



Section I

GENERAL INFORMATION

MISSION

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

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

- Baccalaureate Transfer
- Associate Degrees in Arts and Sciences
- Certificates in Career and Technical Education Fields
- Post-employment Opportunities

VISION

Moreno Valley College is committed to exceeding the expectations of students, community, faculty, and staff by providing and expanding opportunities for learning, personal enrichment, and community development.

VALUES

RECOGNITION OF OUR HERITAGE OF EXCELLENCE

We embrace Moreno Valley College's rich tradition of excellence and innovation in upholding the highest standard of quality for the services we provide to our students and communities. We are bound together to further our traditions and to build for the future on the foundations of the past.

PASSION FOR LEARNING

We believe in teaching excellence and student centered decision making. We value a learning environment in which staff and students find enrichment in their work and achievements.

RESPECT FOR COLLEGIALITY

We recognize the pursuit of learning takes the contributions of the entire district community, as well as the participation of the broader community. We believe in collegial dialogue that leads to participatory decision making.

APPRECIATION OF DIVERSITY

We believe in the dignity of all individuals, in fair and equitable treatment, and in equal opportunity. We value the richness and interplay of differences. We promote inclusiveness, openness, and respect to differing viewpoints.

DEDICATION TO INTEGRITY

We are committed to honesty, mutual respect, fairness, empathy, and high ethical standards. We demonstrate integrity and honesty in action and word as stewards for our human, financial, physical, and environmental resources.

COMMITMENT TO COMMUNITY BUILDING

We believe Moreno Valley College is an integral part of the social and economic development of our region, preparing individuals to better serve the community. We believe in a community-minded approach that embraces open communication, caring, cooperation, transparency, and shared governance.

COMMITMENT TO ACCOUNTABILITY

We strive to be accountable to our students and community constituents and to use quantitative and qualitative data to drive our

planning discussions and decisions. We embrace the assessment of learning outcomes and the continuous improvement of instruction.

GOALS

Strengthen and expand Moreno Valley College Academic Programs to increase student success and achieve state and national prominence to general education, allied health, public safety programs, and precollegiate education.

Develop and expand effective Student Services Programs that will increase student access, retention, and completion.

Provide more opportunities to students, faculty, staff, and community to participate in life-long learning experiences.

Ensure sufficient revenue stream that will support and sustain Moreno Valley College's Academic, Student Services, and Business Services programs.

Improve the utilization of technological resources and develop the infrastructure necessary to advance technological innovations that will support academic, student services, and business services divisions.

Provide resources and opportunities to faculty and staff in order to enhance professional skills.

Renovate and expand existing facilities and construct new facilities to accommodate Moreno Valley College needs.

Provide support to achieve the full implementation (identification, assessment, and improvement) of student learning outcomes for courses, programs, and the institution by 2012.

ACADEMIC FREEDOM

The faculty, administration, and Board of Trustees subscribe to the American Association of University Professors' 1940 Statement of Principles on Academic Freedom and Tenure:

"Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free expression."

"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. It carries with it duties correlative with rights."

"The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution."

"The teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matters which have no relation to his/her subject."

“Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.”

“The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship and discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public judges his/her profession and his/her institution by his/ her utterances. Hence he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesman.”

ACADEMIC YEAR

The academic year consists of fall and spring terms, which extend from August to June, plus a winter and a summer session. The calendar for the 2016-2017 academic year appears in the front of the catalog. Courses offered during the various sessions are similar in scope and maintain equivalent standards.

ACCREDITATION

Riverside Community College District includes Riverside City College, Moreno Valley College, and Norco College which are accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC). Moreno Valley College is accredited by the ACCJC, 10 Commercial Blvd. Suite 204, Novato, CA 94949, 415-506-0234, an institutional accrediting body recognized by the Council For Higher Education Accreditation and the U.S. Department of Education.

