. Students who have enrolled for a class and who do not attend or who are late or absent from the first meeting of the class may forfeit their right to a place in the class. Your instructor reserves the right to administratively withdraw you from class if you do not attend class regularly. Students should know and understand the attendance policy for each class in which they are enrolled.
- While an instructor may drop a student who does not regularly attend, it is the student’s responsibility to officially drop the class if he or she stops attending.
- It is the student’s responsibility to consult with his or her instructor regarding any absences that would alter his or her status in the class.
How do I add or drop a class?

If a class has not begun and there are still spaces available, you may add without instructor permission as long as you have a current application, have met any prerequisites, and do not have holds on your record. Check for class availability on WebAdvisor at www.rcc.edu. Payment deadlines are on WebAdvisor. Failure to pay fees will result in your being dropped from unpaid classes or in preventing you from registering for future terms. If you decide not to attend class and are not dropped from the class, you will receive an 'F' or 'FW' (Failed - did not withdraw) in the class and owe fees. It is your responsibility to drop yourself from classes that you decide not to attend.

After a class has begun, you must obtain an authorization code from the instructor in order to add. All classes must be added by the add deadline. Add deadlines are in the schedule of classes and on WebAdvisor at www.rcc.edu. Check My Class Schedule on the student menu.

While instructors may drop students for poor attendance, it is ultimately the responsibility of the student to drop him/herself if no longer attending. Classes can be dropped online over WebAdvisor or in person at Admissions.

What is the refund policy?

In order to drop a class at www.rcc.edu and get a refund, you must drop by the deadline posted on WebAdvisor. Refund deadlines are two weeks for full semester classes and 10% for short term classes. Be sure to check all of the drop deadlines to ensure that you do not receive any unwanted marks on your transcript. A 'W' will not be used to calculate your grade point average, but excessive 'W's will be used as a factor for progress probation. After the last drop deadline (75% of the class), you will receive a grade for any classes that you have not dropped. Be sure to print a receipt verifying any changes you have made.

What should I do if the class I want to take is closed?

Before the beginning of the term, if a class is closed you may be able to place your name on a wait list. If a seat becomes available, you will automatically be added and your account will be charged with enrollment fees. Check WebAdvisor ("Register and Drop Classes") regularly to confirm your status. If you are added to the class, you will also be notified via RCC email.

You may seek the advice of a counselor who will suggest an alternate class or inform you of other options available to you. You may also attend the first time the class meets and ask the instructor to give you an authorization code. This unique authorization code can be used to add the class over WebAdvisor at www.rcc.edu. If you are seeking to enroll in a closed online class, you may email the instructor and see if he/she will allow you to register. Please note that most online instructors do not add students on or after the first day of class. You are responsible for adding the class by the add deadline. Deadlines are in the schedule of classes and/or on WebAdvisor.

Can I transfer to a four-year college without an AVAS?

Yes. However, by taking courses required for transfer, you will more than likely meet the requirement for an AA degree as well. Check with a counselor for more information.

If I plan to transfer, is it best to concentrate on my major or general education?

Generally, it is best to work on both requirements. Some majors require very few lower division courses, in which case you may be able to complete all general education lower division requirements. However, some majors, particularly in science, may require many lower division courses. In this case, you should concentrate on completing these and filling in with as many general education courses as possible. Be certain to ask your counselor about General Education Certification.

What is general education certification?

California state universities require a common pattern of general education. If you complete the entire pattern prior to transferring, you may request certification of completion on your official transcript. All 23 state universities will honor this certification stamp; that is, you will not be required to take additional lower division GE courses in those areas certified by RCC. The IGETC pattern for UC or CSU can also be certified.

We encourage you to meet with your counselor at least once a semester so we can help you plan your program and evaluate your progress. To make an appointment, stop by the Counseling office or call (951) 222-8440.
Admissions and Records

Admissions and Records plays a valuable role in your college education by taking you from application to graduation. RCC Admissions services are available at (951) 222-8600. Admission and registration procedures will be the same for students at each college within the District. You may submit an application, process registration, or obtain information at any college.

Steps to Attend Classes at RCC

Step 1  Apply for admission
You may apply if you:

- Have graduated from high school or are 18 years or older
- Have passed the CA High School Proficiency Exam
- Did not graduate but have attained a Certificate of Completion
- Have passed the GED examination
- Did not graduate but are 18 years of age or older
- Are an international student who has satisfied the international student admissions requirements.

Submit your application online. Applications are generally processed within two to three business days (weekends and holidays excluded). We do not offer paper applications.

Application deadlines for the following terms are as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>Term Dates</th>
<th>APPLICATION DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUMMER</td>
<td>JUNE 22 – JULY 30</td>
<td>JUN. 7, 2015</td>
</tr>
<tr>
<td>2015</td>
<td></td>
<td>APRIL 22, 2015</td>
</tr>
<tr>
<td>FALL</td>
<td>AUG. 31 – DEC. 17</td>
<td>AUG. 16, 2015</td>
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<tr>
<td>2015</td>
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<td>JUNE 10, 2015</td>
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<tr>
<td>WINTER</td>
<td>JAN. 4 – FEB. 11</td>
<td>DEC. 26, 2015</td>
</tr>
<tr>
<td>2016</td>
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<td>OCT. 28, 2015</td>
</tr>
<tr>
<td>SPRING</td>
<td>FEB. 16 – JUNE 9</td>
<td>FEB. 1, 2016</td>
</tr>
<tr>
<td>2016</td>
<td></td>
<td>DEC. 16, 2015</td>
</tr>
</tbody>
</table>

The first step in the online admission application asks you to select a College and Academic Program of Study (Major). By selecting a College ( Moreno Valley, Norco, or Riverside City) you are choosing your home college. Please read this carefully before selecting your home college.

- Your home college location is where you will receive most services including Assessment, Counseling, Student Financial Services, CalWORKs, EOPS/CARE, Veterans Services, and Student Support Services.
- Example: If the home college location that is listed on your application is Moreno Valley, you may be directed to Moreno Valley to obtain services regardless of your home address.
- Your home college location is tied to the admission application. You may only submit one application for any college in the District per term by the application deadline.

- Choose your home college carefully as it is difficult to change. RCCD is comprised of three colleges: Moreno Valley, Norco, and Riverside City. Students may attend classes at any of the three colleges regardless of home college location.

Program of Study Applications are processed within two to three business days (weekend and holidays excluded). You will receive two emails:

- Immediately after you submit your application you will receive an email confirmation that your application has been received.
- Two to three business days after you submit your application (weekends and holidays excluded), you will receive an email with your RCCD student ID number, WebAdvisor, User ID, and RCCD email address.

Step 2  Apply for Financial Aid
Fill out the FAFSA online (www.fafsa.ed.gov) or on paper (available in the Student Financial Services office). Get more information on scholarships, grants, and loans at the Student Financial Services website: www.rccd.edu/studentfinancialservices. There may be some supporting documentation you need to turn in to obtain financial aid.

Step 3  Mail or Walk-in Your Official Transcripts
- Only if you need to meet prerequisites or want credit for courses taken at another regionally accredited institution.
- All transcripts should be official, sealed, and printed no more than 90 days/three months ago.
- Students who have completed a course at another institution for which they would like credit must fill out a Prerequisite Validation form in order to have coursework on official transcripts validated for math, English or other prerequisites. The form is available in the Counseling office. You can check the arrival of incoming transcripts on WebAdvisor at www.rccd.edu/riverside. (Click Check Transcripts Received by RCC.)
- Please provide official transcripts from colleges or high schools you have attended only if you need them to meet prerequisites or want credit for courses taken at another educational institution.
- Please submit AP, CLEP, or other scores to RCC. Admissions so that appropriate credit can be applied.

Step 4  Complete Assessment and Orientation
If you are a first-time college student whose goal is to obtain a degree or certificate, prepare for a new career, and/or improve basic skills, you will need to take the assessment test. Appointments may be made by visiting https://csars.rccd.edu/Riverside/Assessment/index.htm. For hours, check online at www.rccd.edu/studentservices/assessment. Please note that appointments typically fill one to two weeks in advance. Complete Assessment, Orientation, and first semester Educational Plan early (see dates in grid) to receive an earlier registration appointment.

After assessment, first-time college students must complete the orientation online which will provide informative, practical advice about the college experience as a whole.

Step 5  Set Up Your RCCD Email Account
As a student in RCCD, you are provided with a student email account via Office 365 by Microsoft. Through email accounts, students will correspond with faculty and receive important notices about new classes, schedule changes, wait list statuses, financial aid, and more.
Step 6 Check Your Registration Dates/Holds and Register for Classes

Go to WebAdvisor at www.rcc.edu/riverside and click Log In Videofor detailed log-in instructions. See Check my Registration Dates/Holds on WebAdvisor. Registration dates are available one to two months before the term begins. Students are given a date and time to register. You can register on or after that date/time.

Register for Classes

- View the Registration Video on WebAdvisor.
- Search for classes on WebAdvisor; the schedule of classes can be downloaded from the Web.
- On your registration date/time you will be able to register via WebAdvisor (www.rcc.edu/riverside). Adding and dropping can also be done over WebAdvisor.
- Pay special attention to important dates (ex: the last day to drop with a refund, without a ‘W’, or with a ‘W’) found on your schedule.
- Check refund, add and drop deadlines on WebAdvisor. Add deadlines are also in the schedule of classes. Remember, adding and dropping classes is your responsibility. If you decide to stop attending, do not assume your instructor will drop you from the class. It is your responsibility!

Registration Appointments

Registration appointments for continuing, returning, new, and transfer students will be based on the recommendations of the California Student Success Initiative. To find out if you are a continuing or returning student, read the following:

You are a Continuing Student if you were enrolled in a course after the first two weeks or 20 percent of the course in the previous term.

You are a Returning Student if you missed one or more primary terms (fall/spring) and must reapply.

You are a New Student if you have never attended college previously. You will be required to complete assessment, orientation and counseling (AOC) prior to registration.

You are a Transfer Student if you have attended college elsewhere but have never enrolled in RCCCD classes.

Based on the new criteria, students who are NOT ON DISMISSAL shall be allowed to register in the following order:

1. Continuing students who have completed* between 24-100 units**
2. Continuing Middle/Early College High School students who have completed* between 24-100 units**
3. Returning students with 24-100 completed* units** who have reenrolled before set deadline
4. Returning Middle/Early College High School students who have completed* between 24-100 units**
5. New students who have completed AOC before the set deadline
6. Continuing students with less than 24 completed* units
7. Continuing Middle/Early College High School students with less than 24 completed* units
8. Returning students with less than 24 completed* units who have applied before set deadline
9. New students and transfer students who have applied after set deadline
10. New Middle/Early College High School students
11. Returning students who have applied after the set deadline
12. Continuing students who have completed* more than 100 units
13. All students on dismissal who have completed all dismissal requirements

*Units completed is defined as classes completed within RCCCD with grades of A, B, C, D, P or CR
**Excludes basic skills classes

Step 7 Pay Enrollment Fees

Your fees are due after you enroll. Every term you will pay for your units, a health fee, a transportation fee (allows RCC students to ride free on RTA), a student services fee (optional), and parking (optional). You can pay WebAdvisor using Visa or MasterCard, American Express and Discover. Pay fees by deadlines to avoid being dropped from class.

If you drop a class within the refund deadline, your refund will be returned to you six to eight weeks after the deadline date for refunds. It will be returned the same way you paid (cash or check) will receive a check, credit card will be credited back to that account.

Step 8 Buy Your Textbooks

Take a copy of your schedule to the bookstore to find out what book(s) you need to purchase for your classes.

Step 9 Attend Classes the First Day

- If your plans change and you cannot attend, be sure to officially drop your class(es); otherwise you could owe fees and receive an 'F' or 'FW' (Failed - did not withdraw) grade
- Arrive an hour early to find parking. Students are not ticketed the first two weeks of fall/spring and the first week of summer if they park in student spaces
- If enrolled in an online class, go to www.opencampus.com.

Transcript Requests

Students may order a copy of their official transcripts on WebAdvisor at www.rcc.edu. The first two official transcripts are free. After that there is a $5 charge per transcript. Transcripts can also be ordered at Admissions. Expended service is available for an additional $10 fee. Transcripts are mailed first class mail. Transcript requests should be submitted two weeks before needed. Transcripts cannot be supplied for college work completed at other institutions.

Enrollment Verifications

Students may order Enrollment Verifications on WebAdvisor at www.rcc.edu. The first two requests are free. After that there is a $2 charge per verification. Verifications can also be ordered at the three colleges. Same day service is not available. Submit the request two weeks before needed.

Change of Address

It is the student's responsibility to advise Admissions and Records of any change in either their home or temporary address. Students may change their address and other information on WebAdvisor (personal profile updates) at www.rcc.edu or at any Admissions office. Name changes must be done at Admissions and appropriate documentation will be requested.
Art Gallery

The RCC Quad Art Gallery is located in Room 140 of the A.G. Paul Quadangle. When exhibits are open, the regularly scheduled gallery hours are Monday through Thursday noon to 5 pm and Thursday evenings 6 to 8 pm. Special appointments may be made for large groups. Receptions are free and open to the public. For information you may contact the gallery coordinator, Leslie Brown, at (951) 222-8358, leslie.brown@rcc.edu, or for the most recent information, please check the website: www.rcc.edu/departments/art/Pages/Art-Gallery.aspx.

This beautifully renovated Gallery exhibits works by highly recognized and acclaimed artists, many exceptional regional artists, art faculty, and students. Each year, toward the end of spring semester, the Gallery hosts the impressive Art Student Honors Exhibition. Art Department faculty members select outstanding students to display the best classroom works from the previous year. Typically the exhibition showcases stellar students whose work demonstrates extraordinary skill, innovation and variety. In addition, exhibitions have included internationally renowned artists such as Charles Arnoldi, Don Reitz, Jerome Witkin, and one of our own former students and current faculty members, Jeff Soto.

RCC is one of the few California community colleges to have a permanent art collection. Included in this prestigious collection are the watercolor paintings of the California Group: Rex Brandt, Milford Zornes, Robert E. Wood, Phil Dike, and Paul Mays. Also included in the collection are Salvador Dali lithographs, a Sally Strand drawing, an unparalleled collection of works by Miné Okubo, southern California artist, Karen Kaufmann, and large scale works of printmaker Patrick Merrill. Patrick Merrill’s and Karen Kaufmann’s works remain on display in the Library. The Center for Social Justice & Civil Liberties houses the Miné Okubo collection. Faculty artists’ works include those by Leslie Brown, Bette Faust, Dayna Peterson, Mason Gregg, John Hopkins, Steve Horn, Robert Jew, and William Mitchell. Beloved local artists are also represented such as Charles A. Bibbs, Joanna Mersereau, Don O’Neill, and Martin Tobias, among others. Works from the permanent collection can be viewed in offices located throughout the three college District.

Bookstore - and More!

You can rent or purchase textbooks. The bookstore also provides the option to buy or rent e-books. Students can purchase classroom supplies, school spirit, gear, snacks, and novelty items. If you prefer to shop online, you can reserve your textbooks on the bookstore’s website for in-store pickup or have them shipped to your home. RCC: www.rcc.bnccollege.com.

When you register for your classes thru WebAdvisor, you can click on the tab order textbooks which will show you everything that you will need for the classes you registered for. At this point you can place your order online which avoids waiting in line during the first week of rush. Please look at our store’s website to see extended hours for your convenience during the spring and fall semesters.

The bookstore is committed to selling the most used books possible and to achieve that goal they give Cash-For-Books year ’round! The best time to sell your books is always the last week of any semester.

The bookstore accepts major credit cards, but is unable to accept personal checks. You may receive a full refund for textbooks only during the first week of the semester provided you present the actual cash register receipt, your class schedule, and picture I.D. The bookstore is open from 8 am to 6 pm, Monday through Thursday, and Friday, 8 am to 1 pm. For information call (951) 222-8140.

Center for Communication Excellence

In a supportive learning environment, student tutors are available to offer support, free of charge, to students who are enrolled in any class.

Students can receive assistance in communication skills that will facilitate their learning and help them to increase success in all of their courses. For example, students can receive student tutoring and assistance with classroom presentations, group projects, listening, interviewing, brainstorming ideas for papers, and understanding assignments.

The Center for Communication Excellence (CCE) offers a range of services to assist students with communication oriented tasks (oral and written) and skill development. For example, we can help you learn to be a better student through becoming a better listener; students can practice oral presentations in the privacy of a soundproof booth, on video and/or with a student tutor who can offer immediate feedback. Additional services include: Internet linked computers for research and writing, space for groups to work on projects, assistance with topic/idea generation, and content review. The location and hours of operation vary for fall and spring semesters call (951) 222-8000, ext. 4181, for information.

Center for International Students & Programs

RCCD has approximately 400 students from about 50 countries each semester. The Center provides academic and immigration advising to international visa students, offers specially designed orientation sessions, registers students in classes, and maintains students’ records through SEVIS (Student and Exchange Visitor Information System). The Center sponsors the International Club at RCC and creates a friendly environment for international students and domestic students to interact with one another. Students are exposed to a variety of different cultures and have opportunities to volunteer in local community organizations. Students meet leaders from America and other countries to discuss current world affairs. For more information, please visit the Center for International Students and Programs in Technology B, Room 203, or call (951) 222-8160.

