Section II

STUDENT INFORMATION
ACADEMIC APPEALS BY STUDENTS

When a student takes issue with an instructional decision/academic matters or an application of a stated policy, the student should first discuss this matter with the faculty member who made the decision or applied the policy. If the matter cannot be resolved through this initial discussion, the student has the right to appeal the decision or application through regular college channels. See Administrative Policy 5522 or the Student Grievance Process for Instruction and Grade Related Matters in the catalog for details.

In non-academic matters, the appeal procedure is comparable, but is made through the appropriate student personnel administrator to the Dean of Student Services, Vice President of Student Services, and thence to the President. The final appeal a student can make is to the Board of Trustees.

Information on students’ rights and responsibilities, expected standards of conduct, disciplinary action and the student grievance procedure for disciplinary and matters other than disciplinary can be found in the Student Conduct section of the catalog, Board Policy 5500, and Administrative Policy 5520.

ACADEMIC HONESTY

Academic honesty and integrity are core values of the Riverside Community College District. Students are expected to perform their work independently (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

The academic renewal procedure will permit previously recorded substandard course work taken at RCCD to be disregarded in the computation of Riverside Community College District grade point averages. Petitions are available in the Admissions offices of the Riverside, Moreno Valley and Norco colleges. The policies are as follows:

1. A student may request academic renewal for not more than two terms of grades and credits which are not reflective of a student’s present ability and level of performance.
2. At least two semesters of college work (24 units) with a grade point average of 2.0 must have been completed at any accredited college or university subsequent to the term(s) to be disregarded in calculating the GPA obtained at RCCD. (Official transcript is required.)
3. If and when the petition is granted, the student’s permanent record will be annotated so that it is readily evident to all users of the record that no units for substandard work taken during the term(s) are calculated in the GPA will apply toward graduation or other unit commitment. However, all work will remain on the permanent record to ensure a true and complete academic history.

4. A student may be granted academic renewal only once.
5. A student may repeat work taken during academic renewal terms only if such repetition is necessary to allow normal progression toward an acceptable educational objective.

Course Prerequisites and Corequisites

All course prerequisites and corequisites will be enforced. This includes both required prerequisite courses as well as required assessment preparation levels. The Accuplacer assessment test, in conjunction with multiple measures, is used to generate placement levels in English, Math, and Reading. The PTESL (Proficiency Test in English as a Second Language) is used to generate placement levels in ESL. All placement tests taken prior to July 1, 2001 are no longer valid.

Students who have not satisfactorily completed a prerequisite for a course will be denied admission to that course. A grade of “C” or better is required for satisfactory completion of a course which is a prerequisite to a subsequent course.

If prerequisites or corequisites were met by completing courses at another college or university, students must request that the official transcript(s) be sent to the Admissions and Records Office and request a prerequisite validation of the appropriate course(s) to validate the course that will meet RCCD requirements. Prerequisite validation request forms may be obtained from the Counseling department in the César E. Chávez Admissions and Counseling Building at Riverside City College, and the Student Services offices at the Moreno Valley and Norco Colleges. For information on challenge procedures, see page 6.

Students must initiate this process well in advance of the semester in which they plan to register. Students will be informed of the results of the evaluation in a timely manner prior to the term in which they plan to enroll.

THE ARTS

ART

The visual arts at Riverside Community College District play a significant role in students’ lives. Painting, drawing, design, ceramics, sculpture, art history, computer and animation students have access to outstanding studio facilities as well as a large library collection of periodicals, books, and videos. Also unique to the library is a permanent art collection on display in offices throughout the Riverside college.

Each year, two student clubs, the Art Club and the Clay Club, award scholarships to art students who desire a future in the arts. The clubs also organize extracurricular events such as student art exhibitions, guest artist workshops, and field trips to art museums.

The college art gallery is located on the Riverside college in the A.G. Paul Quadrangle room number 140. The Quad Art Gallery is an exceptional display space that exhibits works by national and regional artists as well as yearly exhibitions of faculty and student works providing a variety of culturally diverse art to the community.

DANCE

The Dance Program at Riverside City College provides a full schedule of classes and activities that meets the needs of dance majors and minors as well as the general education student. In addition to its broad range of dance technique and lecture courses,
RCC Dance also sponsors:

- master classes in dance and Pilates with notable guest artists;
- on-campus and off-campus performance opportunities; and
- two major concerts during the year at Landis Performing Arts Center.

The RCC faculty dance concert, Kinetic Conversations, features faculty choreography and performance, student dancers, and guest artists. The student dance concert, Celebrate Dance, focuses on the work of RCC student choreographers and dancers during the Spring semester. Other small RCC Dance performance ensembles include ACDF and RCC Dance Touring Ensembles. America College Dance Festival (ACDF) is an organization of community college and university dance programs across the United States. The work of RCC Dance students, faculty and guest artists has often been selected to be in the gala concert of ACDF, which recognizes the best work of emerging college dancers and choreographers. The RCC Dance Touring Ensemble is a select group of student dancers who work as a company for the entire year performing at various schools in the Inland Empire and represents RCC at various on-campus events. Concert and ensemble auditions are open to all students. Students interested in auditioning should check the Dance Department website: www.academic.rcc.edu/dance or be a friend of RCC Dance on Facebook.

MUSIC
The Music Department provides classes that meet all the requirements for transferring students with a major or minor in music, and encourages all students to make music activities a significant and memorable part of college life.

RCC music organizations include Chamber Singers, Vocal Jazz Ensemble, College Choir, Master Chorale, Symphony Orchestra, Wind Ensemble, Concert Band, Jazz Ensemble, Guitar Ensemble, Percussion Ensemble, Piano Ensemble and the Marching Tigers Band.

In addition to frequent local performances, these musical groups represent the College at intercollegiate and invitational festivals, tours and competitions throughout California, the United States, Europe, Asia, and even on cruise ships. All young musicians are welcome to join.

THEATER ARTS
The Theater Arts have long been an important component of life on the Riverside City College campus. The Theater Department provides a performance curriculum based on the University of California and California State University systems for students who wish to transfer. In addition, we provide performance opportunities through our play series. The annual productions include four to five musical and non-musical student shows. The productions are designed with professional elements and can feature professional actors. Students are offered the opportunity to work both on stage and backstage.

ATHLETICS
Riverside Community College District maintains a program of intercollegiate athletics as a member of the National Central Conference in Football and the Orange Empire Conference in the following sports:

Men: Baseball, Basketball, Cross Country, Golf, Tennis, Track, Soccer, Swimming and Diving, and Water Polo

Women: Basketball, Cross Country, Softball, Soccer, Swimming and Diving, Tennis, Track, Volleyball and Water Polo.

Both Soccer teams practice and play at the Norco College. Both Cross Country teams practice and play at the Moreno Valley College.

Questions about athletic eligibility should be directed to the Director of Athletics or the head coach of the sport of interest.

COLLEGE BOOKSTORE
Students are able to order their textbooks when registering thru WebAdvisor. A list will be populated with the required materials for classes as well as recommended books or study guides. The bookstore offers many choices for textbooks which may also be ordered at www.rcc.edu/bookstore such as:

- Rentals - Over 50% (and growing) of our titles are available to rent which means the students will save 50% off the new textbook price. Students can highlight and take notes in the book. The books are due back when the student has completed finals. Students will need a valid debit card or credit card to secure the rental.
- Used - Save 25% of the new textbook price.
- E-textbooks - Save up to 60% by buying or renting a digital book. This is an instant download from our website www.rcc.edu/bookstore. Download the free etextbooks application for PC and MAC at www.nookstudy.com/college.
- New - A fresh new start to the new semester - prices will vary. Remember to sell your new textbooks back to the bookstore and get up to 50% cash back.

The bookstore offers a large variety of supplies for your classes as well as items to show off your school pride with a wide selection of school spirit accessories. Also, students can grab a quick snack to go. The store also has a laptop program and carries all Nook devices.

