Dr. Michael L. Burke
Chancellor
Riverside Community College District

Dr. Sandra Mayo
President, Moreno Valley College

Board of Trustees

Virginia Blumenthal ............................................ President
Janet Green .......................................................... Vice President
Nathan Miller ......................................................... Secretary
Mary Figueroa ......................................................... Member
Samuel Davis .............................................................. Member
April Galvan ......................................................... Student Trustee, 2014-2015

All information contained in the 2014-2015 Student Handbook is current as of August 2014. Although every effort has been made to ensure accuracy of the information in this handbook, students and others who use this handbook should consult with a counselor, dean, department chair or program directors for recent additions, deletions or changes. Updates can also be found online at www.mvc.edu/services/ar/StudentHandbook.cfm.
President’s Welcome

Dear Moreno Valley College Student,

I am honored to welcome you to Moreno Valley College for the coming academic year. The faculty, staff, and administration are excited you chose Moreno Valley College and we know that shortly you will consider it to be your college.

I want to point out that the first four letters of Moreno Valley College are M-O-R-E. MVC has more to offer you. You have more potential and more opportunity for personal growth because you made the choice to go to college.

I am often out and about on campus and I hope you will feel free to say hello and chat with me about your goals or MVC or any topic of your choice.

Again, welcome to Moreno Valley College. I hope you enjoy your classes, take advantage of the services available to you and that you continue to be MORE!

Wishing you much success!

Sandy Mayo
President

Mission Statement

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

To accomplish this mission, we provide comprehensive support services, developmental education, and academic programs leading to:
* Baccalaureate Transfer
* Associate Degrees in Arts and Sciences
* Certificates in Career and Technical Education Fields
* Post-employment Opportunities
Are known for Endurance, Leadership, Strength, and Pride in our College

CODE OF STUDENT CONDUCT
STATEMENT
This is a shared space that promotes learning, positive social interaction, and support services for members of our College community.

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

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

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

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

CODE OF STUDENT CONDUCT
STATEMENT FOR CAREER AND
TECHNICAL EDUCATION (CTE) PROGRAMS
Students in public safety programs and other professional programs are expected to know and be held accountable to strict levels of professional conduct, ethics, and performance standards, in accordance with program certifications, rules and regulations. For more information, please contact the director of the program in which you’re interested.
Denise Terrazas, Administrative Assistant IV, (951) 571-6314

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

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

In case of an emergency, call 911.
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chancellor, President, Board of Trustees</td>
<td>Inside front cover</td>
</tr>
<tr>
<td>President’s Welcome</td>
<td>1</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>1</td>
</tr>
<tr>
<td>Statement on Student Code of Conduct</td>
<td>2</td>
</tr>
<tr>
<td>College Safety and Police</td>
<td>2</td>
</tr>
<tr>
<td>Directory</td>
<td>4-6</td>
</tr>
<tr>
<td>Directory of Campus Resources</td>
<td>7-8</td>
</tr>
<tr>
<td>Fall 2014 Critical Dates</td>
<td>9</td>
</tr>
<tr>
<td>Winter 2015 Critical Dates</td>
<td>10</td>
</tr>
<tr>
<td>Spring 2015 Critical Dates</td>
<td>11</td>
</tr>
<tr>
<td>Online Application through Open CCC</td>
<td>12</td>
</tr>
<tr>
<td>Web Advisor</td>
<td>12</td>
</tr>
<tr>
<td>Student E-mail</td>
<td>13</td>
</tr>
<tr>
<td>Reading the Class Schedule</td>
<td>14</td>
</tr>
<tr>
<td>Waitlists and Add Codes</td>
<td>14</td>
</tr>
<tr>
<td>Early Alert</td>
<td>15</td>
</tr>
<tr>
<td>Limitation on Course Repetition</td>
<td>15</td>
</tr>
<tr>
<td>Moving Through Math</td>
<td>16</td>
</tr>
<tr>
<td>Moving Through English/Reading</td>
<td>17</td>
</tr>
<tr>
<td>Grading</td>
<td>18</td>
</tr>
<tr>
<td>Applying for Graduation</td>
<td>18</td>
</tr>
<tr>
<td>College Is Different Than High School</td>
<td>19</td>
</tr>
<tr>
<td>Important College Terms</td>
<td>20</td>
</tr>
<tr>
<td>Academic Success Tips</td>
<td>21</td>
</tr>
<tr>
<td>Path to Earning Your Associate's Degree</td>
<td>22</td>
</tr>
<tr>
<td>California Higher Education: Degree Ladder</td>
<td>23</td>
</tr>
<tr>
<td>Admissions and Records</td>
<td>24</td>
</tr>
<tr>
<td>Disabled Student Services (DSS)</td>
<td>25-26</td>
</tr>
<tr>
<td>Health Services</td>
<td>27</td>
</tr>
<tr>
<td>Student Financial Services</td>
<td>28-30</td>
</tr>
<tr>
<td>RCCD Scholarships</td>
<td>30</td>
</tr>
<tr>
<td>BP 5500 Code of Student Conduct</td>
<td>31-33</td>
</tr>
<tr>
<td>AP 5520 Student Discipline Procedures</td>
<td>34-37</td>
</tr>
<tr>
<td>AP 5522 Student Grievance Process for Instruction and Grade Related Matters</td>
<td>38-40</td>
</tr>
<tr>
<td>Campus Map</td>
<td>41</td>
</tr>
<tr>
<td>Riverside Community College District Locations</td>
<td>42</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>Inside back cover</td>
</tr>
</tbody>
</table>
Directory

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www.mvc.edu/services/dsps/
Departments & Programs

ACES Program (formerly SSS) .................. (951) 571-6275
Science & Technology 151A, 164
www.mvc.edu/services/sss/

The Academic Counseling and Educational Support program offers qualifying students an academic support system that assists them in graduating and transferring to a four year university.

