Fees and non-payment

New registration process
See page 9 for information about dates and times

All class fees must be paid by the stated deadline or students will be dropped from classes. Fee payment deadlines are on page 12. Student Financial Aid information is on pages 6 & 87.

Available in alternate formats
¡Aplique en Español por Internet ahora!
Informacion en español, paginas 18-26.
Open Campus

Online, Hybrid and Web-Enhanced Courses

What are online, hybrid and web-enhanced courses?

- **Online** courses are taken exclusively over the Internet—there are no on-campus meetings required. However, some online classes require proctored exams, either on an RCCD campus or by an off-site proctor approved by the instructor. See www.opencampus.com.

- **Hybrid** courses meet both on-campus and online; think of them as traditional face-to-face courses where some of the on-campus class meetings are replaced with online assignments. In a hybrid course, you will attend meetings on-campus during the dates and times listed in this Schedule of Classes. Since the on-campus portion of hybrid classes could take place at any of our three colleges (Riverside, Norco or Moreno Valley), hybrid courses are listed according to the campus where the on-campus meetings take place. So, for example, if you'd like to take a hybrid course at Norco, you'd look under the Norco campus section of this schedule.

- **Web-Enhanced** courses are traditional face-to-face classes that are augmented with course websites. Unlike hybrid courses, all web-enhanced class meetings take place on-campus. The course website is an extra value!

Are you ready for online learning?

To take an online, hybrid, or web-enhanced class, here are a few things to keep in mind:

- You should have regular access to a personal computer that is connected to the Internet. Not sure whether your computer measures up? At www.opencampus.com, click on "Help", then click “Requirements Help” (near the top left, under "Help Links").

- You should be familiar with basic computer operations: for example, using a word processing program, logging onto the Internet, using a browser, and sending e-mail.

- You should be self-disciplined and have strong study skills. It’s easier to fall behind in an online class.

- Lastly, you shouldn’t believe the myth that online or hybrid courses are “easier” than face-to-face courses. In fact, online courses cover the same material as face-to-face courses, and many students say that their online courses actually require more of their time than their face-to-face courses. Set aside a few minutes and take the Open Campus Distance Learning quiz to help you decide.

Please note: To enable online-based students to communicate more effectively with their instructors, students need to activate and use their RCCD e-mail account. Please go to www.rcc.edu/students/email.cfm and follow the link to e-mail tutorial at www.rcc.edu/students/emailtutorial.cfm. Personal e-mail addresses will not be used so the RCCD account is the only approved method of formal communication from RCCD to the student.

What’s an online course like?

Sample an online course—go to www.opencampus.com and click on "Online Course". Under "Quick Links" in the left column, click on "Sample Class". Use the information provided to log-in.


This website provides:

- computer settings and requirements
- information about registration
- login information
- student and faculty help files
- course syllabi and textbook information
- an online course sample class

If you’ve visited our website and still have questions, please call the Open Campus Help Line at (866) 259-7271.

Are open campus distance learning courses for me?

1. **Holding weekly class meetings face-to-face is:**
   a. Not particularly necessary for me.
   b. Somewhat important to me.
   c. Very important to me.

2. **I would classify myself as someone who:**
   a. Often gets things done ahead of time.
   b. Needs reminding to get things done on time.
   c. Puts things off until the last minute or doesn’t complete them.

3. **When an instructor hands out directions for assignments,**
   I prefer:
   a. Figuring out the instructions myself.
   b. Trying to follow the directions on my own, then asking for help as needed.
   c. Having the instructions explained to me.

4. **Considering my professional and personal schedule,**
   the amount of time I have to work on a Distance Learning course is:
   a. More than enough time for an on-campus course.
   b. The same as for a class on-campus.
   c. Less than for a class on-campus.

5. As a reader, I would classify myself as:
   a. Good - I have no problem understanding textbook material.
   b. Average - I sometimes need help to understand the text.
   c. Slower than average.

6. **Commuting to campus on a regular weekly schedule is:**
   a. Extremely difficult for me - I have commitments.
   b. A little difficult, but I can rearrange my priorities for regular attendance on campus.
   c. Easy for me.

7. **When I need help understanding the subject:**
   a. I am comfortable approaching the instructor.
   b. I am uncomfortable approaching the instructor, but I do it anyway.
   c. I never approach an instructor to admit I don’t understand something.

**SCORING:** Are Distance Learning courses for you? Score your responses:
3 points for each “a”, 2 points for each “b”, and 1 point for each “c”. 14 or over—A Distance Learning course is a real possibility for you. Between 8 and 13—Distance Learning courses may work for you, but you may need to make adjustments in your schedule and study habits to succeed. 7 or less—Distance Learning courses may not currently be the best alternative for you; talk with your counselor.
**Online Courses**

**Online course Limitation on Enrollment:**
Enrollment in online courses offered through the Riverside Community College District is limited to students who have demonstrated competency in working in the online environment.

Before you can register for an online class, you must demonstrate that you have the computer and Internet skills you need to be successful. Your enrollment in online classes will be blocked until you have met this requirement.

You may demonstrate competency and meet the requirements of this limitation on enrollment in two ways:

1. **Successful completion of an online class (grade of “C” or better).**
   If you successfully completed an online course at Riverside Community College District prior to winter 2011, your record has already been cleared and you may register immediately (if you are unable to register, please contact the Matriculation Specialist at matric.specialist@rcc.edu).

2. **Log into WebAdvisor and complete the “Online Skills Workshop”:**
   The Online Skills Workshop takes only a few minutes to complete and will verify your ability to perform the functions required in an online class, such as posting to a discussion board, uploading assignments, sending an e-mail, attaching a document, etc. Once you have successfully completed the workshop, you will be cleared to register for online classes.

---

**ACCOUNTING**

**ACC-1A PRINCIPLES OF ACCOUNTING I 3.00 UNITS**
An introduction to accounting principles and procedures. Course geared to accounting and business majors.
- **PREREQUISITE**: None.
- **ADVISORY**: BUS-20.

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**ACC-1B PRINCIPLES OF ACCOUNTING II 3.00 UNITS**
A study of managerial accounting principles and information systems.
- **PREREQUISITE**: ACC-1A.

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**ADMINISTRATION OF JUSTICE**

**ADJ-2 PRINCIPLES OF JUSTICE SYSTEM 3.00 UNITS**
The role and responsibilities of each segment in the administration of justice system.
- **PREREQUISITE**: None.

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**ANTHROPOLOGY**

**ANT-1 PHYSICAL ANTHROPOLOGY 3.00 UNITS**
Examination of human biological evolution and physical diversity, incorporating genetics, primates, fossils, and relationship to the animal world.
- **PREREQUISITE**: None.

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**ANT-2 CULTURAL ANTHRO 3.00 UNITS**
An introduction to the anthropological concept of culture and to the methods and theories used in the comparative analysis of cultures.
- **PREREQUISITE**: None.

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**ART**

**ART-6 ART APPRECIATION 3.00 UNITS**
An introductory course for the non-art major. An overview of the creative process and various art forms.
- **PREREQUISITE**: None.
- **ADVISORY**: Qualification for ENG-1A.

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**BUSINESS ADMINISTRATION**

**BUS-10 INTRO TO BUSINESS 3.00 UNITS**
Considers scope, function and organization of business, including principles and practices, with an integrated global perspective.
- **PREREQUISITE**: None.

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**BUS-18A BUSINESS LAW I 3.00 UNITS**
Legal and ethical environment of business torts, contracts, sales and principles of employment.
- **PREREQUISITE**: None.

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**BUS-18B BUSINESS LAW II 3.00 UNITS**
Commercial paper, business organizations, government regulations, protection of property rights and international law.
- **PREREQUISITE**: None.

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**BUS-20 BUSINESS MATH 3.00 UNITS**
Review of basic math and its application to business, percentages, pricing, depreciation and inventory.
- **PREREQUISITE**: None.

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Some online classes require proctored exams, either on an RCCD campus or by an off-site proctor approved by the instructor. See www.opencampus.com/online/schedule.html.
BUS-22 MGMT COMMUNICATIONS 3.00 UNITS
Examines the dynamics of organizational communication including interpersonal, verbal, nonverbal and written.
  •  PREREQUISITE: None.
  •  ADVISORY: CAT-30.
40628  01/03/11 02/10/11  C Ishihara

COMPUTER APPLICATIONS/OFFICE

CAT-80 WORD FOR WINDOWS 3.00 UNITS
Provides beginning, intermediate and advanced levels of skill applied to a variety of professional/business documents. (Same as CIS-80)
  •  PREREQUISITE: None.
  •  ADVISORY: Typing knowledge/skills of at least 40 wpm.
40634  01/03/11 02/10/11  J Lehr

CAT-98A INTRO TO EXCEL 1.50 UNITS
An introduction to electronic spreadsheets using Excel. (Same as CIS-98A)
  •  PREREQUISITE: None.
40635  01/03/11 02/10/11  S Torre

COMPUTER INFORMATION SYSTEMS

CIS-1A INTRO TO COMP INFO SYS 3.00 UNITS
Introduction to computer concepts, theory and computer applications. Functions and capabilities of word processors, spreadsheets, databases, presentation graphics and the Internet are covered through lecture, discussion and hands-on computer assignments.
  •  PREREQUISITE: None.
30220  01/03/11 02/10/11  J Coverdale
40643  01/03/11 02/10/11  L Hall
40644  01/03/11 02/10/11  S Torre

CIS-1B ADV CONCEPTS IN CIS 3.00 UNITS
Advanced computer concepts, theory and applications. Advanced word processing, spreadsheets, presentation graphics. The Internet and database skills are covered through lecture, discussion and hands-on computer assignments.
  •  PREREQUISITE: CIS-1A.
30288  01/03/11 02/10/11  C Brotherton

CIS-62 MS ACCESS DBMS: COMPREHENSIVE 3.00 UNITS
Use of Microsoft Access DBMS applications including database design, development of queries, forms, reports and macros. (Same as CSC-62)
  •  PREREQUISITE: None.
40649  01/03/11 02/10/11  S Bhatia

CIS-72A INTRO WEB PAGE CREATION 1.50 UNITS
Introduction to webpage creation using XHTML to create pages with formatted text, hyperlinks, lists, images, tables, frames and forms.
  •  PREREQUISITE: None.
  •  ADVISORY: Competency in the use of a computer and familiarity with the Internet; CIS-95A.
40650  01/03/11 02/10/11  J Cregg

COMPUTER SCIENCE

CSC-2 FNDMTLS SYSTEM ANALYSIS 3.00 UNITS
Structured analysis of user requirements related to information systems, for eventual design/development of the system. (Same as CIS-2)
  •  PREREQUISITE: None.
40952  01/03/11 02/10/11  S Bhatia

