Moreno Valley College

Dr. Cynthia Azari
Interim Chancellor

Dr. Sandra Mayo
President, Moreno Valley College

BOARD OF TRUSTEES

Virginia Blumenthal ............................................ President
Janet Green .................................................. Vice President
Samuel Davis .................................................. Secretary
Mary Figueroa ................................................. Trustee
Nathan Miller ..................................................... Trustee
Jared Snyder ..................................................... Student Trustee, 2013-2014

All information contained in the 2013-2014 Student Handbook is current as of June 2013. Although every effort has been made to ensure accuracy of the information in this handbook, students and others who use this handbook should consult with a counselor, dean, department chair or program directors for recent additions, deletions or changes. Updates can also be found online at www.rcc.edu.

The Riverside Community College District complies with all federal and state rules and regulations and does not discriminate on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (f) of Section 422.6 of the California Penal Code, or any other status protected by law. This holds true for all students who are interested in participating in education programs and/or extracurricular school activities. Limited English speaking skills will not be a barrier to admission or participation in any programs. Harassment of any employee or student with regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (f) of Section 422.6 of the California Penal Code, or any other status protected by law is strictly prohibited. Inquiries regarding compliance, and/or grievance procedures may be directed to the District’s Title IX Officer/Section 504/ADA Coordinator, Ms. Chani Beeman, 450 E. Alessandro Blvd., Riverside, CA 92508. (951) 222-8039.

Alternate formats for this material are available to individuals requiring disability accommodation. Please contact Eugenia Vincent, Dean of Student Services at (951) 571-6335 or the office of Diversity, Equity and Compliance at (951) 222-8039.
Dear Moreno Valley College Student,

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

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

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

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

Wishing you much success!

Sandy Mayo
President

Mission Statement

Responsive to the educational needs of its region, Moreno Valley College offers academic programs and student support services which include baccalaureate transfer, professional, pre-professional, and pre-collegiate curricula for all who can benefit from them. Life-long learning opportunities are provided, especially in health and public service preparation.
CODE OF STUDENT CONDUCT STATEMENT
This is a shared space that promotes learning, positive social interaction, and support services for members of our college community.

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

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

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

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

CODE OF STUDENT CONDUCT STATEMENT FOR CERTIFICATE PROGRAMS
Students in public safety programs and other professional programs are expected to know and be held accountable to strict levels of professional conduct, ethics, and performance standards, in accordance with program certifications, rules and regulations. For more information, please contact the director of the program in which you’re interested.

Lourdes Davis, Administrative Assistant, (951) 571-6163.

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

For College Safety & Police assistance, including our complimentary escort services, please contact the dispatch number at (951) 222-8171
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Departments & Programs

Admissions & Records ......................... (951) 571-6101
Admissions and Records plays a valuable role in your college education by taking you from application to graduation.

Assessment Center .............................. (951) 571-6492
The results of the test plus other academic background information produce a placement which will give students and counselors an indication of each student’s starting points in these subjects.

Ben Clark Public Safety Training Center (951) 571-6300
The Ben Clark Training Center is an off-site center located approximately 10 miles east of Moreno Valley College that provides training in EMS, Fire Technology, and Law Enforcement.

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

CalWORKs ................................. (951) 571-6154
The CalWORKs program at MVC is designed to promote self-sufficiency through employment, education and community collaboration for students receiving CalWORKs from a county welfare department.

Career & Transfer Center ..................... (951) 571-6205
The MVC Career and Transfer Center is firmly committed to assisting students in being successful and achieving their academic and career goals.

Counseling ................................. (951) 571-6104
The Moreno Valley College counselors are committed to providing students with a broad range of options as well as specific guidance in career planning, evaluation, academic choices, and direction.

Disabled Student Services ............. (951) 571-6138
The Office of Disabled Student Programs & Services (DSP&S) provides appropriate, comprehensive, reliable and accessible services to students with documented disabilities who request such services.