Return policy
The bookstore accepts cash, credit cards and Barnes and Noble gift cards. Checks are not accepted. Full refunds will be given the first week of class. Students must have a receipt and the book must be in the same condition that it was purchased in. Visit the website www.rcc.bc问询college for the complete return policy.

CAREER CENTER
Students interested in career information should make a counseling appointment or enroll in Guidance 47 a career exploration and life planning course.

COMMUNITY FOR ACADEMIC PROGRESS (CAP)
Community for Academic Progress (CAP) is an exciting program designed to allow students to enroll in grouped or paired courses that share common themes, activities, and assignments. Since the courses are linked, students take these classes as a group, allowing faculty and students to work and learn together.
Other benefits that CAP offers include:
- A convenient class schedule
- Guaranteed registration in CAP classes
- Personal CAP/college orientation
- Assigned counselor
- Access to technology
- Supplemental Instructional Leaders (SI Leaders)
- Field trips
- Guest speakers and activities

To enroll in CAP or for more information, call the CAP office, (951) 328-3820.

COUNSELING CENTER
The Counseling department is committed to providing students with a broad range of options as well as specific guidance in career planning, evaluation, academic choices, and direction. Professional counseling enables students to utilize various resources and academic offerings and assists them in reaching their educational, vocational, and personal objectives and goals.

Special guidance courses are offered to assist each student in gaining the maximum benefit from the college experience. Courses are listed under Guidance in this catalog.

Specific counseling services include personal counseling, group counseling, career development, academic guidance, and information regarding graduation requirements and requirements for transferring to four-year colleges and universities.

How to Use the Counseling Center
Students may make appointments with the clerk in the Counseling Center. Counseling hours vary by term. Appointments can be made by calling the Counseling department at (951) 222-8440. It is important to keep your appointment. Please call in advance if you need to cancel or reschedule.

DISABLED STUDENT SERVICES
The Office of Disabled Student Programs and Services (DSP&S), on each of RCCD’s three colleges, provides appropriate, comprehensive, reliable and accessible services to students with documented disabilities who request such services. These offices facilitate and encourage academic achievement, independence, self-advocacy and social inclusion for students with documented disabilities in eight primary disability groups as outlined in California’s Title 5 Regulations (acquired brain injury, physical disabilities, hearing impairments, learning disabilities, developmental disabilities, psychological disabilities, other health impairments, and temporary disabilities). The Riverside office is located in Administration 121.

Services are available to students with:

Physical Disabilities:
- Acquired Brain Injury
- Amputations
- Arthritis
- Cerebral Palsy
- Multiple Sclerosis
- Muscular Dystrophy
- Orthopedic Disabilities
- Post-Polio Disabilities

Learning Disabilities:
- Average to above average intellectual ability with a verifiable learning disability.

Other Health Impairments:
- Cardiac Disease
- Diabetes
- Epilepsy
- Psychological Disabilities

Communicative Disabilities:
- Deaf
- Hearing Impaired
- Speech Impaired
- Respiratory Disease

Temporary Disabilities:
- Broken Bones
- Post Operative Recovery
- Other

Support Services Available Include:
- Adaptive Physical Education
- Alternate Media and Adaptive Technology (i.e., e-text, screenreaders, etc.)
- Counseling
- High Tech Center (Adaptive computer equipment) and assistive devices
- Interpreters/RTC for the Deaf
- Individual tutoring
- Liaison with other agencies
- Mobility assistance
- Note-taking services
- Priority registration
- Test facilitation

Trained professionals are available in the Office of Disabled Student Services to assist each student in acquiring the support services needed to attain individual academic and career goals. For further information call: Riverside (951) 222-8060 and TDD 951) 222-8061.

Riverside Community College District does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. The designated coordinator for compliance with section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA) is the Director of Diversity, Equity, and Compliance.

DISCIPLINE
It is understood that each student who registers at the district is in sync with its purposes and will cooperate in carrying out these purposes by adhering to the regulations governing student behavior. The Standards of Student Conduct are listed in the Student Handbook.

EARLY AND MIDDLE COLLEGE PROGRAMS
The Riverside Community College District offers early and middle college programs on each of its three colleges. While the programs differ from one another in some significant respects, all enable high school juniors and seniors to pursue college study while completing their high school study. Interested high school students should consult with their school counselor about opportunities for middle or early college study at an RCCD college in their region.
EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

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

- Personal, academic, and career counseling
- Priority registration
- Supplemental book services
- One-to-one tutoring
- Transfer information and assistance

For more information call the EOPS office at (951) 222-8045.

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

The aim of CARE is to assist single parents receiving AFDC (Aid to Families with Dependent Children) increase their educational skills, become more confident and self-sufficient, enhance their employability, encourage success, and move from welfare to INDEPENDENCE.

To be eligible a student must:

1. Be an eligible full-time EOPS student with 2.0 GPA (good standing)
2. Be a single parent/head of household
3. Student must be 18 years of age or older
4. Must be an AFDC/CalWORKs recipient
5. Have a child under the age of fourteen years of age
6. Have the desire to continue their education and become self-sufficient.

CARE services are supplemental to EOPS services and MAY include:

- Personal, academic and career counseling
- Support group
- Personal counseling
- Child care stipend
- Tutorial assistance
- Bus pass or parking pass
- Meal tickets
- Special topic workshops

For services available at Riverside (951) 222-8045.

STUDENT FINANCIAL SERVICES

The Student Financial Services (SFS) department at RCC strives to assist students in reaching their educational goals by providing information and applications for financial assistance programs. The SFS department will educate students on how to apply for various types of financial assistance, offer financial aid academic counseling, and will provide a variety of resources to students to educate them about financial aid. Through continual staff training and software updates, the SFS department strives to provide an accurate and efficient environment for staff and students. The SFS department will educate staff regarding new policies and procedures through on- and off- campus training and conferences as well as visits to other community colleges to learn best practices.

The Free Application for Federal Student Aid (FAFSA)

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

If you are a Moreno Valley College or Norco College student, please make sure to list the school code for your home college on the FAFSA application.

<table>
<thead>
<tr>
<th>College</th>
<th>School Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Riverside City College</td>
<td>#001270</td>
</tr>
<tr>
<td>Moreno Valley College</td>
<td>#041735</td>
</tr>
<tr>
<td>Norco College</td>
<td>#041761</td>
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</table>

The FAFSA is available January 1st of each year and will determine eligibility for the following academic year. It is recommended that the FAFSA be completed prior to March 2nd to ensure priority processing and to maximize your funding.

When completing the FAFSA application, you will need to apply for a Personal Identification Number (PIN) at www.pin.gov so you can electronically sign the online FAFSA. If you are a dependent student, have a parent apply for their own PIN. Parents will need to sign the FAFSA until you are 24 years of age or no longer considered a dependent student.

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

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

Effective Summer 2011 all Financial Aid disbursements will be deposited onto a debit card. The card will be a My Flex Sallie Mae debit card and your disbursements for financial aid will be placed on that card (except for a few fund types.) To receive your disbursements, if eligible; you MUST sign up for a Sallie Mae Debit Card. Go to www.rcc.edu/studentfinancialservices to sign up! The Sallie Mae debit card is used like a regular debit card. This card can be used to make a transaction, to withdraw cash, and more.