EARLY CHILDHOOD EDUCATION

EAR-54 CONTEMPORARY PARENT 1.00 UNITS
This course examines factors affecting child-rearing in the changing social environment.
  •  PREREQUISITE: None.
40665  01/03/11 02/10/11  S Yates

ECONOMICS

ECO-7 MACROECONOMICS 3.00 UNITS
Economic theory and analysis as applied to the U.S. economy as a whole.
  •  PREREQUISITE: None.
  •  ADVISORY: Qualification for ENG-1A and MAT-52.
40667  01/03/11 02/10/11  A Casolari
40668  01/03/11 02/10/11  A Casolari
40669  01/03/11 02/10/11  A Casolari

ENGLISH

ENG-1A ENGLISH COMPOSITION 4.00 UNITS
Teaches college-level critical reading, academic writing, and research skills.
  •  PREREQUISITE: ENG-50 or qualifying placement level.
30227  01/03/11 02/10/11  M Bader
20357  01/03/11 02/10/11  R Gurley
40676  01/03/11 02/10/11  J Spangler

ENG-1B CRITICAL THINKING/WRITING 4.00 UNITS
Through a study of argument and literature, this course develops students’ critical thinking, reading, and writing skills beyond the level achieved in ENG-1A.
  •  PREREQUISITE: ENG-1A or 1AH.
40682  01/03/11 02/10/11  B Osgood-Treston

FILM, TELEVISION AND VIDEO

FTV-68 STORY DEVELOPMENT PROCESS 3.00 UNITS
An overview of the process involved in developing and pitching story ideas and scripts to studios, production companies and networks for production consideration.
  •  PREREQUISITE: None.
40707  01/03/11 02/10/11  M Skerbelis

GUIDANCE

GUI-47 CAREER EXPLOR/LIFE PLANNING 3.00 UNITS
Designed to assist those students considering the transition of a career change or undecided about the selection of a college transfer major. Required materials fee will be charged to the student and is not covered by BOGW.
  •  PREREQUISITE: None.
40717  01/03/11 02/10/11  E Brown

HISTORY

HIS-2 WORLD CIVILIZATIONS 2 3.00 UNITS
The development and interaction of world civilizations from the 16th century to the present.
  •  PREREQUISITE: None.
  •  ADVISORY: Qualification for ENG-1A.
40727  01/03/11 02/10/11  K Woods

HIS-6 POL SOC HIST OF US 3.00 UNITS
A history of the United States from Colonial time to 1877.
  •  PREREQUISITE: None.
  •  ADVISORY: Qualification for ENG-1A.
40730  01/03/11 02/10/11  A Parker
40731  01/03/11 02/10/11  A Parker
20380  01/03/11 02/10/11  L Riggin

HIS-7 POL SOC HISTORY OF US 3.00 UNITS
A history of the United States from 1877 to the present.
  •  PREREQUISITE: None.
  •  ADVISORY: Qualification for ENG-1A.
40735  01/03/11 02/10/11  A Parker

Some online classes require proctored exams, either on an RCCD campus or by an off-site proctor approved by the instructor. See www.opencampus.com/online/schedule.html.
HUMANITIES
HUM-10 WORLD RELIGIONS 3.00 UNITS
Concepts of major religions including Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam.
• PREREQUISITE: None.
• ADVISORY: Qualification for ENG-1A.
40737 01/03/11 02/10/11  R Mahon
30294 01/03/11 02/10/11  B Pavlis
20392 01/03/11 02/10/11  C Rocco
40969 01/03/11 02/10/11  R Ruiz

MANAGEMENT
MAG-53 HUMAN RELATIONS 3.00 UNITS
Practical application of basic psychology in building better employer-employee relationships.
• PREREQUISITE: None.
30246 01/03/11 02/10/11  G Zwart

MAG-70 INTRO ORGANIZATION DEVELOPMENT 3.00 UNITS
Introduction to techniques for improving organizational effectiveness through process improvement and development of people. (Same as BUS-70)
• PREREQUISITE: None.
• ADVISORY: MAG-44.
40948 01/03/11 02/10/11  R Pardee

MATHEMATICS
MAT-36 TRIGONOMETRY 4.00 UNITS
An introduction to the trigonometric functions, their identities and relationships, graphs and applications, accompanied by essential topics of geometry.
• PREREQUISITE: MAT-35 and MAT-53 or qualifying placement level.
30256 01/03/11 02/10/11  J Driver

MAT-52 ELEMENTARY ALGEBRA 4.00 UNITS
An introduction to the concepts of algebra.
• PREREQUISITE: MAT-64 (formerly 50), 65, 90F or qualifying placement level.
30259 01/03/11 02/10/11  E Chung

MAT-64 PRE-ALGEBRA 3.00 UNITS
Designed as a transition from arithmetic to elementary algebra. (Non-degree credit course.)
• PREREQUISITE: MAT-63 or 90C.
30267 01/03/11 02/10/11  J Frewing

MUSIC
MUS-19 MUSIC APPRECIATION 3.00 UNITS
Study of musical style, form and materials, organized to acquaint the student with representative musical literature through listening, reading and writing.
• PREREQUISITE: None.
20410 01/03/11 02/10/11  D Foster
40786 01/03/11 02/10/11  I Tsai
40787 01/03/11 02/10/11  I Tsai

MUS-25 JAZZ APPRECIATION 3.00 UNITS
A comprehensive study of jazz from its origins to the present day.
• PREREQUISITE: None.
40789 01/03/11 02/10/11  C Richard
40790 01/03/11 02/10/11  C Richard

MUS-26 FILM MUSIC APPRECIATION 3.00 UNITS
A study of film music in the United States from 1927 to the present day.
• PREREQUISITE: None.
40791 01/03/11 02/10/11  K Mayse
40792 01/03/11 02/10/11  K Mayse

MUS-89 MUSIC OF MULTICULTURAL AMERICA 3.00 UNITS
A comparative and integrative study of the multicultural musical styles of the United States.
• PREREQUISITE: None.
40795 01/03/11 02/10/11  P Curtis
40970 01/03/11 02/10/11  P Curtis

PARALEGAL STUDIES
PAL-10 INTRO PARALEGAL STUDIES 3.00 UNITS
An overview of the role of the paralegal. Introduction to administrative, civil, criminal and business law and the court system.
• PREREQUISITE: None.
40813 01/03/11 02/10/11  L Judon

PHILOSOPHY
PHI-10 INTRO TO PHILOSOPHY 3.00 UNITS
Introduction to the major questions of Western philosophy and their answers.
• PREREQUISITE: None.
30269 01/03/11 02/10/11  S Crasnow
40815 01/03/11 02/10/11  C Gobatie

PHI-11 CRITICAL THINKING 3.00 UNITS
Introduction to critical thinking as it relates to everyday experience and general knowledge.
• PREREQUISITE: None.
40817 01/03/11 02/10/11  C Gobatie
40818 01/03/11 02/10/11  C Gobatie

PHYSICAL EDUCATION
PHP-4 NUTRITION 3.00 UNITS
Principles of basic nutrition and their application to health and diseases.
• PREREQUISITE: None.
40832 01/03/11 02/10/11  N Bonzoumet
30289 01/03/11 02/10/11  A Doty
40833 01/03/11 02/10/11  W Elton
40829 01/03/11 02/10/11  C Lowden
40831 01/03/11 02/10/11  C Lowden

PHP-36 WELLNESS: LIFESTYLE CHOICES 3.00 UNITS
Studies the various dimensions of health as they relate to living a positive, healthy life.
• PREREQUISITE: None.
40826 01/03/11 02/10/11  C Lowden
40827 01/03/11 02/10/11  S Sigloch
40828 01/03/11 02/10/11  S Sigloch

Some online classes require proctored exams, either on an RCCD campus or by an off-site proctor approved by the instructor.
See www.opencampus.com/online/schedule.html.
POLITICAL SCIENCE

POL-1 AMERICAN POLITICS 3.00 UNITS
The principles, institutions, policies and critical issues in American politics.
• PREREQUISITE: None.
• ADVISORY: Qualification for ENG-1A.
20442 01/03/11 02/10/11  F Biancardi
40877 01/03/11 02/10/11  D Haghighat
40878 01/03/11 02/10/11  D Haghighat
40879 01/03/11 02/10/11  D Haghighat
30304 01/03/11 02/10/11  D Makin
40880 01/03/11 02/10/11  W Schinke

PSYCHOLOGY

PSY-1 GENERAL PSYCH 3.00 UNITS
Survey of scientific study of behavior, including learning, emotion, motivation, emotional problems and therapy.
• PREREQUISITE: None.
40891 01/03/11 02/10/11  R Ruiz
40969 01/03/11 02/10/11  R Ruiz

PSY-9 DEVELOPMENTAL PSYCH 3.00 UNITS
A survey of biological, cognitive and psychosocial development throughout the human life cycle from conception to death.
• PREREQUISITE: None.
40895 01/03/11 02/10/11  P Matsos
40896 01/03/11 02/10/11  P Matsos
40897 01/03/11 02/10/11  P Matsos

READING

REA-83 READING, LEVEL III 3.00 UNITS
Intended for students who experience moderate difficulty in reading college-level materials. (Non-degree credit course.)
• PREREQUISITE: REA-82 or ESL-73 or qualifying placement level.
40902 01/03/11 02/10/11  T Brown
40903 01/03/11 02/10/11  T Brown

REAL ESTATE

RLE-80 REAL ESTATE PRINCIPLES 3.00 UNITS
Fundamental course covering the basic laws, principles and terminology of California real estate practice.
• PREREQUISITE: None.
30279 01/03/11 02/10/11  T Wagner

SOCIOLOGY

SOC-1 INTRO TO SOCIOLOGY 3.00 UNITS
An introduction to the basic concepts of societal organization.
• PREREQUISITE: None.
40917 01/03/11 02/10/11  M Carpenter
40909 01/03/11 02/10/11  R Davin
40910 01/03/11 02/10/11  R Davin
40911 01/03/11 02/10/11  R Davin
40912 01/03/11 02/10/11  J Schall
40913 01/03/11 02/10/11  J Schall
40916 01/03/11 02/10/11  J Schall
20451 01/03/11 02/10/11  E Thompson

SOC-2 AMER SOCIAL PROB 3.00 UNITS
Identification and analysis of major contemporary social problems.
• PREREQUISITE: None.
40922 01/03/11 02/10/11  D Baker

SOC-10 RACE/ETHNIC RELATIONS 3.00 UNITS
An introduction to the theories, dynamics, history and present status of intergroup conflict in the United States.
• PREREQUISITE: None.
40918 01/03/11 02/10/11  D Baker