Moreno Valley College is approved under the regulations of the Board of Governors, California Community Colleges, by the Office of Private Postsecondary Education for the training of veterans, by the United States State Department for nonquota immigrant students, and by the United States Department of Health, Education, and Welfare. The University of California, the California State University and Colleges and other colleges and universities give full credit for appropriate courses completed in the Riverside Community College District.

PROGRAM LENGTH

Courses that are part of the requirements for Associate in Science or Associate in Arts degree patterns as well as those that comprise state or locally approved certificate patterns and concentrations are scheduled in such a manner that students who attend either full or part time are able to successfully complete their goals within a reasonable length of time.

WHO MAY ATTEND

Individuals who meet any one of the following criteria are eligible to attend the three colleges of Riverside Community College District:

- Have graduated from high school or
- Have passed the CA High School Proficiency Exam or
- Have passed the GED examination or
- Did not graduate from high school but are 18 years of age or older or
- Are eligible high school students who are admitted to the

district’s middle or early high school college programs or

- Are eligible high school students in grades 11 and 12 who have been approved for high school concurrent enrollment or
- Are international students who have satisfied specific international student admissions requirements by specified deadline.

Admission to the colleges of Riverside Community College District is regulated by state law as prescribed in the California Education Code.

Open Enrollment

It is the policy of the Riverside Community College District that, unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Title 5 of the California Administrative Code.

High School/Concurrent Enrollment

Effective Fall 2015, high school students in good standing may be eligible for admission as a special student pursuant to Sections 48800, 48800 .5, 48802, 76001, and 76002 of the California Education Code.

1. Students falling under these criteria must be approved by their high school principal or designee for “advanced scholastic or vocational work,” and must be identified as a special part-time or full-time student.
2. Students may be admitted as a special part-time or full-time student if:
 - (a) The class is open to the general public, and
 - (b) The student is currently enrolled in grades 11-12.

Students are required to submit the Moreno Valley College online admission application confirmation page, School/Parent Approval Form, and official high school transcripts by the published deadline. For information regarding enrollment deadlines, forms, and restrictions, visit the Admissions and Records Office or webpage at www.mvc.edu/services/ar/.

All approved special part-time and full-time students will have enrollment access on the first day of each term in order to ensure that they do not displace regularly admitted students.

Approved high school students may take up to 8 units for Fall/Spring terms and 5 units for Summer term. High school students are not allowed to take physical education classes.

ADMISSION AND REGISTRATION OF STUDENTS

Admission Application

Students need to apply if:

- They have never been a student at any of the Riverside Community College District colleges, or
- They have not been in attendance at any RCCD college during the prior major term (fall or spring only), or
- They submitted an application for a future term and wish to attend a current one.

Please note students no longer need to re-apply for fall or spring terms if an application was submitted in the preceding intersession (summer or winter).

Online applications can be submitted any time at www.mvc.edu and take approximately 24 hours to process (excluding weekends and holidays) . The application period for a term closes two weeks prior to the start of that term, for example, the deadline to submit an application for the fall term is two weeks before the first day of the fall term . Computers and additional assistance are available in the Admissions lobby.

Schedule of Classes

The Schedule of Classes is available at www.mvc.edu. Open classes can also be viewed on WebAdvisor by visiting the college website approximately six to eight weeks before the term begins .

Registration

Priority registration is granted to eligible student Veterans, former Foster Youth, EOPS, DSS and CalWORKs students . In addition, college-approved groups may receive early registration access as long as criteria are met .

Effective Fall 2012 the order of registration for continuing, new and returning students was updated with Board Administrative Policy 5056 to align with the Statewide Student Success Act .

Registration appointments as well as information on holds that may restrict registration may be viewed on WebAdvisor at www.mvc.edu approximately six to eight weeks before the term begins . Students can register on WebAdvisor on or after their scheduled appointment date and time through the end of the registration period . Students may appeal their registration appointment date due to extenuating circumstances, such as the need to complete final degree/transfer requirements during the intended term . Registration appeals may only be approved once and subsequent appeals will not be considered . Before registering, students must complete any necessary requirements; i.e ., Assessment, online Orientation/Counseling . Refer to the section on Matriculation: “Are You Exempt From Matriculation?” for more information . Students with a readmit contract are limited to the prescribed unit load approved by an academic counselor .