Admissions & Records ...................... (951) 571-6101
Student Services Building, 2nd floor
www.mvc.edu/services/ar/
Admissions and Records plays a valuable role in your college education by taking students from application to graduation.

Assessment Center ....................... (951) 571-6427
Student Services 107
www.mvc.edu/services/assessment/

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

Ben Clark Public Safety Training Center .... (951) 571-6300
Fire Technology Building
www.mvc.edu/bctc/

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

Bookstore .............................. (951) 571-6107
www.mvc.edu/bookstore
You can rent or purchase textbooks, classroom supplies, school spirit gear, snacks, and novelty items at the bookstore.

CalWORKs ......................... (951) 571-6154
Humanities 233-B
www.mvc.edu/services/cw/

The CalWORKs program is designed to promote self-sufficiency through employment, education and community collaboration for students receiving CalWORKs from a county welfare department.

Career & Transfer Center .............. (951) 571-6205
Student Services 301
www.mvc.edu/services/ctc/

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

Counseling ............................... (951) 571-6104
Student Services 301
www.mvc.edu/services/counseling/

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

Disabled Student Services ............ (951) 571-6138
Library 230
www.mvc.edu/services/dsps/

Disabled Student Services (DSS) provides appropriate, comprehensive, reliable and accessible services to students with documented disabilities who request such services.

Employment Placement ............. (951) 571-6207
Humanities 233-B
www.mvc.edu/services/ep/

The mission of the Employment Placement program is to provide encouragement, guidance and placement services to students entering the occupational stage of their career development process.

EOPS/CARE ......................... (951) 571-6253
Student Services 303
www.mvc.edu/services/eops/

Funded by the state of California, Educational Opportunity Program and Services (EOPS) provides academic support services for financially and educationally disadvantaged students.

Foster Youth Support Services ........ (951) 571-6111
Science & Technology 151A
www.mvc.edu/services/fys/

Foster Youth Support Services serves current and former foster youth as they pursue their education.

Honors Program ...................... (951) 571-6173
Student Academic Services 342
www.mvc.edu/academicprograms/honors/

The Honors Program community is comprised of student scholars and faculty who share a passion for learning and the desire to expand their personal and academic horizons.

Middle College High School .......... (951) 571-6463
Library 127
www.mvc.edu/academicprograms/honors/

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

Outreach ........................................ (951) 571-6273
Student Services Building, 2nd floor
www.mvc.edu/services/ar/outreach/
The Outreach Department is prepared to assist the community,
current and incoming students become better acquainted
with Moreno Valley College.

Puente Program ......................... (951) 571-6240
www.mvc.edu/services/puente/
The Puente Program is an academic preparation program that
for more than thirty years has improved the college-going
rates of tens of thousands of California’s educationally
underserved students.

Renaissance Scholars Program ........... (951) 571-6104
(951) 571-6132
www.mvc.edu/services/rsp/
The Renaissance Scholars Program is dedicated to increase
the number of underserved students who enroll in our
institution, earn their degrees, transfer to four-year
colleges or universities, and return to the community as
leaders and mentors to future generations.

STEM ............................................ (951) 571-6363
Science & Technology 151
www.mvc.edu/stem/
STEM is a support service for students interested in pursuing
fields in Science, Technology, Engineering and Math, as well
as some health fields such as RN, Physician Assistant, and
Dental Hygiene and helps them transfer to a university to
continue their studies in these fields.

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

Student Employment ..................... (951) 571-6265
Student Services 2nd Floor
www.mvc.edu/services/se/
Student Employment is dedicated to provide students with
meaningful work experience aimed at enhancing college and
career goals, while providing supplemental financial support.

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

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

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

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

Veterans’ Resource Center ............... (951) 571-6247
Library 316
www.mvc.edu/services/veterans/
The Veterans Services office assists veterans, active duty
military members and their dependents in obtaining
and utilizing their VA educational benefits.

Writing and Reading Center ............. (951) 571-6128
Humanities 232
www.mvc.edu/academicdepts/comm/wrc/
The Writing and Reading Center (WRC) supports learning
in reading and writing for all registered Moreno Valley
College students at all levels and at any stage of the writing process.
# Important Dates for Fall 2014