Child Care

The Early Childhood Education program provides educational preschool, toddler, and infant programs for children of students, faculty, and the community. The Center accepts children from six weeks through five years of age. Children benefit from a developmentally appropriate inclusive educational program that exemplifies the finest in preschool education. Hours: 6:30 am to 5:30 pm, Monday through Friday. We do not have school age or off-track care. For more information, call (951) 222-8068. Call Toni Rangel at (951) 222-8902 or email toni.rangel@rcc.edu for information about child care tuition assistance.

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• Want to WOW your instructors?
• Want to improve your communication skills in class presentations and discussions?
• Need to practice your interviewing or improve your listening?
• Nervous about a class speech or presentation?
• Want to improve the quality of communication in your relationships?

Visit the Center for
COMMUNICATION EXCELLENCE
where friendly student tutors are willing to help
you improve your communication skills for FREE!
Where: MLK 221
Monday – Thursday
9 am–4 pm

For information call:
951-222-8000, ext. 4181

College Safety & Police

RCCD’s Safety and Police Department (RCCDPD) provides 24/7/365 public safety services to students, faculty, staff and visitors. For example, District police officers engage in routine patrols of the colleges, respond to emergency and non-emergency requests for services, enforce traffic laws, and investigate crimes. District Community Service Officers (CSOs) assist in college patrols and parking problems, enforce parking regulations and laws, and deliver additional services such as battery jumps, “lockout service” when you are locked out of your vehicle (for vehicles with manual locks only), and building security.

Additionally, Safety Escorts are available at all colleges to walk you safely to your car or any location on campus. Call (951) 222-8171 to arrange for an escort to meet you at your location.

You are encouraged to report any criminal activity or any other emergencies at any time on campus by calling 9-1-1. Emergency calls originating from District property will be routed to the RCCDPD 24/7 Dispatch Center. For non-emergencies, please dial (951) 222-8171.

For information regarding the Institutional Crime Statistics in accordance with the Jeanne Clery Disclosure of Campus Security Policy & Campus Security Act, please go to the RCC website: www.rcc.edu. Click on Administration, then Police and Parking, then Annual Clery Crime Reports, then 2014 Clery Report.

Finally, please keep in mind that RCCDPD cannot keep our college communities safe without your assistance. We therefore ask you to participate by:

1. Staying informed (i.e., please read messages and notices regarding campus safety issues)
2. Staying alert (i.e., please pay attention to your surroundings as you move onto and through our campuses)
3. Reporting safety concerns to RCCDPD (e.g., suspicious persons or circumstances, safety hazards, etc.).

Together we can better protect everyone’s safety and property, and make your college experiences great ones.

Secure RCCD

Secure RCCD uses notification and reporting services from Rave Mobile Safety in order to deliver emergency notification messages from the District and/or the colleges via telephone, e-mail, and/or text messaging. Emergency notifications will deliver important information regarding emergencies at District sites. Secure RCCD includes two free mobile phone applications: Guardian and Eyewitness. These applications will enhance campus safety and security measures for students and employees.
RCCD Alert is the District’s emergency notification system. It will quickly deliver emergency notifications and important announcements to your phone via text messages, email, and/or recorded voice messages.

Download Guardian, a free mobile phone application, which turns your phone into an extra safety tool.

- **Set a Safety Timer**: Allows selected friends and family to monitor your location and be notified of your intended arrival.
- **Manage and Message Your Guardians**: Invite family and friends to be your Guardian, and communicate with them through the application.
- **Send Emergency Communication**: Call RCCD Police directly for help if you are in trouble and send text tips – including photos – if you see something suspicious.
- **Create a Smart911 Safety Profile**: User-created safety profiles contain information regarding residence (home and school), medical conditions and other key information. When a student requires assistance, your safety profile will be displayed to RCCD Police or Smart911-enabled 9-1-1 centers nationwide.

Through the application, Eyewitness, students are able to report crimes or unsafe conditions or behavior.

- The Eyewitness program converts the caller ID number to a random code that protects the identity of the person sending the text message, assuring texts are confidential. RCCD Police may respond to user with follow-up questions or request additional information.
- Users will receive confirmation messages for submitted tips.

To sign up for Secure RCCD and download the Guardian and Eyewitness applications visit: [www.rccd.edu/secureRCCD/](http://www.rccd.edu/secureRCCD/).

In order to receive emergency notifications, students should regularly check their contact information.

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**Completion Counts Welcome Center**

Student Financial Services, Bldg. 14
(951) 222-8577 work
(951) 222-8069 fax

Attn: RCC
4800 Magnolia Avenue
Riverside, CA 92506

**Services - Assistance**

- College Questions
- Presentations
- RCC Application
- EAFSA Application
- Financial Aid Documents
- Online Orientation
- One Semester Ed Plan (SEP plan)
- Registration Holds
- RCC Student Email
- WebAdvisor
- Registration
- Tours
- Testing Information
- Student Service Questions

**Program - Assistance**

- Jump Start
- Pathway Initiative
- Pathways to Excellence

**Program – Information** (Overview – full details available in the Welcome Center)

**Two-Year Only Contracts**

- Graduates enrolling fall term just out of high school
- Test into English 50+ and Math 35+ or equivalent (AP, EAP, MOU)
- Complete FAFSA – Financial aid file (recommended)
- Maintain 15 units each term with good academic standing including 2.0+ GPA
- Students guaranteed access to English and math required courses and 15 units each term

**Pathway Initiative** (program began in Fall 2014 – visit Welcome Center for more information)

- Open to RCC students
- Maintain good academic standing including 2.0+ GPA
- Must choose an Associate Degree Transfer (ADT) Pathway
- Guaranteed access to the courses needed to complete the ADT Pathway

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**Community for Academic Progress (CAP)**

The Community for Academic Progress (CAP) program is an exciting program designed to allow students to enroll in grouped or paired courses that share common themes, activities, and assignments. Since the courses are linked, students must take these classes as a group, allowing faculty and students to take these classes as a group, allowing faculty and students to work and learn together. The CAP program offers:

- A convenient class schedule
- Priority registration in CAP classes
- Personal CAP/college orientation
- Access to technology/laptops

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Jump Start (for Completion Counts interested students)
- Courses to help students remember what they already know in English and math - refresher

Counseling

The mission of the RCC Counseling Department is to foster and promote the intellectual, emotional, social and cultural development of students by offering a wide range of counseling, career, instructional and educational services. Our services assist students in acquiring the skills, attitudes, abilities, and knowledge that will enable them to take full advantage of their college experience and achieve success.

Counseling supports the academic goals of the College through consultation and collaboration with faculty, staff, and campus organizations. We offer comprehensive guidance courses and counseling services reflective of our diverse population and evolving student needs.

Counselors advise students in planning and achieving their personal, educational, and career/vocational goals through:
- Individual counseling appointments, express/walk-in counseling, online counseling
- Orientation
- Student Educational Plans (SEPs)
- Academic probation/dismissal counseling
- Transfer course selections for UC, CSU and private universities
- Certificate and associate degree requirements
- Instruction of guidance courses
- Assessment and interpretation of career inventories
- Referrals to other support services
- Career exploration
- Transcript evaluation and interpretation

How to Schedule an Appointment with a Counselor

New students may make an appointment with a counselor after completing Assessment, Orientation and Counseling (AOC). AOC is completed online through WebAdvisor. Students may call the Counseling Center at (951) 222-8440 for an appointment or may schedule an appointment online at www.rcc.edu on the Counseling webpage. If a student is unable to keep an appointment, we ask that the student call and cancel or reschedule 24 hours prior. Counseling hours vary by term. The Counseling Department is located in the Cesar Chavez building.

DRC - Disability Resource Center

The Disability Resource Center (DRC) provides appropriate, comprehensive, reliable, and accessible services to students with documented disabilities who request services. DRC staff facilitate and encourage academic achievement, independence, self-advocacy, and social inclusion for students with disabilities. RCC provides reasonable accommodations in accordance with the Americans with Disabilities Act, Section 504 and 508 of the Rehabilitation Act, and California’s Title V Regulations.

There are two DRC office locations at RCC. Administration 121 is the location of the main DRC office. Administration 127 is the location of the High Tech Center for Alternate Media and Assistive Computer Technology. Services are provided according to individual needs and may include: adaptive computer technology, alternate media, priority registration, counseling, academic counseling, scribes, mobility assistance, test accommodations, interpreters and captionists for the deaf, and assistive listening devices.

Disabilities which may qualify students for services are: acquired brain injuries, developmental disabilities, health impairments, hearing impairments, learning disabilities, mobility impairments, mental health disabilities (depression, anxiety, PTSD, eating disorders, etc.), visual impairments, and temporary disabilities.

DRC staff members are trained to assist students with disabilities. The College’s administration, faculty and staff are supportive of students who have disabilities. There is a college-wide commitment to ensure accessibility for students with disabilities. For further information regarding services, call (951) 222-8060 (voice); (951) 801-5675 (VR).

High Tech Center

Adaptive technology and alternative media are available for students to assist them in achieving maximum independence while pursuing their educational goals. If you would like more information about the services provided at the High Tech Center, please contact the DRC office and arrange to meet with a specialist.

Assessment for Learning Disability

The DRC provides learning disability assessments to students, as defined by the California Community College LD Eligibility Model. Students who believe they may have an undiagnosed learning disability should contact the DRC office to schedule an appointment with a specialist or counselor to determine if assessment is appropriate.

Workability III – Department of Rehabilitation

Workability III is a cooperative program between DRC and the State Department of Rehabilitation. The program provides eligible students with educational and career guidance, employment preparation, and offers guidance classes. Participants receive a wide range of benefits and services. If you are interested in participating in this program, please speak with your Department of Rehabilitation counselor or DRC counselor for more information.
Extended Opportunities Programs & Services (EOPS)

Funded by the State of California, EOPS provides academic support services for financially and educationally disadvantaged students. Services available include:

- Personal, academic, and career counseling
- Success workshops
- Priority registration
- Supplemental book services
- One-on-one tutoring
- Transfer information and assistance
- Equipment loan program

EOPS services include:

- **Academic Counseling**
  An EOPS counselor is available for EOPS students after the student is accepted into the program. Certificated counselors provide personal, academic, and career counseling.

- **Registration Services**
  Priority registration is provided for EOPS students for the fall and spring semesters. This service assists students with access to the classes listed on their Student Educational Plans.

- **Book Voucher**
  A supplemental book voucher is provided to EOPS students who have met the requirements of the EOPS student responsibility contract and who are progressing academically. The book voucher amount varies contingent on funding.

- **Tutorial Services**
  Tutoring is available through the Tutorial Center. Tutors are ready to help in most academic subjects offered at RCCD. Sessions are held on campus on a one-to-one basis.

- **Transfer Information & Assistance**
  Students receive counseling and advisement that helps to ensure a successful transition to the four-year college or university of their choice.

If you are interested in applying for EOPS, please stop by the EOPS office in the Bradshaw Building or call (951) 222-8045.

Services for EOPS are available at:

Riverside City College
Bradshaw Building
4800 Magnolia Avenue
Riverside, CA 92506-1299
(951) 222-8045

Cooperative Agencies Resources for Education (CARE)
The aim of CARE is to assist single parents receiving Temporary Assistance for Needy Families (TANF) increase their educational skills, become more confident and self-sufficient, enhance their employability, encourage success, and move from welfare to INDEPENDENCE.

To be eligible a student must:
1. Be an eligible full-time EOPS student with a 2.0 GPA (good standing)
2. Be a single parent/head of household
3. Be 18 years of age or older
4. Be an AFDC/CalWORKs recipient
5. Have a child under 14 years of age

6. Have the desire to continue his or her education and become self-sufficient.

CARE services are supplemental to EOPS services and MAY include:
- Academic counseling
- Support group
- Personal counseling
- Child care stipend
- Tutorial assistance
- Parking permit assistance
- Meal tickets
- Special topic workshops
- Textbook/equipment loan program

For further information, call (951) 222-8045.

Faculty Advising

RCC Counseling faculty are working with faculty from various disciplines who will serve as faculty advisors. Faculty advisors will be available to students to share information about their specified disciplines, guide them through their experience at RCC through goal completion, and provide information regarding programs, career opportunities, and course selection within their disciplines. Students should be referred to Counseling for transfer information, student educational planning, and counseling related services.

Food Services

Students may purchase food, beverages, and snacks as well as scantrons and blue books from the City Grill located in the lower level of Bradshaw. Business hours are Monday through Thursday from 7 am to 8 pm and Fridays from 7 am to 1 pm.

The City Express is located on the upper level of the Parking Structure; open from 8 am to 6 pm Monday through Thursday. Stop by for a cold beverage and/or snack.

For more information, please contact us at (951) 222-8483.

Honors Program

The Honors Program offers an enriched academic experience for motivated students aiming to transfer to a four-year institution. Honors classes are limited to 20 students and taught seminar style. Students read challenging texts, write original arguments, participate actively in class, and often present their research at statewide conferences. The classrooms are active and dynamic, and faculty offer one-on-one mentoring. Honors students also become part of a close-knit community, going on field trips, taking many of the same classes, and often transferring together to the school of their choice.

To be eligible for the program, current RCCD students need:
- 3.0 GPA in nine transferable units
- Eligibility for or completion of English 1A
- Completed Honors Program application
- Students will need to complete an Honors Program orientation before or during their first semester in the program.
To be eligible for the program, incoming high school students and all other first-time college students need:

- 3.0 GPA
- Eligibility for or completion of English 1A
- Completed RCCD application
- Completed Honors Program application
- Students will need to complete an Honors Program orientation before or during their first semester in the program.

Benefits:

- Transfer agreements, including the UCLA TAP agreement
- Smaller classes: Honors classes have a maximum of 20 students and are taught in seminar style, emphasizing active student participation
- Help in the transfer process: workshops, one-on-one mentoring, help from Honors coordinators and faculty in preparing applications for university admissions and scholarships
- Field trips: cultural activities, college visits, and other enrichment activities
- Leadership opportunities: students may serve as a class advisor on the Honors Advisory Council, as a director in the Honors Student Council, or as a volunteer in outreach activities
- Honors Center: a place for gathering; allows for informal study groups, personalized interaction with Honors professors, access to transfer advice and research materials, and a general sense of belonging to a cohort of similarly-interested students
- Scholarships and essay contests.

For more information:
Website: [www.rccd.edu/departments/honors-program.aspx](http://www.rccd.edu/departments/honors-program.aspx)
Facebook page (RCCD Honors Program)
Video [www.youtube.com/RCCDHonors](http://www.youtube.com/RCCDHonors)
Phone (951) 222-8991
Email thacker.carter@rccd.edu

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**Library**

RCC offers quality library services at the Salvatore G. Rotella Digital Library/Learning Resource Center.

Library website: [http://library.rccd.edu](http://library.rccd.edu)
Reference Desk: (951) 222-8652
Circulation Desk: (951) 222-8651
Library Computer Support Desk: (951) 222-8000, ext. 4114

Current library hours are posted on the library website. The Library has book and multimedia collections to support college courses including textbooks placed on reserve by faculty. A free intercampus loan system allows students to borrow books from any of the three college libraries. The student ID card from any RCCD college functions as a library card. Librarians are available at the Reference Desk during hours of operation to provide research assistance and instruction to students and other library users. Currently enrolled students have online access to electronic resources including digital books, academic journals, magazines, and newspapers via the Library website. The Library provides quiet study areas and access to printers, photocopiers, media equipment, and computers. Computers are equipped with Internet access and software for word processing, spreadsheets, and presentations.

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**Parking**

Permits are required for summer, fall, winter, and spring terms when parking on District property (including interior streets where parking is permitted), Monday through Thursday from 7 am to 10 pm and Friday from 7 am to 4 pm. Your permit must be properly displayed. If you have a vehicle that does not allow you to secure your permit, bring your permit to the Safety & Police Parking office where accommodations can be made. You can purchase a parking permit on WebAdvisor at [www.rccd.edu](http://www.rccd.edu). Cost of permits, violations, lot locations, and designations are available through the College Safety and Police Parking office. The telephone number is (951) 222-8520.

**Metered Parking:** Metered parking areas are located at all three colleges. Lots designated as pay-by-day allow parking for the day from 7 am to 10 pm. Metered 30-minute parking is also located at the College. The metered area in Lot A at RCC allows parking for a two hour limit. Student parking permits are not valid in any metered parking area with the exception of Lot Q at RCC. You must pay the required meter fee when parked in these areas. There are no enforcement grace periods in metered and staff parking spaces.

**Visitors:** A visitor coming to the College may park and pay in the metered parking areas for the time limit specified by the signs in each lot. Visitor parking is also available on Fairfax Street. There are a few 30-minute parking spaces on each campus where no fee is required. These spaces are for visitors only. Student permits are not valid in any 30-minute visitor space for any length of time.

**Lost Permits:** Lost permits will NOT be replaced; you will have to purchase a new one. If your parking permit is stolen, immediately notify Parking Services.

**Handicap Placards:** DMV parking placards for those with a disability must be properly displayed along with a valid parking permit. Persons with a DMV issued handicap placard and a valid student permit are allowed to park in any handicapped student or staff space.

**Citations:** If you receive a parking citation and believe it was issued in error, you will be required to contest your citation in writing within 21 calendar days of the issuance of the citation. This is in accordance with California law. If you would like to contest your citation, you must pay the fine and press #1 to contest your citation. The hours and phone number are listed on the back of the parking citation. RCC enforces all other rules of the California vehicle code (i.e., posted time zones, curbs, handicap spaces, expired vehicle registration, etc.) 24 hours a day, 7 days a week.