SOC-12 MARRIAGE FAMILY REL 3.00 UNITS
Contemporary patterns in marriage and family relations.
• PREREQUISITE: None.
40919 01/03/11 02/10/11  J Brown
40920 01/03/11 02/10/11  J Brown
40921 01/03/11 02/10/11  J Brown

SOC-20 CRIMINOLOGY 3.00 UNITS
A sociological analysis of crime, criminal law and criminality.
• PREREQUISITE: None.
40923 01/03/11 02/10/11  D Baker

SPANISH

SPA-11 CULTURE AND CIVILIZATION 3.00 UNITS
Introductory survey of Spanish culture and civilization. Class conducted in English.
• PREREQUISITE: None.
40927 01/03/11 02/10/11  D Gaylor

SPA-12 LAT AMER CULTURE, CIVILIZATION 3.00 UNITS
Introductory survey of Latin American culture and civilization. Class conducted in English.
• PREREQUISITE: None.
40928 01/03/11 02/10/11  D Gaylor

SPA-51 INTRO LISTENING COMP I 2.00 UNITS
Develops basic skills in listening to and understanding native spoken Spanish at the elementary level.
• PREREQUISITE: None.
40966 01/03/11 02/10/11  K Kelly

THEATER ARTS

THE-3 INTRO TO THE THEATER 3.00 UNITS
A survey of theatrical styles and forms intended for the general college student.
• PREREQUISITE: None.
40943 01/03/11 02/10/11  M Gourley
40944 01/03/11 02/10/11  J Julian

WARNING! REGISTRATION WILL BE BLOCKED IF YOU HAVE NOT MET THE PREREQUISITE!
What Every Student Should Know~

AB540 Non-Resident Fee Waiver

A student who qualifies for the Non-Resident Fee Waiver will be exempt from paying the out-of-state tuition fee and will pay the $26 per unit enrollment fee. The qualifications for the waiver are stated below:

Any student other than a non-immigrant alien within the meaning of paragraph (15) of subsection (a) of Section 1101 of Title 8 of the United States Code, who meets all of the following requirements shall be exempt from paying non-resident tuition at RCCD:

1. High school attendance in California for three or more years.
2. Graduation from a California high school or attainment of the equivalent thereof (equivalent considered GED or high school proficiency test) must be obtained in the state of California. Certificates of Completion may also qualify students for the waiver.
3. In the case of a person without lawful immigration status, the filing of an affidavit (available in the admissions office) stating that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so. Student information obtained in the implementation of this section is confidential. Students who are non-immigrants [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.

A student who meets the qualifications for the Non-Resident Fee Waiver is not a resident of the state of California until he or she meets physical presence and intent requirements as stated in the “Residence Classification for Tuition Purposes” section above. Students without lawful immigration status are not eligible for any federal or state supported financial aid such as the Board of Governors Waiver, etc. Please see Admissions and Records for the exemption request form. The Non-Resident Fee Waiver is available at the Admission and Records Office. This form can be printed out at www.rcc.edu/services/admissions/forms.cfm.

Academic Freedom

The District endorses the American Association of University Professor’s Statement of Principles on Academic Freedom and Tenure: “Academic freedom is essential to these purposes and applied to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning” (BP 4030).

Academic Honesty

Academic honesty and integrity are core values of the Riverside Community College District. Students are expected to perform their work (except when collaboration is expressly permitted by the course instructor). Believing in and maintaining a climate of honesty is integral to ensuring fair grading for all students. Acts of academic dishonesty entail plagiarizing—using another’s words, ideas, data, or product without appropriate acknowledgment—and cheating—the intentional use of or attempted use of unauthorized material, information, or study aids on any academic exercise. Students who violate the standards of student conduct will be subject to disciplinary action as stated in the “Standards of Student Conduct”, listed in the Student Handbook. Faculty, students, and administrators all share the responsibility to maintain an environment which practices academic integrity.

Academic Renewal

Academic Renewal allows previously recorded substandard course work taken at RCCD to be disregarded in the computation of RCCD grade point average after 24 subsequent units have been completed with a 2.0 GPA. The form and information is available online at www.rcc.edu/services/admissions/forms.cfm.

Americans with Disabilities Act

The Americans With Disabilities Act extends universal civil rights protection to individuals with disabilities. The implementation of the ADA provides greater access and opportunities for community college students and employees with disabilities. Riverside Community College District makes all programs and facilities accessible to persons with disabilities, and provides services to students with disabilities through the Disabled Student Services Office. For more information call 222-8060, TDD 222-8061.

Area of Emphasis Grade Requirements

Beginning in 2009, each course counted toward the unit requirement in an area of emphasis or a major or program of study must be completed with a grade of “C” or better, or a “P” if the course is taken on a Pass/No Pass basis.

If a student stops attending a class, it is ultimately the student’s responsibility to officially drop the class.

— It is also the student’s responsibility to consult with his/her instructor regarding any absences that will alter his/her status in the class.

— Students who fail to attend the first class meeting or have a poor attendance record may be dropped from the class!

Attendance Policy

The student is expected to attend every class in which he/she is registered. Attending a class without being registered is contrary to Riverside Community College District policy and cannot be used as a basis for a petition to add a class. Students who have enrolled for a class and who do not attend or who are late or absent from the first meeting of the class may forfeit their right to a place in the class. Students should know and understand the attendance policy for each class in which they are enrolled.

Auditing

RCCD offers students the option of auditing courses. Instructions for auditing are as follows:

1. Students may not audit a class unless he/she has taken the course and has exhausted all possibilities to repeat the course.
2. No student will be allowed to enroll for audit prior to the first day of the course. The first day of the course refers to the actual course meeting.
3. Permission to audit a class is done at the discretion of the instructor and with instructor’s signature.
4. When auditing, the student shall not be permitted to change his/her enrollment in that course to receive credit.
5. With the instructor’s signature and permission, a credit student may switch his/her enrollment to audit status provided the change is completed prior to 30% of course for short-term courses.
6. With the instructor’s signature and permission, a student may enroll in a course for audit at any time during the semester if he/she has not enrolled in that course for credit during the same semester.
7. Credit students have priority over auditors. If a course closes after an auditor has been admitted, the auditor may be asked to leave to make room for the credit student. Instructor’s discretion is strongly recommended.
8. The audit fee is $15 per unit plus student services and health fees. Students enrolled in 10 or more semester units may audit 3 units of audit free (may be 3 one-unit courses.) The $15 per unit audit fee will automatically be charged if the student drops below 10 units.

Students wishing to audit should be aware that audited classes will not appear on an official transcript. Green audit cards are available at the Admissions counter at all RCCD college locations. Fees are due when the form is submitted. For more information, please contact Student Services at Moreno Valley (951) 571-6101 or Norco (951) 372-7003, or the Admissions and Records Office at Riverside (951) 222-8600.

www.rcc.edu
Basic Skills Requirements

In 2009, the basic skills requirements changed from completion of ENG 50, 1A or 1AH and MAT 1-49, 52 or 53 with a "C" grade or higher, to completion of ENG 1A or 1AH or equivalent and MAT 1-49, 35, or equivalent.

Class Cancellation

Each college reserves the right to cancel any class in which the enrollment is insufficient to warrant its continuance.

Counseling

Counseling appointments are available at all three RCCD college locations. Schedule an appointment with Counseling if you have questions about which classes to take, transfer to another college, vocational programs, etc. The appropriate telephone numbers are:

- Moreno Valley College – (951) 571-6104
- Norco College – (951) 372-7101
- Riverside City College – (951) 222-8440

Course Grade Verification

Students enrolled in a course who are seeking to re-enroll in the same course the next term must get verification from the instructor that they will not receive a passing grade in order to be eligible to register now for the same course next term. The form is available at www.rcc.edu/services/admissions/forms.cfm.

Credit By Exam

Credit may be granted to any student who satisfactorily passes an examination approved or conducted by the discipline or program in which a comparable course is offered. In the case of foreign languages, students must complete a higher level course in order to receive credit for a lower level language course. Forms are available at www.rcc.edu/services/admissions/forms.cfm.

Deadlines

Add deadlines are listed with each class in this publication and on WebAdvisor at www.rcc.edu. Drop deadlines and refund deadlines can be printed on WebAdvisor at www.rcc.edu. Click on Class Name/Deadlines.

Degree Change Alert!

The math and English competency requirements for the associate degree changed beginning fall 2009. All new students and all other students who are returning after a break in their continuous enrollment are required to get a "C" or better in ENG-1A and MAT-35 to complete an associate degree. Students who maintain continuous enrollment as defined in "Catalog Rights" in the college catalog will be able to fulfill this requirement by completing the prior requirements of ENG-50 and MAT-52.

Enrollment Limitations

RCCD offers some courses which place limitations on enrollment. These limitations may include successful completion of courses, successful completion of online tutorial to demonstrate computer skills, preparation levels for math and English, performance criteria or health and safety conditions. Students who do not meet the conditions imposed by these limitations will be blocked from enrolling in these classes. Refer to the Open Campus section for the online course limitation on enrollment.

Prerequisite - When a course has a prerequisite, it means that a student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (type 40 wpm), an ability (speak and write French fluently), a preparation level (placement test and prior academic background), or successful completion of a course (grade of C or better or P). Completion of the prerequisite is required prior to enrolling in the class. Successful completion of a prerequisite requires a grade of C or better or P (Pass). D, F, NP (No Pass) or I grades are not acceptable. Instructions for validating prerequisites taken at another college follow.

Corequisite - When a course has a corequisite, it means that a student is required to take another course concurrently with or prior to enrollment in the course. Knowing the information presented in the corequisite course is considered necessary in order for a student to be successful in the course (for example, completion of, or concurrent enrollment in MAT-1A is required for PHY-4A).

All course prerequisites and corequisites will be enforced. This means that a student’s registration will be blocked if he/she does not have the required prerequisites and corequisites.

Preparation scores for English, mathematics and reading will also be enforced. Students who previously took the ASSET, APS, DTLS and/or MDTP test(s) and classes based on these test results must retest on the Accuplacer assessment test or show proof of prerequisites.

- Verifying Prerequisites/Corequisites - It is the student’s responsibility to know and meet the course prerequisites and corequisites before attempting to register for the class. These are stated in the course descriptions within the Schedule of Classes and a current RCCD catalog. When the student has completed the prerequisite at another institution, the student must request that an official transcript (in a sealed envelope, dated within 90 days) be sent to RCCD Admissions and Records.

- Prerequisite/Corequisite Challenge Procedure - Any student who does not meet a prerequisite or corequisite, or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:
  1. If space is available in a course when a student files a challenge to the prerequisite or corequisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course.
  2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the students registers for that subsequent term.