**August 25 - December 12, 2014**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 25</td>
<td>Last day to submit an application and complete AOC (if applicable) to receive a registration appointment according to the new Order of Registration.</td>
</tr>
<tr>
<td>June 26</td>
<td>Fall registration appointments can be found on WebAdvisor at the colleges' websites:</td>
</tr>
<tr>
<td></td>
<td>• Moreno Valley College - <a href="http://www.mvc.edu">www.mvc.edu</a></td>
</tr>
<tr>
<td></td>
<td>• Norco College - <a href="http://www.norcocollege.edu">www.norcocollege.edu</a></td>
</tr>
<tr>
<td></td>
<td>• Riverside City College - <a href="http://www.rcc.edu">www.rcc.edu</a></td>
</tr>
<tr>
<td>July 21</td>
<td>Registration begins for continuing students who attended in SPR14 and/or SUM14 based on the Order of Registration</td>
</tr>
<tr>
<td>August 4</td>
<td>1st fee payment deadline: Students who registered on or before July 28 must pay fees by this date or they will be dropped from unpaid classes.</td>
</tr>
<tr>
<td>August 10</td>
<td>Admissions application deadline: Last day Admissions applications are accepted for the FALL 14 term.</td>
</tr>
<tr>
<td>August 18</td>
<td>2nd fee payment deadline: Students who registered on or before August 11 must pay fees by this date or they will be dropped from unpaid classes.</td>
</tr>
<tr>
<td>August 25</td>
<td>First day of the FALL 14 term. Check WebAdvisor for short-term, late start or fast-track classes.</td>
</tr>
<tr>
<td>August 25</td>
<td>Graduation applications: First day to apply for an associate degree or certificate for FALL14, WIN15, or SPR15. The last day applications are accepted during the fall term is October 15. Applications are available online on WebAdvisor at the colleges' websites:</td>
</tr>
<tr>
<td></td>
<td>• Moreno Valley College - <a href="http://www.mvc.edu">www.mvc.edu</a></td>
</tr>
<tr>
<td></td>
<td>• Norco College - <a href="http://www.norcocollege.edu">www.norcocollege.edu</a></td>
</tr>
<tr>
<td></td>
<td>• Riverside City College - <a href="http://www.rcc.edu">www.rcc.edu</a></td>
</tr>
<tr>
<td>September 1</td>
<td>Holiday and/or classes not in session.</td>
</tr>
<tr>
<td>September 5</td>
<td>Last day to add most full term classes. Last day to elect Pass (P) – No Pass (NP) for most full term classes (check WebAdvisor or the schedule of classes for short-term class deadlines).</td>
</tr>
<tr>
<td>September 7</td>
<td>Last day to drop most full term classes without a &quot;W&quot;. Last day to drop most full term classes with a refund. Check WebAdvisor for short term class deadlines.</td>
</tr>
<tr>
<td>October 15</td>
<td>Graduation applications: Last day to apply for an associate degree or certificate during the FALL14 term.</td>
</tr>
<tr>
<td>November 10</td>
<td>Holiday and/or classes not in session.</td>
</tr>
<tr>
<td>November 14</td>
<td>Last day to drop most full term classes with a &quot;W&quot; (check WebAdvisor for short term class deadlines).</td>
</tr>
<tr>
<td>November 27-30</td>
<td>Holiday and/or classes not in session.</td>
</tr>
<tr>
<td>December 6-12</td>
<td>Final examinations</td>
</tr>
<tr>
<td>December 12</td>
<td>Last day of Fall 2014 term</td>
</tr>
<tr>
<td>December 19</td>
<td>Grades are available on WebAdvisor. If grades are not posted by this time, contact the instructor or the academic department. Grades may be available earlier, but please do not call prior to this date.</td>
</tr>
</tbody>
</table>
# Important Dates for Winter 2015