EOPS/CARE ................................. (951) 571-6253
Funded by the State of California, the Moreno Valley College EOPS program provides academic support services for financially and educationally disadvantaged students.

Health Services ............................. (951) 571-6103
Health Services provides a caring place where a program of health education and services is available to improve student retention and success in college.

Puente Program ............................ (951) 571-6240
The Puente Program is an academic and community leadership program designed to help students transfer to four-year colleges and universities.

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

Student Activities ......................... (951) 571-6105
Moreno Valley College offers many opportunities to become involved in campus life, whether joining student government or becoming a member of one of our many campus clubs.

Student Employment ....................... (951) 571-6265
Student Employment is dedicated to provide students with meaningful work experience aimed at enhancing college and career goals, while providing supplemental financial support.

Student Financial Services ............... (951) 571-6139
College Code 041735
The Student Financial Services (SFS) department at Moreno Valley College strives to assist students in reaching their educational goals by providing information and applications for financial assistance programs.

Student Support Services ............... (951) 571-6275
The Student Support Services (SSS) program offers qualifying students a strong academic support system and learning community that will assist them in mastering their college transitions.

Tutoring ................................. (951) 571-6167
Tutorial Services provides a supportive learning environment to all students seeking academic support. We strive to help our students better prepare for classes and develop the skills necessary for a successful college career.

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

Veterans’ Resource Center .......... (951) 571-6247
The Veterans’ Services at Moreno Valley College is dedicated to serving all veterans as they have served us: with dignity, respect, and honor.
## Important Dates for Summer 2013

### 6 Week Day & Evening Classes
**June 17–July 26, 2013**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 24</td>
<td>Last day to submit an application and complete AOC (if applicable) to receive a registration appointment according to the Order of Registration.</td>
</tr>
</tbody>
</table>
| April 26   | Summer registration appointments can be found on WebAdvisor at the colleges’ websites:  
- Moreno Valley College – www.mvc.edu  
- Norco College – www.norcocollege.edu  
- Riverside City College – www.rcc.edu |
| May 20     | Registration begins for continuing students who attended in SPR13 based on the Order of Registration. |
| June 2     | Admission application deadline: Last day admission applications are accepted for the SUM13 term. |
| June 10    | Fee payment deadline: Students who registered on or before June 3 must pay fees by this date or they will be dropped from unpaid classes. |
| June 17    | First day of the summer term. Check WebAdvisor for add/drop and refund deadlines. |
| June 17    | Graduation applications: First day to apply for an associate degree or certificate for SUM13, FAL13, WIN14 and SPR14. The last day applications are accepted during the summer term is July 15. Applications are available online on WebAdvisor at the colleges’ websites:  
- Moreno Valley College – www.mvc.edu  
- Norco College – www.norcocollege.edu  
- Riverside City College – www.rcc.edu |
| July 4     | Holiday and/or classes not in session. |
| See WebAdvisor | Last day to add most full term classes – 20% of class meetings.  
Last day to elect Pass (P) - No Pass (NP) for most full term classes.  
Last day to drop most full term classes without a “W”.  
Last day to drop with a refund. |
| July 15    | Graduation applications: Last day to apply for an associate degree or certificate during the SUM13 term. |
| July 26    | Summer classes end.  
Grades are available on WebAdvisor. If grades are not posted by this time, contact the instructor or the academic department. Grades may be available earlier, but please do not call prior to this date. |

### ADD, DROP & REFUND DEADLINES
Refer to WebAdvisor for add, drop, and refund deadlines  
(click on Class Name/Deadlines) or check the Schedule of Classes online for add deadlines.

It is the student’s responsibility to be aware of deadlines and to add or drop on time during office hours and by 5:00 p.m. on WebAdvisor at the colleges’ websites.