If you are currently enrolled in a prerequisite course at RCCD (i.e., MAT-52), you will be allowed to register for the succeeding class (i.e. MAT-35). However, if you do not pass the prerequisite course with at least a C grade, you will be dropped from the succeeding class.
Students wishing to utilize the challenge procedure must contact Counseling and complete the required Matriculation Appeals Petition. Prerequisites and/or corequisites may be challenged based on the following criteria:

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

The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student’s challenge should be upheld are or ought to be in the District’s own records, then the District has the obligation to produce that information.

Unofficial transcripts may be submitted with the Matriculation Appeals Petition to temporarily validate a prerequisite. However, official transcripts must be received prior to registration for the next term for permanent validation.

Advisory - When a course has an advisory, it means that a student is recommended to have a certain preparation before entering the course. The preparation is considered advantageous to a student’s success in the course. Since the preparation is advised, but not required to meet the condition before or in conjunction with enrollment in the course (i.e., eligibility for ENG-1A is recommended), the student will not be blocked from enrolling in a class if he/she does not meet the advisory.

Limitation On Enrollment - are other restrictions that are stated in the course description such as “an audition or try out” or eligibility for a program like Honors which requires a specific GPA and qualification or completion of ENG-1A.

Enrollment Verifications

Enrollment verifications are available on WebAdvisor at www.rcc.edu or they may be obtained at the Transcript Office at Riverside City College (951) 222-8603 or from Admissions and Records at Moreno Valley College (951) 571-6102 or Admissions and Records at Norco College (951) 372-7002. Students receive two free verifications. After that there is a $2.00 fee for each enrollment verification requested.

Requests for enrollment verification are accepted at each college location and are processed on a first-come, first-served basis. Students must pay all fees associated with their term enrollment and the $2.00 enrollment verification fee, if required, before the verification request can be processed.

Final Examinations

The final examination schedule for fall and spring semesters is published in the back of this publication. Final examinations for winter and summer classes are held on the last class meeting date at the regularly scheduled time.

Grades

Grades are available on WebAdvisor at www.rcc.edu (see calendar). If grades are not posted by this date, contact the instructor. If necessary, contact the appropriate academic department. Grades may be available earlier, but please do not call prior to this date. Students with financial holds cannot receive transcripts or diplomas.

Grade Changes

According to RCCD Board Policy: The student has one year following the semester in which the grade was recorded to request a change of grade. After the one-year limit, the grade is no longer subject to change. Students must file an Extenuating Circumstances Petition (ECP) and supporting documentation with the Admissions and Records Office at one of the three colleges.

Honors Program

The requirements for the Honors Program include:

- A 3.0 GPA in at least 9 units of transferable coursework
- A 3.0 GPA for incoming high school students (provide a transcript)
- Verification of eligibility for or completion of English 1A (we’ll check this for you)
- Completion of an Honors Program application (which is available on the website or from the program coordinators.)

If you’d like more information, please contact: Sheila McDonald at (951) 222-8571 or email: sheila.mcdonald@rcc.edu.

Identification

No student information will be given or changes made to a student’s records (other than filing an application) without photo identification. Changes cannot be made for another person.

Military Credit

Two physical education units are awarded upon presentation of DD214, NOBE or ID card for active military. Military tech schools are evaluated based on the recommendations of the ACE Guide. No credit is granted for MOSs, correspondence courses, internships or military-specific courses. A maximum of 15 units may be awarded (two of which may be the PE credit).

CCAF, SMARTS, AARTS transcripts, DD214 and Certificates of Completion are used to evaluate military credit. Request for evaluation of military credit should be submitted to the Veterans Office located at Riverside City College after the completion of 12 semester units. No more than 30 units may be granted for CLEP, military training, AP or credit by exam. Any military credit granted is usable toward your AA/AS degree at RCCD only and is not posted to your RCCD transcript. See Veterans’ Services for more information.

Non-Credit Basic Skills Courses

Non-credit basic skills courses are those courses in reading, writing, computation, and English as a Second Language which are designated as non-credit courses pursuant to Title 5, subdivision (c) of section 55002. These courses (English 885, Guidance 801 and Reading 887) are intended to provide students with skill remediation, development or proficiency but do not carry any unit value and are not degree-applicable.
Non-Degree Credit

Courses indicated as non-degree credit earn credit, but the credit is not counted toward the associate degree. These courses (Art 95 to 99; Computer Applications and Office Technology 99 ABCDE; English 60AB, 60A1, 60A2, 60A3, 60A4, 85, 90B; English as a Second Language 51, 52, 53, 65, 71, 72, 90 A-K, 91, 92, 95, Guidance 95; Mathematics 63, 64, 65, 90 A-F, 98; Nursing - Continuing Education 81, 83; Reading 81, 82, 83, 86, 87, 95; Spanish 85 are intended to help students develop skills necessary to succeed in college level degree-applicable courses. Non-degree credit courses can be used toward the following: athletic eligibility, work study, financial aid, social security benefits, veteran’s benefits, associated student body office, and full-time status.

Notification of Rights under FERPA for Postsecondary Institutions

Riverside Community College District adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining education records. Although the District applies the provisions of FERPA in a strict manner, the law allows the District to release student directory information. RCCD, based on FERPA regulations, designates as directory information the following: student’s name, address, telephone listing, e-mail, major field of study, dates of attendance, enrollment status, (e.g., full time/part time) participation in officially recognized activities and sports. weight and height of members of athletic teams, degree and awards received, the most recent previous public or private school attended by the student, and any other information authorized in writing by the students.

Students have the opportunity to request that their directory information be maintained as confidential. In completing the admission application, students are provided this opportunity. Students who are continuing students with RCCD may go to the Student Services Office at Moreno Valley or Admissions and Records at Norco College or Riverside City College and request to have directory information withheld.

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

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

1. The right to inspect and review the student’s education records within 45 days of the day RCCD receives a request for access. Copies are not provided if the student has an outstanding financial or other hold on the records. The District may assess a charge pursuant to Board Policy Regulation 7045 for furnishing copies of any education record. Students should submit to Admissions and Records, the dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The R CCD official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the RCCD official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

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

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

Overlapping Classes

If classes have overlapping meeting times, students must register in person with an approval for overlapping classes form including instructor and Dean of Instruction signatures. The form is available online at www.rcc.edu/services/admissions/forms.cfm.

Pass/No Pass

If a class is offered with a Pass/No Pass (formerly Credit/No Credit) grade option, students may elect to take the class on that basis; this option is available the first 30% of the course (see “Deadlines” for deadlines to elect Pass/No Pass). Pass (P) is equivalent to passing a class with a “C” or better. Requests for Pass/No Pass must be submitted to Admissions and Records at Riverside City College or to Student Services at Moreno Valley or Norco. Check a RCCD catalog for classes that are offered with a Pass/No Pass option.

Personal Profile Update

The Personal Profile Update link on WebAdvisor allows students to update their address, phone number, education goal, privacy, personal email address and home campus. Students can also submit a Change of Information form in Admissions to update all of these as well as a name change (with legal documentation), social security number (with valid SS card), date of birth (with legal documentation), educational goal or admit status. Students should speak to a counselor before changing their program of study (major) or educational goal, or for assessment and orientation/counseling questions. Personal email addresses will not be used by RCCD except in an emergency. Your RCCD account is the ONLY approved method of formal communication from the District to the student.

Probationary and Dismissal Students

If you are on academic probation or dismissal, contact Counseling for registration requirements and procedures. (Procedures for dismissal students can be viewed in WebAdvisor by selecting Check My Registration Dates/Holds.)

Probationary Students

Students who have attempted 12 or more term units will be placed on academic probation if their grade point average is below a 2.0. Students who have attempted 12 or more term units will be placed on progress probation if they have 50% or more of their units as withdrawals, incompletes, or no-credits. To learn more about probation, or if you are on academic/progress probation go to the online workshop at www.rcc.edu.
Dismissal Students
Students who maintain less than a 2.0 grade point average for two full-term
semesters after being on probation are subject to academic dismissal.
Students who exceed 50% of their units with withdrawals, incompletes, or
no-credit for two full-term semesters after being on probation are subject
to progress dismissal.

If you are a first-time dismissal student go to the online dismissal workshop at
www.rcc.edu and follow the instructions listed on the letter you receive. Walk-in
counseling is available at all three college locations during regular business
hours in Counseling. You will need to bring your printed verification of attending
the online dismissal workshop and sign up for walk-in counseling to develop
your readmit contract with a counselor: www.opencampus.com/dismissal

Repeat Policy - Course Repetition

Non-Repeatable Classes
• Students are limited to a maximum of 5 attempts per course including Ws
  and substandard grades (D,F,NP,NC);
• Students are limited to a maximum of four Ws per course;
• MWs (military withdrawals) are excluded from the W counts;
• Students are limited to a maximum of 3 attempts that result in a substandard
  grade (D,F,NP,NC);

A Request for Course Repetition is required for all other requests: Go to www.
rcc.edu/services/admissions/forms.cfm for information on reasons to request
a course repetition. (Examples include legally mandated training requirements,
changes in course outline, recency requirements, extenuating circumstances.)

When course repetition occurs, the permanent academic records will be an-
notated in such a manner that all work remains legible ensuring and true
and complete academic history. For non-repeatable courses taken and repeated
at RCCD the most recent grade earned will be used to compute an adjusted
grade point average.

Repeatable Classes
Repeatable activity and performance classes may be taken up to a total of
four times without a Request for Course Repetition; these courses are identified
in the college catalog.

A Request for Course Repetition is required for all other requests: Go to www.
rcc.edu/services/admissions/forms.cfm, for information on reasons to request
a course repetition. (Examples include legally mandated training requirements,
significant lapse of time, special class for students with disabilities.)

Requests for Course Repetition must be submitted to the Dean of Instruction
at the student's home campus. If approved, the student must bring the signed
form to Admissions and register in person. A Request for Course Repetition must
be approved prior to the beginning of the academic term. The form is available
at www.rcc.edu/services/admissions/forms.cfm.

Residency for Tuition Purposes
You are considered a California resident for tuition purposes if:

1. You verify physical presence one year and one day prior to the residency
determination date (the first day of the semester you plan to attend). The
one year period begins when you are not only present in California but also
have demonstrated clear intent to become a permanent resident of California.

2. You verify an intent to make California your permanent place of
residence. U.S. Citizens, Permanent Residents, and those with Refugee/
Asylee status or qualifying visas may establish residency for tuition purposes
based on the above criteria. Further questions may be directed to the Admis-
sions & Records Office.

Students who do not meet these requirements will be classified as non-
residents and will be required to pay non-resident fees. Non-resident students
pay both the $26 per unit enrollment fee and the $183 per unit non-resident
tuition. International students also pay the $24 per unit surcharge. Non-resident
students may be eligible to pay resident enrollment fees using the AB540 Non-
Resident Fee Waiver. See the AB540 section for additional information.