**January 5 - February 12, 2015**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 29</td>
<td>Last day to submit an application and complete AOC (if applicable) to receive a registration appointment according to the Order of Registration.</td>
</tr>
</tbody>
</table>
| October 31 | Winter registration appointments can be found on WebAdvisor at the colleges’ websites:  
  - Moreno Valley College – www.mvc.edu  
  - Norco College – www.norcocollege.edu  
  - Riverside City College – www.rcc.edu |
| November 17| Registration begins for continuing students who attended in FAL14 based on the Order of Registration. |
| December 15| Fee payment deadline: Students who registered on or before December 8 must pay fees by this date or they will be dropped from unpaid classes. |
| December 21| Admission application deadline: Last day admission applications are accepted for the WIN15 term. |
| January 5  | First day of the winter term. Check WebAdvisor for add/drop and refund deadlines. |
| January 5  | Graduation applications: First day to apply for an associate degree or certificate for WIN15 and SPR15. The last day applications are accepted during the winter term is February 1. Applications are available online on WebAdvisor at the colleges’ websites:  
  - Moreno Valley College – www.mvc.edu  
  - Norco College – www.norcocollege.edu  
  - Riverside City College – www.rcc.edu |
| See WebAdvisor | Last day to add most full term classes – 20% of class meetings.  
  Last day to elect Pass (P) - No Pass (NP) for most full term classes.  
  Last day to drop most full term classes without a "W".  
  Last day to drop with a refund. |
<p>| January 19 | Holiday and/or classes are not in session. |
| February 1 | Graduation applications: Last day to apply for an associate degree or certificate during the WIN15 term. |
| February 12 | Last day of WIN15 term. |
| February 17 | Grades are available on WebAdvisor. If grades are not posted by this time, contact the instructor or the academic department. Grades may be available earlier, but please do not call prior to this date. |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 17</td>
<td>Last day to submit an application and complete AOC (if applicable) to receive a registration appointment according to the new Order of Registration.</td>
</tr>
<tr>
<td>December 19</td>
<td>Spring registration appointments can be found on WebAdvisor at the colleges’ websites: Moreno Valley College - <a href="http://www.mvc.edu">www.mvc.edu</a>, Norco College - <a href="http://www.norcocollege.edu">www.norcocollege.edu</a>, Riverside City College - <a href="http://www.rcc.edu">www.rcc.edu</a></td>
</tr>
<tr>
<td>January 26</td>
<td>1st fee payment deadline: Students who registered on or before January 19 must pay fees by this date or they will be dropped from unpaid classes.</td>
</tr>
<tr>
<td>February 2</td>
<td>Admissions application deadline: Last day Admissions applications are accepted for the SPR15 term.</td>
</tr>
<tr>
<td>February 9</td>
<td>2nd fee payment deadline: Students who registered on or before February 2 must pay fees by this date or they will be dropped from unpaid classes.</td>
</tr>
<tr>
<td>February 17</td>
<td>First day of spring 2015 term. Check WebAdvisor for add/drop and refund deadlines.</td>
</tr>
<tr>
<td>February 17</td>
<td>Graduation applications: First day to apply for an associate degree or certificate for SPR15. The last day applications are accepted during the spring term is April 1. Applications are available online on WebAdvisor at the colleges’ websites: Moreno Valley College – <a href="http://www.mvc.edu">www.mvc.edu</a>, Norco College – <a href="http://www.norcocollege.edu">www.norcocollege.edu</a>, Riverside City College – <a href="http://www.rcc.edu">www.rcc.edu</a></td>
</tr>
<tr>
<td>March 6</td>
<td>Last day to add most full term classes. Last day to elect Pass (P) – No Pass (NP) for most full term classes (check WebAdvisor or the schedule of classes for short-term class deadlines).</td>
</tr>
<tr>
<td>March 8</td>
<td>Last day to drop most full term classes without a “W”. Last day to drop most full term classes with a refund. Check WebAdvisor for short term class deadlines.</td>
</tr>
<tr>
<td>March 31</td>
<td>Holiday and/or classes not in session.</td>
</tr>
<tr>
<td>April 1</td>
<td>Graduation applications: Last day to apply for an associate degree or certificate during the SPR15 term.</td>
</tr>
<tr>
<td>April 5</td>
<td>Holiday and/or classes not in session.</td>
</tr>
<tr>
<td>April 13-18</td>
<td>Spring Break – classes not in session.</td>
</tr>
<tr>
<td>May 15</td>
<td>Last day to drop most full term classes with a “W” (check WebAdvisor for short term class deadlines).</td>
</tr>
<tr>
<td>May 25</td>
<td>Holiday and/or classes not in session.</td>
</tr>
<tr>
<td>June 5-11</td>
<td>Final examinations</td>
</tr>
<tr>
<td>June 7</td>
<td>Holiday and/or classes not in session.</td>
</tr>
<tr>
<td>June 11</td>
<td>Moreno Valley College Commencement</td>
</tr>
<tr>
<td>June 12</td>
<td>Last day of Spring 2015 term</td>
</tr>
<tr>
<td>June 17</td>
<td>Grades are available on WebAdvisor. If grades are not posted by this time, contact the instructor or the academic department. Grades may be available earlier, but please do not call prior to this date.</td>
</tr>
</tbody>
</table>
Online Services

Online Application

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

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

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

User ID: _______________________

Password: _______________________

Web Advisor

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

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

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

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

User ID: _______________________

Password: _______________________
Activate Your Student Email

As a student, you are provided with free student email via Microsoft's Office 365; all you need to do is access it! The College email gives you access to important notices, new classes, class changes, waitlist status, notices from Student Financial Services, and faculty correspondence.

Personal email addresses will not be used by the College. A student email account is the ONLY method of formal communication between the College and the student.

You should have received your student email address in the welcome email you received after applying. You may also find it by going to WebAdvisor and clicking on What's My Email Address?

To Activate Your Email:
1. Go to mail.office365.com to log into your student email account. Your temporary password will be your uppercase first initial, lowercase second initial plus your 6-digit date of birth (ex: Jc061078). You will be asked to change it to a private password.
2. Follow the Microsoft prompts to set up and access your account.
3. You can also forward your student email to another personal email account. Go to Options> See All Options> Forward Your Email. If you need help, view the student email tutorial on WebAdvisor. If you are having difficulty and cannot resolve your problem using the tutorial, call Admissions & Records at (951) 571-6101 or visit our office on the 2nd floor of the Student Services Building.

Student Email Password Reset
(Do not use MAIL.OFFICE365.COM to reset email password)
1. Log-in to WebAdvisor
2. Under Personal Information, select Email Password Reset
3. Resetting of email password may take up to five days (do not attempt to log in before the five-day period to avoid further log-in issues)
4. Once completed, students may access their email account with their temporary password: first and last initials (first letter capitalized) and 6 digit date of birth (2 digit month - 2 digit day - 2 digit year) example: Jk010189
5. Students should then customize their password for privacy
Reading the Class Schedule

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

Waitlists and Add Codes

Waitlists
Before the beginning of the term, if a class is closed, you may place your name on a waitlist (if available). If a seat becomes available, you will automatically be added (provided you do not have any student holds and have met any pre/corequisites) and your student account will be charged with the enrollment fees. Please check your schedule regularly online with WebAdvisor and/or your RCCD email account to confirm your status.