**STUDENTS WILL BE DROPPED FROM UNPAID CLASSES PER DEADLINES.**

**ACCESS WEBADVISOR FOR UP-TO-DATE CLASS INFORMATION THROUGH ANY OF OUR COLLEGE WEBSITES:**
- Moreno Valley College - www.mvc.edu  
- Norco College - www.norcocollege.edu  
- Riverside City College - www.rcc.edu
## Important Dates for Fall 2013

**August 26–December 14, 2013**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 25</td>
<td>Last day to submit an application and complete AOC (if applicable) to receive a registration appointment according to the new Order of Registration.</td>
</tr>
<tr>
<td>June 27</td>
<td>Fall registration appointments can be found on WebAdvisor at the colleges’ websites:</td>
</tr>
<tr>
<td></td>
<td>• Moreno Valley College - <a href="http://www.mvc.edu">www.mvc.edu</a></td>
</tr>
<tr>
<td></td>
<td>• Norco College - <a href="http://www.norcocollege.edu">www.norcocollege.edu</a></td>
</tr>
<tr>
<td></td>
<td>• Riverside City College – <a href="http://www.rcc.edu">www.rcc.edu</a></td>
</tr>
<tr>
<td>July 22</td>
<td>Registration begins for continuing students who attended in SPR13 and/or SUM13 based on the Order of Registration.</td>
</tr>
<tr>
<td>August 5</td>
<td>1st fee payment deadline: Students who registered on or before July 29 must pay fees by this date or they will be dropped from unpaid classes.</td>
</tr>
<tr>
<td>August 11</td>
<td>Admissions application deadline: Last day Admissions applications are accepted for the FALL 13 term.</td>
</tr>
<tr>
<td>August 19</td>
<td>2nd fee payment deadline: Students who registered on or before August 12 must pay fees by this date or they will be dropped from unpaid classes.</td>
</tr>
<tr>
<td>August 26</td>
<td>First day of the fall term. Check WebAdvisor for short-term, late start or fast-track classes.</td>
</tr>
<tr>
<td>August 26</td>
<td>Graduation applications: First day to apply for an associate degree or certificate for FAL13, WIN14, or SPR14. The last day applications are accepted during the fall term is October 15. Applications are available online on WebAdvisor at the colleges’ websites:</td>
</tr>
<tr>
<td></td>
<td>• Moreno Valley College – <a href="http://www.mvc.edu">www.mvc.edu</a></td>
</tr>
<tr>
<td></td>
<td>• Norco College – <a href="http://www.norcocollege.edu">www.norcocollege.edu</a></td>
</tr>
<tr>
<td></td>
<td>• Riverside City College – <a href="http://www.rcc.edu">www.rcc.edu</a></td>
</tr>
<tr>
<td>September 2</td>
<td>Holiday and/or classes not in session.</td>
</tr>
<tr>
<td>September 6</td>
<td>Last day to add most full term classes. Last day to elect Pass (P) – No Pass (NP) for most full term classes (check WebAdvisor or the schedule of classes for short-term class deadlines).</td>
</tr>
<tr>
<td>September 8</td>
<td>Last day to drop most full term classes without a “W”. Last day to drop most full term classes with a refund. Check WebAdvisor for short term class deadlines.</td>
</tr>
<tr>
<td>October 15</td>
<td>Graduation applications: Last day to apply for an associate degree or certificate during the FAL13 term.</td>
</tr>
<tr>
<td>November 11</td>
<td>Holiday and/or classes not in session.</td>
</tr>
<tr>
<td>November 15</td>
<td>Last day to drop most full term classes with a “W” (check WebAdvisor for short term class deadlines).</td>
</tr>
<tr>
<td>November 28-30</td>
<td>Holiday and/or classes not in session.</td>
</tr>
<tr>
<td>December 8-14</td>
<td>Final examinations</td>
</tr>
<tr>
<td>December 19</td>
<td>Grades are available on WebAdvisor. If grades are not posted by this time, contact the instructor or the academic department. Grades may be available earlier, but please do not call prior to this date.</td>
</tr>
</tbody>
</table>
### Important Dates for Winter 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 30</td>
<td>Last day to submit an application and complete AOC (if applicable) to receive a registration appointment according to the Order of Registration.</td>
</tr>
<tr>
<td>November 1</td>
<td>Winter registration appointments can be found on WebAdvisor at the colleges’ websites:</td>
</tr>
<tr>
<td></td>
<td>• Moreno Valley College – <a href="http://www.mvc.edu">www.mvc.edu</a></td>
</tr>
<tr>
<td></td>
<td>• Norco College – <a href="http://www.norcocollege.edu">www.norcocollege.edu</a></td>
</tr>
<tr>
<td></td>
<td>• Riverside City College – <a href="http://www.rcc.edu">www.rcc.edu</a></td>
</tr>
<tr>
<td>November 18</td>
<td>Registration begins for continuing students who attended in FAL13 based on the Order of Registration.</td>
</tr>
<tr>
<td>December 16</td>
<td>Admission application deadline: Last day admission applications are accepted for the WIN14 term.</td>
</tr>
<tr>
<td>December 16</td>
<td>Fee payment deadline: Students who registered on or before December 9 must pay fees by this date or they will be dropped from unpaid classes.</td>
</tr>
<tr>
<td>January 6</td>
<td>First day of the winter term. Check WebAdvisor for add/drop and refund deadlines.</td>
</tr>
<tr>
<td>January 6</td>
<td>Graduation applications: First day to apply for an associate degree or certificate for WIN14 and SPR14. The last day applications are accepted during the winter term is February 1. Applications are available online on WebAdvisor at the colleges' websites:</td>
</tr>
<tr>
<td></td>
<td>• Moreno Valley College – <a href="http://www.mvc.edu">www.mvc.edu</a></td>
</tr>
<tr>
<td></td>
<td>• Norco College – <a href="http://www.norcocollege.edu">www.norcocollege.edu</a></td>
</tr>
<tr>
<td></td>
<td>• Riverside City College – <a href="http://www.rcc.edu">www.rcc.edu</a></td>
</tr>
<tr>
<td>See WebAdvisor</td>
<td>Last day to add most full term classes – 20% of class meetings.</td>
</tr>
<tr>
<td></td>
<td>Last day to elect Pass (P) - No Pass (NP) for most full term classes.</td>
</tr>
<tr>
<td></td>
<td>Last day to drop most full term classes without a “W”.</td>
</tr>
<tr>
<td></td>
<td>Last day to drop with a refund.</td>
</tr>
<tr>
<td>January 20</td>
<td>Holiday and/or classes are not in session.</td>
</tr>
<tr>
<td>See WebAdvisor</td>
<td>Graduation applications: Last day to apply for an associate degree or certificate during the WIN14 term.</td>
</tr>
<tr>
<td>February 1</td>
<td>Summer classes end. Grades are available on WebAdvisor. If grades are not posted by this time, contact the instructor or the academic department. Grades may be available earlier, but please do not call prior to this date.</td>
</tr>
<tr>
<td>February 13</td>
<td>Last day of WIN14 term.</td>
</tr>
<tr>
<td>February 18</td>
<td>Grades are available on WebAdvisor. If grades are not posted by this time, contact the instructor or the academic department. Grades may be available earlier, but please do not call prior to this date.</td>
</tr>
</tbody>
</table>
## Important Dates for Spring 2014