Students can pay fees by credit card on WebAdvisor, mail a check or money order, or pay at one of the colleges . See the Schedule of Classes at www.mvc.edu/schedule.cfm or fees at www.mvc.edu/services/ar/fees.cfm for payment and refund deadlines . Your account summary can be viewed or printed on WebAdvisor .

All prerequisites will be enforced during registration and must be verified by high school and/or college transcripts .

Waitlists

Before the beginning of the term, if a class is closed, students may place their name on a waitlist (if available) . If a seat becomes available the next eligible student will automatically be added and his/her account charged with enrollment and other required fees . Changes in Waitlist status are emailed to the student’s college email address and are posted in WebAdvisor . Waitlisting ends two days prior to the first class meeting . Waitlisted students should attend the first day of class to obtain an authorization code to add the course . Students who do not intend to remain in the class must drop from the class by the appropriate deadline .

Procedure for Adding and Dropping Classes

Once a class has begun, a student will need the instructor’s permission to add a class . Students may add classes through WebAdvisor at www.mvc.edu using the authorization/add code obtained from the instructor . Authorization or add codes are active from the first day of the class until the add deadline . All course adds or drops need to be completed by the deadline posted in the Class Schedule and on WebAdvisor .

Students may withdraw from courses prior to the drop deadlines, by using WebAdvisor . If there is a hold, restricting the use of WebAdvisor, students may bring a completed ADD/DROP card to the Admissions counter at Moreno Valley College and drop classes there . Deadlines to add, drop, and receive a refund are posted on WebAdvisor . It is the student’s responsibility to drop classes that he/she no longer plans to attend .

Units for Full-Time/Part-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 sessions . 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 number of units a student may enroll in is 18 for fall and spring and 9 for winter and summer . Students wishing to enroll in more than 18 units must have an established GPA of 3 .0 or higher and have obtained counseling approval prior to registering for classes .

Attendance

All students are expected to attend every session of every course in which they are enrolled . Failure to do so may indicate lack of serious purpose . Students who fail to attend the first class meeting and/or week may be dropped from the class . Religious observances and military duty, however, are excused . The student should inform their instructors prior to such an absence .

Course work missed due to unavoidable cause may be made up with the instructor’s approval . Under no circumstances will absences for any reason, excuse the student from completing all the work assigned in a given course . After an absence, it is the responsibility of the student to check with the instructor regarding the completion of missed assignments .

**For information on auditing classes,
see the Graduation Requirements section .**

Face-to-Face Courses

Riverside Community College District (RCCD) has adopted the following policy with regard to attendance . Nothing in this policy shall conflict with Title 5, section 58003, 58004, that pertains to state requirements for monitoring and reporting attendance for apportionment purposes . The faculty, staff, and administration of RCCD expect all students to attend every meeting of all classes for which they are registered . Of particular importance is the first class meeting of the semester during which the Instructors of Record determine adds and drops . Students who have enrolled for a class and who do not attend the first class meeting effectively forfeit their place in the class and, as a result, may be dropped by the Instructor of Record . Furthermore, students who are late for the first meeting of the class may be forfeiting their place in the class and may be dropped .

by the Instructor of Record . The faculty, staff, and administration of RCCD are therefore strongly recommending that all students are present in each of their classes at the start of all of their classes and that all students should know and understand the attendance policy for every class in which they are enrolled.

Distance Education Courses

By their nature, fully online courses do not meet face-to-face, but the importance of regular student engagement and attendance as evidenced in the following ways is of particular importance for maintaining a student's place in the class .

A student who has enrolled in an online course and does not log in and complete the initial required assignment, assessment, quiz, or discussion board post in the first week of the session may forfeit his or her place in the class, at the discretion of the Instructor of Record . Throughout the term, online students are required to regularly log in to classes for which they are registered and to complete the required assignments . Students are required to read and adhere to the attendance policy described in the syllabus of each online class for which they are enrolled .