Students who qualify for under AB 540, may now apply for state financial aid by completing the California Dream Application online at https://dream.csac.ca.gov. This application must be completed every academic year in order to continue applying for aid. Students completing this application can apply for the BOGW and the Cal
Completing the FAFSA will determine your eligibility for the following:

- **The Board of Governors Fee Waiver (BOGW)** is a state program which waives enrollment fees for qualifying CA resident students. If determined eligible, the BOGW will waive enrollment fees for the entire academic year beginning with summer and ending with the following spring. During the fall and spring semesters, the parking fee will be reduced to $30.00 per semester. The BOGW does not pay for books or other educational supplies, the student services or health fees or additional class fees (such as art and CPR fees as listed in the schedule of classes). For California residents, to apply, complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov) and list your home college school code (Riverside City College #001270, Moreno Valley College #041735, Norco College #041761) and you will be automatically awarded the BOGW if eligible. For AB 540 students to apply, complete the California Dream Application online at [https://dream.csac.ca.gov](https://dream.csac.ca.gov), listing your home college school code listed above. You will receive an email at your RCCD student email account notifying you when your BOG waiver eligibility is available on WebAdvisor under your award letter. No separate application is required.
  - If you are determined to be a Non-resident, you may be eligible to apply for:
    - a non-resident tuition deferment if you are eligible for financial aid. This deferment is to assist students in securing enrollment while waiting for student grants and/or student loans to credit their Admissions and Records account balance. Non-Resident Tuition Deferment Forms must be submitted each semester and/or 30 days within disbursement of Stafford Direct Loan funds. For more information, view the “Information for Non-Resident” chapter in our consumer guide online at [www.rcc.edu/studentfinancialservices](http://www.rcc.edu/studentfinancialservices).

- **Federal Pell Grant** (up to $5550 for the academic year, subject to change) is awarded to eligible undergraduate students to assist in paying for educational expenses and is awarded based on financial need. Unlike loans, Pell Grants do not have to be repaid (unless you withdraw from courses and owe a refund or do not successfully pass your courses). The information that you provide on the Free Application for Federal Student Aid (FAFSA) is used to produce an Expected Family Contribution (EFC). This EFC number will determine if you are eligible for the Pell Grant and for how much. How much you receive will depend not only on your EFC but also on the number of units you are enrolled in and whether you attend school for a full academic year as well as meeting your college satisfactory Academic Progress. Students enrolled less than half-time (less than 6 units) may qualify for a Pell Grant. Once you have completed all application procedures with the SFS office, your Pell Grant eligibility will be determined. You will receive an award letter via your RCCD student email indicating that your award has been posted on WebAdvisor. The award letter on WebAdvisor will list how much financial aid you have been awarded, including the Pell Grant. All award letters are based on full-time enrollment and disbursements are adjusted based on units. Please note that you may not receive Pell Grant funds from more than one school for the same period of enrollment.

- **Federal Supplemental Educational Opportunity Grant (FSEOG)** (up to $1000 for the academic year at RCC and is subject to change) is awarded first to students with exceptional financial need and have the lowest expected family contribution (EFC) granted on the FAFSA. Like the Pell Grant, FSEOG is a cash award that does not require repayment as long as you remain in your courses and complete them successfully. Due to limited funding, priority is given to students who apply for the FAFSA by the March 2nd deadline and qualify for the maximum Pell Grant award. This grant is limited and is awarded until funds are exhausted.

- **Cal Grants** (up to $1473 per academic year) are awarded by the California Student Aid Commission (CSAC) to California residents who graduated from a California high school and will be attending a qualifying institution at least half-time (6 or more units). The deadline to apply for these grants is March 2nd of every year. For students attending California Community Colleges, there is an additional deadline of September 2nd. To apply for the Cal Grant awards, you need to complete the FAFSA and have your GPA verified by the above deadlines. If you are awarded a Cal Grant by CSAC and are choosing to attend RCC, you must ensure that your financial aid file is completed, that you have an active academic program (major) on file with the Admissions and Records office other than Undecided, and you must meet the RCC Student Financial Services Satisfactory Academic Progress (SAP) standard. Disbursement is contingent upon eligibility and funding. You may view your Cal Grant eligibility online at [https://mygrantinfo.csac.ca.gov/logon.asp](https://mygrantinfo.csac.ca.gov/logon.asp).

- **CHAFEE Grant Program** provides grants of up to $5,000 to eligible foster youth. An Independent Living Coordinator with the Department of Public Social Services determines whether or not a student is an eligible foster youth. Students must be enrolled in college or vocational school at least half-time (6 units) during the fall and/or spring semester and must meet Satisfactory Academic Progress (SAP) before the Chafee grant can be disbursed. The FAFSA application is required for RCC to verify eligibility for this grant. Disbursement is contingent upon eligibility and funding. An application for this grant can be completed at [www.chafee.csac.ca.gov](http://www.chafee.csac.ca.gov). Paper applications can be picked up in the SFS office and after completion, mailed to CSAC. This grant will be renewed automatically by CSAC as long as the student meets specific criteria. Each CHAFEE grant disbursement is released by CSAC during the fall and/or spring semester at which time the SFS office reviews the student’s eligibility prior to the disbursement being released to the student. All disbursement(s) for CHAFEE grants must be picked up in person with a valid picture ID at your home college (this is subject to change).
• **Child Development Grant Program** ($1000 per academic year) is for participants who intend to teach or supervise in the field of childcare and development in a licensed children’s center. Students must be enrolled in at least half-time (6 units) during the fall and/or spring semester and must meet Satisfactory Academic Progress (SAP) for each semester. A paper application is available in April and can be picked up in the SFS office or Early Childhood Education office. It is also available online at [www.csac.ca.gov](http://www.csac.ca.gov) for printing. It must be completed and submitted to the Early Childhood Education office. (Please check their website for hours and locations.) The deadline to submit this application is June 15th. A FAFSA application is required for RCCD to determine eligibility for this grant. A new application must be submitted for each academic year. The Child Development Grant disbursement is released by CSAC during the fall and/or spring semester at which time the SFS office reviews the student’s eligibility prior to the disbursement being released to the student. All disbursement(s) for Child Development grants must be picked up in person with a valid picture ID at your home college (this is subject to change).

• **Federal Work Study** (earn up to $3000 per academic year) The FWS Program offers students the opportunity to earn additional funding through part-time employment. It also allows students to gain work experience and pay for a portion of their educational expenses. All positions require that students maintain half-time enrollment (3 units for summer and winter, 6 units for fall and spring) and a minimum 2.0 CGPA (exceptions may be made on a case-by-case basis). To apply for Federal Work Study, students must complete the FAFSA application online at [www.fafsa.gov](http://www.fafsa.gov) and list the RCC school code #001270 (Moreno Valley College #041735, Norco College #041761). To apply for a FWS position, you must have completed your financial aid file. To view available jobs or for more information on FWS, please view the Student Financial Services website at [www.rcc.edu/studentfinancialservices](http://www.rcc.edu/studentfinancialservices) for the link to student employment job listings.

• **Federal Direct Loan Program** - Riverside City College (RCC) participates in the Federal Direct Loan Program. At RCC it is our plan to help our students reach their educational goal with the least amount of student loan debt as possible.

  **RCC does not recommend borrowing more than $10,000 at the community college level** (this amount includes all loans from any other institutions attended). To view your complete loan history go to: National Student Loan Data System [http://www.nslds.ed.gov](http://www.nslds.ed.gov). A Department of Education FAFSA PIN is required to access this website. If you have misplaced or forgotten your PIN number, you may request a duplicate PIN by going to the PIN website at [www.pin.ed.gov](http://www.pin.ed.gov).

  Students must meet the SFS Satisfactory Academic Progress (SAP) standard and must be enrolled at least half-time (6 units) in courses listed on their Student Educational Plan. Students must have a completed financial aid file at RCC and be notified of their eligibility for any grant aid, Federal Work Study or scholarships before applying for a loan. Students may pick up a loan packet and submit your “Direct Loan Request Form” to the RCC Student Financial Services office.

  Students must also have a current Student Educational Plan (SEP) on file with RCC which corresponds with the student’s academic program declared in Admissions and Records as well as the courses that they are currently enrolled in.

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

  Please refer to our consumer guide online at [www.rcc.edu/studentfinancialservices](http://www.rcc.edu/studentfinancialservices) for a full list of requirements for applying for a student loan at RCC.