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

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

Add Codes
If you are not registered prior to the start of the term, you are encouraged to attend class the first day to see if the instructor is willing to add you. If approved, the instructor will provide a 4-digit authorization code. Authorization codes are not valid on WebAdvisor until the first day of the class and expire on the course add deadline. You may use the authorization code to register on WebAdvisor or in person. Fees are due at the time of registration.
Early Alert

Each fall and spring term, faculty have the opportunity to participate in Early Alert. This process enables instructors teaching an eight week or greater course to identify students in their courses who are showing early signs of academic difficulty. Studies show that early interventions help to promote student success. By completing the Early Alert roster, faculty make recommendations for students to visit with their instructor, a counselor, and/or a tutor. The next day students are sent an email message encouraging them to take advantage of the recommended services within the next weeks.

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

Remember, we are here for your success.

Rule for Course Repetition

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

Examples of the course repetition rule:

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>3rd</td>
<td>No Enrollment Allowed</td>
<td>No Enrollment Allowed</td>
<td>No Enrollment Allowed</td>
<td>No Enrollment Allowed</td>
</tr>
<tr>
<td>4th</td>
<td>No Enrollment Allowed</td>
<td>No Enrollment Allowed</td>
<td>No Enrollment Allowed</td>
<td>No Enrollment Allowed</td>
</tr>
</tbody>
</table>
Moving through Math

MAT-63
Arithmetic
No Prerequisite

MAT-64
Pre-Algebra
Prereq: MAT-63

MAT-65
Arithmetic & Pre-Algebra
No Prerequisite

MAT-52**
Elem. Algebra
Prereq: MAT-64 or 65

MAT-53**
Geometry
Prereq: MAT-52

MAT-35**
Intermediate Algebra
Prereq: MAT-52

MAT-36***
Trigonometry
Prereq: MAT-35 & 53

MAT-10*
Pre-calculus
Prereq: MAT-36

MAT-1A*
Calculus I
Prereq: MAT-10

MAT-7***
Mathematica
Prereq: MAT-1A

MAT-1B*
Calculus 2
Prereq: MAT-1A

MAT-1C*
Calculus 3
Prereq: MAT-1B

MAT-2*
Diff. Equations
Prereq: MAT-1B

MAT-3*
Linear Algebra
Prereq: MAT-1B

MAT-4*
Finite Math
Prereq: MAT-35

MAT-5*
Business Calculus
Prereq: MAT-35

MAT-11*
College Algebra
Prereq: MAT-35

MAT-12*
Statistics
Prereq: MAT-35

MAT-25*
Survey of Math
Prereq: MAT-35

Liberal Studies or Social Science Majors

Shaded areas indicate possible course placements.

* Indicates UC/CSU transferable course.  
** Associate Degree Applicable Only  
*** CSU Transferable Only.
Moving through English, ESL and Reading

**English as a Second Language**

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

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

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

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

Shaded areas indicate possible course placements

**English Composition**

- **ENG-60A**
  - Fundamentals: Sentence to Paragraph

- **ENG-60B**
  - Fundamentals: Paragraph to Essay

- **ENG-50**
  - Basic Composition

- **ENG-1A**
  - Composition

- **ENG-1B**
  - Critical Thinking & Writing

- **ENG-57**
  - Optional non-transferable

- **ENG-80**
  - non-transferable

**Reading**

- **REA-81**
  - Reading Level I

- **REA-82**
  - Reading Level II

- **REA-83**
  - Reading Level III

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

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

Applying for Graduation

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

1. Go to the WebAdvisor link on the Moreno Valley College Home Page www.mvcc.edu.
2. Login to your account.
4. Submit your application.

DEGREE AND CERTIFICATE APPLICATION DEADLINES
Students may apply in the 2014-2015 academic year during the 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 fall, winter, or spring
- First day of winter term through February 1 to graduate in winter or spring
- First day of Spring term through April 1 to graduate in spring

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

HIGH SCHOOL

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

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

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

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

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

COLLEGE

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

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

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

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

GRADES
• Grades on tests and major papers usually provide most of the course grade.
• Be prepared for your first tests. These are usually wake-ups calls to let you know what is expected, but they may also account for a substantial part of your course grade.
• You may graduate only if your average in classes meets the departmental standard - typically a 2.0 or C.
Important College Terms

- **CALIFORNIA COMMUNITY COLLEGES**
The California Community Colleges system is the largest higher education system in the nation. It is comprised of 72 districts, 112 colleges, and enrolls more than 2.4 million students. Community colleges provide basic skills education, workforce training, and courses that prepare students for transfer to four-year universities. The colleges also offer opportunities for personal enrichment and lifelong learning.

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

- **INDEPENDENT CALIFORNIA COLLEGES/UNIVERSITIES**
The Association of Independent California Colleges and Universities (AICCU) includes 75 campuses.

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

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

- **FULL-TIME/PART-TIME**
This is determined by the number of units a student is enrolled. Full-time is 12 units or more, while part-time is at least 6 units but no more than 11. During intersessions the number of units may be less.

- **LOWER DIVISION**
Courses offered for freshman or sophomore level credit.

- **UPPER DIVISION**
Courses offered for junior or senior class level credit.

- **UNDERGRADUATE**
Courses offered for freshman, sophomore, junior, or senior level credit. May also refer to student who have not completed a bachelors degree.

- **TRANSFER PROGRAM**
A series of courses offered at the community college that result in 60-70 units of transferable credit to a four-year university in preparation for a bachelors degree.

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

- **MINOR**
A secondary field of study outside of the major field. Some degree programs require a minor.