UNIT ENROLLMENT LIMITATION

Riverside Community College District offers some courses which place limitations on enrollment . These limitations may include successful completion of courses, successful completion of online tutorials 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 .

Remedial Limitation

Riverside Community College District Board Policy 4222 limits the number of units students can earn for remedial/pre-collegiate basic skills courses to 24 semester units . Pre-collegiate/basic skills courses are defined as those two or more levels below college level English and one or more levels below elementary algebra . Riverside Community College District has designated certain courses as pre-collegiate basic skills courses . These courses include reading, writing, computation, and learning skills designed to assist students in acquiring the skills needed for college level courses . These courses are considered non-degree applicable and earn credit but are not counted toward the 60 units required for the associate degree . Non-degree courses do apply toward: residency, athletic eligibility, work study and financial aid, veterans benefits, associated student body office, and full-time status . Non-degree credit status is indicated at the end of the course description .

Exemptions to Remedial Limitations

All developmental courses taken by students enrolled in English as a Second Language course are exempted . Students identified by the District for learning disabled programs are also exempted . Students with documented disabilities may petition the Admissions and Records Office for exemption status on a case-by-case basis .

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 (speaks and writes French fluently), a placement preparation score, or successful completion of a course (grade C or better in CHE-1A) . Completion

of the prerequisite is required **prior** to enrolling in the class . Students who have completed a course at another institution for which they would like credit must fill out a Prerequisite Validation Form in order to have coursework on official transcripts validated for math, English, or other prerequisites . If you are currently enrolled in a prerequisite course at Riverside Community College District (i.e., Math 52), you will be allowed to register for the succeeding class (i.e., Math 35) . However, if you do not pass the prerequisite course with at least a "C" grade, you will be dropped from the succeeding class . Successful completion of a prerequisite requires a grade of "C" or better or "P" (Pass) . "C-", "D", "F", "FW", "NP" (No Pass), or "I" grades are not acceptable .

Corequisite

When a course has a **corequisite**, it means that a student is required to take another course concurrent with or prior to enrollment in the course . Knowing the information presented in the corequisite course is considered necessary for a student to be successful in the course . (Completion of, or concurrent enrollment in, Math 1A is required for Physics 4A.)

It is the student's responsibility to know and meet the course prerequisites and corequisites . These are stated in the course descriptions of the **schedule of classes and the current college catalog** . A student may be required to file proof of prerequisite and corequisite requirements .

Advisory

When a course has an **advisory**, it means that a student is recommended to have 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 (eligibility for ENG 1A is recommended) students will not be blocked from enrolling in a class if they do not meet the advisory .

Official Evaluation of Credit Completed at Other Schools

Students who have completed credit at any RCCD college or other institutions and wish to obtain a Riverside City College, Moreno Valley College, or Norco College degree, certificate, or transfer to a CSU or UC, may request an official evaluation by completing a "Student Request for Official Evaluation" form . These forms are available in the Counseling department . The student must currently be enrolled at RCCD . The official evaluation will be completed by the Evaluations office once all official transcripts (ones that are received by RCCD directly from the issuing institution) are received . A copy of the completed evaluation will be forwarded to the student .

Health Requirements

It is recommended that each student new to Riverside Community College District have current immunizations and a physical examination by his or her family physician before enrolling . Students who plan to participate in intercollegiate athletics should contact the Kinesiology department about sports physicals . Student-parents of the children in the Child Development Center must have a tuberculin skin test or a chest x-ray that is negative for tuberculosis . Their children are required to have this as well as be up to date on their immunizations of DPT, MMR, and TOPV .

MATRICULATION

The matriculation program (now known as Student Success and

Support Program) at the three colleges of Riverside Community College District is intended to assist students in accessing college and providing support services to help them establish and achieve their educational goals. Students eligible for matriculation are provided an evaluation of basic skills, orientation, counseling, completion of an educational plan and follow-up services. All first-time college students must complete Assessment, Orientation and Counseling prior to registering for classes.