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**Pathways**

This program is intended to assist students who need remedial courses to complete pre-collegiate courses within one year or less. Students who are either preparing to transfer to a four-year university, or who are interested in completing certificate or degree CTE programs within two years will be given additional support if they participate in the Pathways program. They will receive a Student Educational Plan that outlines courses that need to be taken, they will have regular meetings with a counselor or advisor to discuss their academic progress, and they will have opportunities to participate in meetings, activities, and service opportunities related to their academic goal. For more information
about program requirements, or to arrange to sign a contract, please visit the Welcome Center or call (951) 222-8377.

Puente Program

The Puente Program is an academic and community leadership program to help students transfer to four-year colleges and universities. The program meets this goal through a two-semester English composition class emphasizing Chicano/Latino literature, two-semester guidance classes, counseling, and mentoring by professional community members. Students remain with the same instructor, counselor and mentor for the academic year. The program is offered at the three colleges. Puente is open to all students.

To participate a student must be:
- Eligible for English 50 in the fall semester
- Willing to enroll in concurrent guidance courses
- Interested in transferring to a four-year college or university
- Interested in exploring Chicano/Latino authors and issues

For further information contact:
RCC Counseling (951) 222-8459

Riverside Community College District Foundation

The RCCD Foundation was officially established in 1975, and since its inception the focus of the Foundation has been to provide scholarship assistance for students. In 1991, the Foundation launched a successful $1 Million Endowed Scholarship Campaign held in conjunction with the 75th Anniversary of RCC and the opening of the Moreno Valley and Norco campuses. In 1996, the Foundation launched a successful $1.5 million campaign to support Passport to College, the nationally recognized early outreach program; and in 2003, the Foundation completed a $450,000 campaign to fund the acquisition of the RCCD Alumni House, a wonderful historic home adjacent to RCC. In 2006, the RCCD Foundation Board implemented the major gift campaign, Campaign RCC—Our College, Our Future, to support several initiatives including the Riverside Aquatics Complex, the School of Nursing/Science/Math complex, allied health initiatives at Moreno Valley College, the Industrial Technology Complex at Norco College, the Riverside School for the Arts, and scholarship and endowment support. To date, over $15 million in cash, pledges, and planned gifts has been raised.

At the heart of the Foundation’s mission is a passionate belief that scholarships can make a tremendous difference in students’ lives. The RCCD Foundation awards more than $300,000 in scholarships yearly to deserving high school seniors, continuing RCCD students, and RCCD students transferring to a four-year college or university. Scholarships may be based on financial need and/or academic performance, and often include qualifications such as your major, career goal, GPA, club involvement or volunteer activities.

Scholarship recipients will be recognized in one of several ceremonies held in May or June of each year where you have the opportunity to meet and thank donors. There may be a scholarship waiting for you—apply through Student Financial Services.

Student Support Services Program

The Student Support Services (SSS) Program is a federally funded TRiO Program that offers qualified students guidance and support to assist them in mastering their college transition. The primary goals of the program are to facilitate transfer from two-year to four-year colleges, increase retention and graduation rates, and foster an institutional climate supportive of the success of low-income, first-generation, and disabled college students.

Services include:
- Transfer information and assistance
- Financial literacy education
- Financial aid information and application assistance
- Career exploration
- University tours
- One-on-one tutoring
- Early registration
- Cultural activities
- Academic advising
- Textbook/equipment loan program

To be eligible for SSS, a student must:
- Identify as first-generation, low-income, or disabled college student
- Demonstrate academic need
- Be a US citizen or permanent residency status
- Have completed fewer than 30 college units
For more information please visit the SSS office in the Bradshaw Building, Room 206, or call (951) 222-8312. The RCC SSS Program is funded by a $220,000 US Department of Education TRiO grant.

**Student Financial Services**

The Student Financial Services (SFS) department at RCC strives to assist students in reaching their educational goals by providing information and applications for financial assistance programs. The SFS department will educate students on how to apply for various types of financial assistance, and will provide a variety of resources to students to educate them about financial aid. Through continual staff training and software updates, the SFS department strives to provide an accurate and efficient environment for staff and students.

The SFS department will educate staff regarding new policies and procedures through on- and off-campus training and conferences as well as visits to other community colleges to learn best practices.

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

The initial application used in applying for financial assistance is the Free Application for Federal Student Aid (FAFSA). The FAFSA application is available online at www.fafsa.gov and workshops are available throughout the year to assist students with completion of the FAFSA. For workshop times and dates, please view our website at www.rcc.edu/services/studentfinancialservices, under workshops. The FAFSA application must be completed for each academic year. The RCC Title IV code of 001270 must be listed on your FAFSA record(s) in order for our department to receive your application. If you are a Moreno Valley College or Norco College student, please make sure to list the school code for your home college on the FAFSA application.

Riverside City College  School Code #001270
Moreno Valley College  School Code #041735
Norco College  School Code #041761

The FAFSA is available January 1 of each year and will determine eligibility for the following academic year. It is recommended that the FAFSA be completed prior to March 2 to ensure priority processing and to maximize your funding. When completing the FAFSA application, you will need to apply for a Personal Identification Number (PIN) at www.pin.gov so you can electronically sign the online FAFSA. If you are a dependent student, have a parent apply for their own PIN. Parents will need to sign the FAFSA until you are 24 years of age or no longer considered a dependent student.

Once you have completed your FAFSA, the results will be sent to RCC. You must have an RCC Admissions application on file in order for your FAFSA to be received. Once you have completed your RCC Admissions application online at www.rcc.edu, you will be issued your RCCD email account. You can find directions on how to activate and access your RCCD email account online at www.rccd.edu, under the Admissions and Records webpage. We will send an email to your RCCD student email account, notifying you of your application status. Required documents will be posted on WebAdvisor under “required documents by year” once you have received your email. Forms are available on our website at www.rccd.edu/services/studentfinancialservices under forms and can be turned in at the SFS office at your home college.

*New: If you are considered a dependent student and cannot provide your parents’ information on the FAFSA application, we ask that you first complete the FAFSA application and submit it online. If after completing the FAFSA application you are still required to provide your parents’ information and are not able to, please visit the SFS office at your home college regarding a Petition for Independent Status (Dependency Override).

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**RCCD ALUMNI BRICKS...BUILDING A FOUNDATION FOR THE FUTURE**

Personalized bricks inscribed with a message honoring the life of an RCCD alumnus, family member, or friend of the College are offered through the Foundation for a fee. Alumni bricks are installed in the brick courtyard in the garden of the RCCD Alumni House and proceeds are used to maintain the Alumni House as a gathering place for alumni and the community. Please call (951) 222-8626 for further information.
Effective Summer 2015 all financial aid disbursements will be issued from Higher One. All students who complete their financial aid file with RCC will receive information from Higher One on the disbursement options available. Students may choose the Higher One debit MasterCard, direct deposit into their personal account or paper check. All students eligible for financial aid must make a choice on how they would like to receive their funds in order to avoid delay.

Students who qualify under AB 540 may apply for state financial aid by completing the California Dream Application online at [https://dream.csac.ca.gov](https://dream.csac.ca.gov). This application must be completed every academic year in order to continue applying for aid. Students completing this application can apply for the BOGW and the Cal Grant. For more information on the California Dream Application, please visit their website at [www.csac.ca.gov](http://www.csac.ca.gov) or the RCC Dream Act webpage at [www.rcc.edu/services/studentfinancialservices](http://www.rcc.edu/services/studentfinancialservices).

Completing the FAFSA will determine your eligibility for the following:

- The Board of Governors Fee Waiver (BOGW) is a state program which waives enrollment fees for qualifying California resident students. If determined eligible, the BOGW will waive enrollment fees for the entire academic year beginning with summer and ending with the following spring. During the fall and spring semesters, the parking fee will be reduced to $30 per semester. The BOGW does not pay for books or other educational supplies, student services, health or transportation fees or additional class fees (such as art and CPR fees as listed in the schedule of classes). For California residents to apply, complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov) and list your home college school code (Riverside City College #001270, Moreno Valley College #041735, Norco College #041761) and you will be automatically awarded the BOGW if eligible. For AB 540 students to apply, complete the California Dream Application online at [https://dream.csac.ca.gov](https://dream.csac.ca.gov), listing your home college school code listed above. You will receive an email at your RCCD student email account notifying you when your BOGW eligibility is available on WebAdvisor under your award letter. No separate application is required.

- If you are determined to be a non-resident, you may be eligible to apply for a non-resident tuition deferment if you are eligible for financial aid. This deferment is to assist students in securing enrollment while waiting for student grants and/or student loans to credit their Admissions and Records account balance. Non-Resident Tuition Deferral Forms must be submitted each semester and/or 30 days within disbursement of Stafford Direct Loan funds. For more information, view the “information for non-resident” chapter in our consumer guide online at [www.rcc.edu/services/studentfinancialservices](http://www.rcc.edu/services/studentfinancialservices).

**New Board of Governors Fee Waiver Policy**

The new policy, which takes effect in fall of 2016, is a key component of the Board of Governors’ Student Success Initiative. Under the new regulations, students will lose eligibility for the Board of Governors Fee Waiver (BOGW) if they are on academic probation for two consecutive primary terms (fall and spring semesters are primary terms). Loss of eligibility will become effective at the first registration opportunity after such determination is made. Foster youth are exempt from this change and will not lose the BOGW eligibility based on academic probation. Students with extenuating circumstances will have the opportunity to appeal the loss of the BOGW. RCC will begin notifying students of this potential loss of BOGW eligibility beginning in spring 2015. Check for updates to this policy by viewing this Student Financial Services News blast available on our website at [www.rcc.edu/services/studentfinancialservices](http://www.rcc.edu/services/studentfinancialservices).

- Federal Pell Grant (up to $5,730 for the academic year, subject to change) is awarded to eligible undergraduate students to assist in paying for educational expenses and is awarded based on financial need. Unlike loans, Pell Grants do not have to be repaid (unless you withdraw from courses and owe a refund or do not successfully pass your courses). The information that you provide on the Free Application for Federal Student Aid (FAFSA) is used to produce an Expected Family Contribution (EFC). This EFC number will determine if you are eligible for the Pell Grant and for how much. How much you receive will depend not only on your EFC but also on the number of units you are enrolled in and whether you attend school for a full academic year as well as meeting your college satisfactory Academic Progress. Students enrolled less than half time (less than six units) may qualify for a Pell Grant. Once you have completed all application procedures with the SFS office, your Pell Grant eligibility will be determined. You will receive an award letter via your RCCD student email indicating that your award has been posted on WebAdvisor. The award letter on WebAdvisor will list how much financial aid you have been awarded, including the Pell Grant. All award letters are based on full-time enrollment and disbursements are adjusted based on units. Please note that you may not receive Pell Grant funds from more than one school for the same period of enrollment.

- Federal Supplemental Educational Opportunity Grant (FSEOG) (up to $1,000 for the academic year at RCC and is subject to change) is awarded first to students with exceptional financial need and have the lowest expected family contribution (EFC) granted on the FAFSA. Like the Pell Grant, FSEOG is a cash award that does not require repayment as long as you remain in your courses and complete them successfully. Due to limited funding, priority is given to students who apply for the FAFSA by the March 2 deadline and qualify for the maximum Pell Grant award. This grant is limited and is awarded until funds are exhausted.

- Cal Grants (up to $1,648 per academic year) are awarded by the California Student Aid Commission (CSAC) to California residents who graduated from a California high school and will be attending a qualifying institution at least half time (six or more units). The deadline to apply for these grants is March 2 of every year. For students attending California Community Colleges, there is an additional deadline of September 2. To apply for the Cal Grant awards, you need to complete the FAFSA and have your GPA verified by the above deadlines. If you are awarded a Cal Grant by CSAC and are choosing to attend RCC, you must ensure that your financial aid file is completed, that you have an active academic program (major) on file with the Admissions and Records office other than Undecided, and you must meet the RCC Student Financial Services Satisfactory Academic Progress (SAP) standard. Disbursement is contingent upon eligibility and funding. You may view your Cal Grant eligibility online at [https://mygrantinfo.csac.ca.gov/logon.asp](https://mygrantinfo.csac.ca.gov/logon.asp).
• CHAFEE Grant Program provides grants of up to $5,000 to eligible foster youth. An Independent Living Coordinator with the Department of Public Social Services determines whether or not a student is an eligible foster youth. Students must be enrolled in college or vocational school at least half-time (six units) during the fall and/or spring semester and must meet Satisfactory Academic Progress (SAP) before the CHAFEE Grant can be disbursed. The FAFSA application is required for RCC to verify eligibility for this grant.

Disbursement is contingent upon eligibility and funding. An application for this grant can be completed at www.chafee.csac.ca.gov. Paper applications can be picked up in the SFS office and after completion, mailed to CSAC. This grant will be renewed automatically by CSAC as long as the student meets specific criteria. Each CHAFEE Grant disbursement is released by CSAC during the fall and/or spring semester at which time the SFS office reviews the student’s eligibility prior to the disbursement being released to the student. All disbursement(s) for CHAFEE Grants must be picked up in person with a valid picture ID at your home college (this is subject to change).

• Child Development Grant Program ($1,000 per academic year) is for participants who intend to teach or supervise in the field of childcare and development in a licensed children’s center. Students must be enrolled in at least half-time (six units) during the fall and/or spring semester and must meet Satisfactory Academic Progress (SAP) each semester. A paper application is available in April and can be picked up in the SFS office or Early Childhood Education office. It is also available online at www.csac.ca.gov for printing. It must be completed and submitted to the Early Childhood Education office (please check their website for hours and locations). The deadline to submit this application is June 15. A FAFSA application is required for RCCD to determine eligibility for this grant. A new application must be submitted for each academic year. The Child Development Grant disbursement is released by CSAC during the fall and/or spring semester at which time the SFS office reviews the student’s eligibility prior to the disbursement being released to the student. All disbursement(s) for Child Development Grants must be picked up in person with a valid picture ID at your home college (this is subject to change).

• Federal Work Study (earn up to $3,000 per academic year). The FWS program offers students the opportunity to earn additional funding through part-time employment. It also allows students to gain work experience and pay for a portion of their educational expenses. All positions require that students maintain half-time enrollment (three units for summer and winter, six units for fall and spring) and a minimum 2.0 CGPA (exceptions may be made on a case-by-case basis). To apply for Federal Work Study, students must complete the FAFSA application online at www.fafsa.gov and list the RCC school code #001270 (Moreno Valley College #041735, Norco College #041761). To apply for a FWS position, you must have completed your financial aid file. To view available jobs or for more information on FWS, please view the Student Financial Services website at www.rcc.edu/services/studentfinancialservices for the link to student employment job listings.

• Federal Direct Loan Program - RCC participates in the Federal Direct Loan Program. At RCC it is our plan to help students reach their educational goal with the least amount of student loan debt as possible. RCC does not recommend borrowing more than $10,000 at the community college level (this amount includes all loans from any other institutions attended). To view your complete loan history go to National Student Loan Data System, www.nslds.ed.gov. A Department of Education FAFSA PIN is required to access this website. If you have misplaced or forgotten your PIN number, you may request a duplicate PIN by going to the PIN website at www.pin.ed.gov.

• Students must meet the SFS Satisfactory Academic Progress (SAP) standard and must be enrolled at least half-time (six units) in courses listed on their Student Educational Plan. Students must have a completed financial aid file at RCC and be notified of their eligibility for any grant aid, Federal Work Study or scholarships before applying for a loan. Students may pick up a loan packet and submit your “Direct Loan Request Form” to the RCC Student Financial Services office.
Students must also have a current Student Educational Plan (SEP) on file with RCC which corresponds with the student's academic program declared in Admissions and Records as well as the courses that they are currently enrolled in.

Students will receive notification by email within two weeks after the deadline date that they submitted the "Direct Loan Request Form" regarding the status of their loan request. Prior to disbursement, eligibility to receive your Direct Loan will be reviewed (enrollment status and Satisfactory Academic Progress). Disbursement dates can be located in your Loan Information Guide received at the time of application.

Please refer to our consumer guide online at www.rccd.edu/services/studentfinancialservices for a full list of requirements for applying for a student loan at RCC.

Our Federal Student Loan Default Management Plan requires all students to complete a loan Entrance and Exit interview each year they apply for a loan at RCC. Please view our consumer guide for directions on how to complete the entrance and exit loan interviews. Students should learn and consider carefully their responsibility in securing a federal student loan. RCC also reserves the right to deny loans to students on a case-by-case basis. Students will be notified by mail if their loan request has been denied.

Scholarships
RCCD offers scholarships through its Foundation office. These scholarships are based on a variety of majors, career goals, GPA, community service, and club involvement:

- RCCD scholarships for continuing and transferring students are available every fall semester with a deadline in early January. Information and instructions on how to apply is available on our website early in the fall semester at www.rccd.edu/services/studentfinancialservices. Scholarship information workshops are held at RCC prior to the scholarship deadline to assist students in the scholarship application process and are also available on our website. Applicants chosen for RCCD scholarships are notified by May of each year. The scholarship funds for students continuing at RCC are disbursed during the following fall and spring semesters, upon verification of eligibility, based on the disbursement method selected from Higher One. The scholarship funds for students transferring to a university are disbursed to the transfer institution during the next fall semester. Transfer students must return the Transfer Notification form with the transfer institution information.

- RCCD scholarships for high school seniors are available beginning in January of each year with a deadline in early March. These scholarships are awarded to high school seniors who will be attending RCC during the academic year after they graduate from high school. Information is available at www.rccd.edu/services/studentfinancialservices in January and February of each year and also at each high school within the RCC District.