Military and Veteran Students and Family Members:
RCCD exempts students from non-resident tuition who are members of the
armed forces of the United States stationed in this state on active duty. A student
who is a natural or adopted child, stepchild, or spouse who is a dependent of a
member of the armed forces is also exempt from non-resident tuition.

Students who feel they are eligible for a fee exemption should contact
the Riverside County Dept of Veterans Services at (951) 955-6050 for more
information.

Standards of Student Conduct
The responsibility to maintain and respect conditions conducive to learning is
shared by all members of the college community. Students should exercise their
freedoms with maturity and responsibility. Standards of student conduct, along
with other rights and responsibilities, are available in the Student Handbook or
in each college’s catalog.

Student Right-to-Know Disclosure Statement
In compliance with the Student Right-to-Know and Campus Security Act of
1990, it is the policy of Riverside Community College District to make available
its completion and transfer rates to all current and prospective students. Be-
ning in fall 2006, certificate-, degree- and transfer-seeking first-time students,
enrolled full-time in degree applicable courses, were tracked over a three-year
period. Their completion and transfer rates are listed below. These rates do not
represent the success rates of the entire student population in the Riverside
Community College District, nor do they account for student outcomes occurring
after this three-year tracking period.

Based upon the cohort defined above, 20.98% attained a certificate, degree
or became “transfer-prepared” during a three-year period (fall 2006 to spring
2009). Students who are “transfer-prepared” have completed 56 transferable
units with a GPA of 2.0 or better.

Based upon the cohort defined above, 16.48% transferred to another
postsecondary institution prior to attaining a degree, certificate or becoming
“transfer-prepared” during a five semester period (spring 2007 to spring 2009).

More information about Student Right-to-Know rates and how they should
be interpreted can be found at the California Community Colleges Student
Right-to-Know Information Clearinghouse website at srtk.cccco.edu/index.asp

Textbook Cost Containment
Effective July 1, 2010, institutions are required to disclose in their course
schedules, “to the maximum extent practicable,” the International Standard Book
Number (ISBN) of every required and recommended textbook and supplemental
materials, and retail price information. RCCD has worked with Barnes and Noble
to provide this information through each college location’s bookstore website,
which provides all of the pertinent information regarding course textbooks:

• Moreno Valley College Bookstore: www.rccmoreno.bncollege.com
• Norco College Bookstore: www.rccnorco.bncollege.com
• Riverside City College Bookstore: www.rcc.bncollege.com

www.rcc.edu
Transfer Courses
You may obtain a list of RCCD classes which are transferable to the University of California and the California State University from the Career and Transfer Center at each RCCD college location. The information also appears in each college catalog.

UC or CSU Cross Enrollment
Undergraduate students enrolled at any RCCD college may enroll at a CSU or UC campus without formal admission to take a maximum of one course per academic term at a campus on a space-available basis at the discretion of the appropriate university authorities on both campuses.

An RCCD student is qualified to cross enroll if the following requirements are met:
• Completed at least one term at RCCD as a matriculated student
• Earned a grade point average of 2.0 (grade of “C”) for work completed
• Enrolled for a minimum of six units for the current term at RCCD and paid appropriate fees
• Completed appropriate academic preparation as determined by host campus (UC or CSU)
• Is a California resident

Cross Enrollment application forms are available online at www.rcc.edu/services/admissions/forms.cfm and at UC and CSU campuses. UC and CSU may charge a $10 or more administrative fee each term. See the application form for other important information.

Units for Full-Time Status
For full-time status, a student must be enrolled in at least 12 units of credit for the fall/spring semesters and 6 units of credit for the winter/summer terms. Students who are enrolled in less than 12 units for fall/spring terms or less than 6 units for winter/summer are considered to be part time. Specialized programs may have a different unit requirement for full time status because of state mandates. The maximum amount of units a student may enroll in for fall/spring semesters is 18. Students wishing to enroll in more than 18 units must have an established GPA of 3.0 or higher. A counselor must sign an add card after transcripts are received veterans can request a transcript evaluation and an SEP for a VA approved Program of Study. Veterans are referred to Counseling to make an appointment two weeks out to develop the VA Student Educational Plan (SEP). After completion of the SEP, veterans can register for approved classes. Check the VA website at www.gibill.va.gov for the listing of VA approved programs at RCCD.

Transfer Courses
You may obtain a list of RCCD classes which are transferable to the University of California and the California State University from the Career and Transfer Center at each RCCD college location. The information also appears in each college catalog.

UC or CSU Cross Enrollment
Undergraduate students enrolled at any RCCD college may enroll at a CSU or UC campus without formal admission to take a maximum of one course per academic term at a campus on a space-available basis at the discretion of the appropriate university authorities on both campuses.

An RCCD student is qualified to cross enroll if the following requirements are met:
• Completed at least one term at RCCD as a matriculated student
• Earned a grade point average of 2.0 (grade of “C”) for work completed
• Enrolled for a minimum of six units for the current term at RCCD and paid appropriate fees
• Completed appropriate academic preparation as determined by host campus (UC or CSU)
• Is a California resident

Cross Enrollment application forms are available online at www.rcc.edu/services/admissions/forms.cfm and at UC and CSU campuses. UC and CSU may charge a $10 or more administrative fee each term. See the application form for other important information.

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Veterans’ Services
Riverside Community College District provides assistance to veterans for the following benefit programs:
• Active Duty Educational Assistance Program – Montgomery GI Bill – Chapter 30
• Vietnam Era GI Bill – Montgomery GI Bill – Chapter 34/40
• Selected Reserve Educational Assistance Program – Montgomery GI Bill – Chapter 1606
• Vocational Rehabilitation – Chapter 31
• Post-Vietnam Era Veterans Educational Assistance Program (VEAP) – Chapter 32
• Survivors and Dependents Educational Assistance Program – Chapter 35
• Reserve Educational Assistance Program (REAP), Chapter 1607.
• Post-9/11 GI Bill – Chapter 33, refer to www.gibill.va.gov for updated information.

Veterans who are seeking to use VA Educational Benefits should apply online to the VA at www.gibill.va.gov. Allow 3-6 weeks for processing. Once processed, the VA will send applicants two copies of their Certificate of Eligibility. One copy must be given to the RCC Veterans’ Services Office in the Bradshaw Building at Riverside or to Student Services at Norco and Moreno Valley. For questions regarding pay, Certificate of Eligibility or benefits call 1-888-GIBILL-1.

While waiting for the Certificate of Eligibility veterans should continue with RCCD procedures in order to enroll and be certified for payment. Veterans apply to RCCD online at www.rcc.edu and complete assessment testing and/or counselor orientation (if applicable). Veterans may also be eligible for other financial aid and are encouraged to submit the FAFSA (Free Application for Federal Student Aid) online at www.fafsa.ed.gov. Veterans may meet with a counselor to discuss program options but before a VA Student Education Plan (SEP) can be developed, all transcripts must be sent or walked in to the college in order to have prior credit evaluated. Transcripts must be official, sealed and printed less than 90 days ago. After transcripts are received veterans can request a transcript evaluation and an SEP for a VA approved Program of Study. Veterans are referred to Counseling to make an appointment two weeks out to develop the VA Student Educational Plan (SEP). After completion of the SEP, veterans can register for approved classes. Check the VA website at www.gibill.va.gov for the listing of VA approved programs at RCCD.

After registering, veterans must turn in the Veteran’s Statement of Responsibility (Blue Sheet) to the Veterans’ Services Office at Riverside City College, or Student Services at Norco and Moreno Valley. This “Blue Sheet” is required in order for enrollment certification to be submitted to the VA and to avoid being dropped for non-payment by RCCD; this process may take 2-3 weeks. This form must be submitted to RCCD every term to request benefits.

Veterans are eligible for priority registration for two years after being discharged from active duty. In order to be eligible veterans must take a copy of their DD214 discharge papers to the Veterans’ Services or Admissions Office at Riverside City College, or to Student Services at Norco and Moreno Valley. Staff there will tell eligible veterans their priority registration dates. These dates are also posted on the VA website.

Veterans’ assistance is available at all three colleges. Contact the Veterans’ Office by phone:

- Moreno Valley College & Ben Clark Training Center . . . . . . . . . . (951) 571-6178
- Norco College . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (951) 372-7142
- Riverside City College . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (951) 222-8607

Or email veterans@rcc.edu for more information. Information is also available at www.rcc.edu. Click on Going to College and then on Veteran’s Assistance.

See the Military Credit and Residency for Tuition Purposes sections for more information.

Workforce Preparation
Workforce Preparation offers a wide range of services and programs to assist students with academic success, employment, and financial independence. The programs directed by Workforce Preparation include the CalWORKS Program, the Workforce Preparation Skills Classes, TANF-Child Development Careers Program (TANF-CDC), Foster and Kinship Care Education Program, Riverside Gateway to College Early College High School, and the Foster Youth Emancipation Program. Workforce Preparation offers Skills Classes to students interested in building a strong foundation of reading (REA-87 or 95), writing (ENG-60A-1), business English (CAT-30A-C), math (MAT-90A-F), computer keyboarding and applications (CAT-99A-C-D-E), and life management skills to enhance success in the workplace and in further college courses. Look for the Skills Classes in the schedule. The Skills Classes are open to all students at Riverside City College only. For more information, please call (951) 222-8648 or visit the Workforce Preparation Resource Center in Lovekin F2.
Matriculation

Matriculation at Riverside Community College District is intended to assist students to establish appropriate educational goals and to provide support services to help them achieve these goals. Students eligible for matriculation will be provided an evaluation of basic skills, orientation, counseling, completion of an educational plan and follow-up services. All new matriculants must complete assessment, freshman orientation and counseling prior to registering for classes.

Assessment of Basic Skills

Preparation levels are required for placement in English, ESL, mathematics, and reading courses. These placement levels are based on a combination of test scores and other academic experience. Assessment/placement testing is available in alternate format for individuals with disabilities. Because RCCD uses multiple measures, placement criteria, placement levels are enforced as prerequisites to courses.

New students and continuing students who need placement levels for ESL courses should make an appointment for this test by calling the Assessment Center at any RCCD college location. RCCD placement tests are available by appointment or on a walk-in basis depending on the type of test, college and time of year. To hear more detailed information, call one of the assessment centers and follow the prompts: Moreno Valley (951) 571-6492; Norco (951) 372-7156; Riverside (951) 222-8451. Testing dates and times are also viewable online at www.rcc.edu/services/assessment/dates.cfm.