ASSESSMENT TO DETERMINE COURSE PLACEMENT

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 academic experiences. Moreno Valley College uses Multiple Measures of Assessment and Placement (MMAP) criteria, which considers the levels and grade point average results in math and English courses taken in high school. This information is collected through the California Community College Application (CCC Apply) and considered once student completes the AccuPlacer assessment test. Both MMAP and AccuPlacer scores then provide course levels with recommendations as to which course levels students may enroll to complete math, reading, ESL and English courses. Students who have a documented disability requiring a unique accommodation can take the AccuPlacer test in the Office of Disabled Students Programs and Services. To request this service, call (951) 571-6138.

New students are required to take an assessment test upon initial entry into Moreno Valley College and before counseling appointment can be made or enrollment into classes. The AccuPlacer test and MMAP data are used for placement into English, math and reading courses. The PTESL (Proficiency Test in English as a Second Language) is used for placement into ESL courses. Some returning students and students transferring to RCCD from another college may need to complete the assessment process as well (consult a counselor).

RCCD placement tests are available by appointment only. Appointments may be made by phone at (951) 571-6492 or online at <https://esars.rcc.edu/Moreno/Assessment/index.htm>. An appointment is required for testing. Limited testing is also available at the Ben Clark Training Center (AccuPlacer only). Hours of operation are posted outside each Assessment Center and are available online. Students can call to confirm hours of service and make appointments: (951) 571-6492.

Students are required to present photo identification in order to test; a state or federal issued driver's license or ID is preferred but not mandatory. Passports and high school photo ID are also acceptable. In order to preserve a comfortable and quiet testing environment, only students taking the test can remain in the Assessment Center. Friends and family (including minors) who are not testing cannot remain in the assessment room.

Students who have completed the AccuPlacer and MMAP process at another college can petition to have those test results evaluated for use at Moreno Valley College. The student's AccuPlacer and MMAP test print-out (not a student records program print out) showing the test raw scores must be submitted in person at the Moreno Valley College Assessment Center only. An Outside Placement evaluation form must be submitted with the copy of the test raw scores and processing takes from two to five (2-5) working days.

Assessment tests are meant to be a one-time only assessment of a student's skills and abilities upon initial entry into the college. Retesting is available under certain circumstances and may require an appeal – consult with a counselor or visit the Assessment Center

Website at www.mvc.edu/assessment.

Extensive information on assessment testing, test preparation, details of all tests available, sample questions, and hours of operation are available at www.mvc.edu/assessment.

It is strongly recommended that students enroll in an appropriate composition course (English 1A, 50, 60A or 60B) during their first or second semester of enrollment. Students who do not meet Riverside Community College District's reading competency requirement should also enroll in an appropriate reading class (Reading 81, 82 or 83) within their first 18 units undertaken at the college. Development of competent reading and writing skills is necessary for success as more and more college courses put increasing emphasis on the ability to read at a college level and to write clear, correct English.

Orientation/Counseling

All first-time college students must complete a freshman on-line orientation/counseling session prior to registering for courses. This online session will introduce students to services and educational programs at Moreno Valley College; provide students with information on registration procedures and placement results; and assist students in developing their first semester educational plans. Students will be able access the on-line orientation and advisement session 48 hours after the completion of their assessment test. To access the session please log on to your WebAdvisor account and click on the on-line orientation link under the academic planning header. Students should make sure to develop a one semester student educational plan after completing the orientation presentation. The first semester educational plan link will appear shortly after on-line orientation is completed. If you have any further questions, please call (951) 571-6104 or stop by the Counseling department. New students, who did not complete Guidance 45 (Introduction to College) at their high schools, should register for this course during their first semester at RCCD.

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 students. Students who have attended other colleges must request to have official transcript(s) sent to Moreno Valley College before scheduling counseling appointments or a Student Educational Plan (SEP).

All students pursuing certificate or degree programs, either Associate or Baccalaureate, should see their counselor each semester to review their Student Educational Plans (SEP).