- The Community Scholars scholarship is a partnership between RCCD and California Baptist University, La Sierra University, and the University of Redlands. This is a $7,000 scholarship offered to Riverside County high school seniors who will attend any college within the RCC District for two years and transfer to one of the universities mentioned above for two years. The application is available at each high school within the RCCD high school zone and also at www.rccd.edu/services/studentfinancialservices in January and February of each year. Scholarships are also available from sources outside of RCC. There are many resources and opportunities for students to find scholarships to use while attending RCC. However, it requires time and effort on the part of the student to locate and apply for outside scholarships.

- A list of scholarships RCC has been notified of is available online at www.rccd.edu/services/studentfinancialservices or in the SFS office.


- If you are awarded a scholarship from a source outside of RCC, you may use your scholarship to pay for your educational expenses based on your donor's instructions. Outside scholarship funds are disbursed to students through Higher One. Follow the donor's directions on how to have your scholarship funds sent to RCC. When outside scholarship funds are received, the student will receive their scholarship funds based on the disbursement method selected from Higher One based on our posted disbursement schedule.

Responsibilities and Requirements
RCC must follow federal, state and institutional regulations in administering financial assistance programs. Students must adhere to federal, state and institutional guidelines when applying for and receiving financial assistance. If students do not follow the requirements, eligibility may be rescinded. Please review the following guidelines:

- Ability to Benefit
  Beginning in 2012-13, students must have met one of the following requirements to be eligible to receive financial assistance:
  - High school diploma
  - GED certificate
  - Completed an approved home school program
  - Passed the California High School Proficiency Exam
  - Were enrolled in an eligible program of study prior to July 1, 2012 and either passed the ability to benefit test or met ability to benefit unit requirements. For more information on Ability to Benefit, please review that section in our consumer guide online at www.rccd.edu/services/studentfinancialservices.

- Student Educational Plan
  You must enroll in and successfully complete courses according to your Student Educational Plan (SEP). To develop your SEP students should meet with an academic counselor. Appointments can be made at the office or via phone at (951) 222-8440.

- Return of Title IV Funds
  If you receive federal or state financial assistance and you drop or fail to successfully complete your courses, you may need to REPAY a portion of your financial assistance. (See our consumer guide...
for more information regarding Return of Title IV Funds.) Students cannot receive financial assistance at two institutions at the same time (with exception of the Board of Governors (BOG) Fee Waiver). Students must determine their home college within the RCC District in order to receive financial assistance. Units taken within the District (Moreno Valley College, Norco College, Riverside City College) will be paid for by your home college, if eligible.

- Satisfactory Academic Progress
  Students must meet the Student Financial Services Satisfactory Academic Progress (SAP) standard to maintain financial aid eligibility. If you do not meet the SAP standard, you will become ineligible for most types of financial assistance. If you are determined ineligible for financial aid due to your SAP, you have the right to appeal through the SFS appeal process. For additional information regarding our SAP standard and the related components, please review the chapter in our consumer guide at www.rccd.edu/services/studentfinancialservices.

- Contact Information
  Be sure to keep your mailing address, phone number, and email address current. This ensures that you will receive information regarding your financial aid in a timely manner. This information can be updated via WebAdvisor or in person with Admissions and Records at any of the three colleges. Visit your RCCD email regularly, as updates and communications are sent to your email account.

- Social Security Number
  Be sure that your Social Security number is on file with the College as it is not required on the Admissions application, but is recommended, and is needed for financial aid. We cannot process most types of financial assistance without your Social Security number.

- Disbursement and Deadline Information
  Deadlines for turning in required documents are located on the disbursement schedule. Disbursement of financial assistance occurs after the student has completed the FAFSA and turned in documents requested by the SFS office and enrolled accordingly. For dates of deadlines and disbursement, please view our consumer guide on our website at www.rccd.edu/services/studentfinancialservices or pick up a disbursement schedule at the office.

- Veterans
  Applying for financial assistance through the FAFSA application does not affect your GI Bill benefits. Veterans should apply for financial assistance by completing the FAFSA application online at www.fafsa.gov.

- Gainful Employment Information
  For more information about our graduation rates, the median debt of students who completed the programs, and other important information, please visit our website at www.rccd.edu. The gainful employment disclosures can be viewed at the programs of study webpage under each program. You can find more information regarding Student Financial Services on our website at www.rccd.edu/services/studentfinancialservices.

If you have any questions, please contact us by e-mail at studentfinancialservices@rccd.edu.
Riverside City College
Student Financial Services Office

Student Health & Psychological Services

The Health & Psychological Services staff is committed to helping students achieve and maintain optimum physical, mental and emotional health, so you can be successful in college and in life. Professionals include physicians, nurse practitioners, registered nurses, and licensed psychology staff as well as interns. Services include:
- Consultation for health concerns, a caring licensed nurse is available for drop in
- Evaluations and treatment of injuries and short-term illnesses
- In-office lab tests, immunizations, tuberculin skin tests, and physical exams
- Birth control for males and females; family pact available
- Low-cost prescription medications as needed and free over the counter meds.
- Emergency care for injuries on campus; student accident insurance available
- Personal counseling for depression, anxiety, stress, low self-esteem or addiction
- Students need access to outside medical care. Consult with our nursing staff; they can help you enroll in health insurance through the Affordable Care Act or Medi-Cal plus.

Medical records and discussions with Student Health and Psychological Services staff are kept confidential. Your records will not be released without your written consent unless required by law.

We are located in the Bradshaw building, below the bookstore.

Hours: Monday-Thursday 8 am to 4:30 pm, Friday 8 am to noon

Appointments: Call (951) 222-8151

Appointments with a physician, nurse practitioner or counselor may be made in person or by telephone. Walk-ins are seen as time permits.

Eligibility: Health and psychological services are available to currently enrolled full- and part-time RCCD students.

College injuries should be reported to Health Services as soon as possible.

For emergencies, call College Safety & Police, 9-1-1.

Study Abroad Program

Through our College Study Abroad Program, students have the opportunity for quality cross-cultural academic experiences. Students are offered academic credit for the fall semester in the birthplace of the Renaissance, Florence, Italy and spring semester in Dublin, Ireland, as well as opportunities for travel study tours during the summer. Financial aid and scholarships may be applied to the Study Abroad semesters. The Study Abroad office is located in Quadrangle 100. Programs are open to students at other colleges and universities. For information on all International Education venues contact:
Jan Schall, Director, at (951) 222-8340 or jan.schall@rccd.edu
for the experience of a lifetime.
Summer Bridge/JumpStart

Summer Bridge is a three-week academic and enrichment program offered under the umbrella of the Pathways Initiative Program. Summer Bridge staff is composed of instructors, counselors, advisors, program specialists and students who are committed to student success. The program is designed to assist students make the best possible academic and social transition to RCC.

Academic Component

Summer Bridge includes academic seminars called Jump Start. The Jump Start Seminar is an accelerated review of English or math. At the end of the seminars students will have the opportunity to be reassessed and possibly placed into higher levels of English or math in the fall semester. The benefits of placing into higher English and math classes are that students take fewer classes in the two subject areas, saving time and money while still reaching academic goals.

Enrichment Component

Summer Bridge offers students the opportunity to participate in student development events. The goal is to connect students with motivational experiences, college resources, and RCC contacts and programs so that they are prepared for a successful college career.

Benefits of Summer Bridge:
- A better chance to graduate or transfer in two years
- Increase your academic skills and abilities
- The opportunity to jump into a higher English or math class thus saving time and money
- Summer Bridge student luncheons
- Field trips to universities
- Priority or early registration

To enroll in the Jump Start program or for more information, contact: (951) 328-3661 Cinthya Gonzalez, Ed Advisor (951) 222-8557 Anthony Escalera, Ed Advisor (951) 222-8577 Ginny Haguewood, Ed Advisor jumpstart@rcc.edu

Teacher Education & Early Childhood Education Programs

The RCC School of Education offers a broad range of lower division college courses for students interested in pursuing a variety of careers in K-12 education and/or early childhood programs serving children and families. We are interested in identifying, recruiting, preparing, and transferring an ethnically diverse, highly skilled population of future teachers and other early childhood professionals. Teacher preparation is one ambitious area of focus where we aspire to change the way the clinical education of teachers is pursued in our country. We aim to do this by introducing hands-on curriculum into the freshman and sophomore college experience and pursuing it actively throughout the teacher preparation process. We offer a multi-faceted educational facility with students learning about and observing children ages six weeks through grade 5. The Innovative Learning Center is operated as an inter-institutional center by a public school district, a community college, and university partners. We believe that our model, integrated collegiate study of content, and pedagogy early in one’s career will not only help alleviate a shortage of teachers, but also improve the quality of child development and teacher education services in our communities.

Opportunities include:
- Careers and baccalaureate transfer pathways in Teacher Preparation
- Careers and baccalaureate transfer pathways in Early Childhood Education
- Paraprofessional Certificate Program for Classroom Teacher’s Aid
- Associate’s degree in Education
- Associate’s degree in Early Childhood Education (ECE)
- Associate’s degree in Early Intervention
- Six-unit certificate in ECE to be an Assistant Teacher in a Children’s Center
- 12-unit Certificate in Infant/Toddler Specialization and/or ECE
- 31-unit Certificate in Early Childhood Intervention and/or ECE
- Coursework applicable toward the California State Child Development Permit at the Assistant Teacher, Associate Teacher, Teacher Master Teacher, and Site Supervisor levels

Information about Teacher Preparation or Early Childhood Education is on the following websites:
- Teacher Preparation: www.rcc.edu/programs/certificate_details.cfm?code=70
- Early Childhood Education: http://academic.rcc.edu/programs/ear/
The Transfer Center is dedicated to educating and guiding students through the transfer process by providing transfer workshops.

**Transfer Center Services:**
- Information on transfer requirements and major preparation.
- Counseling appointments with university representatives and staff who can assist students in exploring majors and determining choice of colleges/universities.
- Virtual Visits – Opportunities for students to connect with universities throughout the nation via cutting-edge web technologies.
- Resource library that includes university and college catalogs.
- Computer access to utilize Internet resources, complete college/university applications, and view college/university information online.
- Transfer workshops focusing on the UC/CSU application process, and the UC Personal Statement (Essay).
- Transfer fairs are coordinated by the Transfer Center every fall and spring semester where over 35 university representatives visit our campuses to speak one-on-one with students and answer questions.
- A Transfer Recognition Ceremony is held every spring semester to recognize students who have successfully fulfilled transfer requirements and who are transferring to a four-year college/university.

**Resources:**
- Resource library that includes college/university catalogs, brochures, and handouts
- Computer programs to conduct major and college/university exploration (Eureka)
- Monthly calendar of events/workshops/university representatives in the Transfer Center.

**Websites:**
RCC Transfer Website:
www.rcc.edu/services/counseling/transfer.cfm

The Transfer Center is located in the César E. Chávez Building or call (951) 222-8446.

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**Tutorial Services**
Our Tutorial Services program offers individualized instruction in course content, overall review, and study skills by peer tutors. Services are offered at all three colleges. If you are a registered student and need assistance in the course you are enrolled in, there is no cost to you—only the price of making your future at RCC more beneficial to you.

**Riverside City College**
Martin Luther King Building, Room 232
Monday & Wednesday 8 am to 6 pm
Tuesday & Thursday 8 am to 7 pm
Friday 8 am to noon
You may stop by or call (951) 222-8169 or 8170.

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**Ujima Project**
The Ujima Project is a student success program which utilizes faculty mentors to work with students to develop leadership skills and establish benchmarks for their academic success. The Ujima Project utilizes an approach to student engagement, retention and success that is infused with African cultural traditions. The Swahili name of our program means collective work and responsibility. The program has a campus center where club activities, counseling appointments and workshops take place. Successful outcomes are connected to mentoring, leadership, life planning, and developing an understanding of the community college culture and its services.

For more information, please call (951) 222-8130. Location: Administration 126, RCC.

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**Veterans Services**
Veterans who are seeking to use VA Educational Benefits should apply online to the VA at www.gibill.va.gov. Allow three to six weeks for processing. Once processed, the VA will send applicants two copies of their Certificate of Eligibility. One copy must be given to the RCC Veterans Services office in the Veterans Resource Center in the Administration Bldg, Room 124. For questions regarding pay, Certificate of Eligibility or benefit call 1-888-GIBILL-1.

Veterans apply to the College online at www.rcc.edu and complete any required assessment testing and online orientation prior to registering.

Veterans must activate their student email account, and check email daily, to receive important veterans' and college information. Veterans may also be eligible for other financial aid and are encouraged to submit the FAFSA (Free Application for Federal Student Aid) online at www.fafsa.ed.gov.

Before a VA Student Educational Plan (SEP) can be developed, transcripts must be received by the College in order to have prior credit evaluated. Transcripts from other educational institutions should be mailed to: RCC, Admissions and Records, Incoming Transcripts, 4800 Magnolia Avenue, Riverside, CA 92506-1299.

We can be reached at (951) 222-8607 or by email at: veterans@rcc.edu. Our website is: www.rcc.edu/services/veterans/Pages/Veteran-Services.aspx.

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**Military Credit**
Two physical education units are awarded upon presentation of a DD214, NOBE or ID card for active military. Military tech schools are evaluated based on the recommendations of the ACE Guide. No credit is granted for MOUs, correspondence courses, internships or military-specific courses. A maximum of 15 units may be awarded (two of which may be PE credit). CCAF, SMARTS, AARTS transcripts, DD214, and Certificates of Completion are used to evaluate military credit.

Order your official military transcript which can be sent electronically or if mailed, must be sealed and printed less than 90 days prior to submission.
No more than 30 units may be granted for CLEP, military training, AP or credit by exam. Any military credit granted is usable toward your AA/AS degree from a college within RCCD only, and is not posted to your RCC transcript. See Veterans Services for more information, (951) 222-8607.

Transcripts must be official, sealed, and printed less than 90 days ago. After transcripts are received, veterans are to call Veterans Services and request to have their VA Student Educational Plan prepared for a VA approved program. When the VA SEP is completed, an email will be sent to your RCC email account to make an appointment to meet with a counselor and pick it up at the Counseling office. After receiving the VA SEP, veterans can register for approved classes. Check the VA website at www.gibill.va.gov for the listing of VA approved programs at RCC.

After registering for classes, veterans must turn in the Veterans Statement of Responsibility (Blue Sheet) to the RCC Veterans Services office at RCC. This Blue Sheet is required in order for an enrollment certification to be submitted to the VA and to prevent the veteran from being dropped for nonpayment. This process may take up to three weeks. This form must be submitted to RCC Veterans Services every term to request benefits.

Veterans are eligible for priority registration for four years, within 15 years after being discharged from active duty. In order to be eligible, veterans must take a copy of their Member 4 DD214 discharge paper to the Veterans Services or Admissions office at RCC. Staff there will tell eligible veterans their priority registration dates. Active duty members qualify for priority registration by presenting their Military ID card. Priority dates are also posted on the website at www.rcc.edu/riverside. Click on Going to College and then on Veterans Assistance.

Veterans Services is available in the Veterans Resource Center (VRC) in the Administration Building, Room 124. RCC is pleased to provide the VRC a relaxed lounge for veterans. The VRC has computers, study areas, a reclining sofa and chairs, and a flat screen TV. Plan to join us at a monthly Student Veterans Association meeting.

**Workforce Preparation**

**CalWORKs Program**

The CalWORKs program is funded through the Chancellor’s Office of California Community Colleges. CalWORKs is designed to promote self-sufficiency through employment and education. The population that is eligible to receive services via CalWORKs is Temporary Assistance for Needy Families (TANF), recipients with minor children. Welfare recipients face a four-year lifetime limit, and CalWORKs is one of the ways California is meeting the challenge of welfare reform. Many current CalWORKs students could not get the education they need to break the cycle of poverty and dependency without such assistance. The CalWORKs program continues to seek additional CalWORKs-eligible students so that support services can be provided to ensure their success in school and the workplace. Services available include:

- Career and academic counseling
- Priority registration
- Intensive case management
- Work Study opportunities
- Assistance with county requirements

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Through the Riverside County GAIN program, CalWORKs students participating in approved welfare-to-work plans may receive supplemental services through the Riverside County GAIN program, such as:

- Childcare
- Transportation
- Textbooks and materials
- Health and student services fees
- Parking permits

For more information, call (951) 222-8648.

**CalWORKs Work Study**

RCC teams up with employers to provide paid job training to eligible students. This program benefits employers as well as students. To be eligible students are required to:

- Enroll in one or more units each semester
- Maintain a minimum cumulative 2.0 GPA
- Be eligible for the CalWORKs program
- Home college must be RCC

For more information, call (951) 222-8648.

**College Connection**

The Riverside City College-Riverside Office of Education Foster Youth Services College Connection program is designed to provide individualized educational and transitional support services to foster, neglected, and at risk youths who attend RCC's community schools, detention facilities, and foster group homes throughout Riverside County. College Connection engages youth ages 16-21 and identifies appropriate pathways for students to obtain their high school diploma, GED, or Certificate of Completion by the age of 19. College Connection also provides appropriate post-secondary transition plans that include academic resources, linkage to community colleges, career mapping with identified career and technical training, and job placements. The program also offers periodic follow up to ensure the student's success in obtaining outlined objectives. For more information concerning College Connection, please contact the program student resource specialist at (951) 328-3532.