**February 18–June 12, 2014**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 18</td>
<td>Last day to submit an application and complete AOC (if applicable) to receive a registration appointment according to the new Order of Registration.</td>
</tr>
</tbody>
</table>
| December 20 | Spring registration appointments can be found on WebAdvisor at the colleges’ websites:  
• Moreno Valley College - www.mvc.edu  
• Norco College - www.norcocollge.edu  
• Riverside City College – www.rcc.edu |
| January 27  | 1st fee payment deadline: Students who registered on or before January 20 must pay fees by this date or they will be dropped from unpaid classes. |
| February 3  | Admissions application deadline: Last day Admissions applications are accepted for the SPR14 term. |
| February 10 | 2nd fee payment deadline: Students who registered on or before February 3 must pay fees by this date or they will be dropped from unpaid classes. |
| February 18 | First day of spring term. Check WebAdvisor for add/drop and refund deadlines. |
| February 18 | Graduation applications: First day to apply for an associate degree or certificate for SPR14. The last day applications are accepted during the spring term is April 1. Applications are available online on WebAdvisor at the colleges’ websites:  
• Moreno Valley College – www.mvc.edu  
• Norco College – www.norcocollge.edu  
• Riverside City College – www.rcc.edu |
| February 28 | Last day to add most full term classes. Last day to elect Pass (P) – No Pass (NP) for most full term classes (check WebAdvisor or the schedule of classes for short-term class deadlines). |
| March 7     | Last day to drop most full term classes without a “W”.  
Last day to drop most full term classes with a refund.  
Check WebAdvisor for short term class deadlines. |
| March 31    | Holiday and/or classes not in session. |
| April 1     | Graduation applications: Last day to apply for an associate degree or certificate during the SPR14 term. |
| April 14-20 | Spring Break – classes not in session. |
| May 16      | Last day to drop most full term classes with a “W” (check WebAdvisor for short term class deadlines). |
| May 26      | Holiday and/or classes not in session. |
| June 5-11   | Final examinations |
| June 12     | Moreno Valley College Commencement |
| June 17     | Grades are available on WebAdvisor. If grades are not posted by this time, contact the instructor or the academic department. Grades may be available earlier, but please do not call prior to this date. |
Online Application