Orientation/Counseling Sessions

All first time college students must complete a freshman orientation/counseling session prior to enrolling in courses. During these sessions, counselors introduce students to services and educational programs at Riverside Community College District; provide students with information on registration procedures and placement results; and assist the students in developing their first semester educational plans. New students seeking to complete a freshman orientation/counseling session should log on to WebAdvisor at www.rcc.edu for the orientation link. New students should also register for GUI-45, Introduction to College.

Counseling for Continuing Students

Continuing matriculated students are entitled to see a counselor who can recommend appropriate coursework based on assessment results, review of past school records, and other information provided by the student. Due to a high demand for counseling appointments during the winter and summer sessions, it is highly recommended that continuing students see a counselor during the spring and fall semesters to complete a Student Educational Plan. Students who have attended other college(s) must request to have an official transcript(s) sent to RCCD before scheduling counseling appointments.

Student Educational Plan

Counselors are available to assist matriculated students in developing an educational plan that outlines the courses and services necessary to achieve their goals. All matriculated students must declare a specific educational goal by the time they complete 15 units. Students are required to have an educational plan on file within 90 days after declaring a goal. When goals or majors are changed, students should update their educational plan. To ensure this procedure, matriculated students are encouraged to make an appointment with a counselor during their first semester at RCCD (special support programs may have additional requirements).

Follow-up

Counselors and instructors will provide follow-up activities on behalf of matriculated students. These activities are designed to inform students of their progress early in the semester and to continue to assist students in accomplishing their educational goals. Referrals for appropriate support services will be made to on-campus and off-campus locations when appropriate.

Student Rights and Responsibilities

Prerequisite/Corequisite Challenge Procedure - Any student who does not meet a prerequisite or corequisite, or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

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

Students wishing to utilize the challenge procedure must contact Counseling and complete the required Matriculation Appeals Petition. Prerequisites and/or corequisites may be challenged based on the following criteria:

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

The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student’s challenge should be upheld are or ought to be in the District’s own records, then the District has the obligation to produce that information.

Unofficial transcripts may be submitted with the Matriculation Appeals Petition to temporarily validate a prerequisite. However, official transcripts must be received prior to registration for the next term for permanent validation.
### Library Hours & Information

#### Overdue Fines:
General Collection - overdue fines will be levied at 20¢ per day per item. Hourly Reserves - overdue fines will be levied at $1.00 per hour per item.

#### Replacement Bills:
If materials are not returned, they are declared “lost.” A bill will be issued for each lost item which will include: 1) the actual replacement cost of the item or $25.00 for out of print materials; 2) a processing fee of $10.00; and 3) any overdue fines (the maximum overdue fine is $20.00).

#### Refunds:
If the item is returned after the bill is issued (within one year) the replacement cost and processing fee will be waived or refunded; however, the overdue fines will still be charged.

#### Library Card Fees:
All currently registered students and currently employed faculty and staff receive a college card, which is used as the library card. Community members may purchase a library card for $5.00 per session upon proof of District residence and age of 16 years or older (California Driver’s License, California Identification Card or Military Identification Card).

#### Hours of Operation:
Special hours will be posted at each campus location for exam days, holidays and weekends. Reference librarians are available to assist with reference questions, library orientations and collection development. Library schedules for the three campuses are as follows:

**Winter Semester 2011**
**January 2 – February 12**

**Moreno Valley College Library**
*Phone circulation* (951) 571-6111; *reference* (951) 571-6447
Monday - Thursday .................................................. 8:00AM - 5:00PM
Friday, Saturday and Sunday ........................................... CLOSED

**Norco College, Wilfred J. Airey Library**
*Phone circulation* (951) 372-7019; *reference* (951) 372-7115
Monday - Thursday .................................................. 7:30AM - 4:00PM
Friday, Saturday and Sunday ........................................... CLOSED

**Riverside City College, Digital Library/Learning Resource Center**
*Phone* (951) 222-8650; *circulation* x8651; *reference* x8652
Monday - Thursday .................................................. 10:00AM - 4:00PM
Friday, Saturday and Sunday ........................................... CLOSED

**ALL RCCD LIBRARIES WILL BE CLOSED:**
**January 17**
The Riverside Community College District offers a variety of financial assistance programs for eligible students consisting of the following:

### Financial Aid Application Workshops
- Workshops are available to assist you with the FAFSA application. Please refer to our website at [www.rcc.edu/studentfinancialservices](http://www.rcc.edu/studentfinancialservices) for workshop dates, times and locations. For more information, please refer to the Consumer Guide available on the SFS website listed above. Questions may be directed via email to studentfinancialservices@rcc.edu.

### Grants
- Grants (range from $400-$5550, subject to change) are financial assistance awarded to students based on financial need and do not require repayment if you successfully complete your courses. Grants consist of the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG), the Academic Competitiveness Grant (ACG) and the Cal Grant. The ACG grant is for students who are enrolled full time in their first and second academic years and have graduated from a rigorous high school program of study. Completing the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) is the basis for all the grants and loans listed below. Make sure to add RCCD Title IV school code #001270. The Cal Grant GPA Verification form and FAFSA must be completed by March 2nd of each year in order to apply for the Cal Grant program. Certain certificate or short term programs may not qualify for grant or loan assistance; please visit one of our SFS Academic Counselors to inquire about your program's eligibility. Remember, apply early!

### Board of Governors Fee Waiver
- (waive fees from .5 units to maximum unit load) – The Board of Governors Fee Waiver (BOGW) is a state program which waives enrollment fees and reduces parking fees for the fall and spring semesters for qualified students who are California residents. To apply for the BOGW, complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and list the RCCD Title IV school code #001270. Eligibility for the BOGW is determined automatically when the Student Financial Services office receives your FAFSA information from the Department of Education. The BOGW is valid for the entire academic year beginning with summer and ending with the following spring semester. The BOGW does not pay for books, student services or health fees, or additional class fees. If you are not a California resident, you may be eligible to apply for a non-resident tuition exemption through the AB540 program. See Admissions and Records for additional information or view our consumer guide online.

### Federal Work Study
- (earn up to $3000) – The Federal Work Study (FWS) Program offers students the opportunity to earn additional funding through part-time employment. It also allows students to gain work experience and pay for a portion of their educational expenses. All positions require that students maintain half-time enrollment and a minimum 2.0 CGPA. When eligible to work, your supervisors will contact you. To view available jobs or for more information on FWS, please view the Student Employment section.

### Scholarships
- (range from $50 - $6000) – Students may utilize scholarships at RCCD in two ways: Scholarships from sources outside of RCCD or from scholarships offered through the RCCD Foundation. A list of scholarships available from outside sources, including free Internet scholarship search sites, is published throughout the year and is available at the Student Financial Services website at [www.rcc.edu/studentfinancialservices](http://www.rcc.edu/studentfinancialservices) and in the Student Financial Services office at all three college locations. When outside scholarship funds are received by RCCD, the student is notified by mail and must submit a Scholarship Action form in order to use the scholarship funds at RCCD. The RCCD Foundation scholarship brochure for continuing and transferring students is available during the fall semester with an application deadline in early December. Applicants chosen for RCCD scholarships are notified by May of each year. The scholarship funds for students continuing at RCCD are disbursed during the following fall and spring semesters upon verification of eligibility. The scholarship funds for students transferring to a university are disbursed to the transfer institution during the next fall semester. Transfer students must return the Transfer Notification form with the transfer institution information. RCCD Foundation Scholarship brochure and application for high school seniors who plan to attend RCCD are available during January and February of each year.

### Chafee Grant
- (up to $5000) – Are you or were you a foster youth between the age of 16-22 years old? You may be eligible for this grant. This grant awards up to $5000 annually to eligible current foster youth and does not have to be paid back. Applications can be found online at [www.chafee.csac.ca.gov](http://www.chafee.csac.ca.gov).

### Student Financial Services Counseling/Outreach
- If you would like assistance to apply for financial assistance, search for scholarships over the Internet, or meet with our Student Financial Services (SFS) Academic Counselors, please visit our office located at Riverside City College behind the Bradshaw Student Center. You may also visit the SFS Office at Moreno Valley and Norco to make appointments to meet with our SFS Academic Counselors.

### Loans
- Riverside Community College District (RCCD) strives to help students reach their educational goal with the least amount of student loan debt possible. RCCD participates in the Federal Family Education Loan (FFEL) program. We offer Subsidized and Unsubsidized FFEL Stafford loans to help students achieve their career goals. The loan applications are available during the fall and spring semesters in the SFS Office at each college location. FFEL loans must be repaid with interest and we encourage all students to exercise caution when borrowing any student educational loans. Federal Student Loans should be the last alternative to pay for a student's education, so plan ahead when determining the amount you request to borrow. Loan amounts are based on grade level, unmet financial need, annual and aggregate loan limits, loan history and satisfactory academic progress. Students applying for a loan are required to have a two year Student Educational Plan (SEP) on file with RCCD before applying for the loan and must be enrolled in 6 or more units on that SEP plan.

For specialized grants including Gear Up, Child Development Grant, SSS Grant, etc., please see any Student Financial Services Office for additional information or visit our consumer guide online.

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If you are considered an out-of-state (or non-resident) student, the SFS Office may be able to assist you with your fees. Please visit the SFS Office and inquire about our non-resident deferment policy.

Not all RCCD courses are approved for financial assistance by the Department of Education. For a list of courses that are not approved to receive financial assistance, please visit the SFS Office.
Statement of Philosophy and Purpose

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

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

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

Education

The Riverside Community College District offers a wide variety of educational opportunities to its students and the community which address alcohol, tobacco and other drug related issues. Information about courses is available in the college catalog, class schedule and through the Counseling Center.

Additional educational opportunities include awareness activities, conferences, workshops, films/videos and lectures, some of which are available at the Health Service Office at each college location.

Assistance and Referral

Students can seek help through College Health Services. Health professionals provide assistance for students with alcohol, tobacco or drug related problems including crisis intervention, education and/or referral. Contact the Student Health Center at one of the following locations:

- Moreno Valley: 571-6103
- Norco: 372-7046
- Riverside City College: 222-8151

Regulations for Policy 3230/4230/6230, Smoking/Non-Smoking

Smoking of any form of tobacco or non-tobacco products is prohibited on District grounds, in all District vehicles, at any activity or athletic event and on all property owned, leased, or rented by or from the District.

Off-campus Services

For off-campus services call:

Riverside County Substance Abuse Program......... 955-2105
24-hr Detox Line .................................................. 955-2100
After-hours (6pm) ............................................. 1-800-499-3008

For toll-free information call:

For a local Al-Anon (Inland Empire Central Office) .. 909-825-4700
Alcoholics Anonymous ........................................ 909-825-4700
Assisted Recovery ............................................. 1-800-527-5344
Assisted Recovery website .................. aca-usa.org
Cocaine Anonymous ........................................ 951-359-3895
Cocaine/Substance-abuse hotline .................. 1-800-662-HELP
National Council on Alcoholism .................. 1-800-662-HELP

Medical Emergencies:

Dial 911 for life threatening or serious conditions.