**The Foster & Kinship Care Education Program (FKCE)** provides continuing training/education hours for foster parents in Riverside County. Each year, foster parents are mandated to complete continuing education hours in order to retain their license. Family caregivers are not required to attend training, but are strongly encouraged to do so. RCC provides a minimum of 150 training hours each year on topics including, but not limited to, child development, attachment, impact of abuse and neglect, special needs children, positive discipline, self-esteem, etc. Classes are open to anyone caring for children, including childcare providers, teachers, and social workers. Workshops are held in off-campus locations throughout Riverside County and are provided free of charge. For more information, call (951) 222-8937.

**Gateway College and Career Academy**

Gateway College and Career Academy is a public charter school that provides at-risk youth from 16 to 21 years of age, who have dropped out or are not on track to graduate, the opportunity to complete high school and achieve success in college within a supportive caring community. The Charter School provides significant career, social and academic counseling that empowers students to Excel. Gateway students learn how to succeed in an educational setting, under the guidance of a caring team of instructors and counselors with experience and interest in dropout youth. In their first semester, students learn in a small community of peers. This experience builds their academic and personal skills, preparing them to transition to college courses with the general student population. After completing the initial foundation term, students may transition to the comprehensive campus, taking classes with the general student population. Students focus their studies in a pathway or major that is aligned with high school completion requirements and college degree or certificate requirements. This allows students to maximize college credit acquisition toward their post-secondary goals. For more information, please call Gateway College and Career Academy at (951) 222-8934.

**Title V Pathways to Excellence**

RCC's Title V-funded Pathways to Excellence is a five-year initiative designed to: 1) engage students, 2) engage faculty, and 3) provide Physical and Virtual Engagement Centers where students, faculty and staff can work together to achieve success. Enrolled Pathways to Excellence students will explore their skills, interests, and abilities; then, match these to career pathways in Business/Career-Technical, STEM, and Liberal Arts/Humanities. Pathways students will have access to intensive academic planning and student support services. Pathways faculty and staff actively participate in specialized professional development and strategies to support college students who may be the first in their family to attend college and would like further assistance in navigating the college completion process. Going to college, let alone successfully completing a college certificate or degree, is a challenge. The goal of the Pathways to Excellence program is to develop a streamlined college completion process and structure of student support that will enable students to narrow their focus, define their goals, and achieve those goals. For more information about Pathways to Excellence, please contact the Project Director at (951) 222-8214.

**Foster Support Services**

The Workforce Preparation Foster Support Services program, utilizing funding from the Pritzker Foundation, provides advocacy, mentoring, and support services for students up to age 24 who had formerly been in foster care. Program objectives are to help students develop and achieve their educational and employment goals and explore career options. Students are connected to on-campus and community based resources that lead to success. For more information, call (951) 222-8251.

**Writing and Reading Center**

The Writing and Reading Center (WRC) promotes literacy across the disciplines by providing academic support to students enrolled in English, Reading, and ESL classes and by providing content-area reading and writing instruction. The WRC offers the following:

- Faculty conferences
- Reading tutoring
- Peer tutoring
- ESL Lab
- Writing and reading clinic courses

We are located on the first floor of the MLK Building and can be reached by phone at (951) 222-8632. We also have a website at http://academic.rcc.edu/wrc.
Spanish Speaking Personnel
Spanish Line - (951) 222-8107

Academic Affairs (Asuntos Academicos)
Michelle Davila ........................................ (951) 222-8400

Admissions & Records (Departamento de Registro y Matriculacion)
Michelle Dassow ..................................... (951) 222-8947
Daisy Figueroa ........................................... (951) 328-3750
Rosa Vargas ............................................. (951) 222-8605

Administrative Support Center (Centro de Apoyo Administrativo)
Juan Lopez .............................................. (951) 222-8796

Counseling (Oficina de los Consejeros)
Monica Delgado ....................................... (951) 222-8108
Lily Martinez ............................................. (951) 222-8812
Elizabeth Ygleias ..................................... (951) 222-8437

Disability Resource Center (Servicio de Estudiantes con Discapacidades)
David Dileo .............................................. (951) 328-3681

Information Services (Servicios Informativos)
Gloria Aguilar .......................................... (951) 222-8383

Outreach (Departamento de Extension a la Comunidad)
Tony Ortiz ............................................... (951) 222-8402

Strategic Communications and Relations (Asuntos y Relaciones Publicas)
Diana Meza ............................................. (951) 222-8958

Rubidoux Annex
Maggie Martinez ....................................... (951) 328-3883

Safety & Police (Departamento de Policía y Seguridad)
Mary Varela ............................................ (951) 222-8502

Workforce Preparation (Departamento de Capacitacion de Empleo)
Miguel Contreras ...................................... (951) 222-8089
Athletics

Which Sports May I Participate in at RCC?
There are 17 intercollegiate sports teams at RCC:

Men
- Baseball
- Basketball
- Cross Country
- Golf
- Football
- Swimming
- Tennis
- Track & Field
- Water Polo

Women
- Basketball
- Cross Country
- Fastpitch
- Tennis
- Track & Field
- Swimming
- Volleyball

How Do I Participate in a Sport?
There is an interest form for prospective student athletes to fill out. Go to http://rceathletics.com/landing/index, find the Recruits tab, and click Become a Tiger. Fill out the form completely, noting the sports of interest, and submit. An athletic coach will reply to your inquiry, giving you more information on the next steps to become a Tiger.

Eligibility at RCC
You are eligible to compete in intercollegiate athletics for RCC if you meet the following conditions:
- You are an amateur athlete in the sport in which you intend to compete
- You are a first-time participant in intercollegiate athletics at any college
- You are enrolled in 12 units and will maintain continuous enrollment in at least 12 units during the season of a sport.

After participating in a sport, it is necessary to maintain a 2.0 GPA for further eligibility in sports.

To be eligible for a second season of a sport, an athlete must complete at least 24 units between seasons with a 2.0 GPA.

Eighteen of the 24 units required to be eligible shall be in courses counting toward remediation, a certificate, graduation or transfer according to an educational plan.

A student athlete must have a comprehensive Student Educational Plan on file by October 15, if your first competition in any sport occurs during the fall academic term, and March 1, if your first competition in any sport occurs during the spring academic term.

Nine of the 12 units shall be in courses counting toward remediation, a certificate, graduation or transfer according to an educational plan with the athletic director.

Eligibility to Transfer
Transfer to a NCAA institution is based, in part, on high school academic performance.

The following must be satisfied in high school:
1. Graduate from high school
2. Attain a 2.0 GPA in at least 14 core courses
3. Attain satisfactory score on the SAT or ACT
4. Be cleared by the NCAA clearing house for qualified status.

To check on qualifying status go to ncaaclearinghouse.net/NCAA/common/index.html.

Qualifier
Having met these requirements in high school, an RCC student athlete may transfer after a minimum of two semesters completion of 12 transferable units for each full-time semester of attendance as long as a 2.0 GPA is maintained.

Nonqualifer
If you are a nonqualifier at the time of high school graduation, RCC student athletes must complete 48 transferable units and earn an AA degree before they may transfer and be eligible to compete at most four-year colleges and universities.

Please make a counseling appointment during your first semester for more details.

If there is another sport you’d like to add to the list, it may be considered, based on student interest.

You may want to join the Century Club: jog, swim and cycle 100 miles and earn a T-shirt. For further information, call (951) 222-8576.

How Much Does It Cost To Attend Our Games?
If you are an ASRCC cardholder, you are admitted FREE to all Tiger home football and basketball games.

All other sports do not require an admission ticket.

ASRCC cards are purchased during the enrollment process.

Athletics Staff Directory

Administration
Jim Woolridge ........................................... (951) 222-8420
Interim Athletic Director jimg.woolridge@rcc.edu

Jim Elton ......................................................... (951) 222-8298
Assistant Athletic Director jim.elton@rcc.edu

Stefanie Stackhouse ........................................ (951) 222-8421
IDS stefanie.stackhouse@rcc.edu
Kaladon Stewart ............................................. (951) 222-8423
Eligibility and Compliance kaladon.stewart@rcc.edu

Todd Babcock ............................................. (951) 222-8135
Athletic Trainer todd.babcock@rcc.edu

Katherine George ........................................... (951) 222-8909
Athletic Trainer katherine.george@rcc.edu

Nate Swift .................................................... (951) 222-3648
Athletic Trainer nate.swift@rcc.edu

**Baseball**

Dennis Rogers ............................................. (951) 222-8333
Baseball Head Coach dennis.rogers@rcc.edu

Rudy Arguelles ............................................. (951) 222-8235
Baseball Coach rudy.arguelles@rcc.edu

**Basketball**

Philip Matthews ........................................... (951) 222-8341
Men's Basketball Head Coach philip.matthews@rcc.edu

Alicia Berber ............................................... (951) 222-4782
Women's Basketball Head Coach alicia.berber@rcc.edu

**Cheer & Dance**

Rachelle Fawcett ........................................... (951) 222-3549
Cheer and Dance Director rachelle.fawcett@rccd.edu

**Cross Country**

Jim McCarron ............................................. (951) 222-8322
Men's Cross Country Head Coach jim.mccarron@rcc.edu

Damien Smith ............................................... (951) 222-8272
Women's Cross Country Head Coach damien.smith@rcc.edu

**Football**

Tom Craft .................................................... (951) 222-8105
Head Football Coach tom.craft@rcc.edu

**Golf**

Steve Siglouch ............................................. (951) 222-8210
Men's Golf Head Coach steven.siglouch@rcc.edu

**Softball**

Michelle Daddona ........................................... (951) 222-8367
Softball Head Coach michelle.daddona@rcc.edu

**Swimming**

Jason Northcott ............................................. (951) 222-8277
Men's Swim and Dive Head Coach jason.northcott@rcc.edu

Doug Finfrock ............................................. (951) 222-8277
Women's Swim and Dive Head Coach doug.finfrock@rcc.edu

**Tennis**

Thomas Yance ............................................. (951) 222-8264
Men's Tennis Head Coach

Nikki Bonzoumet ........................................... (951) 222-8422
Women's Tennis Head Coach nikki.bonzoumet@rcc.edu

**Track & Field**

Jim McCarron ............................................. (951) 222-8322
Men's Track and Field Head Coach jim.mccarron@rcc.edu

Damien Smith ............................................... (951) 222-8272
Women's Track & Field Head Coach damien.smith@rcc.edu

**Volleyball**

Monica Hayes-Trainer ..................................... (951) 222-8018
Women's Volleyball Head Coach monica.hayes-trainer@rcc.edu

Fred Nash .................................................... (951) 222-8018
Women's Volleyball Assistant Coach fred.nash@rcc.edu

**Water Polo**

Jason Northcott ............................................. (951) 222-8277
Men's Water Polo Head Coach jason.northcott@rcc.edu

Doug Finfrock ............................................. (951) 222-8277
Women's Water Polo Head Coach doug.finfrock@rcc.edu
Clubs and Organizations on Campus

There are over 70 clubs and organizations representing a variety of academic and career pursuits as well as special interests. Some of the clubs/organizations include: Active Minds, Alpha Gamma Sigma, Art Club, Business Leaders of Tomorrow, Gender & Sexual Awareness, International Club, LDSSA, Model United Nations, Music, Puente, Science & Engineering, Student Government, Student Nurses Organization, and Theatre and Dance.

Student Government

RCC has one of the most active student government programs in the country. Student government is responsible for representing the social, political and educational concerns of our students. Their main purpose is to provide student leaders with skills beyond what they learn in the classroom. Interpersonal communication, budget control, entrepreneurial skills, creativity, and activity planning are just a few of the skills that our very active student leaders learn.

The Associated Students of Riverside Community College District (ASRCCD) consists of the ASRCCD Student Trustee and the three college Associated Student Organizations: the Associated Students of Moreno Valley College (ASMVC), the Associated Students of Norco College (ASNC), and the Associated Students of Riverside City College (ASRCC). As the official student representative, the ASRCC Student Trustee is a member of the RCCD Board of Trustees. The Student Trustee also chairs the Student District Consultation Council. Each of the college’s Associated Student Organizations are lead by an elected student president. The student Senates, as well as other student committees, tackle a wide variety of student issues and help plan many of the campus activities.

RCC’s Inter-Club Council is responsible for coordinating the many activities of more than 70 active campus clubs. The clubs are the foundation for our student activities program. The Interclub Council director presides over the ICC. The coordinator of Student Activities serves as advisor to this organization.

Let ASRCC be your “Vehicle for Success!” This will be a very exciting and educational year. ASRCC looks forward to having you as a part of the team. If you desire information on how to get involved, stop by the Student Activities office in the Bradshaw Center, 2nd floor or the Student Government Center outside the Cafeteria.

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 college volunteers. You are eligible for recognition if you donate 50 or more hours in a single semester. In the past, students have organized blood drives, tutored, assisted in research, visited the elderly, and organized fund-raising projects. You can qualify for recognition by recording your service hours with approval of a faculty advisor or the coordinator of Student Activities. For more information, call (951) 222-8570 at RCC or visit us at www.rcc.edu/asrcc.

Student Newspaper

RCC students are eligible to write, shoot photos, or participate with RCC’s award-winning student newspaper, Viewpoints. The newspaper publishes 14 issues each year in print and online (www.viewpointsonline.org). Viewpoints students enroll in either Journalism 20 or Journalism 52. For more information about how to join Viewpoints, go to www.rccjournalism.blogspot.com or call (951) 222-8487.
WebAdvisor...a world of opportunities

Go to www.rcc.edu and use WebAdvisor to check your registration appointment, search for classes, register for classes, pay fees, order transcripts, and enrollment verifications.

User Name: Your User Name (User ID) consists of the first letters of your first and last name (all in lowercase) and your seven digit RCC ID number combined together (example: js1234567).

Password: If you have never logged in to WebAdvisor, your Password is set to your six digit date of birth (example: 060479). Once you have logged in, you will be required to immediately change your Password for security purposes. When logging in, remember that your User Name (User ID) and Password are in lower case.

Registration Date: To check your registration date and time, log into WebAdvisor at www.rcc.edu. Click on “CheckmyRegistrationDate/Holds.” You can register on or after the date/time listed. If you have any holds, you will not be able to register until all holds have been cleared.

Why Use WebAdvisor?
- You can access from a computer anywhere
- It’s available 24 hours a day/7 days a week except for occasional maintenance
- You don’t have to wait in long lines
- View course descriptions, check out open classes and available seats
- Search for classes by subject, time, date, location or instructor
- View add/drop and refund deadlines.

Need Help?
- For log-in help, view the Log-in Video on the WebAdvisor menu or click on Log In Help
- You may also click on Frequently Asked Questions for additional information
- See Instruction/Tutorials for Registration Video and additional resources
- Email studenttechhelp@rcc.edu for online tutorials
- Go to the Computer Support Desk on the second floor of the Digital Library at RCC for in-person help.

Free Email For All Students
As a student in RCCD, you are provided with a free student email account via Office 365 by Microsoft. Through their RCCD email accounts, students will correspond with faculty and receive important notices about new classes, schedule changes, waitlist statuses, financial aid and more.

If you do not know your RCCD email address, go to the WebAdvisor Main Menu and click Learn your RCCD Email Address.

You can access your RCCD email account through WebAdvisor or by going directly to the Windows Live website at www.outlook.com/student-rcc.edu.

When you log in for the first time, your temporary password will be upper case first initial, lower case last initial, and six digit date of birth. (Example, if your name is John Smith and your birth date is 06/10/1990, then you will type jS061090.)
Online Services at RCC

Use this sheet to keep track of your username and passwords for all services offered at RCC.

Access the online application from the RCC homepage at www.rcc.edu/riverside. Click on Going to College.

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

If you have already created an account, click on: Returning User.

For help retrieving your username or password, click on Log In Help or call (800) 468-6927.

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

User ID: ___________________________ Password: ___________________________

Access WebAdvisor from the RCC homepage: www.rcc.edu/riverside.

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

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

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: ___________________________
Online Services at RCC

Use this sheet to keep track of your username and passwords for all services offered at RCC.

**RCC Email**

Retrieve your RCC Windows Live ID (email address)
- Launch WebAdvisor at [www.rcc.edu/riverside](http://www.rcc.edu/riverside)
- Click on What’s my RCC Email Address?

Access your account:
- From WebAdvisor, click on Access Your Student Email Account or
- Follow the Microsoft prompts to set up and activate your account. When you log in for the first time, your temporary password will be upper case first initial, lower case last initial and six digit date of birth. (Example: if your name is John Smith and your birth date is 06/10/1990, then you will type in Js061090.)

User ID: ___________________ Password: ___________________

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**Blackboard/WebCT (Open Campus online classes)**

Access WebCT from the RCC homepage at [www.rcc.edu/riverside](http://www.rcc.edu/riverside).

- Click Online Classes from the menu on the left.
- Click on Credit Course Login (green button).
- Your WebCT ID: first and last initial w/Student ID (example: md1234567).
- Your Password first time logging in: student. Returning students’ passwords not changed.

For additional assistance contact the Open Campus Help Desk toll free at (866) 259-7271 for 24 hour-support.

If you forget your password, contact (866) 259-7271 to have it reset.

User ID: ___________________ Password: ___________________
Registration Worksheet

THINGS TO KNOW WHEN YOU REGISTER...
- Check WebAdvisor at www.rcc.edu/riverside for your registration appointment date and time.
- You will NOT be able to register prior to your assigned registration date/time.
- You will need your RCC ID or Social Security number to access your registration. If you do not know your ID and did not include your SSN in your admission application, you must bring a photo ID to Admissions. Instructions regarding your WebAdvisor username and password are available online.