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

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

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

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

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

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

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

- **SEP**
A Student Educational Plan (SEP) identifies the courses necessary to accomplish your goals. See the Counseling Department.
Academic Success Tips

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

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

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 test taking:
1. Get to class early.
2. Be prepared with pen and other materials requested by the instructor (for example: blue book, scantron answer sheet, etc.).
3. Understand the test instructions. Ask questions for clarification before the test begins.
4. Be aware of how much time you have to complete the test.
5. Skim the entire test first. Note the point value and the types of questions.
6. Answer the easier questions first, leaving appropriate time for the rest.
7. Look for key words on true/false questions such as “always,” “sometimes,” “never,” “usually.”
8. On multiple choice questions, eliminate the obviously incorrect answer first.
9. On matching questions, answer those items which you are sure of and check them off.
10. On essay questions, outline in your mind how to organize your answer before you begin writing.
11. If you have time at the end of the test, reread all of your answers.
12. Be confident and think positively. Do not let anxiety determine the outcome.
Your Guide to Success

Moreno Valley College’s Path to Earning an AA/AS degree

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

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

Explore Student Support Programs ~ EOPS, RSP, Honors, Puente, DSS, ACES, CalWORKS

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

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

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

Notes:

- bitte enregistrer la date de votre inscription WebAdvisor.
- vérifier votre compte d’email et établir un nouveau mot de passe.
- explorer les programmes d’appui aux étudiants ~ EOPS, RSP, Honors, Puente, DSS, ACES, CalWORKS
- choisir des cours chaque trimestre pour s’assurer d’être sur la bonne voie.

Ecriture naturelle du texte.
California Higher Education: Degree Ladder

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

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

MASTER'S DEGREES
M.A / M.S. / M.F.A
30-52 additional units, depending on the degree.
2 additional years as a full-time student.

BACCALAUREATE DEGREES
B.A. / B.S. / B.F.A.
120-132+ units, depending on the major.

SENIOR
4 years at full time.

JUNIOR
3 years at full time.

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

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

SOPHOMORE
2 years with 30 - 59 transferable units

FRESHMAN
1 year with up to 29 transferable units

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

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

Admissions and Records Mission:
To provide accurate and effective services to students to meet their enrollment and registration needs.

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

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

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

Still need more information? Contact us!
Phone: (951) 571-6101
Email: admissions@mvc.edu

For our most current hours please check our website at www.mvc.edu/services/ar/index.dfm.

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

Get your MVC College Card at Admissions & Records

Concurrent Enrollment

Effective Fall 2014, enrolled high school students under the age of 18 who are capable of, and can benefit from, advanced scholastic or vocational work, are classified as highly gifted and/or talented, or are seeking educational opportunities not otherwise available to them, may be eligible for admission to Moreno Valley College.

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

Mission Statement

The Moreno Valley College Disabled Student Services office is dedicated to providing equal access and reasonable accommodation for educational and programmatic opportunities at the campus. This dedication commits the College to offer opportunities to students to develop their unique potential.

Applying to DSS

Prior to applying to receive DSS services, students must submit an application for admission through the Admissions and Records office at (951) 571-6101. You may also follow this link on becoming an MVC student: http://mvc.edu/services/ar/apply.cfm.

After completing the application and the AOC process, students may apply for DSS services:

1. Contact the DSS office at (951) 571-6138 to make an appointment for an initial intake.

2. On the day of your intake appointment, please bring a copy of your last Individualized Educational Plan (IEP) and Psychological Educational report from high school. If your documented disability is health related, please bring documentation or print the Disability Verification from the DSS webpage: http://mvc.edu/files/DisabilityVerificationForm.pdf.

3. During the intake appointment, the DSS Specialist will schedule two appointments for you. The first will be with the DSS Counselor to determine what accommodations you qualify for. If applicable, you will also create a Student Educational Plan. The second appointment will be with the Support Services Specialist for a one-on-one tutorial on how to request accommodations.

4. Request your academic accommodations.

There are three separate checklists for students interested in DSS services: Incoming College Students, Incoming Transfer Students, and Current MVC Students. Please view the new student checklists on our webpage: www.mvc.edu/services/dss/newStudent.cfm.

Services include:

- Academic advising
- Adaptive computer technology
- Adaptive equipment loan
- Career counseling
- Disability-related counseling
- Note Taking Assistance
- Priority registration
- Real time captioning
- Test accommodation

The College offers accommodations for the following disabilities:

- Acquired Brain Injury
- Psychological Disabilities
- Temporary Disabilities (lasting longer than 45 days)
- Visual Impairments
- Cardiac Issues
- Developmentally Delayed Learner
- Health Impairments (cancer, diabetes, arthritis, etc.)
- Hearing Impairments (deaf & hard of hearing)
- Learning Disabilities
- Mobility Impairments

Office

Location: Humanities Building, 2nd floor, Room 222
NEW LOCATION: Library Building, Room 230
DSS will be relocating to LIB 230 during the fall semester. Prior to coming to the DSS office, see the website to verify the current location.

Phone: (951) 571-6138
Web: www.mvc.edu/services/dsps/
Hours: Visit our website for current hours of operation

Staff

Kimberly L. Brooks .................. Disability Specialist
Theresa Pham ...................... Disability Specialist
Joe Gonzalez ..................... Support Services Specialist Aide
Alex Ygloria ............ Counselor/Learning Disabilities Specialist
Myths about Disabled Student Services

DSS services are just like the K-12 Special Education services.
- College support services are just that: support services.
- K-12 Special Education is more structured for students. Staff and teachers utilize a more hands-on approach to providing services. Staff communicate primarily with parents/guardians about the student’s educational needs.
- College support services emphasize self-advocacy and independence of the student. Communicate directly with the student in regards to accommodations and other services.