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

**SCHOLARSHIPS**

Riverside City College District offers scholarships through its Foundation office and generous donors. These scholarships are based on a variety of majors, career goals, GPA, community service, and club involvement:

- **RCCD Scholarships** for continuing and transferring students are available every fall semester with a deadline in early December. Information and instructions on how to apply is available on our website early in the fall semester at [www.rcc.edu/studentfinancialservices](http://www.rcc.edu/studentfinancialservices). Scholarship information workshops are held at RCC prior to the scholarship deadline to assist students in the scholarship application process and are also available on our website. Applicants chosen for RCCD scholarships are notified by May of each year. The scholarship funds for students continuing at RCC are disbursed during the following fall and spring semesters, upon verification of eligibility, onto the student’s Sallie Mae debit card. Please sign up for the Sallie Mae debit card on our website by clicking on the “debit card” link. The scholarship funds for students transferring to a university are disbursed to the transfer institution during the next fall semester. Transfer students must return the Transfer Notification form with the transfer institution information.

- **RCCD Scholarships for High School Seniors** are available beginning in January of each year with a deadline in early March. These scholarships are awarded to high school seniors who will be attending RCC during the academic year after they graduate from high school. Information is available at [www.rcc.edu/studentfinancialservices](http://www.rcc.edu/studentfinancialservices) in January and February of each year and also at each high school within the RCC District.
The Community Scholars scholarship is a partnership between RCCD and California Baptist University, La Sierra University, and the University of Redlands. This is a $7,000 scholarship offered to Riverside County high school seniors who will attend any college within the RCC District for two years and transfer to one of the universities mentioned above for two years. The application is available at each high school within the RCCD high school zone and also at www.rcc.edu/studentfinancialservices in January and February of each year.

Scholarships are also available from sources outside of RCC. There are many resources and opportunities for students to find scholarships to use while attending RCC. However, it requires time and effort on the part of the student to locate and apply for outside scholarships.

- A list of scholarships RCC has been notified of is available online at www.rcc.edu/studentfinancialservices or in the SFS office.
- If you are awarded a scholarship from a source outside of RCC, you may use your scholarship to pay for your educational expenses based on your donor’s instructions. All outside scholarship funds are disbursed to students on their Sallie Mae debit card. Follow the donor’s directions on how to have your scholarship funds sent to RCC. When outside scholarship funds are received at RCC, the student will receive their scholarship funds onto their debit card based on our posted disbursement schedule.

STUDENT FINANCIAL SERVICES COUNSELING

SFS counseling services appointments can be made in the Student Financial Services office. The academic counselors are located in the Cesar Chavez building Counseling Center.

Academic counselors are available to work with students receiving financial assistance in the following areas:

- Developing educational goals and Student Educational Plans (SEP)
- Maintaining financial aid eligibility by meeting satisfactory academic progress standards
- Recommendations for improved progress
- Processing financial aid appeals

Responsibilities and Requirements

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

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

- Student Educational Plan
  You must enroll in and successfully complete courses according to your Student Educational Plan (SEP). To develop your SEP you should meet with an academic counselor. Appointments can be made at the Student Financial Service office or via phone at (951) 328-3690.

- Return of Title IV Funds
  If you receive federal or state financial assistance and you drop or fail to successfully complete your courses, you may need to REPAY a portion of your financial assistance. (See our consumer guide for more information regarding Return of Title IV Funds.)

Students cannot receive financial assistance at two institutions at the same time (with exception of the Board of Governors (BOG) Fee Waiver). All students must determine their home college within the RCC District in order to receive financial assistance. All units taken within the RCC District (Moreno Valley College, Norco College, Riverside City College) will be paid for by your home college, if eligible.

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

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

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

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

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

- Gainful Employment Information
  For more information about our graduation rates, the median debt of students who completed the programs, and other important information, please visit our website at www.rcc.edu. The gainful employment disclosures can be viewed at the programs of study webpage under each program.

You can find more information regarding Student Financial Services on our website at www.rcc.edu/studentfinancialservices. If you have any questions, please contact us by e-mail at studentfinancialservices@rcc.edu.

Riverside City College
Student Financial Services Office
“Helping to Build Dreams”

FOOD SERVICES
When school is in session, Food Services offers a variety of services. On the Riverside campus, full service meals including baked goods are available in the Bradshaw Center Cafeteria, as well as cold sandwiches, coffee, cold drinks and a variety of grab-and-go foods in the Concession trailer, located on the east side of the Quadrangle.

In addition, vending machines are conveniently located in the Bradshaw Center Cafeteria and several other buildings on the Riverside campus.

STUDENT HEALTH AND PSYCHOLOGICAL SERVICES
The Student Health and Psychological Services office is located on each college: in the Bradshaw building on Riverside City College, and in PSC-6 at Moreno Valley College and in the Library Lower level at Norco College. The Riverside City College office is open Monday through Thursday, 8:00 a.m. to 4:30 p.m., Fridays 8:00 a.m. to 12 noon.

Services include medical care and psychological counseling; care for common health problems; evaluation and treatment by physicians, nurses, and nurse practitioners, registered nurses, psychological counselors; referrals to a higher level of medical care and/or appropriate professionals in the community; health education; first aid and emergency care.

Limited medical insurance is available against accidental injury while in class or while participating in a college sponsored event. All college accidents should be reported immediately to the Student Health and Psychological Services office. Voluntary, low cost medical and dental insurance is also available and may be purchased during the first month of the semester. Brochures for both insurance plans are available in the Student Health and Psychological Services office.

We are here to serve you! Your medical records and all discussions with our staff are completely confidential.

For more information, contact: (951) 222-8151.

HONORS PROGRAM
RCCD offers an Honors Program at each of the colleges in the district: Riverside City College, Moreno Valley College, and Norco College. Each Honors Program offers an enriched academic experience for motivated students aiming to transfer to a four-year university or college. Our honors classes are small (20 students) and taught seminar style. Our students read challenging texts, write original arguments, participate actively in class, and often present their research at statewide conferences. The classrooms are active and dynamic, and the faculty can offer one-on-one mentoring. Honors students also become part of a close-knit community, going on field trips, taking many of the same classes, and often transferring together to the school of their choice.

To be eligible for the program, current RCCD students need:
- 3.0 GPA in 9 transferable units
- Eligibility for or completion of English 1A
- Completed Honors Program application
- Students will need to complete an Honors Program orientation before or during their first semester in the program.

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

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

For more information:
Website http://academic.rcc.edu/honors/
Facebook page (“RCCD Honors Program”) Video www.youtube.com/RCCDHonors
Phone (951) 222-8991
**INFORMATION CENTER**

If you have news or information you want to give out for free, bring a copy to the Student Activities office and it will be displayed on campus.

*Posting Policy:* Materials may be posted on bulletin boards and other authorized areas for a 10 day period by the Chief Student Services Officer of each college or program location to prevent litter and overcrowding. The approval process is content neutral and only ensures that the literature will not be removed before the ten working day posting period expires. Only ten (10) flyers and two (2) posters may be approved. No materials should be posted on glass, windows, mirrors, doors, buildings, trees, wood, plaster interior, or exterior walls.

**INTERNATIONAL EDUCATION / STUDY ABROAD**

Riverside Community College District is dedicated to the concept of an internationally based education. The District supports a curriculum that includes the infusion of a global dimension throughout all subject disciplines to better prepare our students for success in the global community.

Through our college Study Abroad Program, students have the opportunity for quality cross-cultural academic experiences. Students are offered academic credit for fall semester in the “birthplace of the Renaissance,” Florence, Italy; spring semester in London, the political, economic and cultural capital of England; as well as opportunities for two week tours during the summer session in such countries as the Czech Republic, Hungary, Greece, Turkey, Morocco, and Kenya.

**INTERNATIONAL STUDENT CENTER**

The Riverside City College Center for International Students and Programs administers the Student and Exchange Visitor Information System (SEVIS) reporting functions in compliance with Department of Homeland Security (DHS) regulations. The Center also organizes orientation classes, counseling and community activities for RCCD students coming from other countries. More than 400 students from 60 nations attend RCCD each semester. An International Club provides a broad range of activities on and off campus, including social events and opportunities for community service. Students may take classes at Riverside City, Moreno Valley and Norco colleges.

**JOB PLACEMENT SERVICES**

Job Placement is an employment service provided at Riverside City College to assist students with their job search efforts. Job Placement is located in the Student Financial Services building and office hours are Monday through Friday 7:30 a.m. - 4:30 p.m.