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

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

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

For help retrieving your username or password, click on Log In Help or call 1-800-468-6927.

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

User ID: ___________________  Password: ___________________

WebAdvisor

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

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

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

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

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

User ID: ___________________  Password: ___________________
# Going to College Is Different Than High School

## HIGH SCHOOL

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

### CLASSES
- You may study outside class as little as 0 to 2 hours a week, and this may be mostly last-minute test preparation.
- You seldom need to read anything more than once, and sometimes listening in class is enough.
- You are expected to read short assignments that are then discussed, and often re-taught, in class.

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

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

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

## COLLEGE

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

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

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

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

### GRADES
- Grades on tests and major papers usually provide most of the course grade.
- Watch out for your first tests. These are usually “wake-up” calls: to let you know what is expected—but they also may account for a substantial part of your course grade. You may be shocked when you get your grades.
- You may graduate only if your average in classes meets the departmental standard - typically a 2.0 or C.
Important College Terms

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

• THE CALIFORNIA STATE UNIVERSITY
Includes the following campuses: Bakersfield, Channel Islands, Chico, Dominguez Hills, Fresno, Fullerton, Hayward, Humboldt, Long Beach, Los Angeles, Maritime, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, and Stanislaus.

• THE UNIVERSITY OF CALIFORNIA
Includes the following campuses: Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara, and Santa Cruz.

• INDEPENDENT CALIFORNIA COLLEGES/UNIVERSITIES
Includes approximately 75 colleges/universities affiliated with an association of the same name (AICCU).

• SEMESTER SYSTEMS
Approximately 15-18 weeks of instruction offered twice a year during the fall and spring.

• QUARTER SYSTEM
Approximately 10 weeks of instruction offered three times a year during the fall, winter and spring. Some colleges offer a summer quarter.

• FULL-TIME/PART-TIME
Student’s status based on the number of units. Often used to determine fees or progress toward meeting degree requirements.

• LOWER DIVISION
Courses offered for freshman/sophomore level credit.

• UPPER DIVISION
Courses offered for junior/senior class level credit.

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

• TRANSFER PROGRAM
A community college program that provides the first two years of transferable credits (60-70 units). Preparation for the bachelor degree.

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

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

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

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

• DROP/ADD
During the first week of the semester, the student is allowed to drop a course he/she is not satisfied with and add another course to his/her schedule. At Moreno Valley College once the semester has started, students are required to obtain an authorization code in order to add a class. No signature is required to drop a class. Refer to your schedule for Drop/Add deadlines.