College courses are modified in order to ensure success for students with disabilities.
- Fundamentally altering academic standards goes against the Americans with Disabilities Act (ADA).
- Students must be able to benefit from course offerings and must be able to comprehend at a college level.
- Example: Students with a documented disability who receive 1.5x or 2x time on an exam or quiz do not have an advantage over students without the extended time. Both students have the same chance of passing the exam.

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

Mission
Student Health and Psychological Services uses clinic and education-based quality and reasonably priced health care, assisting a diverse student population to achieve and maintain optimum physical and psychological health, while enhancing retention and satisfaction with the college experience.

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

Services
Student Health and Psychological Services is dedicated to assisting students achieve and maintain optimum physical, mental and emotional health at a reasonable cost.

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

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

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

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

Outreach Events
Outreach events are held on a bi-monthly basis on the Lion’s Den Patio. The annual spring health fair/blood drive provides students with quality vendors who promote health and bring valuable community resources to our campus.

Accident Reporting and Insurance
The health fee supports insurance for accidents on campus.

Hours
Monday, Tuesday, Thursday: 8 am - 4 pm
Wednesday: 8 am - 5 pm
Friday: 8 am - Noon

Location
Parkside Complex 6
Phone: (951) 571-6103
Student Financial Services

Financial Aid Information

You may be eligible for financial assistance to help you meet your educational expenses. Student Financial Services is located in the Student Services Building on the second floor. We have several types of financial aid to assist you. To apply, complete the Free Application for Federal Student Aid (FAFSA) on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

This helps to determine eligibility for programs:
1. Federal Pell Grant
2. FSEOG (Federal Supplemental Educational Opportunity Grant)
3. FWS (Federal Work Study)
4. BOGW (Board of Governors Fee Waiver)
5. Cal Grant Program
6. Federal Direct Loan Program
7. Grants and Scholarships

You could be eligible for some or all of the programs listed above, but only if you [FILE EARLY].

The Free Application for Federal Student Aid (FAFSA) is the first step.

The FAFSA is available on January 1 to apply for financial aid for the following academic year, pending enrollment. March 2 is the deadline for Cal Grant, including Dream Act applications for the Cal Grant. Completing financial aid paperwork early increases chances of receiving funds early, pending eligibility.

The maximum Pell Grant for a full-time student, with a zero Estimated Family Contribution (EFC), is $5,730.

The following amounts are estimates of grant awards based on full-time enrollment of 12 units or more and an EFC of zero:

<table>
<thead>
<tr>
<th>Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell</td>
<td>$5,730</td>
</tr>
<tr>
<td>FSEOG</td>
<td>$1,000</td>
</tr>
<tr>
<td>BOGW (Fee Waiver)</td>
<td>$1,380</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$13,758</td>
</tr>
</tbody>
</table>

It does make a difference. These amounts are subject to change.

Actual dollar amounts will vary by individual eligibility and availability of funds.
More News in Financial Aid...

Important information regarding your 2014-2015 financial aid disburements....

All students will need to make a choice on their disbursement method beginning Summer 2014.

You will have the following disbursement options to choose from:
- Higher One Debit Card
- Direct Deposit into your personal account
- Paper Check

Students who complete their 2014-2015 financial aid file will receive a LIME GREEN welcome packet from Higher One. This welcome packet will include a Higher One debit card and instructions on how to select a disbursement option. Although you may not wish to select the debit card option you will need the number on the front of your Higher One debit card to log onto the website to choose a method of disbursement. Do not destroy the card. If selecting a method other than debit card, file the card away in a safe place in the event you decide to switch your disbursement option to the Higher One Debit Card.

Financial Aid students must maintain Satisfactory Academic Progress to remain eligible for financial aid.

Satisfactory Academic Progress (SAP)

Students at Riverside Community College District (RCCD) must have a cumulative Grade Point Average (GPA) of 2.0. Students must also complete a certain percentage of units in order to make progress. There are two parts to this standard:
1) Pace of Progression: students must complete at least 67% of the cumulative units attempted. Students unable to finish the program within the maximum time frame, as explained below, may lose eligibility for Title IV aid.
2) Maximum Time Frame: students must complete their educational objective (graduation, transfer or certificate) by the time they have attempted 150% of the units required for their program. This includes all units attempted. A student can only receive financial assistance for a maximum of 150% of the published length of the program. Many of the programs offered require 60 units for completion. Thus, 90 units is the maximum for which a student can receive financial assistance (60 X 150% = 90 units). The 90 unit maximum includes one change of academic program.

Evaluation: Students will be evaluated at the end of each semester to determine if they are meeting the standards.

Students who have attempted less than 12 units, will be required to maintain a 1.5 Cumulative GPA and must complete 50% of the courses attempted to maintain SAP. Students who have attempted 12 or more units, will be held to the previously stated standards.

Maximum Time Frame Students Can Receive a Federal Pell Grant

Students are eligible to receive a Federal Pell Grant for 12 full-time enrolled semesters. This is generally around six years. A student who attends a semester as a half-time student is counted as having used only half a semester for Pell Grant limit tracking.

What does that mean as a financial aid student? After receiving Pell Grants for 12 semesters of full-time enrollment, students will no longer be eligible to receive the Pell Grant. This regulation applies to students' past Pell Grant payment history.