Jobs on campus may be accessed through the Internet at [http://jobs.rcc.edu](http://jobs.rcc.edu). Jobview Kiosk machines are available on all three colleges for on-line employment. Some of the services offered are: Job Referrals for Part-time and Full-time Employment, Resume Development, Interviewing Techniques, Mock Interviews, Job Counseling, Labor Market Information, Resource Materials, Job Search Workshops, Classroom Presentations, On-line Job Search, and Annual Career/Fairs and Recruitment. For additional information, you may contact the office by calling (951) 222-8480.

**LIBRARY / LEARNING RESOURCE CENTER**

The Salvatore G. Rotella Digital Library/Learning Resource Center provides quality library instruction, resources, and services at Riverside City College. The library has book and multimedia collections to support college courses and the local community, as well as academic journals, magazines, and newspapers. The library provides access to materials both in print at the DLLRC and online via the library website.

Visit the library online at: [http://library.rcc.edu](http://library.rcc.edu).

Hours for the library during the fall and spring semesters are:

- Monday – Thursday: 7:30 a.m. – 7:00 p.m.
- Friday: 7:30 a.m. – 4:00 p.m.
- Circulation Services: (951) 222-8651
- Reference Desk: (951) 222-8652

Summer and winter intersession hours vary and are posted at the library and website: [http://library.rcc.edu](http://library.rcc.edu).

The library provides research instruction, quiet study areas, and access to printers, copier, and computers. Computers are equipped with Internet access and software for word processing, spreadsheets, and presentations. The RCC College Card functions as the library card for students, faculty and staff. Community members may purchase a library card for $5.00 per academic term.

Library faculty are available at the Reference Desk during hours of operation to provide research assistance and instruction to students and other library users.

**PUBLICATIONS**

Viewpoints, the award-winning student newspaper, is published every two weeks. It is produced by Journalism students at Riverside City College and contains news of student, faculty, and staff activities on all three colleges. Other district publications include Muse, RCCD’s literary magazine; Community Reports; and the Bulletin, a bi-weekly college newsletter announcing college activities and events.

**SOCIAL EVENTS**

An extensive program of activities is provided by the ASRCC. A calendar of these events is maintained in the Riverside Bradshaw Center. New and exciting activities are always planned. Please stop by and find out how you can get involved. You may also check out our website at [www.rcc.edu/asrcc/index.cfm](http://www.rcc.edu/asrcc/index.cfm).

**CLUBS AND ORGANIZATIONS**

The ASRCC sponsors many clubs/organizations. There are honorary, social services, professional, and general interest clubs/organizations. Membership to these organizations is open to all paid members of the ASRCC. Students are encouraged to join campus organizations or form new organizations. Not all clubs listed here are currently active. The Clubs and Organizations Guide offers a complete listing of all campus clubs and procedures for starting a new club. Club guides are available in the Student Activities/Government offices.

- **Athletics**
  - Karate
  - Student Athletic Training
- **Career**
  - Mock Trial
- **Departmental**
  - Women in Science and Engineering (WISE)
  - Business Leaders of Tomorrow
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 complete Annual Notification of Rights under FERPA may be found on page 269.

HONOR SOCIETY
Riverside Community College District had its own honor society from 1921 until 1953. In the spring of that year, the College was granted membership in Alpha Gamma Sigma, the California Community College honor society. Alpha Gamma Sigma chapter of Riverside Community College was granted its charter on May 8, 1953.

Entering freshmen may join Alpha Gamma Sigma with a temporary membership if they are life members of the California Scholarship Federation. Riverside Community College District students are eligible with a cumulative Riverside Community College District grade point average (GPA) of 3.0 or above.

SMOKING POLICY
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, unless a tobacco use area has been designated.

STUDENT ACTIVITIES OFFICE
The Student Activities office is rich with activities, events, information, and resources, and acts as a focal point for service and leadership development programs.

Programs and Services
- Support for the Associated Students of Riverside Community College District
- Support for campus clubs and organizations
- Campus social, recreational, cultural, and educational programming
- Community service and volunteer activities
- Leadership development opportunities
- On-campus events

These services enhance the educational experience of students and foster social, intellectual, and physical growth. The staff is firmly committed to actively promoting student involvement and development.

STUDENT GOVERNMENT
Riverside Community College District has one of the most active student government programs in the country. In addition, the Associated Students produce a Homecoming extravaganza, Halloween Town, and many other successful activities.

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

Students can become involved in ASRCC either by running for office or by applying for the various appointed positions, committees or by becoming involved in a wide range of other activities.

Riverside City College strongly encourages student participation. Students who wish to become involved should visit the Student Activities office located in the Bradshaw Center.

STUDENT EMPLOYMENT SERVICES
The Student Employment Program helps students earn money to pay for their educational expenses by working part time (up to 20 hours per week). Hourly pay rates vary and start at the current federal minimum wage (currently $8.00 per hour); however, some positions may start at a higher rate of pay. The benefits of student employment include:

- Supervisor will work around a student’s class schedule
- Helps students pay for educational expenses
- Helps students gain work experience

There are multiple types of employment through the Student Employment Program:

1. Federal Work Study (FWS)
   Students must:
   - Have completed the Free Application for Federal Student Aid (FAFSA) which can be completed online at www.fafsa.ed.gov.
   - Have completed their financial aid file.
   - Have been determined eligible for financial aid.
   - Meet the Student Financial Services Satisfactory Academic Progress standard.
   - Maintain at least half-time enrollment.
   - Maintain a minimum 2.0 cumulative GPA.

   Students have the potential to be awarded and earn up to $3,000 during a fiscal year (July 1st through June 30th)

   Types of FWS Programs
   - On-Campus Positions
   - Off-Campus Positions
     1. America Reads
     2. America Counts
     3. Community Service
     4. Literacy

2. District (non-work study) Employment
   These positions are available on each college throughout the District and do not require the completion of the FAFSA. Earnings are paid from a department’s budget.

   Students must:
   - Maintain at least half-time enrollment.
   - Maintain a minimum 2.0 CGPA.

   Students must have a valid Social Security card and picture ID with the same name in which they register for classes, along with completing additional documentation for an FWS or District position. For more information please refer to our website www.rcc.edu/services/workforce.

Federal Work Study and District positions may be viewed at https://jobs.rcc.edu/applicants 24 hours a day, seven days a week.

3. CalWORKs Work Study
   The Riverside City College teams up with employers to provide paid job training to eligible students. This program benefits employers as well as the students. To be eligible students are required to:
   - Enrollment in 1.0 or more units each semester
   - Maintain a minimum cumulative 2.0 GPA.
   - Be eligible for the CalWORKs program

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

STANDARDS OF SCHOLARSHIP:
PROBATION AND DISMISSAL
The policies of probation and dismissal are applicable to day or evening, full-time or part-time students. Academic status is based on all coursework taken at the three district colleges. Students with an academic status of probation or dismissal will be limited to a maximum of 13 units during fall/spring semesters. Probationary students may enroll in no more than seven (7) units during intersessions. Dismissal students will be limited to 5 units during intersession.

Standards for Probation
Riverside Community College District utilizes two major standards for evaluating satisfactory academic progress. These are as follows:

1. Academic probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if he or she has earned a cumulative grade point average below 2.0 in all units which were graded on the basis of the RCCD grading scale.

2. Progress probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on progress probation when the cumulative percentage of unsuccessful units attempted at RCCD reaches or exceeds 50%.

3. A student on academic probation for a grade point deficiency shall achieve good standing when the student’s accumulated grade point average is 2.0 or higher.

4. A student on progress probation because of an excess of unsuccessful units attempted at RCCD shall achieve good standing when the percentage of units in this category drops below 50%.

A student who feels an error has been made in his academic status should make an appointment with an RCCD counselor at their home college. The counselor will review the student’s academic record and either explain how the student achieved that status or, in the case of an error, notify the Dean of Student Services at their college.