THINGS TO DO BEFORE YOU REGISTER...
- Ensure that all past-due fees and holds are cleared.
- If you are in high school, on academic dismissal, or are participating in any other special programs, please verify your specific registration procedures in the Schedule of Classes, on WebAdvisor at www.rcc.edu or with the department before attempting to register. Many of the above students will be required to register in person.

THINGS TO CHECK FOR AS YOU MAKE YOUR CLASS SELECTIONS...
- Is the class still open? Check WebAdvisor for open classes (new sections may be added and classes may re-open if students drop). If the class is closed, refer to adding classes in the schedule of classes or select other options.
- Have you met all necessary prerequisites for each class? These are listed in the schedule of classes and online.
- Do any of your classes overlap? You must have an Approval for Overlapping Classes form signed by the instructor and add in person.

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 first semester of classes using the class schedule which is published for fall, winter, spring, and summer. It is important to note that classes may vary in length. Some courses are offered off campus, and evening courses are designated by bold print. If you enroll in a day class, you must enroll in a day lab (when one is required.)

How to Read the Schedule of Classes

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<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Days</th>
<th>Room</th>
<th>Instructor</th>
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<td>MAT-10</td>
<td>07:00AM-08:32AM</td>
<td>MW</td>
<td>MTSC</td>
<td>R Ruiz</td>
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<tr>
<td>47956</td>
<td>06/20/15-07/28/15</td>
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<td>MTSC</td>
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<th>COURSE DESCRIPTION</th>
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<td>SU</td>
<td>Sunday</td>
<td>TTH</td>
<td>Tuesday and Thursday</td>
<td>SS</td>
<td>Saturday and Sunday</td>
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</tbody>
</table>
How to Schedule Your First Year

With assessment and orientation behind you, you’re probably ready to sit back and relax for a while before starting college, but don’t get too comfortable. Before you know it, you’ll find yourself on campus, thrown into a whirlwind of decisions. Choosing your courses will be among the first.

Picking classes in high school may not have been a big deal, but college is different. Some schools offer literally thousands of classes. Deciding what to take can make even the most experienced student dizzy. The following tips and strategies will make it easier to select your courses.

Tip 1: Review the College Catalog

You will need to purchase a College catalog from the bookstore or view the College catalog at www.rcc.edu. Look through it thoroughly. You’ll find certificates, associate degrees, and transfer programs requirements. Review the course descriptions so you have a better idea of the course content.

Mark the classes that interest you. If you have an idea of what you want to major in, consider taking some of the general requirements in your major. If you’re like most freshmen and have no idea what you want to major in yet, think about taking classes in areas that spark your interest. Have you always wanted to learn about space? Try an astronomy class. Do fossils intrigue you? Sign up for anthropology.

Tip 2: Search on WebAdvisor

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

Tip 3: Find a Balance of Hard and Easy Courses

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

Tip 4: Find a Balance of Subject Areas

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

Tip 5: Take Advantage of Counseling Services

Take the opportunity in the group orientation to ask questions. Make it a priority to set up an appointment to see a counselor and come with questions.

Tip 6: Use AP Credits, Placement Exams, and More

Before you register, find out if you’ve already fulfilled any of your requirements. If you score high on AP exams, for example, you may not have to take certain classes, such as a lab science. Acing a placement exam could free you from taking the required language course. Submit your official AP exams results to Admissions and Records.

Tip 7: Take a Writing Course

It is in your best interest to take a writing class during your first semester, even if you’re not required to do so. You can apply the writing skills you develop in this course to all your other courses throughout college and in whatever career you choose.

Tip 8: Make a Plan for Registration Day

Registering for classes can be a nailbiting experience. You can be sure that some of the classes you want will be full, or that you’ll have to choose between two classes that are held at the same time. So, after you come up with your dream schedule, make a list of alternative classes. Your preparations will make registration day easier, and help you start your first year off right.
If you take:

<table>
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<th>Number of Years to Reach Your Goal:</th>
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<tbody>
<tr>
<td>Program Certificate (30 Units)</td>
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<tr>
<td>One Class per Semester (3 Units)</td>
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<td>Two Classes per Semester (6 Units)</td>
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<tr>
<td>Three Classes per Semester (9 Units)</td>
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<tr>
<td>Four Classes per Semester (12 Units: Minimum full-time load)</td>
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<tr>
<td>Five Classes per Semester (15 Units: Average full-time load)</td>
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<td>One Class per Semester (3 Units)</td>
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<td>Two Classes per Semester (6 Units)</td>
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<td>Three Classes per Semester (9 Units)</td>
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<td>Four Classes per Semester (12 Units: Minimum full-time load)</td>
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<td>Five Classes per Semester (15 Units: Average full-time load)</td>
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</table>

*Note: You can shorten these timeframes by taking summer or winter session courses.*

One important aspect of a successful college career is managing your time well. Making the right choices about how to spend your time is one of the most important things you will do. The following pages will assist you with planning your time schedule for college.

Unlike the formal structure of a high school schedule, a college schedule can be very unstructured. You are in charge of your own schedule. Many sections of the same class are offered at various times of the day. It is up to you to select the time which best meets your needs. It is possible to arrange your schedule so that you may attend classes on certain days of the week. In other words, it is not mandatory for you to attend classes Monday through Friday.

It is important to consider all aspects of your life when planning your class schedule. Work, family commitments, recreational activities, and other areas must be included in your daily schedule. In fact, you are encouraged to take into consideration all aspects of your life when planning your class schedule.

Planning time for study is one of the most important ingredients of academic success. Most college classes require far more study time than high school classes. A general rule of thumb to follow when trying to set up a time schedule for studying is to plan on two hours of study per week for each unit of class you are enrolled in. For example, a three-unit class may require up to six hours of study per week (based on a 16-week semester).

To ease some of the confusion you might be experiencing, we have designed a sample schedule for you. It includes class time, study time, work time, and leisure time. Note that the sample student is taking 13 units and has arranged 24 hours of study time. Also, note the student is working 20 hours per week. Please refer to the following recommended guidelines to determine your workload.

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<tr>
<th>If you work</th>
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<td>40 hours per week</td>
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There is a blank time management schedule for you in the following pages. Please use it and revise it once the semester begins if it is not meeting your scheduling needs. Again, for each unit that you take, there will be two to three hours of outside study per week. You must, therefore, manage your class and study time carefully, keeping in mind your employment and other responsibilities. Because effective time management plays a key role in your success at R.C.C., please see a counselor if you are having difficulty with your planning. Remember, your success in college is important to us, and we are here to assist you.

**Tips that Lead to Success**
- Get involved - join a club/activity
- Find a study partner or study group
- Attend all classes
- See a counselor
- Use campus and community resources
- Talk to your professors
- Know about office hours
- Set realistic goals
- Take into consideration personal/family responsibilities
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Riverside Community College District
2015-2016 ACADEMIC CALENDAR

June 2015

July 2015

August 2015

September 2015

October 2015

November 2015

December 2015

January 2016

February 2016

March 2016

April 2016

May 2016

June 2016

- Required Day for New Faculty - August 25
- FLEX Days
  Fall: August 20, 27 & 28
  Spring: February 5
- Part-time Faculty Orientation to be arranged by college
- Legal Holiday/Day of Observance
- Commencement (June 9) & Final Exams
- Classes not in Session

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

For tests taken after July 1, 2001.

<table>
<thead>
<tr>
<th>CPT-4 (Reading)</th>
<th>CPT-5 (Writing)</th>
<th>CPT-1, 2, or 3 (Math)</th>
<th>PTESL</th>
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</thead>
<tbody>
<tr>
<td>40 – College Level</td>
<td>30 – English 1A</td>
<td>70 – Math 1A</td>
<td>50 – ESL 55*</td>
</tr>
<tr>
<td>30 – Reading Skills 83</td>
<td>20 – English 50</td>
<td>60 – Math 10</td>
<td>40 – ESL 54*</td>
</tr>
<tr>
<td>20 – Reading Skills 82</td>
<td>15 – English 60B</td>
<td>50 – Math 4, 5, 11, 12, 25, 36</td>
<td>30 – ESL 53*</td>
</tr>
<tr>
<td>10 – Reading Skills 81</td>
<td>10 – English 60A</td>
<td>40 – 4, 5, 11, 12</td>
<td>20 – ESL 52*</td>
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<td>5 – English 60A</td>
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<tr>
<td>20 – Math 52</td>
<td>30 – Math 53, 35</td>
<td>10 – ESL 51*</td>
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<tr>
<td>15 – Math 65 or Math 90D</td>
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<tr>
<td>10 – Math 65 or Math 90A</td>
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</table>

*Suggested companion courses to core ESL courses

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

Note: These numbers are to be used to interpret CPT and PTESL placement tests only.

**Guidance Classes/Goals**

If you are undecided about your future goals or if you need to improve your study skills, consider taking the following classes:

**Guidance 45 - Introduction to College**
1 unit
Designed to teach students about college and about RCC. Students will develop an Educational Plan that will allow them to accomplish their academic goals. Additionally, students will become familiar with all the support services on campus. If you are new to college and want to know your way around campus and the resources available to you, this class is for YOU.

**Guidance 46 - Introduction to the Transfer Process**
1 unit
An Introduction to the Transfer Process, this class focuses on the university system and explains higher education in California. Students will become very familiar with the application process, personal statement, and major preparation required prior to transfer. If you have questions about the university and how to decide on which school to transfer to, this is for YOU!

**Guidance 47 - Career Exploration and Life Planning**
3 units
Ever thought about what career or major you should go into? Career Exploration and Life Planning helps students clarify their values, identify skills, understand their temperament and personality, and explore potential majors and careers that would best "fit" them. Come and find out all you can about how to develop a resume and build interviewing skills that will allow you to be successful in your job search. Undecided about what direction to go into for the future, sign up for this class today!

**Guidance 48 - College Success Strategies**
2 units
Being a student in college is not easy. It takes a lot of hard work and commitment. College Success Strategies focuses on the areas that students need to master in order to be successful in school. Time management, study skills, money management, and health are just some of the major topics covered in this class. Most students need help in these areas. Register today! It will make a huge difference!

Take a few moments to consider some of your goals. Now, list them below.

**GOALS FOR THE SEMESTER:**

1. 
2. 
3. 

**GOALS FOR THE NEXT TWO YEARS:**

1. 
2. 
3. 

**GOALS FOR THE NEXT FIVE YEARS:**

1. 
2. 
3.
English as a Second Language

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

Reading & Vocabulary
- ESL-71 Basic
- ESL-72 Intermediate
- ESL-73** High Intermediate

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

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

English Composition
- ENG-60A Fundamentals Sentence to Paragraph
- ENG-60B Fundamentals Paragraph to Essay
- ENG-50 Basic Composition
- ENG-1A* Composition
- ENG-57 Optional non-transferable
- ENG-1B* Critical Thinking and Writing
- ENG-80 non-transferable

Shaded areas indicate possible course placement.

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

Revised 08/2012
I. What is sexual violence?
Sexual violence is any unwanted, forced, tricked, or coerced sexual activity. There are many forms of sexual violence, some of which include:
- Rape/attempted rape
- Sexual assault
- Incest
- Date/acquaintance rape
- Sexual harassment
- Unwanted sexual touching
- Voyeurism
- Forced to watch or partake in pornography.

Rape is never the victim's fault and it is never too late to seek help. No matter who raped you, when the assault occurred, or how you choose to take care of yourself, medical and emotional help are available.

II. Facts and myths about sexual violence
FACTS
- Women on American college campuses who are from 18 to 24 years of age are at greater risk for becoming victims of rape, sexual assault, domestic violence, and stalking than women in the general population or women in a comparable age group. Research over the past 20 years has consistently shown that the rate of sexual assault among women who are in this age group (18 to 24) traditionally considered to be college-aged is one in four.
- Studies have consistently shown that sexual assault primarily targets women and youth, and that most perpetrators are friends, relatives, acquaintances, or someone else who is known by the victim. According to the 2003 National Crime Victimization Survey, approximately 70 percent of female rape victims knew their assailant.
- In 1994, Ms. Magazine's report on "Recognizing, Fighting and Surviving Date and Acquaintance Rape" documented that one in four college women had been the victim of a completed actual rape or attempted rape, and that, in 84 percent of the attacks, the victim knew the perpetrator.
- The National Violence Against Women Survey of 1998 demonstrated that 83 percent of rape victims were less than 25 years old when they were assaulted.
- In 2000, the Sexual Victimization of College Women Survey estimated that a college with 10,000 students could expect more than 350 rapes per year to occur on that campus.
- Additionally, half of all stalking victims are between the ages of 18 and 29, and women between the ages of 16 and 24 experience the highest rate of domestic violence victimization.
- While sexual assault primarily affects young women, they are not the only targets. Women of all ages, men, children, individuals with disabilities, members of cultural and religious minority groups, and lesbian/gay/transgendered individuals also experience sexual assault or rape.
- Every two and one-half minutes a woman is raped or sexually assaulted—this calculation is based on the 2004 National Crime Victimization Survey from the Bureau of Justice Statistics, U.S. Department of Justice.

MYTHS
- Rape is a sexual crime.
- Women are powerless against rape.
- Women secretly want to be raped.
- Only young attractive women are raped.
- Only women with bad reputations are raped.
- Women who dress sexy are asking to be raped.

III. Support Information and Resources
Support information and resources are available to you if you have been a victim of rape, sexual assault, dating violence, domestic violence, and/or stalking crimes or have friends, peers, or acquaintances who have been victimized. All sexual assaults are considered very serious matters to RCC and are given the highest priority for response. A survivor of rape or sexual assault on or off campus may obtain assistance by contacting someone in the following agencies/departments/groups.
- Riverside Community College District Safety and Police Department
  (951) 222-8171 Dispatch (951) 222-8171 SART member
- Riverside Police Department (951) 826-5314 or Emergency 9-1-1
- Riverside Sheriff Department (951) 776-1099
- Rape, Abuse, and Incest National Network (RAINN) Hotline (800) 656-6673
- Riverside Rape Crisis Center (951) 686-7273 (24-Hour Crisis Line)
- Alternatives to Domestic Violence (951) 683-0829 (24-Hour Crisis Line)
- Health Department (951) 358-5000
- Victim Witness Program (951) 955-5450
- RCC Health Service Center
  Moreno Valley College (951) 571-6103
  Norco College (951) 372-7046
  Riverside City College (951) 222-8151
- RCC Counseling Center
  Moreno Valley College (951) 571-6104
  Norco College (951) 372-7101
  Riverside City College (951) 222-8440

IV. Process for Filing
Process for filing internal administrative complaints with campus administration and criminal charges with local law enforcement:
- After a reported incident occurs the following procedures will be used in the investigation.
  ~ Identify the victim(s) and all others on the scene.
  ~ Provide emergency medical treatment for the victim(s) if needed.
  ~ Establish rapport with victim(s).
  ~ Conduct cursory interview to determine specific crimes, suspect identity, or other pertinent information.
  ~ The officer will determine the location of the suspect.
  ~ Crime broadcast if appropriate.
  ~ Identify and protect all crime scenes.
  ~ Identify and interview all possible witnesses.
V. Policy and Regulations
All victims of sexual violence are highly encouraged to report the crime. Rape is one of the most under-reported crimes. According to the Rape, Abuse, and Incest National Network (RAINN) only about 36% of rapes were reported to law enforcement in 2004. The most common reasons given by victims for not reporting the crime are the beliefs that this is a private/personal matter and that they fear reprisal from the assailant.

In an effort to encourage victims to report assaults, the following exception will be made. The victim of sexual assault will not be disciplined as defined in the Board Policy 5500, “Standards of Student Conduct,” 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 College property.

In the state of California if a person is prevented from resisting by any intoxicating or anesthetized substance or any controlled substance and this condition was known, or reasonably should have been known by the accused, this is rape. Refer to Title 9, Chapter 1 #261, sections (3), (4), (4A), (4B), and (4C) of the California Penal Code.

This means if sex happens while you were drunk and without your consent, you were raped. Being drunk or high lowers your inhibitions and impairs your ability to make safe choices. Date rape drugs are out there. Watch your own drink, and watch each other’s drinks. Be aware that if you are drinking, you may not be able to hear the NO your partner is trying to communicate to you.

The idea that a woman says no when she means yes is not true. Pushing or turning away is a non-verbal NO! If your partner says No-STOP! It still means NO! A clear and sober YES is the only answer that means YES.

VI. Information regarding campus, criminal, and civil consequences of committing acts of sexual violence.

The punishments for rapes and sexual assaults vary according to the facts related to the crime. Rape is punishable by imprisonment in the state prison for up to three, six, or eight years.

Sexual assault or harassment by an RCC student on District property may result in expulsion from the College and criminal prosecution of the perpetrator.

VII. Tips for Keeping Safe
Information about Rape Aggressive Defensive Tactics can be found at www.rcc.edu/departments/police/rad.html on the College Safety and Police webpage.

Drug Abuse Prevention Program

Statement of Philosophy and Purpose
It is the intention of Riverside City College to provide an environment that maximizes academic achievement and personal growth. The District recognizes that alcohol, tobacco, and other drug use or abuse poses a significant threat to the health, safety, and well-being of users and the people around them. Substance abuse also interferes with academic, co-curricular, and extra-curricular interests and can lead to health, personal, social, economic, and legal problems.