Are You Exempt From Matriculation Pre-Enrollment Requirements?

The following Board approved criteria define exempt students at Riverside Community College District:

- A. Students who have completed 60 or more units or who have graduated from an accredited U.S. college or university with an AA degree or higher.
- B. First-time college students who have declared one of the following goals:
 - Advance in current career/job
 - Maintain certificate/license
 - Educational development
 - Complete credits for high school diploma
- C. Students who are enrolled full time at another institution (high school or college) and will be taking five units or fewer.

Follow-Up

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

Students Rights and Responsibilities

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 one time only 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. "Official" is defined as transcripts no more than 90 days old and in a sealed envelope from the original institution.

Students may appeal to retake the placement test:

- After 12 months has passed from previous tests and a student has not started the course sequence or
- Based on compelling evidence that the initial placement level is not an accurate reflection of the student's abilities, or
- After proof of appropriate academic intervention has occurred, or
- After successfully completing an RCCD Math or English sequence course with at least a "C" or "P" grade, a student can retake the Math or English Placement test.

Please Note: Retesting is limited to once per five year period for the Math or English placement tests.

It is the student's responsibility to a) complete placement testing and orientation prior to registering for classes, b) express a broad educational intent upon admission, and c) declare a specific educational goal by the time 15 semester units are completed. The student is also responsible for participating in counseling, attending class, completing assignments and maintaining progress toward that educational goal.

If you have questions regarding the matriculation process, please contact the Counseling office at Moreno Valley (951) 571-6104.

Student Educational Plan (SEP)

Counselors are available to assist matriculated students in developing an educational plan that outlines the courses and services necessary to achieve their goals. When goals or majors are changed, students must see a counselor to update their educational plan. Students who have attended other college(s) must request to have an official transcript(s) sent to Moreno Valley College before scheduling counseling appointments or requesting a Student Educational Plan (SEP). To ensure this procedure, matriculated students are encouraged to make an appointment with a counselor. *Due to a high demand for counseling during the winter and summer sessions, it is highly recommended that continuing students see a counselor during the spring and fall semesters to complete a Student Educational Plan.*

A student's college program will be more meaningful if he or she has acquired a clear educational objective. There may be a desire to broaden his or her knowledge as a foundation for upper division college work or to develop marketable occupational skills. A student undecided about objectives may receive help by studying the sections in the catalog entitled "Curricular Patterns." The student is also invited to discuss personal goals with a college counselor.

FEES/RESIDENCY REQUIREMENTS

ALL FEES ARE SUBJECT TO CHANGE DUE TO STATE LEGISLATIVE ACTION OR RCCD BOARD POLICY CHANGES

Enrollment Fees - California Residents

Students shall be classified as California residents for enrollment fee purposes when they have been a legal resident of California one year and one day prior to the term of application. The one year period begins when a student is not only present in California but also has demonstrated clear intent to become a permanent resident of California.

Residency determination is made as of the first day of the term of application. All documents needed to prove residency must be submitted prior to that date.

The enrollment fee for California residents is set per state legislation.

Non-Resident Tuition and Fees

A student who is not considered a California resident for enrollment fee purposes is eligible for admission to a college in the Riverside Community College District. Non-resident students are required to pay non-resident tuition in addition to the resident enrollment fees.

Out-of-country non-residents, who plan to attend college on an F-1 visa, pay a nonrefundable per unit surcharge in addition to the enrollment fee, and nonresident fees. International applicants pay an Admission application fee and Health insurance fee.

AB 540 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 per unit resident enrollment fee. Effective Spring 2013 students who qualify for AB540 may be eligible for some state financial aid. Please see the Financial Aid section for information on the Dream Application.

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, and is physically present in California, shall be exempt from paying non-resident tuition at Moreno Valley College if he/she signs an affidavit verifying:

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) obtained in the state of California.
3. In the case of a person without lawful immigration status, an affidavit (available from 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/she is eligible to do so. Student information obtained in the implementation of this section is confidential.