Standards for Dismissal
Students failing to maintain satisfactory academic progress may be subject to dismissal from the College under conditions specified as follows:

1. A student who is on academic probation shall be subject
to dismissal if he or she earned a cumulative grade point average of less than 2.0 in all units attempted in each of two consecutive full-term (fall/spring) semesters of attendance which were graded on the basis of the RCCD grading scale.

2. A student who has been placed on progress probation shall be subject to dismissal when 50% or more of all units in which the student has enrolled are recorded as entries of “F”, “FW”, “W”, “I” and “NP” in at least two consecutive semesters (fall/spring) of attendance at RCCD.

3. A student shall remain on dismissal status until good standing is met by achieving a cumulative GPA of 2.0 or higher and completing over 50% of the total number of units attempted.

4. A student who has been reinstated will immediately be subject to dismissal if the cumulative grade point average falls below a 2.0 or the number of units for which “F”, “FW”, “W”, “I”, “NP” and “NP” are recorded meets or exceeds 50%.

STANDARDS OF STUDENT CONDUCT

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

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

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

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

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

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including, but not limited to, any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance, including medical marijuana.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior toward an individual or group based on ethnic group identification, national origin, religion, age, 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 of any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of section 422.6 of the Penal Code, or any other status protected by law.
10. Willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty. A. Forms of Dishonesty include, but are not limited to:
   1. Plagiarism: Presenting another person’s language (spoken or written), ideas, artistic works or thoughts, as if they were one’s own;
   2. Cheating: Use of information not authorized by the instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, recordings, and other students’ work;
   3. Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents.
13. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
14. Unauthorized entry upon or use of District facilities.
15. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including, but not limited to, handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.
19. Use, possession, distribution or being under the influence of alcoholic beverages, controlled substance(s) or poison(s)
Responsibility
A. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. In this regard, please refer to Administrative Procedure 5520, which deals with matters of student discipline and student grievance.

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

C. The Chief Instructional Officer of each College will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters contained in Administrative Procedure 5520.

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

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

STUDENT DISCIPLINE PROCEDURES
References: AP 5520
Education Code Sections 66017, 66300, 72122, 76030 and 76032

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

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

II. Definitions
District - The Riverside Community College District

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

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

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

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

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

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

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

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

Written or verbal reprimand - An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student’s permanent record at the District. A record of the fact that a verbal reprimand has been given may become part of a student’s record at the District for a period of up to one year.
Withdrawal of Consent to Remain on Campus - Withdrawal of consent by the President or designee for any person to remain on campus in accordance with California Penal Code Section 626.4 where the President or designee has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

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

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

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

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

2. Immediate Interim Suspension (Education Code Section 66017) - The President or designee may order immediate suspension of a student where he or she has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn, except to come for a meeting or hearing, is subject to arrest. (Penal Code Section 626.4)

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

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

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

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

IV. Process Preceding Suspensions or Expulsions

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

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

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

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

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

V. Hearing Procedures

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

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

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

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

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

5. Conduct of the Hearing - The hearing will comply with principles of due process, including the right to confront and cross examine witnesses. The following procedure will be followed:

a. The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.

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

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

d. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

e. Unless the hearing panel determines to proceed otherwise, the administrator and student shall each be permitted to make an opening statement. Thereafter, the administrator shall make the first presentation, followed by the student. The administrator may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the administrator to prove by substantial evidence that the facts alleged are true.

f. The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. In that case, and if the student wishes to be represented by an attorney, a request must be presented not less than five (5) days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the administrator may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

g. Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five (5) days prior to the date of the hearing.

h. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.

i. The hearing shall be electronically recorded by the District, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.

j. All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not unavailable.

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

VI. President’s Decision

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

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

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

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

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

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

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

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

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

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

STUDENT GRIEVANCE PROCESS FOR INSTRUCTION AND GRADE RELATED MATTERS

References: AP5522
Education Code Section 76224
Title 5 Section 55024

I. General Provisions

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

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

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

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

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

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

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

II. Definitions

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

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

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

2. If consultation with the faculty member does not resolve the issue, the student may request a consultation with the department chair, assistant chair, or designee. The faculty member will be notified of the outcome of the meeting, by the party who meets with the student.

3. If the issue is not resolved with the department chair, assistant chair, or designee, the student may file a written Request for Consultation with the appropriate Dean. Forms will be available from the office of the appropriate Dean or Vice President. The Dean will convey a decision to all affected parties, as well as note that decision on the form.

IV. Grievance Process and Formal Hearing

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

1. Upon receipt of a written request for a formal hearing, the President will, within three (3) days, excluding weekends and holidays, of receipt of the request for hearing, appoint an administrator (not the Vice President of Academic Affairs) to serve as chair of a grievance committee for the hearing.

2. A grievance withdrawn from the formal hearing stage will be deemed without merit and cannot be refiled.

3. The formal hearing will be conducted before a College Grievance Committee. This committee will be composed of the following individuals:
   a. Two (2) students appointed by the College Student Body President.
   b. Two (2) faculty members appointed by the College Academic Senate President.
   c. One (1) academic administrator (not the Vice President of Academic Affairs) appointed by the President of the College. The individual may be from another College in the District.
   d. The chair of the committee, which is selected by the President, (see above) will be part of the committee, but will not vote in the final decision, except in the case of a tie.

4. The College Grievance Committee Chair will:
   a. Forward a copy of the request for hearing to the faculty member being grieved within seven (7) days (excluding weekends and holidays) of receipt of the request.
   b. Within a reasonable time period not to exceed twenty (20) days (excluding weekends and holidays) set a reasonable time and date for the hearing as well as a reasonable time limit for its duration. In the event the parties are not available within the 20 days, the Vice President has the discretion of extending the time period, with notification to the parties.
   c. Arrange for a disability accommodation if requested pursuant to the above.
   d. Within three (3) days, excluding weekends and holidays, after setting the hearing date, notify both parties that they are to provide to the Chair signed written statements specifying all pertinent facts relevant to the grievance. A copy of these statements will be given, by the Chair, to the other party, as well as the Grievance Committee members. At this time, both parties will also be invited by the Chair to submit a list of potential witnesses and the rationale for calling them. Each party’s witness list will be given to the other party and to the Grievance Committee. Witnesses will be called at the discretion of the Grievance Committee Chair. This signed statement and witness list is to be received by the Chair no later than 10 days prior to the hearing.

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

e. Notify the parties that they are entitled to bring a representative, from within the District, to assist them during the hearing. The representative’s role is restricted to assisting the party. He/she may not actively participate in the grievance hearing or engage in the proceedings. The Representative must be an individual from within the District (student or employee). Legal representation is prohibited.

f. Notify both parties as to who the members of the grievance committee will be. Each party will be allowed one (1) opportunity to request that a committee member be replaced with a different person because of perceived bias or conflict of interest. Any such requests must be directed to the committee chair within two (2) days of notification of who the committee members will be and will state the perceived bias or conflict of interest. At that time, the committee chair may excuse that committee member and seek a replacement in accordance with IV.3 above.

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

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

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

a. Judge the relevancy and weight of testimony and evidence. The committee will make its findings of fact, basing its findings on the evidence presented. It will also reach a decision for disposition of the case.

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

V. Appeals

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

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

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

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

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

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

- The Accrediting Commission for Community and Junior Colleges (ACCJC) at [http://www.accjc.org/complaint-process](http://www.accjc.org/complaint-process). If your complaint is associated with the institution’s compliance with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.
- The California Community College (CCC) Chancellor’s Office by completing the form(s) found on the link below, if your complaint does not concern CCC’s compliance with academic program quality and accrediting standards.

- To the State Attorney General using the forms available at [http://ag.ca.gov/contact/complaint_form.php?cmplt=PL](http://ag.ca.gov/contact/complaint_form.php?cmplt=PL)

VI. Responsibility

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

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

TRANSFER CENTER

Mission:
The mission of Riverside Community College District Transfer Centers is dedicated to increasing the transfer function and to increase the number of students prepared for transfer to baccalaureate-level institutions. This is accomplished through coordination of college transfer efforts, with an emphasis on the preparation and transfer of underrepresented students, including disabled students, low-income students, first-generation college students, and other groups of students underrepresented in the transfer process.