Alcohol and other drug abuse, addiction or dependency is a behavioral/medical problem. Because the District’s intent is to be helpful, not punitive, programs have been developed to deter alcohol and other drug abuse. First, education is provided. Second, a program of assistance and referral is available. Third, disciplinary procedures are applied to uphold the District’s policy regarding alcohol and other drug use and the Standards of Student Conduct as listed in the Student Handbook.

The District’s policy is that all use of alcohol and other drugs is prohibited on District property and at any college-sponsored or related activity regardless of its location. Furthermore, the use of tobacco is prohibited in all District buildings.

Education
RCC offers a wide variety of educational opportunities to its students and the community which address alcohol and other drug-related issues. Information about courses is available in the College Catalog, Class Schedule and through the Counseling Center. Additional educational opportunities include awareness activities, conferences, workshops, films/videos, and lectures – some of which are available at College Health Services at each campus.

Assistance and Referral
Students can seek help through College Health Services. Student health professionals provide assistance for students with alcohol or drug-related problems, including crisis intervention, education and referral. Contact the Student Health Center at (951) 222-8151 or the Counseling Center at (951) 222-8440.

Off-Campus Services
For off-campus services call:
 Riverside County Drug Abuse Program .................. (951) 955-2100
 Riverside County Alcohol Program .................. (951) 778-3500

For toll-free information call:
 Riverside Recovery Resources, Inc. .................. 1 (800) 801-4673
 Alcoholics Anonymous - Inland Empire Center Office .................. 1 (909) 825-4700
 American Council on Alcoholism .................. 1 (800) 527-5344
 Referrals Cocaine Hotline .................. (951) 359-3895
 Cocaine Anonymous - Inland Empire .................. (951) 359-3895
 National Council on Alcoholism/
 Drug Dependence .................. 1 (800) NCA-CALL
 Al Anon - Inland Empire .................. (909) 824-1516
 NA - Inland Empire .................. (951) 243-8899
I. Introduction
Free inquiry and free expression are essential attributes of an educational community. As members of that community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truths. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the community. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the college community. Students should endeavor to exercise their freedom with maturity and responsibility.

II. Responsibility
A. The Chief Executive Officer is responsible for establishing appropriate procedures for the administration of disciplinary actions. Issues involving matters of student grievance or student discipline follow the procedure below.
B. The Chief Student Services Officer will be responsible for the overall implementation of the regulations which are specifically related to all non-academic, student-related matters.
C. The Chief Instructional Officer will be responsible for the overall implementation of regulations which are specifically related to class activities or academic matters.
D. The Director, Diversity, Equity, and Compliance shall be responsible for the overall implementation of regulations, which are specifically related to the prohibition of discrimination, harassment and retaliation. Any complaint of unlawful discrimination (including sexual harassment) should be reported to the Director via telephone (951) 222-8039 or in writing: Riverside Community College District Office, 450 E. Alessandro Blvd., Riverside, CA 92508. NOTE: Board Policy 5500 does not apply to these matters.
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.

III. SSSP (formerly matriculation) Student Rights
A. To challenge a prerequisite for a course because:
   - the necessary corequisite and/or prerequisite is not available
   - the student has the knowledge or ability to succeed in the course despite not meeting the prerequisite.
B. To file a complaint of unlawful discrimination if the assessment, orientation, counseling, prerequisites (or any other pre-enrollment procedure) is being applied in a discriminatory manner.
C. To meet with a counselor to develop a Student Educational Plan, once an educational goal has been selected.

IV. SSSP (formerly matriculation) Student Responsibilities
A. To declare a broad educational intent upon admission.
B. To declare a specific educational goal by the time 15 semester units are completed.
C. To meet with a counselor to develop a Student Educational Plan (SEP).
D. To attend classes, complete assignments, and maintain progress toward a goal.

V. Standards of Student Conduct
A. Student Conduct
   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 laws 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 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:

B. BP 5500STANDARDS OF STUDENT CONDUCT
   www.cccd.edu/administration/boardNew20%Board20%Policies/-5500BP.pdf

   References:
   Ed Code Section 66300, 66301, 76033; Accreditation Standard II.A.7.b

   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 on 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 mishandling 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; licentious 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, any contemporary 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 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 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: August 20, 2013

C. District Regulations

1. Students are not permitted to eat or drink in classrooms.

2. Smoking of any form of tobacco or use of non-tobacco products is prohibited on District grounds, in all District vehicles, at any activity or athletic event, and on all property owned, leased, or rented by or from the District, unless a tobacco use area has been designated. (Board Policy 6230, 3230 and 4230.)

3. Gambling of any type is not permitted on District property. Recreational playing of dominos, cards, or similar activities is prohibited except in designated game or recreation areas.

4. Dogs (with the exception of guide dogs) and other pets are not allowed on District property.

5. Printed materials to be distributed or posted must be approved for distribution by the Student Activities office (Moreno Valley, Norco) or the Student Services office (Riverside) of each college. Advertisement flyers and related literature may not be distributed or placed on vehicles parked in District sites.

6. In accordance with Sections 32050, 32051 and 32052 of the Education Code, the practice of hazing by organizations or individuals, either on or off District property, is strictly prohibited.

7. Students must be fully attired, including shoes or sandals, while in the classroom or on District property.

8. Library books and materials must be returned in a timely manner.

9. Use of audio equipment on District property in public areas is restricted to personal headphones or preapproved authorized activities.

10. Except for authorized police bicycle patrols, the riding/use of bicycles, motorcycles, or motorized vehicles is limited to paved streets or thoroughfares normally used for vehicular traffic. In addition, the riding/use of all types of skates, skateboards, wheelies, scooters, or other such conveyances is prohibited on District property, except for approved activities.

11. Only students enrolled in Riverside City College are allowed to attend classes. The presence in classrooms or laboratories of unenrolled individuals is prohibited. Occasionally, visitors to classrooms may be permitted when approved by the faculty member.

VI. Disciplinary Action

Complaints, grievances or disciplinary matters should be resolved at the campus level. This is the quickest and most successful way of resolving issues.

You are encouraged to work through the college complaint process listed in the college’s grievance procedures first before escalating issues to any of the following resources that are identified in the attached link: http://californiaccunitycolleges.cccco.edu/ComplaintsForm.aspx.

Riverside Community College District Procedure No. 5520
www.rccd.edu/administration/board/New20%Board20%Policies/5520AP.pdf

Student Services
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 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 10 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. Academic Dishonesty
In cases of academic dishonesty by a student, a faculty member may take any one of the following actions:

1. The faculty member may:
   a. reduce the score on test(s) or assignment(s) according to the weight of the test or assignment;
   b. reduce the grade in the course if the weight of the test or assignment warrants grade reduction; or
   c. fail the student in the course if the weight of the test or assignment warrants course failure.

   The faculty member may recommend to a College Dean of Instruction that the student be suspended from the course. If the course suspension is recommended, the Dean of Instruction will review the information regarding the charge of academic dishonesty, notify the student, consult with the faculty member regarding the recommendation for suspension and turn the matter over to the Vice President of Student Services who will take appropriate action.

2. If the suspension is upheld, the College Vice President of Student Services will make note of the offense in the student's educational records. A second instance of academic dishonesty may result in expulsion proceedings. Enrollment, tuition, and other applicable fees will not be refunded as a result of disciplinary action for academic dishonesty.

IV. 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:

A. 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 and 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.

B. 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 10 days.

C. 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 no later than seven 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)

V. Process Preceding Suspensions or Expulsions
Before any disciplinary action to suspend or expel is taken against an student, the following procedures will apply:

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

B. Time limits -- The notice must be provided to the student within five 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 days on which the conduct becomes known to the Vice President of Student Services or designee.

C. Meeting -- Unless otherwise agreed upon, the student must meet with the Vice President of Student Services or designee within five 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

D. Potential Disciplinary Actions

1. Short-term Suspension -- Within five 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.
2. Long-term Suspension -- Within five 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.

3. Expulsion -- Within five 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.

VI. Hearing Procedures

A. Request for Hearing -- Within five 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's or designee's.

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

C. 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.

D. 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.

E. 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:

1. 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.

2. The facts supporting the accusation shall be presented by the administrator who issued the disciplinary action.

3. The administrator and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.


5. 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 a preponderance of the evidence that the facts alleged are true.

6. 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 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.

7. 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 days prior to the date of the hearing.

8. 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.

9. 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.

10. 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.

11. Within five 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.

VII. President's Decision

Upon receipt of the Hearing Panel's decision, the President of the College will consider the decision of the Panel.

A. Long-term suspension -- Within five 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.
B. General Grievance Process for Matters Other than Disciplinary Student grievances (other than for discipline) will be processed in the following manner:

1. Consultation Process
   a. Prior to any formal hearing, a student will be encouraged to contact the appropriate faculty or staff member and attempt, in good faith, to resolve the concern through the consultative process. If a student is unsure of the appropriate faculty or staff member to contact, he or she should contact the College Dean of Instruction or College Dean of Student Services for nonacademic matters, who will direct the student to the appropriate staff member. In cases where either the student or faculty/staff member prefers to meet in the presence of a third party, he/she will contact the above-mentioned administrators. The College Dean of Instruction or the College Dean of Student Services will either serve as the third party or designate someone for this purpose.
   b. If the issue is not resolved by the affected parties, the student may request an informal consultation with the appropriate department chairperson, dean, or director.
   c. If the issue is not resolved with the appropriate department chairperson, dean, or director, the student may request an informal consultation with the College Dean of Instruction or College Dean of Student Services.
   d. If the issue is not resolved with the appropriate dean, the student may request an informal consultation with the appropriate administrator.
      (1) For academic matters, the conference will be with the College Chief Instructional Officer.
      (2) For nonacademic matters, the conference will be with the College Chief Student Services Officer.
   e. The College Chief Instructional Officer or Chief Student Services Officer will convene a decision to all affected parties.
   f. If the issue is not resolved at the informal consultation, the student may file a formal, written grievance requesting a formal hearing within thirty instructional days of hearing from the College Chief Instructional Officer or Chief Student Services Officer. The student will direct this letter to the appropriate College Chief Instructional Officer or Chief Student Services Officer. The time limit for students to file a formal written grievance will be 120 days from the date of the incident giving rise to the grievance.

2. Formal Hearing
   a. Upon receipt of a written request for a formal hearing, the College Chief Instructional Officer or Chief Student Services Officer will arrange for the hearing within a reasonable time period not to exceed 20 instructional days. The written request should contain a statement detailing the grievance to be resolved, and the action or remedy requested. The College Chief Instructional Officer or Chief Student Services Officer will forward signed copies of all written grievances to the faculty member being grievance within seven instructional days.
   b. A grievance withdrawn from the formal hearing stage will be deemed without merit and cannot be refiled.
   c. The formal hearing will be conducted before the College Student Grievance Committee. This committee will be composed as follows:
      (1) One student appointed by the College’s Associated Students College President
      (2) One faculty member appointed by the College Academic Senate President
      (3) One manager appointed by the Chief Executive Officer of the College

Office of Primary Responsibility: Vice Chancellor, Educational Services
Administrative Approval: June 5, 2007
Revised: January 27, 2015
(Replaces discipline procedures in RCCD Regulation 6080)
The Chief Executive Officer or his/her designee—a person who has received training in proper procedures—will serve as chair of the committee.

d. The College Student Grievance Committee will:

1. Set a reasonable time limit for the hearing.
2. Receive signed written statements from both student and faculty involved in the grievance specifying all pertinent facts relevant to the case in question, a copy of which will be given to the other party with due notification of rights and responsibilities in the procedure for disposing of the case.
3. Transmit to all parties a written list of intended areas of inquiry to be asked at hearings or interviews, at least 72 hours in advance of the hearing.
4. Allow each party the right to be assisted at the hearing by a student or staff member of the College whose participation will be limited to directly advising the student or staff member. If there is a need for accommodation for a disability, the student must notify the appropriate College Chief Instructional Officer or the Chief Student Services Officer at least 72 hours in advance of the hearing. The advisor may not enter into the proceeding of the Grievance Committee. In addition, each party has the right to question witnesses and testimony.
5. Judge the relevancy and weight of testimony evidence. The Committee will make its findings of fact, limiting its investigation to the formal allegations. It will also make recommendation for disposition of the case.
6. Maintain a transcript of the proceeding which will be kept in a confidential file but be available for review by either party.
7. Submit its findings of fact and recommended action to each party and the appropriate College Chief Instructional Officer or Chief Student Services Officer within ten instructional days of the completion of the formal hearing.

e. The formal hearing shall be closed to the public.

f. Upon receipt of the College Student Grievance Committee's recommendation, the appropriate College Chief Instructional Officer or Chief Student Services Officer, within 10 instructional days, will transmit, in writing, his/her decision to all involved parties.

g. The student, within five instructional days of receipt of the College Chief Instructional Officer or Chief Student Services Officer’s decision, may appeal the decision to the Chief Executive Officer of the College. The Chief Executive Officer of the College may:

1. Concur with the College Chief Instructional Officer or Chief Student Services Officer's decision
2. Modify the recommended decision
3. Recommend action to the Board of Trustees.

3. Appeals: In all cases, final appeal will rest with the Board of Trustees.

C. Office of Primary Responsibility

1. The Chief Executive Officer of the College is responsible for establishing appropriate procedures for the administration of disciplinary actions. Issues involving matters of student grievance or student discipline follow the procedures below.
2. The Chief Student Services Officer will be responsible for the overall implementation of the regulations which are specifically related to all nonacademic, student related matters.
3. The Chief Instructional Officer will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters.
4. 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.
5. 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.

VIII. Registration of Student Organizations

A. Membership

An organization in which active membership is limited to students and has an advisor who is a current full-time member of the teaching staff of the College may become a chartered student organization. Organizations must comply with the chartering policy set forth in the College's Associated Students Constitution through the authorization vested in it by the Board of Trustees. College organizations shall be open to all students who are current active College's Associated Students members.

B. Compliance

Student organizations are required to comply with the chartering policies of the Associated Students, Board of Trustees, and the Education Code and are subject to revocation of their charter or other discipline for violation of such policies and regulations.

C. Use of College Name

1. A student organization shall not use the name of the College or abbreviation (RCC) thereof, as part of its name, except upon the authorization of the College President or his/hers designee.

2. A chartered organization may state that its membership is composed of students of the College, but shall not imply that it is acting on behalf of the College or with its approval or sponsorship.

D. Use of District Facilities

Riverside City College is committed to assuring that all persons may exercise their constitutional rights protected under the First Amendment of the United States Constitution and Article I, Section 2, of the California Constitution. The District's commitment to the exercise of free speech and free expression is not intended to convert all of the facilities maintained and/or owned by the District into a public forum, limited public forum or designated public forum.

The use of Riverside City College facilities, by outside organizations, not covered under the Civic Center Act, will be charged flat rate use fees as described in Education Code 82537(e).

The use of Riverside City College facilities by public agencies or nonprofit groups covered by the Civic Center Act may be charged the "direct costs" to the District for the use of college facilities or grounds as defined by that Act.

1. Solicitation shall be permitted on a college subject, however, to a reasonable regulation by the college head (president or his/her designee) as to time, place, and manner thereof.
2. The solicitation by credit card companies marketing “student credit cards” as defined by Civil Code Section 1747.02 is prohibited.

3. Application for use of District facilities will be made on a form supplied by Riverside City College, 4800 Magnolia Avenue, Riverside, CA 92506-1299, phone (951) 222-8569; Moreno Valley College, 16130 Lassen Street, Moreno Valley, CA 92551-2045, phone (951) 571-6188; or Norco College, 2001 Third Street, Norco, CA 92860-2600, phone number (951) 372-7000. Each noncommercial agency or individual is allowed to be on campus a total of 10 days per semester.

4. Application should be made at least two weeks prior to the date on which the facility is to be used. (Board Policy 8005)

Nonaffiliated individuals or groups may request permission to conduct activities by completing a facilities request as stated or may use areas of the campus that are equally available for use by students and the community. These areas are the Library Plaza and the Aguirre Patio at Riverside City College; the John J. Coudalres Jr. Plaza at Moreno Valley College; and the Science and Technology Plaza at Norco College. If there is a conflict with the use of the specified area, the Chief Student Services Officer will arrange for an alternate site.

In compliance with California Code, expression which is obscene, libelous, or slanderous according to current legal standards, or which incites students or faculty to create a clear and present danger of the commission of unlawful acts on community college premises, or the violation of lawful community college regulations, or the substantial disruption of the orderly operation of the community college shall be prohibited. (Ed. Code 76120)

Activities must not disrupt classroom instruction or other scheduled campus events. The sound associated with the activity must not exceed a volume of 65 decibels at a distance of 50 feet.

In compliance with California Penal Codes 602.1, 626.4, and 626.6 any person or persons in violation of the regulations listed above will be removed from college property and subject to the appropriate legal action.

E. Advocacy
Chartered student organizations and individual students may take positions on issues if they make clear in doing so that they are not representing the view of the College, the student government, or the students as a whole.

F. Charter of Student Government
“In recognition of the true and democratic ideals of government of, by and for the people through due process of representation, the Board of Trustees of Riverside Community College District does hereby grant this charter bestowing upon the student body of the College the privileges, duties and responsibilities of self government. This government shall be represented and administered as specifically set forth in the constitution created and approved by the Associate Student Body. We, the Board of Trustees of Riverside Community College, do hold the President of the College entirely accountable for the effective functioning of the student government. Should the Associated Student Body fail at any time to fulfill its trust as a self-governing unit, the President of the College may exercise the power of veto. Upon the recommendation of the President of the College, we, the Board of Trustees, retain our right to revoke this charter, provided such recommendation shall be promptly by reason of misuse or neglect of said Charter.”