Health Services available for enrolled students:

- First Aid/Urgent Care while on campus
- Physician/Nurse Practitioner visits by appointment
- Prescription medication, if needed
- Personal counseling — MFCC - by appointment
- Health education/counseling and literature
- Immunizations at low-cost student rate (Measles, Tetanus, Hep. A and B, TB testing, HPV, polio and influenza)
- Laboratory testing
- Community referrals
- Free vision and hearing screening
- Weight loss counseling
- Smoking cessation
- Substance-abuse counseling
- Over-the-counter medication

For more information call:

Moreno Valley College (951) 571-6103
Norco College (951) 372-7046
Riverside City College (951) 222-8151

AlertU - Know First!

- College emergency notification service
- SMS messages direct to your mobile phone
- AlertU gets you up-to-date fast
- Stay connected, stay safe
- AlertU is FREE!
- It’s quick and easy!
- Sign up today @ www.rcc.edu/district/alertu.cfm
### Student Support Services Available at RCCD

#### Telephone Numbers (Area Code 951)

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<th>Service</th>
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<td>Riverside City College</td>
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Discounts, Benefits and Services Provided Through Your Student Services Fees~

The following programs are supported by the Student Services fee. Participation and membership in these categories are contingent on payment of this fee. Please note: this is not an inclusive list of activities.

**Student Savings:**
- Photo ID
- Free Admission to Live Entertainment
- Eligible to Participate in Student Government
- Bookstore Discounts
- Free Admission to Campus Music Concerts
- Free Admission to Recognition Banquets
  (if being honored)
- Discounts at Local Merchants
- Free Barbecues and Food Giveaways
- Representation by ASRCCD Membership
- Free Admission to World Renown Speakers
- Free Admission to Athletic Events
- Discounts from Medieval Times, San Diego Zoo, and other Local California Attractions
- Discount Tickets to Knott’s Berry Farm, Universal Studios, Magic Mountain and Sea World
- Discount tickets to Cinema Star
- Field Trips—Use of College Vans

**Services:**
- Club/Organization Membership
- Dance Theatre and Touring Company
- Student Government
- Cosmetology Completion Ceremonies
- Student Scholarships from ASRCCD
- Nursing Program Pinning Ceremonies
- Organizational Conferences Funded by ASRCCD
- Instrumental/Vocal Music Performance Groups
- Marching Band
- Membership in Multicultural Advisory Council
- Student Emergency Academic Loans from ASRCCD
- Athletic Teams

If you are not interested in these services or involved in the programs mentioned, a fee waiver may be obtained at Riverside City College in the Student Activities Office between 7:30 am-5 pm, Monday-Thursday and 7:30am-4pm on Friday, or in the Admissions Office when Student Activities office is closed. At Moreno Valley fee waivers are available at the Admissions and Records Office during the winter term only. At Norco the waivers are available in Student Activities in the Center for Student Success. Please refer to www.rcc.edu for Admission and Records hours.
Q: The grace period is over and I still haven’t received the parking permit I ordered. What should I do?
A: Parking permits are mailed within 1-3 days after payment (weekends & holidays excluded). If you haven’t received your parking permit in the mail by the time the grace period is over, please contact Parking Services to find out why it may have been delayed.

Q: What are the hours permits are required?
A: Permits are required on all district property, Monday through Thursday from 7:00am-10:00pm, Friday 7:00am-4:00pm. RCCD ENFORCES ALL OTHER RULES OF THE CALIFORNIA VEHICLE CODE (i.e., posted time zones, red curbs, handicap spaces, expired registration, etc) 24 HOURS A DAY, 7 DAYS A WEEK. A parking permit is not required for the winter term so long as students park in student spaces.

Q: If I paid for a parking permit, I can park wherever I want, right?
A: NO! Parking permits allow students to park on district property in student spaces. THEY DO NOT GUARANTEE A SPACE AND THE INABILITY TO LOCATE A LEGAL PARKING SPACE IS NOT A VALID JUSTIFICATION FOR THE VIOLATION OF DISTRICT PARKING REGULATIONS OR THE CALIFORNIA VEHICLE CODE. YOUR PARKING PERMIT MUST BE PROPERLY DISPLAYED IN PLAIN, FULL VIEW, AND NUMBERS CLEARLY VISIBLE, ACCORDING TO THE INSTRUCTIONS ON THE PERMIT.

Q: I only have a couple of classes a week. Can I just park in the neighborhood close to campus?
A: NO! There is no parking available to students in the neighborhood adjacent to the campus. There are heavy fines for students doing so, and you subject your vehicle to being towed away at your expense.

Q: Where can I park on campus if I choose not to purchase a semester parking permit?
A: There are parking permit dispensers at each of the three RCCD college locations. The prices of the permits are: $1 for two hours, $2 for four hours and $3 buys an all day permit. Semester permits are more economical and convenient for most students. It is your responsibility to have a valid parking permit properly displayed on your vehicle.

Q: I ride a motorcycle. Do I have to purchase a parking permit?
A: Yes, if you plan to park on campus. Motorcycles are restricted to parking within designated spaces set aside on campus.

Q: What if I use a different car or forget my permit, can I just leave a note on the windshield stating so?
A: NO. If you forget your permit, call or stop by the College Safety and Police Office (see locations and phone numbers listed above). You will be required to supply your student ID number for verification that you have purchased a permit. You may receive only three (3) temporaries per semester.

Q: I have a disabled placard. Do I have to purchase a parking permit?
A: YES. In addition to having a valid placard properly displayed or a license plate which signifies that you are disabled, your vehicle must display a current parking permit.

Q: If I lost my permit, can I get another one?
A: No. Parking permits are personal property. You wouldn’t leave money lying around your unopened vehicle, and your parking permit should be treated the same way. If your vehicle is a convertible, or you are somehow prevented from locking your vehicle, visit Parking Services after you purchase your permit. We will help you in finding a solution. If you lost your permit contact Parking Services for the procedures for replacing your permit.

Q: I got a parking citation. Now what do I do?
A: No one enjoys getting a parking citation, but getting angry and rude will not make it go away. If you believe the citation was issued in error, you can contest the citation. Follow the directions on the back of the citation. You have twenty-one (21) calendar days from the date the citation was issued to do so. The appeal process is in accordance with California law.

Q: What happens if a citation is not paid?
A: If a citation is not paid or appealed within twenty-one (21) calendar days from the date it was issued, the citation will increase. Further failure to adjudicate the citation will ultimately result in a Department of Motor Vehicles hold being placed on the vehicles registration, and can also initiate a California state tax lien to be placed on the registered owner of the vehicle in violation.

Q: Why is parking such a challenge?
A: The first few weeks of a new semester are always the busiest. Students are still registering, paying fees, adding and dropping classes and buying parking permits. Riverside City College has a new multi-structured parking building on Magnolia Avenue that can be accessed from Magnolia or 15th Street. Additional parking is also available at 3rd and Magnolia/Market, Riverside. Find alternate transportation the first few weeks, i.e., walk, carpool with friends, take the bus, or ride a bicycle. Try searching for a parking space in the lower level of the Riverside campus first. REMEMBER, YOU ARE RESPONSIBLE FOR FINDING LEGAL PARKING.

NOTE: A parking permit is not required for winter so long as students park only in student spaces.

Department of Safety & Police Parking Services offers a variety of safety and basic services to the college community, and are available 24 hours a day, 7 days a week. Services include lockout service on non-automatic lock vehicles and jump-starts. Also available is an escort service to walk you to your vehicle in the evening. Program your cell phone with our dispatch center at (951) 222-8171. This number will work for all District properties.

If you need emergency services, each campus has several “Blue Light” emergency phones that will connect you directly to our 911 dispatch center. Please use these only in an emergency. You may also dial 911 from any campus inside desk telephone.
## Career and Technical Certificates and Degrees

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<th>Certificates and Degrees</th>
<th>Locally Approved Certificates</th>
<th>State Approved Certificates</th>
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*50% or more of the certificate/degree may be completed online.
**Career and Technical Certificates and Degrees**

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<td>CE797*</td>
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<td>Early Childhood Intervention Asst</td>
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<td>MAS601/MCE601</td>
<td>AS601/CE601</td>
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<td>Infant and Toddler Specialization</td>
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<td>NCE681</td>
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<td><strong>EDUCATION PARAPROFESSIONAL</strong></td>
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<tr>
<td><strong>ELECTRONICS TECHNOLOGY</strong></td>
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<td>MAS603/MCE603</td>
<td>AS603*/CE603*</td>
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<tr>
<td>Analog and Digital Microelectronics</td>
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<td>NCE831</td>
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<tr>
<td>Analog Electronics, Analysis and Documentation</td>
<td>•</td>
<td>NCE834</td>
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</tbody>
</table>

*50% or more of the certificate/degree may be completed online
# Career and Technical Certificates and Degrees

<table>
<thead>
<tr>
<th>Certificates and Degrees</th>
<th>Moreno Valley</th>
<th>Norco</th>
<th>Riverside</th>
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<tbody>
<tr>
<td>Analog Electronics Technology</td>
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<td>Digital Electronics Technology</td>
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<td>Digital Technology and Documentation</td>
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<td>Electronic Circuit Analysis</td>
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<td>Electronic Communications</td>
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<tr>
<td>Electronics Computer Systems</td>
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<td>NAS545/NCE545</td>
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<tr>
<td>Electronics Documentation</td>
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<td>NCE844</td>
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<tr>
<td>Electronics Technology</td>
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<td>NAS546/NCE546</td>
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<tr>
<td>General Electronics Core</td>
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<td>Microcomputer Technology</td>
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<td>Microprocessor Technology</td>
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<td>NCE845</td>
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<tr>
<td>Wireless and Fiber-Optic Comm</td>
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<td><strong>EMERGENCY MEDICAL SERVICES</strong></td>
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<tr>
<td>Emergency Medical Technician</td>
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<td>MCE801</td>
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<tr>
<td>Paramedic</td>
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<td>MAS585/MCE585</td>
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<tr>
<td><strong>ENGINEERING</strong></td>
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<tr>
<td>Engineering Graphics</td>
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<td>NCE796</td>
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<tr>
<td>Engineering Technician</td>
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<td>NAS550/NCE550</td>
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<tr>
<td>Engineering Technology</td>
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<td>NAS551</td>
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<tr>
<td><strong>FILM, TELEVISION AND VIDEO</strong></td>
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<tr>
<td>Basic Television Production</td>
<td>•</td>
<td>CE842</td>
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<tr>
<td>Production Specialist</td>
<td>• •</td>
<td>AS641/CE641</td>
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<td><strong>FIRE TECHNOLOGY</strong></td>
<td>• •</td>
<td>MAS555/MCE555</td>
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<tr>
<td>Chief Officer</td>
<td>• •</td>
<td>NAS826/MCE826</td>
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<tr>
<td>Fire Officer</td>
<td>• •</td>
<td>NAS827/MCE827</td>
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<tr>
<td>Firefighter Academy</td>
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<td>MAS669/MCE669</td>
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<tr>
<td><strong>GEOGRAPHIC INFORMATION SYSTEMS</strong></td>
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<tr>
<td>Core Certificate in GIS Mapping</td>
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<td>NCE794</td>
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<tr>
<td><strong>HUMAN SERVICES</strong></td>
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<td>MAS663/MCE663</td>
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<td>Employment Support Specialization</td>
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<td>Automated Systems</td>
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<td>Automated Systems Technician</td>
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<td>NAS737/NCE737</td>
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<td>Computer-Aided Production Technology</td>
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<td>NCE799</td>
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<td><strong>MEDICAL ASSISTING</strong></td>
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<tr>
<td>Admin/Clinical Medical Assisting</td>
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<td>MAS718/MCE718</td>
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<td>Medical Transcription</td>
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<td>MAS701/MCE701</td>
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<tr>
<td><strong>MUSIC</strong></td>
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<tr>
<td>Jazz Performance</td>
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<td>CE852</td>
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<tr>
<td>MIDI</td>
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<td>CE850</td>
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</table>