Transfer Center Goals:

1. Coordinate college transfer efforts to provide quality transfer services, programs, and activities that support student success and retention.
2. Identify and increase the number of students who choose to transfer and who are prepared to transfer, and ensure the inclusion of low-income, disabled, and first-generation college students.
3. Work collaboratively with campus governing boards, administrators, academic senates, university representatives, and campus programs to ensure that quality transfer services are available to students throughout RCCD.
4. Develop a continuous cycle of monitoring and evaluating District transfer services by compiling data in collaboration with the RCCD Research Department.

Transfer Center Services:
The Transfer Centers throughout RCCD provide many services, resources, programs, and information to students who are interested in transferring to four-year colleges/universities, including:

- Information on transfer requirements and major preparation
- Counseling appointments with university representatives
- RCC counselors, university representatives, and staff can assist students in exploring majors and determining what college/university is the best fit
- Visits to four-year colleges and universities (UC’s, CSU’s, and private/independent schools) that are sponsored and coordinated by the Transfer Center.
- Resource library that includes university and college catalogs
- Computer access to utilize Internet resources, complete college/university applications, and view college/university information online
- Transfer Workshops focusing on the UC/CSU application process, the UC Personal Statement (Essay), Financial Aid for transfer students, and Steps to Becoming a Teacher (K-12)
- Transfer Fairs are coordinated by the Transfer Center every fall and spring term where over 35 university representatives visit our campus to speak to students and to answer questions.
- A Transfer Recognition Ceremony is held every spring term to recognize students who have successfully fulfilled the transfer requirements and transferred to a four-year college/university.

Resources:

- Resource library that includes college/university catalogs, brochures, and handouts
- Books and college handouts to assist in major and college/university campus selection
- Computer programs to conduct career, major and college/university exploration
- Collection of paper-based and on-line resources that assist
Internet Access:
RCC Transfer Website:
http://www.rcc.edu/services/counseling/transfer.cfm

ASSIST: http://www.assist.org/web-assist/welcome.html

For more information please call: (951) 222-8446

TUTORIAL SERVICES
Why should you come for tutoring?
- You can increase your independence as a learner
- You can use your limited study time more effectively
- Individual and group sessions are offered
- Tutoring is free to RCCD students
- You can receive up to three hours per week/per subject
- Our tutors not only deliver content information, they motivate, coach, challenge and provide feedback to you.

Tutoring sessions are led by qualified tutors who received an “A” or “B” in the respective courses for which they choose to tutor. They reinforce specific course material emphasized by the professors and use their own successful student experiences to integrate what-to-learn with how-to-learn. All of our tutors come highly recommended by the College’s faculty members.

Subject areas offered for tutoring change each semester, but may include math, chemistry, history, psychology, physics, biology, anatomy and physiology, sociology, business administration, computer information, Spanish, French, and many more.

Tutorial Services is here to provide a supportive learning environment to all of our students seeking academic support. We strive to help our students develop the skills necessary to be a successful student and to be prepared for a successful career after graduation.

How To Obtain Tutoring Services
If you are in need of a tutor, please follow these simple steps to secure your appointment.
- Stop by the office or call to see if a tutor is available in the subject area you need help in.
- Be prepared to give the days and times you are available to receive tutoring.
- Make an appointment with the tutor by coming in or calling the office.
- Meet with your tutor during your appointment time on campus.

How To Become A Tutor
Tutoring offers a great opportunity to earn while you learn!
Tutors must have passed the class(es) they are tutoring in with at least a “B” grade or higher and:
- Maintain a GPA of 2.0 or higher each semester
- Complete and submit a student application
- Follow Tutorial Policies and Procedures
- Submit Faculty Recommendation(s) completed by RCCD instructors
- Submit a hire packet to Student Employment
- Enjoy working with and helping others
- Have a positive attitude and enjoy being part of a team
- Maintain enrollment in a minimum of 6 units if actively tutoring during the fall or spring terms
- Maintain enrollment in a minimum of 3 units if actively tutoring during the summer or winter terms.

Students interested in becoming employed as tutors are welcome to pick up an application at the Tutoring Center or call one of the offices for more information. Applications are continually being accepted.

Center Information
Telephone number: (951) 222-8170
Fax number: (951) 222-8955

VETERANS ASSISTANCE
Riverside City College provides assistance to veterans for the following benefit programs:
- Chapter 30 - Active Duty Educational Assistance Program - Montgomery GI Bill – Chapter 30
- Chapter 33 - Post-9/11 GI Bill - Chapter 33, refer to va.gov for updated information
- Chapter 1606 - Selected Reserve Educational Assistance Program
- Chapter 1607 - Reserve Educational Assistance Program (REAP) - Chapter 31
- Chapter 31 - Vocational Rehabilitation
- Chapter 35 - Survivors and Dependents Educational Assistance Program
- VRAP - Veterans Retraining Assistance Program

Veterans may be eligible for priority registration for 15 years following the discharge from active duty. In order to be eligible, veterans must take a copy of their DD214 discharge papers to RCC Veterans’ Services or Admissions office. Active duty military need to show proof of their military ID and orders. Staff there will tell eligible veterans/active duty their priority registration dates.

Veterans seeking to use VA Educational Benefits apply online to the VA at www.gibill.va.gov for their Certificate of Eligibility. One copy must be given to the Veterans’ Services office at Riverside City College (RCC).

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 the College’s policies and procedures in order to enroll and be certified for payment. Veterans apply online to Riverside City College and complete any required assessment testing and/or online orientation. Veterans may also be eligible for other financial aid and are encouraged to submit the FAFSA (Free Application for Federal Student Aid) online at www.fafsa.ed.gov.

Before a VA Student Education Plan (SEP) can be developed, all transcripts must be received by RCC in order to have prior credit evaluated. Transcripts must be official, sealed and printed less than
90 days ago. After transcripts are received, veterans need to call the RCC Veterans’ Office to request to have their VA SEP prepared. Students will receive an email at their RCC email account to meet with a counselor to go over and pick up the VA SEP. After receiving the VA SEP, veterans can register for approved classes on or after registration date/time. Check the VA website www.gibill.va.gov for the listing of VA approved programs at RCC.

After registering, veterans must turn in the Veteran’s Statement of Responsibility (Blue Sheet) to the RCC Veterans Services office. This “Blue Sheet” is required in order for enrollment certification to be submitted to the VA; the process may take 2-3 weeks. This form must be submitted to the College every term in order to request benefits and to avoid being dropped for non-payment.

Veterans’ assistance is available in the Administration Building, Room 124.

Contact the RCC Veterans’ office at (951) 222-8607, veterans@rcc.edu, or www.rcc.edu for more information.

WORKFORCE PREPARATION

Workforce Preparation at Riverside Community College District (RCCD) offers a wide range of services and programs to assist current and former welfare (TANF) recipients, at-risk youth, and youth in foster care to prepare for academic achievement, employment, and attaining self-sufficiency. The programs directed by Workforce Preparation include the CalWORKs Program, the Workforce Preparation Skills Classes, Foster and Kinship Care Education Program, Riverside Gateway to College Early College High School, College Connection, Completion Counts, Title V - Pathways to Excellence, and the Independent Living Program (ILP@RCC). The following programs outlined are some of the ways in which Workforce Preparation is meeting the challenge of implementing various programs to aid disadvantaged students or potential students.

CalWORKs Program

Workforce Preparation offers the CalWORKs Program funded through the Chancellor’s Office of the California Community Colleges. CalWORKs is designed to promote self-sufficiency through employment and education. The population that is eligible to receive services via CalWORKs is TANF (Temporary Assistance for Needy Families) recipients with minor children. Welfare recipients face a five-year lifetime limit, and CalWORKs is one of the ways California is meeting the challenge of welfare reform. Many current CalWORKs students could not get the education they need to break the cycle of poverty and dependency without such assistance. The Workforce Preparation staff continues to seek additional CalWORKs-eligible students so that support services can be provided to ensure their success in school and the workplace. To date, more than 6,300 students have received support services through the CalWORKs Program with new CalWORKs students enrolling each week.