Federal Subsidized Student Loan limits

As of July 1, 2013, a first-time Federal Subsidized Student Loan Borrower is no longer eligible for the Subsidized Student Loan program if the student exceeds 150% of the published length necessary to graduate within an undergraduate degree program.

A borrower who reaches the 150% limit becomes ineligible for the interest subsidy benefits on all Federal Subsidized Loans disbursed to the borrower on or after July 1, 2013.

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

California Dream Act

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

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

To apply for the AB540 BOG Fee Waiver, paper applications are available in Student Financial Services.

RCCD Foundation Scholarships

Riverside Community College District (RCCD) Foundation offers scholarships for continuing and transferring students.

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

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

The Student Financial Services staff is available to assist you with your financial aid needs.
BP 5500 STANDARDS OF STUDENT CONDUCT

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

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

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

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

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

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

1. Causing, attempting to cause, implying, or threatening to cause, harm to another person (whether or not the threat is in person, defined as, but not limited to, physical harm, harm to profession (defamation) or psychological harm.

2. Possessing, selling or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor.

3. Possessing, using, selling, offering to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5. It is also unlawful under federal law, to possess, use, sell, offer to sell, furnish, or be under the influence of, any controlled substance, including medical marijuana.

4. Committing or attempting to commit robbery, bribery, or extortion.

5. Causing or attempting to cause damage to District property or to private property on campus.

6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.

7. Willfully or persistently smoking in any area where smoking has been prohibited by law or by policy or procedure of the District.

8. Committing sexual harassment as defined by law or by District policies and procedures.

9. Engaging in harassing or discriminatory behavior toward an individual or group based on ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of section 422.6 of the Penal Code, or any other status protected by law.

10. Engaging in willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.

11. Engaging in disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.

12. Engaging in dishonesty
   Forms of Dishonesty include, but are not limited to:
   a. Plagiarism, defined as presenting another person's language (spoken or written), ideas,
artistic works or thoughts, as if they were one's own;
b. Cheating, defined as the use of information not authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, recordings, internet resources and other students' work;
c. Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents;
d. Forging, altering or misusing District or College documents, keys (including electronic key cards), or other identification instruments.
e. Attempting to bribe, threaten or extort a faculty member or other employee for a better grade;
f. Buying or selling authorization codes for course access.

13. Entering or using District facilities without authorization.

14. Engaging in lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.

15. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.

16. Engaging in persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

17. Preparing, giving, selling, transferring, distributing, or publishing, for any commercial purpose, any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure without authorization.

18. Using, possessing, distributing or being under the influence of alcoholic beverages, controlled substance(s), or poison(s) as scheduled and defined by State law. Possession or use of illegal drugs will not be permitted on District property or during any of the aforementioned District activities.

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

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

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

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

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

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

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

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

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

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

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

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

Responsibility

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

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

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

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

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

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

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

I. General Provisions

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

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

II. Definitions

District -- The Riverside Community College District

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3. Withdrawal of Consent to Remain on Campus — The President or designee may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn by the President or designee, a written report must be promptly made to the Chancellor.

The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven (7) days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions.

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

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

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

IV. Process Preceding Suspensions or Expulsions

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

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

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

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

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

V. Hearing Procedures

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

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

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

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

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

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

k. Within five (5) days following the close of the hearing, the hearing panel shall prepare and send to the President, a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

VI. President’s Decision

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

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

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

VII. Chancellor’s Decision

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

VIII. Board of Trustees Decision

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

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

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

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

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

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

The final action of the Board of Trustees on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

Office of Primary Responsibility:
Provost/Vice Chancellor, Educational Services
Administrative Approval: May 28, 2013
AP 5522 Student Grievance Process for Instruction & Grade Related Matters

References: Education Code Section 76224, Title 5 Section 55024

I. General Provisions

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

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

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

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

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

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

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

II. Definitions

1. District -- The Riverside Community College District

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

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

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

5. Time Limits -- Any time specified in the above procedures may be shortened or lengthened if there is mutual agreement by all parties.

III. Informal Consultation Process

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

1. A student will be encouraged to contact the faculty member and attempt, in good faith, to resolve the concern through the consultative process.

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

IV. Grievance Process and Formal Hearing

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

   Individuals approached by either party to act as a
   witness for that party are not under any obligation
do so and may decline to be a witness. Any
   witness has the right to cooperate in an investigation
   or otherwise participate in these procedures without
   intimidation, threat of retaliation or retaliatory
   behavior. Any such behavior, verbal or written, in
   response to participation in the grievance process is
   prohibited and may be regarded as a basis for
   disciplinary action.
e. Notify the parties that they are entitled to bring a
   representative, from within the District, to assist
   them during the hearing. The representative’s role is
   restricted to assisting the party. He/she may not
   actively participate in the grievance hearing or
   engage in the proceedings. The Representative
   must be an individual from within the District
   (student or employee). Legal representation is
   prohibited.
f. Notify both parties as to who the members of the
   grievance committee will be. Each party will be
   allowed one (1) opportunity to request that a
   committee member be replaced with a different
   person because of perceived bias or conflict of
interest. Any such requests must be directed to the committee chair within two (2) days of notification of who the committee members will be and will state the perceived bias or conflict of interest. At that time, the committee chair may excuse that committee member and seek a replacement in accordance with IV.3 above.

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

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

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

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

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

VI. Responsibility

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

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

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