*50% or more of the certificate/degree may be completed online
## Career and Technical Certificates and Degrees

<table>
<thead>
<tr>
<th>Certificates and Degrees</th>
<th>Moreno Valley</th>
<th>Norco</th>
<th>Riverside</th>
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<tbody>
<tr>
<td>Music Performance</td>
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<tr>
<td><strong>NURSING</strong></td>
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<tr>
<td>Critical Care Nurse</td>
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<tr>
<td>Nursing Assistant</td>
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<td>Registered Nursing</td>
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<td>AS586</td>
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<tr>
<td>Vocational Nursing</td>
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<td>AS588/CE588</td>
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<tr>
<td><strong>PARALEGAL STUDIES</strong></td>
<td></td>
<td></td>
<td>AS591*</td>
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<tr>
<td><strong>PHOTOGRAPHY</strong></td>
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<tr>
<td><strong>PHYSICAL EDUCATION/EXERCISE, SPORT &amp; WELLNESS</strong></td>
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<td>Athletic Training Emphasis</td>
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<td>Coaching Emphasis</td>
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<td>Fitness Professions Emphasis</td>
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<td><strong>PHYSICIAN ASSISTANT</strong></td>
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<td><strong>RETAIL MANAGEMENT/WAFC</strong></td>
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<td>NAS536/NCE536 AS536*/CE536*</td>
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<td><strong>SIGN LANGUAGE INTERPRETING</strong></td>
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<tr>
<td><strong>WELDING TECHNOLOGY</strong></td>
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*50% or more of the certificate/degree may be completed online*
# Career and Technical Certificates and Degrees

<table>
<thead>
<tr>
<th>Program</th>
<th>Locally Approved Certificate</th>
<th>State Approved Certificate</th>
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<tr>
<td>Administration &amp; Information Systems</td>
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<td>• MAA494</td>
<td>NAA494*</td>
<td>AA494*</td>
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<td>Communications, Media &amp; Languages</td>
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<td>• MAA495</td>
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<td>AA495*</td>
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<td>Fine &amp; Applied Arts</td>
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<td>• MAA496</td>
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<td>AA496*</td>
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<td>Humanities, Philosophy &amp; Arts</td>
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<td>• MAA497</td>
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<td>PE, Health and Wellness</td>
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<td>• MAA498</td>
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<td>Social &amp; Behavioral Studies</td>
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<td>• MAA499</td>
<td>NAA499*</td>
<td>AA499*</td>
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<tr>
<td>Math and Science</td>
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<td>• MAS493</td>
<td>NAS493</td>
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<td>California State University General Ed</td>
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<td>• MCE661</td>
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<td>Intersegmental General Ed</td>
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<td>• MCE667</td>
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<td>• MCE668</td>
<td>NCE668*</td>
<td>CE668*</td>
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</tr>
</tbody>
</table>

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### LOCATION

**MORENO VALLEY COLLEGE**

- **Ben Clark Training Center**
  - Administration of Justice  MAS504/MCE504
  - AOJ/Basic Correctional Deputy Academy MCE783
  - AOJ/Basic Public Safety Dispatch Course MCE784
  - Law Enforcement MAS563/MCE563
  - Emergency Medical Technician MCE801
  - Paramedic MAS585/MCE585
  - Fire Technology MAS555/MCE555
  - Chief Officer MAS826/MCE826
  - Fire Officer MAS827/MCE827
  - Firefighter Academy MAS669/MCE669

- **March Dental Education Center**
  - Dental Assistant MAS621/MCE621
  - Dental Hygiene MAS724
  - Dental Laboratory Technology MAS723/MCE723

**RIVERSIDE CITY COLLEGE**

- **Culinary Academy**
  - Culinary Arts AS561/CE561

- **March Education Center**
  - Registered Nursing AS586
Nondiscrimination, Commitment to Diversity & Prohibition of Harassment and Retaliation Policies

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

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

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

Prohibition of Harassment and Retaliation
All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by State and Federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based upon an individual’s actual or perceived association with others': ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, 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 (a) of Section 422.6 of the Penal Code.

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

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

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

Riverside Community College District • Diversity and Human Resources

The RCCD Diversity, Equity and Compliance office is available to assist students, faculty, staff and visitors with problems or questions regarding discrimination or harassment. For more information on reporting procedures or to download a copy of the required form to file a formal complaint, please visit our web site at: www.rccd.edu or we may be reached by telephone at: (951) 222-8039.

How to Report

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

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

Discrimination/Harassment is contrary to the RCCD mission of higher education and is against the law. District policy prohibits any discriminatory practice that is based upon an individual's actual, perceived or association with others:

- Ethnic group identification
- National origin
- Religion
- Age
- Sex or Gender
- Race
- Color
- Ancestry
- Physical or Mental Disability
- Physical or Mental Disability
- Sexual Orientation

Sexual Harassment has no place in an academic or work setting. RCCD is committed to providing a positive and safe environment for all students, employees and visitors. The following is a partial list of prohibited activities that may be considered sexual harassment:

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

Resolution of complaints may be achieved by either formal or informal process. The choice of resolution process is determined by the individual raising the complaint. The purpose of the informal resolution process is to allow an individual who believes they have experienced discrimination or harassment to resolve the issue through a mediation process rather than the formal complaint process. Typically, the informal process is utilized when there is a simple misunderstanding or the individual seeks something more than a clarification of the misunderstanding or an apology from the other person and an assurance that the offending behavior will cease. Informal resolutions are to be reviewed by the Director of Diversity, Equity and Compliance. Formal complaints must be filed in writing using the required formal complaint form available on our web site, the State Chancellor's web site or in the Diversity and Human Resources department. If a formal complaint is filed, the District conducts an investigation within required timeframes according to policy and law. During the formal process the complainant will not be required to confront, or work out problems with, the person accused of unlawful conduct.

Informal Resolutions may be arranged by contacting the RCCD Diversity, Equity and Compliance office at (951) 222-8039. Informal resolutions require written acknowledgement from the person raising the concern. Choosing the informal process does not hinder the right to file a formal complaint within the regulatory time period for formal complaints.

Formal Complaints may be filed by contacting the RCCD Diversity, Equity and Compliance office at (951) 222-8039 or the California Community Colleges Chancellor's Office at 1102 Q Street, Sacramento, CA 95811. Formal complaints must be submitted in writing on the required complaint form. Formal complaints may only be filed by one who alleges they have personally suffered unlawful discrimination/harassment or by one who has learned of such unlawful discrimination in their official capacity as a District faculty member or administrator.

The complaint form is available from the following web sites:

- www.rccd.edu/administration/hr/files/Discrim_Complaint_2006.pdf

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

Timeline for Filing a Complaint in cases not involving employment discrimination/harassment, in addition to the State Chancellor's office cited above, individuals have the right to file a complaint with the following external agencies:

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

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

- Department of Fair Employment and Housing (DFEH)
  2101 East 4th Street, Suite 255-B
  Santa Ana, CA 92705
  (800) 884-1684
  www.dfeh.ca.gov/

- Equal Employment Opportunity Commission (EEOC)
  555 West Beech Street, Suite 504
  San Diego, CA 92101
  (800) 669-4000
  www.eeoc.gov

Confidentiality is maintained to the extent possible by law.
Performing arts at Riverside City College, Norco College and Moreno Valley College offer outstanding student performances. Visit the colleges’ websites for the latest information about classes and upcoming performances and concerts.

**Riverside City College Performing Arts**
http://academic.rcc.edu/performingarts/

**Riverside City College Dance Department**
http://academic.rcc.edu/dance/

**Riverside City College Music Department**
http://academic.rcc.edu/music/

**Norco College Music Department**
http://academic.rcc.edu/musicatnorco/

**Moreno Valley College**
http://www.rcc.edu/morenovalley/hss.cfm

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**Grand Opening Celebration**
**Saturday, January 22**
10 a.m. - 2 p.m.
Poolside at Riverside City College

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**Looking for a LIFE-CHANGING experience?**

**International Education Study Abroad Program**

**A Few Spaces Available**

**Spring Semester in Beijing, China**

Spend spring semester walking the streets of the magnificent Forbidden City and historical Monument to the People’s Heroes, Tiananmen Square, visiting the Temple of Heaven and the Great Wall of China in the ancient cultural citadel of Beijing. Now the political and economic center of China, Beijing welcomes our next generation of global students. Courses offered in Political Science, Philosophy and Mandarin Chinese.

Cost of all programs include roundtrip airfare, transfers, residence, orientation materials, breakfast and lunch daily, and English speaking guide.

**Preview of our Summer Study Tour 2011 - Two weeks in Italy - Florence, Rome, Venice and the Amalfi Coast. Telephone for details.**

For further information on study abroad programs, please telephone Jan Schall, Coordinator, International Education at (951) 222-8340. The Study Abroad Office is located in Quadrangle 100 at Riverside City College, 4800 Magnolia Avenue in Riverside. E-mail jan.schall@rcc.edu. Look for us in the Clock Tower corner!

**Remember that life is not measured by the number of breaths we take but by the moments that take our breath away!**
Closed Classes Don’t Mean You’re Closed Out.
The RCCD Waitlist – page 11