Services available include:
- Career and academic counseling
- Educational and occupational assessments
- Priority registration
- Intensive case management
- Work Study opportunities
- Job placement
- Skill-building courses

Through the Riverside County GAIN program, CalWORKs students participating in approved welfare-to-work plans may receive supplemental services such as:
- Childcare
- Transportation
- Textbooks and materials
- Parking permits

For more information please contact the Welcome Center at 951-222-8574.

College Connection

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

Completion Counts

Riverside City College (RCC), the City of Riverside, Alvord Unified School District (AUSD), Riverside Unified School District (RUSD), and the Greater Riverside Chambers of Commerce (GRCC), are partners in a concerted effort to improve college-going and college completion rates. Funded by the Bill and Melinda Gates Foundation, this partnership is committed to building a college-minded culture and creating systemic change to improve college-readiness, college going rates, degrees and certificates with value in the marketplace and employment outcomes for ages 16-26. Additionally, the goal is to raise the number of college graduates in Riverside.

Graduating seniors from AUSD or RUSD high schools have an opportunity to “opt-in” to the 2 Year Guarantee Contract offered by RCC. In order to be eligible, students must place into English 50 (or higher) and Math 35 (or higher), complete a Free Application for Federal Student Aid (FAFSA), enroll in 15.0 units each semester, maintain a 2.0 GPA, and take English and math their first semester at RCC. Students will meet with a counselor each semester. Students unable to complete the FAFSA may speak with the Welcome Center to find an alternative way to fulfill that requirement. PLEASE NOTE: Various deadlines will be in place to ensure students have completed all of the necessary steps so they can take advantage of the early registration this program offers.

Additionally, students can find helpful information on the www.College311.org website. This is a free website designed to help students and families navigate their way through the K12 system as well as college.

New or returning students can get assistance with the steps to enrolling at RCC at the Completion Counts’ Welcome Center. Types of services include assistance with: RCC application, WebAdvisor, RCC email, financial aid questions, and career information. For more information please contact the Welcome Center at 951-222-8574.
Foster/Kinship Care Education (FKCE) Program
The Foster and Kinship Care Education Program (FKCE) provides the continuing training/education hours that foster parents are mandated to receive each year in order to retain their license with the County of Riverside. Family caregivers are not required to attend training, but are strongly encouraged to do so. RCC provides a minimum of 150 training hours each year on topics including, but not limited to, child development, attachment, impact of abuse and neglect, special needs children, positive discipline, self esteem, etc. Classes are open to others who care for children including childcare providers, teachers, and social workers, and are provided free of charge. Workshops are held at off-campus locations throughout Riverside County. For more information call (951) 222-8198.

Gateway to College Early College High School
Located at Riverside City College, Gateway to College Early College High School is a California public charter school that serves at-risk youth, 16 to 20 years old, who have dropped out or are near dropping out of high school. The school program gives students the opportunity to earn a high school diploma while earning college credits and achieving college success. Students simultaneously accumulate high school and college credits, earning their high school diploma while progressing toward college transfer, an associate degree, and/or occupational certificate.

Gateway to College students learn how to succeed in an educational setting, under the guidance of a caring team of instructors and student support specialists with experience and interest in at-risk youth. In their first term, students take foundational courses as part of a learning community. This experience builds their academic and personal skills, preparing them for college courses with the general student population. During the foundation term, students take reading, writing, and math, plus a college survival and success class where students learn how to take effective notes, study for tests, and juggle school, work, and family life. After completing the foundation term, students take a career development class to help them focus their academic goals and select a major. They also begin taking classes on the comprehensive campus. For more information please call (951) 222-8934.

Independent Living Program
The Workforce Preparation Department’s Independent Living Program (ILP) is a partnership between Riverside City College and Riverside County Department of Public Social Service. The Independent Living Program provides training, advocacy, mentoring, and support services to assist foster youth, age 16-21, in developing pathways to success in areas including education, employment & career development, health & safety, and housing. Our primary mission is to assist current and former foster youth transition from full support to independence. Utilizing an individualized approach with training workshops and linkage to community resources youths are provided with a wide range of services designed to provide youth with the tools to be successful. For more information, call (951) 222-8648.

Skills Classes
The Skills Classes are open to all students. Workforce Preparation offers open-entry Skills Classes to students in reading, writing, math and computer applications technologies, to enhance success in the workplace and in further college courses. The Skills Classes are presented in a student paced, instructor-led format with multiple entry dates every week throughout most of the semester. Depending upon the class, there are multiple course offerings per day. Instructors are student-centered and class sizes are relatively small. We serve a diverse student population who seek to develop workplace skills through occupational training, degree, or transfer programs. The Skills Classes are offered only at Riverside City College. For more information, please see the schedule of classes or call (951) 222-8648.

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

ACADEMIC SUCCESS GUIDE
Academic Counseling (951-222-8440 / Cesar Chavez Building) Counseling provides guidance for entering students, general academic counseling and education plans as they work toward completion of a certificate, degree, or transfer plan.

CAP Program (951-328-3820 / QD 15)
The Community for Academic Progress (CAP) Program allows students to enroll in a “learning community” which includes group/paired courses that share common themes, activities, and assignments, resulting in a rewarding academic experience.

Center for Communication Excellence (CCE) (951-222-4181 / AD 125)
The CCE offers support and faculty tutoring, in the area of communication concepts and skills such as oral, written, interpersonal and group projects for all RCC students.

Computer Skills (951-222-4133 / MLK, 2nd Floor) The Computer Skills lab offers support for information processing and knowledge of basic computer applications to all RCC students. In addition, students can complete required lab hours for CIS, CAT, BUS, and ACC courses.

English as a Second Language (ESL) Lab (951-222-8632 / MLK, 1st Floor) The ESL lab offers support and faculty tutoring in listening, speaking, writing, and reading for all RCC students who need to improve their English language skills or are second language learners.

Honors Program (951-222-8562 / QD 207)
The Honors program offers a dynamic and enriched learning community for highly-motivated RCC students looking to transfer to four-year institutions.
HOME Room/Ujima (951-222-8130 / AD 126)
The HOME Room is an engagement center focused on helping students become scholars, understand the African-American experience, and get involved in on-campus and community activities to implement and inspire civic change.

Library/Research Workshops (951-222-8652 / 2nd Floor–Reference Desk)
The library provides research skills training and assistance including accessing scholarly information online and in print, and/or citing sources.

Math Learning Center (951-222-8000 ext. 4100 / MLK, 3rd Floor)
The MLC offers support and faculty tutoring in the area of mathematics and computation skills.

Puente Program (951-222-8459 / Cesar Chavez Building, Office 116)
The Puente Program is a learning community incorporating Chicano/Latino literature and personal development courses in a one-year program. The goal of the program is transfer to a four-year university or college and successful completion of a bachelor’s degree program.

Science Technology Engineering Mathematics (STEM) Program (951-222-8542 / MLK 222)
The STEM center provides access to faculty, discussion and study space for STEM students.

Student Email/WebAdvisor Assistance (951-222-8574 / LVKN D6)
The Welcome Center provides students assistance with college applications, adding and dropping courses, student email, college tours, registration, and WebAdvisor.

Tutorial Services (951-222-8169 / DL 112)
Tutorial Services offers free one-to-one and small group tutoring sessions to assist students in achieving academic success through the use of peer tutors.

Veterans Resource Center (951-222-8607 / AD 124)
The Veterans Center provides assistance to Veterans seeking educational benefits and resources.

Writing and Reading Center (951-222-8632 / MLK, 1st Floor)
The WRC provides faculty and tutorial support for students completing required lab hours for ENG, ESL, and REA courses. Students enrolled in content-area courses can receive support from the lab through enrollment in supervised tutoring and WRC clinic courses.