G. Organizational Fund Raising
College regulations shall permit fund raising by chartered student organizations on campus when approved by the Associated Student Executive Board and the College Dean of Student Services. Board regulations prohibit fund raising or appeals for funds on or off campus by students or others unless expressly authorized.

H. Distribution of Literature Procedure/Commercial Advertising Policy
Recognized College organizations, students, faculty, staff members or citizens may post, circulate, or distribute literature on the colleges of RCC in accordance with existing laws and regulations. All materials must include the name of the co-sponsoring organization or individual. Posting of literature must be approved by the Chief Student Services Officer prior to posting.

Obscene or lewd materials are prohibited. Distribution of literature that is libelous or slanderous is prohibited. Materials or speech that may cause people to disrupt the orderly operation of the District are prohibited.

Materials may not be forced upon people or in any way harass passersby. A table may be requested through Facilities or the party may provide their own table from which distribution of flyers, pamphlets, etc. can be dispensed.

All materials, which advertise illegal substances, as identified by the laws of the United States and/or the State of California, are prohibited. (Ed. Code 76120). Selling merchandise, products, or services is prohibited on Riverside City College property. Approved clubs/organizations may host commercial entities in conjunction with a fundraising activity. A contract and facilities request must be pre-approved by the Chief Student Services Officer at each campus or program location. Each commercial entity is allowed to be on campus a total of 10 days per semester.

I. Posting of Literature
Materials may be posted on bulletin boards and other authorized areas. Posted materials will be approved for a 10 day period by the Chief Student Services Officer to prevent litter and overcrowding. The approval process is content neutral and only ensures that the literature will not be removed before the 10 day posting period expires.

Only 10 flyers and two posters will be approved for a maximum of 10 school days.

No materials should be posted on glass, windows, mirrors, doors, buildings, trees, wood, or plaster interior or exterior walls. Thumbtacks must be used to post materials on bulletin boards. Posted materials must not obscure previously posted items.

IX. NonDiscrimination (Board Policy 3410)
The Riverside Community College District complies with all federal and state rules and regulations and does not discriminate on the basis of 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 California Penal Code, or any other status protected by law. This holds true for all students who are interested in participating in education programs and/or extracurricular school activities. Limited English speaking skills will not be a barrier to admission or participation in any programs. Harassment
of any employee or student with regard to 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 California Penal Code, or any other status protected by law is strictly prohibited. Inquiries regarding compliance, and/or grievance procedures may be directed to the District’s Diversity, Equity and Compliance Office, 450 E. Alessandro Blvd., Riverside, CA 92508. (951) 222-8039.

Alternate formats for this material are available to individuals requiring disability accommodation. Please contact the office of Diversity, Equity and Compliance at (951) 222-8039.

X. Prohibition of Harassment and Retaliation (Board Policy 3430)

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

- This policy applies to all aspects of the academic environment, including, but not limited to, classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. 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 reprisals or threats of reprisals, intimidation, coercion, discrimination or harassment following the initiation of an informal or formal complaint. Such conduct is illegal and constitutes a violation of this policy.

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

- 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 www.rccd.edu/administration/hr/dec.cfm 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 and 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 months of assuming a supervisory position. This policy and related written procedures 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.

XI. Student Rights Related to Unlawful Discrimination

While students are free to express their concerns about unlawful discrimination or unwelcome behavior directly to the individual(s) who offended them, there is no legal requirement to do so. A decision to exercise or not exercise this option will not preclude a complainant from seeking assistance through the District’s administrative process.

Riverside Community College District has identified the Director, Diversity, Equity and Compliance to the State Chancellor’s Office and to the public as the single District officer responsible for receiving all unlawful discrimination complaints filed pursuant to Title 5, section 59328, and for coordinating their investigation. The actual investigation of the complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the officer designated to receive complaints is named in the complaint or is implicated by the allegations in the complaint.

Administrators, faculty members, other District employees, and students shall direct all complaints of unlawful discrimination to the responsible District officer.

XII. Academic Freedom (Administrative Procedure 3435, page 6)

The District reaffirms its commitment to academic freedom, but recognizes that academic freedom does not permit unlawful discrimination or harassment. To the extent that these policies and procedures are in conflict with the District’s policy on academic freedom, the harassment policies and procedures shall prevail. Nothing in District policies and procedures shall be interpreted to prohibit bona fide academic requirements for a specific District program, course or activity.
It is recognized that an essential function of education is a probing of opinions and an exploration of information and ideas that may cause some students discomfort. It is further recognized that academic freedom insures the faculty's right to teach and the students' right to learn. If a faculty member wishes to use sexually explicit materials in the classroom, the District strongly recommends that faculty members consult with the Diversity, Equity and Compliance Office as well as academic discipline colleagues to assure that sexual harassment regulations are not violated.

When investigating unlawful discrimination or harassment complaints containing issues of academic freedom, the designated investigator will consult with a group of one to three faculty members in that subject area appointed by the Academic Senate with respect to contemporary practices and standards for course content and delivery.

XIII. Handling Complaints of Unlawful Discrimination or Harassment (Administrative Procedure 3435)

The complete procedure and board policies can be found at www.rccd.edu/board. Available in alternate formats.

This is a summary of your right to file an informal or formal complaint of discrimination or sexual harassment. This is only a summary. Please see Administrative Procedures AP3435 for the complete District procedure. AP3435 can be found at www.rccd.edu under Board of Trustees Policies, at www.rccd.edu/administration/hr/dec.efm or from the Diversity, Equity and Compliance office at (951) 222-8039.

How to Report

If you experience or witness what you believe to be unlawful discrimination or harassment, please document the following information:

- Date, time, and location of the incident
- Names and contact information for those involved and possible witnesses, if known
- Detailed information regarding the incident(s) observed
- Report your concerns and problems to the District by calling (951) 222-8039.

Sexual Harassment

Has no place in an academic or work setting. RCC is committed to providing a positive and safe environment for all students, employees, and visitors. The following is a partial list of prohibited sexual harassment activities:

- Unwanted sexual advances
- Offering employment or grade benefits in exchange for sexual favors
- Actual or threatened retaliation for non-participation
- Leering; making sexual gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters
- Making or using derogatory comments, epithets, slurs, or jokes
- Sexual comments including graphic comments about an individual's body
- Sexually degrading words describing an individual; suggestive or obscene letters, notes, or invitations
- Physical touching or assault, as well as impeding or blocking movements.

Resolution

Of complaints may be achieved by either formal or informal process. The choice of resolution process is determined by the individual raising the complaint. The purpose of the informal resolution process is to allow any individual who believes they have experienced discrimination or harassment to resolve the issue through a mediation process rather than the formal complaint process. Typically, the informal process is utilized when there is a simple misunderstanding or the individual seeks nothing more than a clarification of the misunderstanding or an apology from the other person and an assurance that the offending behavior will cease. Formal complaints must be filed in writing using the required formal complaint form available on our website, the State Chancellor's website or in the Diversity and Human Resources Department. If a formal complaint is filed, the District conducts an investigation within required timeframes according to policy and law. During the formal process the complainant will not be required to confront, or work out problems with, the person accused of unlawful conduct.

Informal Complaints

May be filed by contacting the RCCD Diversity, Equity and Compliance office at (951) 222-8039. Formal complaints require written acknowledgement from the person filing the complaint. Choosing the informal process does not prevent the right to file a formal complaint within the one-year time period for filing complaints.

Formal Complaints

May be filed by contacting:

Diversity, Equity & Compliance Office
Riverside Community College District
450 East Alessandro Blvd.
Riverside, CA 92508-2449
(951) 222-8039
http://rccd.edu/administration/humanresources/Pages/index.aspx

California Community Colleges Chancellor's Office
1102 Q Street
Sacramento, CA 95811
(916) 445-4826
www.cccco.edu
Formal complaints must be submitted in writing on the required complaint form. Formal complaints may only be filed by one who alleges they have personally suffered unlawful discrimination/harassment or by one who has learned of such unlawful discrimination in their official capacity as a District faculty member or administrator.

To speak with someone regarding filing a complaint of unlawful discrimination, harassment and/or retaliation, please call (951) 222-8039.

Download the District Procedure for filing a complaint and complaint form:
Handling Complaints of Unlawful Discrimination or Harassment
Procedure - PDF
Discrimination Complaint Form - PDF

If you experience or witness what you believe to be unlawful discrimination or harassment, please document the following information:
- Date and time and location of the incident;
- Names and contact information for those involved and possible witnesses;
- Detailed information regarding the incident(s) observed.

For complaints regarding classroom issues that do not involve unlawful discrimination and/or harassment, please contact the Instructor, Department Chair, Campus Dean of Student Services, or Campus Dean of Instruction.

Relevant District Policies:
District Nondiscrimination Policy BP3410
District Equal Employment Opportunity Policy BP3420
- District Prohibition of Harassment and Retaliation Policy BP3430
- District Commitment to Diversity Policy BP7100
- District Child Abuse Reporting AP3518

Upon receipt of a completed complaint form, the District will conduct an investigation within the time period required by Board Policy and California Code of Regulations, Title 5, Section 59300. Both the complainant and person accused of the conduct will be notified of the investigative findings.

Timeline for Filing a Complaint
In cases not involving employment discrimination/harassment is within one year of the last date the alleged conduct occurred. Complaints involving employment discrimination/harassment shall be filed within 180 days of the last date the alleged conduct occurred. An extension may be available if knowledge of the facts of the alleged discrimination or violation occurs after the expiration date.

In cases not involving employment related discrimination/harassment, in addition to the State Chancellor's office cited above, individuals have the right to file a complaint with the following external agency:

U.S. Department of Education, Office for Civil Rights (OCR)
50 Beale Street, Suite 7200
San Francisco, CA 94105
(415) 486-5555
TDD (877) 521-2172
www.ed.gov

In any case involving employment related discrimination/harassment, individuals have the right to file a complaint with the following external agencies:

Department of Fair Employment and Housing (DFEH)
Los Angeles District Office
1055 West 7th Street, Suite 1400
Los Angeles, CA 90017
(800) 884-1684
TTY (800) 700-2320
www.dfeh.ca.gov

Equal Employment Opportunity Commission (EEOC)
Los Angeles District Office
Roybal Federal Building
255 East Temple Street, 4th Floor
Los Angeles, CA 90012
(800) 669-4000
TTY (800) 669-6820

Retaliation
Against anyone who files a complaint or refers a matter for investigation is unlawful.

Confidentiality
Is maintained to the extent possible by law.

Este es un resumen del derecho que usted tiene a presentar una queja formal de discriminación o de acoso sexual. Este es sólo un resumen. Por favor vea las Pólizas de la Junta Directiva Escolar AP 3435 para el procedimiento completo del Distrito.

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

La discriminación o el hostigamiento
Van en contra de la misión de educación superior de RCC y es contra la ley. La política del Distrito prohíbe las prácticas discriminatorias (reales, percibidas, o por asociación con otras personas) basadas en el/la:
- Identificación de Grupo Étnico
- Religión
- Sexo/Género
- Color
- Orientación
- Nacionalidad
- Edad
- Raza
- Discapacidad Física o Mental

O cualquier característica enumerada o definida en la sección 11135 del Código Gubernamental o cualquier característica contenida en la prohibición de crímenes de odio contenidos en la subdivisión (a) de la sección 422.6 del Código Penal.
El hostigamiento sexual
No se tolera en un ambiente académico o de trabajo. RCC está comprometido a proveer un ambiente positivo y seguro para todos los estudiantes, empleados y visitantes. A continuación hay una lista parcial de actividades de hostigamiento sexual prohibidas:

- Propuestas sexuales indeseables;
- Ofrecimiento de empleo o de beneficios de calificaciones a cambio de favores sexuales;
- Represalias, reales o en forma de amenaza, por no participar;
- Miradas impúdicas; hacer gestos sexuales; o mostrar o exhibir objetos, fotos, caricaturas o carteleros que sugieren sexualidad;
- Hacer difamaciones, bromas o comentarios despectivos, o usar apodos;
- Hacer comentarios sexuales, incluyendo comentarios gráficos, sobre el cuerpo de una persona;
- Usar palabras sexualmente degradantes para describir a una persona; o cartas, notas o invitaciones sugestivas u obscenas;
- Tocar o atacar físicamente, como también impedir o bloquear movimientos.

La Resolución
De quejas se puede lograr por un proceso, ya sea formal o informal. La opción del proceso la determina la persona que plantea la queja. El propósito del proceso de resolución informal es de permitir a la persona que cree que ha sido discriminada ilegalmente o ha sido hostigada sexualmente, resolver el problema a través de un proceso de mediación en lugar de un proceso formal de queja. Típicamente, el proceso informal es utilizado cuando existe un simple malentendido o la persona procura solamente una aclaración del malentendido o una disculpa por parte de la otra persona y una garantía de que terminará ese comportamiento ofensivo. Las quejas formales deben reportarse usando un formulario de queja del Distrito disponible en nuestra página web, en la página web del Rector del Estado, o en el departamento de Diversidad y Recursos Humanos. Si se presenta una queja formal, el Distrito conducirá una investigación dentro de los plazos requeridos de acuerdo a la política y la ley. Durante el proceso formal, no se le exigirá a la persona demandante que confronte o resuelva los problemas con la persona acusada de la conducta ilícita.

Las quejas formales
Se pueden reportar en la oficina de DEC del Distrito llamando al (951) 222-8039. Las quejas informales requieren que la persona que reporta la queja lo haga por escrito. Escoger el proceso informal no le impide el derecho a reportar una queja formal durante el período de un año que tiene para reportar quejas.

Las quejas formales
Se pueden reportar en la oficina de DEC del Distrito o a la oficina del Rector del Estado

Diversity, Equity & Compliance Office
Riverside Community College District
450 East Alessandro Blvd.
Riverside, CA 92508-2449
(951) 222-8039
www.rccd.edu

o con

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

Las quejas formales deben ser presentadas por escrito en el formulario de queja requerida. Las quejas formales pueden ser reportadas solamente por la persona que alega que ha sufrido discriminación u hostigamiento ilícito o por una persona que se ha dado cuenta de esta discriminación u hostigamiento ilícito en su capacidad oficial de maestro o administrador del Distrito.

El formulario de queja está disponible en las siguientes páginas web:
- www.rccd.edu/administration/hr/files/Discrim_Complaint_2006.pdf
- www.rccd.edu/administration/hr/dec.cfm

Cuando se reciba el formulario completo, el Distrito conducirá una investigación dentro del tiempo requerido por las políticas del Distrito y la sección 59300 del Título 5 del Código de Regulaciones de California. El demandante y la persona acusada de la conducta recibirán notificación de los resultados de la investigación.
El Plazo para Reportar una Queja

En casos que no involucran discriminación u hostigamiento en el empleo es dentro de un año de la última fecha en que ocurrió la conducta presunta. Quejas que involucran discriminación u hostigamiento en el empleo se reportarán dentro de 180 días de la última fecha en que ocurrió la conducta presunta. Una extensión puede estar disponible si el conocimiento de los hechos de la presunta discriminación o violación ocurrió después de la fecha de caducidad.

En casos donde no se involucran discriminación u hostigamiento relacionados con el empleo, además de la oficina del Rector del Estado arriba mencionada, tiene el derecho de reportar una queja con las siguientes agencias externas:

U.S. Department of Education, Office of Civil Rights (OCR)
50 Beale Street, Suite 7200
San Francisco, CA 94105
(415) 486-5555
TDD (877) 521-2172
www.ed.gov

En casos donde no se involucran discriminación u hostigamiento relacionados con el empleo, tiene el derecho de reportar una queja con las siguientes agencias externas:

Department of Fair Employment and Housing (DFEH)
Los Angeles District Office
1055 West 7th Street, Suite 1400
Los Angeles, CA 90017
(800) 884-1684
TTY (800) 700-2320
www.dfeh.ca.gov

Equal Employment Opportunity Commission (EEOC)
Los Angeles District Office
Roybal Federal Building
255 East Temple Street, 4th Floor
Los Angeles, CA 90012
(800) 669-4000
TTY (800) 669-6820

Las represalias
En contra de cualquier persona que presente una queja, o refiera el asunto para investigación, son ilegales.

La confidencialidad
Se mantiene hasta que sea posible por ley.

XV. Training and Education

The Director, Diversity, Equity & Compliance is available to provide training programs on unlawful discrimination policy and procedure to all District employees. During the first year of employment, all new District employees will receive information on the policy and enforcement procedures.

A training program or informational services will be made available to all students at least once annually. The student training or informational services will include an explanation of the policy, how it works, and how to file a complaint. In addition, a copy of the District's written policy on unlawful discrimination, as it pertains to students, will be provided as a part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session, as applicable.

All personnel designated to implement these procedures shall have sufficient knowledge and training to investigate and resolve complaints regarding Title 5, Title VII and Title IX discrimination, including sexual harassment.

For further information on policies, regulations and complaint procedures relating to unlawful discrimination, contact:

Director, Diversity, Equity & Compliance
Riverside Community College District
450 East Alessandro Blvd.
Riverside, CA 92508-2449
(951) 222-8039
www.rccd.edu

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California Community Colleges (CCCCO)
1102 Q Street • Sacramento, CA 95811-6549
(916) 445-4826
www.cccco.edu
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2015-2016
Student Handbook

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Check us out on our homepage:
www.rcc.edu