In addition, the student must be physically present in California to be eligible for AB540. A student who meets the qualifications for the Non-Resident Fee Waiver is exempt from paying out-of-state tuition and will pay the per unit resident enrollment fees.

SB 141 Non-Resident Fee Waiver

Students who are U.S. citizens and who may presently reside in a foreign country will be exempt from non-resident tuition by meeting the following requirements:

- i. Demonstrates a financial need for the exemption.
- ii. Has a parent or guardian who has been deported or was permitted to depart voluntarily under the federal Immigration and Nationality Act.
- iii. Moved abroad as a result of the deportation or voluntary departure.
- iv. Lived in California immediately before moving abroad.
- v. Attended a public or private secondary school in California for three or more years.
- vi. Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education.
- vii. Will be living in California and will file an affidavit with the community college stating that he or she intends to establish residency in California as soon as possible.
- viii. Documentation shall be provided at Office of Admissions and Records by the student as required by statute as specified in Education Code section 76140(a)(5).

A student receiving a nonresident tuition exemption under SB 141 does not receive resident status for the purpose of fees or financial aid. Rather they are exempt from nonresident tuition fees under this law. These students will not qualify for the BOG Fee Waiver and any other state financial aid until they establish California residency. As citizens, SB 141 students may apply and qualify for federal financial assistance such as Pell, FSEOG and federal student loans.

Health Fee

Every student, including those who qualify for a Board of Governor's Waiver (BOGW), is required to pay a health services fee as per Title 5 state regulations. Students who rely on faith healing, or who are participating in approved apprenticeship programs, are exempt from paying the health fee. Students must apply for this waiver by submitting a Health Services Fee Waiver Request and supporting documentation to the Health Services office. The form is available in the Admission and Records office.

Parking

Parking permits may be purchased on WebAdvisor at www.mvc.edu. Permits can also be ordered on a campus computer and paid for at the cashier's office. Parking permits may be requested through WebAdvisor and may be paid online or in person at the Cashier's Office. Special parking spaces are provided to the physically handicapped at the same cost. Student permit enforcement of student parking spaces is suspended the first two weeks of the Fall and Spring semesters and the first week of the Summer session.

Transportation Fee

The Transportation fee provides free transportation on RTA fixed routes for Riverside City and Moreno Valley College students. Fees vary according to full-time or part-time status.

ALL FEES ARE SUBJECT TO CHANGE DUE TO STATE LEGISLATIVE ACTION OR RCCD BOARD POLICY CHANGES

Library/Learning Resource Center Fees**Overdue fines:**

General Collection – Overdue fines will be levied at 20 cents per day per item.

Hourly Reserves – Overdue fines will be levied at \$1 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 for out-of-print materials; 2) A processing fee of \$10; and 3) Any overdue fines (the maximum overdue fine for reserve materials is \$20 and the maximum overdue fines for circulating items are \$10).

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:

Community members who are 16 years or older may purchase a library card for \$5 per session upon proof of District residency (California Driver License, California Identification Card, or Military Identification Card).

Books, Equipment and Supplies

The cost of books and equipment depends upon the courses elected and the amount of work undertaken. The MVC bookstore offers many choices for students to purchase their books such as a rental program, many digital options, and used and new textbooks.

In some courses, students will be expected to provide consumable items. In such classes, students will be informed of these items at the first meeting and will be expected to purchase them in order to continue in these classes.

Full refunds are given on textbooks during the first week of school only with a store receipt. If you drop a class, you have 30 days from the start of school to return for a full refund along with your store receipt. The book must be in the same condition that you purchased it in. All returns/exchanges require an original receipt. The bookstore will also buy back textbooks from students. Bring the textbooks to the store along with student identification in order to determine their value. The best time to sell back your textbooks is during finals week.

Other Charges

An appropriate charge will be made for breakage of district supplied materials in laboratory courses.

Enrollment Verification:

Students may request an Enrollment Verification form from Admissions and Records to verify course enrollment (hours and unit value), fees, grade point average, and student enrollment status in any given term. The first two enrollment verification forms are free of charge and each request thereafter is \$2. Refer to Units for Full-time/Part-time Status for details.

RCCD TRANSCRIPTS

The RCCD transcript includes only coursework completed at a college in the Riverside Community College District. Official student

transcripts may be requested on WebAdvisor at www.mvc.edu, and in the Admissions and Records Office.

The first two official transcripts requested at RCCD are free. There is a \$7 fee for each additional official transcript requested.

Transcripts may take two to three business days to process. For expedited services, students may select additional service options:

- Rush Service (24 hours): Additional \$10
- On Demand Service (10-15 minutes): Additional \$13

Transcripts may be delivered electronically, mailed with first class postage, or printed on campus for pick up.

Unofficial transcripts are available free of charge on WebAdvisor. Transcript fees are subject to change. Please check the website for updates.

Other Transcripts

Transcripts from other accredited institutions, submitted as official documentation of a student’s record, must be printed no more than 90 days/3 months ago and be in a sealed envelope from the institution. Students must submit a Prerequisite Validation form to Counseling in order to have course work on official transcripts validated for English, Mathematics, and other prerequisites. Transcripts submitted become the property of Riverside Community College District and cannot be returned to the student nor be forwarded to another institution. When a student has three consecutive years of non-attendance at RCCD, transcripts from other institutions will be purged from the student’s record. If the student returns to RCCD after three years of non-attendance, new official transcripts from all other accredited institutions will be required. Students planning to graduate from Moreno Valley College, or needing to use courses from another college/university as a prerequisite, must submit all official transcripts to Moreno Valley College. See *Section III Graduation Requirements* in this catalog for further information on course acceptance from other institutions.

International Students in F-1 Visa Status

Under federal law, Riverside Community College District is authorized to enroll non-immigrant alien students on F-1 student visas for study toward an Associate of Arts or Science degree; for the first half of study toward a Baccalaureate degree; and for certificate programs. About 300 students from 60 countries attend RCCD each semester, with the majority transferring to four-year institutions. All F-1 Visa students are subject to nonresident tuition as set by the Board of Trustees.

REFUND DEADLINES FOR FEES

Moreno Valley College shall refund any enrollment fee paid by a student who withdraws from a class during the first two weeks of instruction of a full-term 16-week course or before 10% of a short term course has passed. See “My Class Schedule” on WebAdvisor at www.mvc.edu for refund deadlines.

Holds on Records

Grades, transcripts, diplomas and registration privileges will be withheld from any student or former student who has failed to pay his/her financial obligation owed to the district. Any item or items will be released when the student satisfactorily meets the financial obligation.

MILITARY AND VETERAN STUDENTS AND FAMILY MEMBERS

Moreno Valley College exempts students from non-resident tuition who are members of the armed forces of the United States stationed in this state on active duty, except those assigned to California for educational purposes. 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. A qualified veteran and/or dependent who reside in California and are attending a California school within 3 years of discharge will receive Resident Tuition Rate. [Veterans Access, Choice, and Accountability Act of 2014 (VACA Act)]

Dependents of certain veterans are exempt from paying enrollment fees. (1) Any dependent eligible to receive assistance under Article 2 of chapter 4 of division 4 of the Military and Veterans Code. (2) Any child of any veteran of the US military who has a service-connected disability, has been killed in service, or has died of a service-connected disability, where the Dept of Veterans Affairs determines the child eligible. (3) Any dependent, or surviving spouse who has not remarried, of any member of the CA National Guard who, in the line of duty, and while in the active service of the

state, was killed, died of a disability resulting from an event while in active service of the state, or is permanently disabled as a result of an event that occurred while in the active service of the state. (4) Any undergraduate student who is a recipient of a Congressional Medal of Honor and who is under 27 years old, provided his/her income, including parental support, does not exceed the national poverty level and the parental recipient of the Medal of Honor was a CA resident at the time of his or her death. Students who feel they are eligible for a fee exemption should contact the Department of Veterans Affairs for more information.

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