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

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

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

• GENERAL EDUCATION/BREADTH REQUIREMENT
Course requirements which all students are expected to meet regardless of major field. The UC, CSU and many independent colleges have articulation agreements with Moreno Valley College which allow students to complete their general education here before they transfer on to the university. More information can be obtained through the Transfer Center.

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

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

Tips for preparing for a test:
1. Find out as much information about the test as possible from the instructor:
   A. Type of test (objective, essay, true/false, etc.).
   B. The number of questions and how many points they are worth.
   C. The material to be covered.
   D. The value of the test toward the final grade.
2. Set up an exam study schedule so that you will not be overwhelmed at testing time.
3. Know your own best time to study. Most people learn best during the daylight hours.
4. Review as actively as possible. Write down information you wish to remember and highlight key concepts in your textbook. Make flash cards to assist in memorization of test material.
5. Make up an exam as if you were the instructor and then take the exam.
6. Pay attention to troublesome points. Make another list for these areas on separate flash cards.
7. Organize your thoughts for possible essay questions. Know the concept about which you are writing.
8. Avoid “cramming” for tests. This is only a temporary measure and is seldom effective.

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

After you have given some thought to the number and types of classes you would like to take, you are ready to organize your first semester of classes using the Class Schedule which is published online for fall, winter, spring, and summer. It is important to note that classes may vary in length. Some courses are offered off campus, and evening courses are designated by bold print. If you enroll in a “day” class, you must enroll in a “day” lab (when one is required.)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Days</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT-10</td>
<td>Precalculus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>College-level algebra and trigonometry preparation for calculus.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>PREREQUISITE:</strong> MAT-36 or qualifying placement level.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>47956</td>
<td>07:00AM 08:32AM MW</td>
<td>PS 104</td>
<td>R Ruiz</td>
<td></td>
</tr>
<tr>
<td>47956</td>
<td>06/20/10 07/28/10 Last day to add: 06/25/10</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(The above class, code number 47956, is an 8-week class. Please note the above dates.)

<table>
<thead>
<tr>
<th>Code</th>
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<th>Days</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT-10</td>
<td>Precalculus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>47955</td>
<td>09:20AM 10:21AM M WTH</td>
<td>PS 102</td>
<td>E Reyes</td>
<td></td>
</tr>
</tbody>
</table>

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

Note: You can shorten these time frames by taking summer or winter session courses. Don’t be discouraged by how long it will take you. Remember, each class is a real step toward your goal.

Tips That Lead To Success

- Get involved - join a club/activity
- Find a study partner or study group
- Attend all classes
- See a counselor
- Use the campus and community resources
- Talk to your professors
- Know about “office hours”
- Set realistic goals
- Take into consideration personal/family responsibilities

If You Work, Take No More Than:

- 40 hours per week: 6 units
- 30 hours per week: 9 units
- 20 hours per week: 12 units
- 5-15 hours per week: 14-16 units
## California Higher Education: Degree Ladder

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

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

### TEACHER CREDENTIALS
Not a graduate degree.  
Includes: pedagogical (how to teach) coursework & student teaching.  
1+ additional year as a full-time student.

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

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

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

### TRANSFER CURRICULUM
Can be blended with Associate's Degree  
60 units:  
General education major preparation & electives.

### SENIOR
4 years at full time.

### JUNIOR
3 years at full time.

### SOPHOMORE
2 years with 30 transferable units per year.

### FRESHMAN
1 year with 30 transferable units per year.

### These are the choices a student has after high school:
- Community College (CC)
- California State University (CSU)
- University of California (UC)
- Private Universities & Colleges (PVT)
Student Support Services Program

Student Support Services (SSS) is a TRiO program that provides eligible students with the knowledge, tools, and support necessary to earn a college degree, certificate, or to transfer to a four-year university. Program participants benefit from:

- Priority registration
- Academic tutoring
- Educational and career planning assistance
- Grant aid for qualifying students
- Support network of fellow students, staff, and faculty
- Field trips to universities and cultural activities
- Workshops on topics including: Financing Your Education, Career Exploration, and Study Skills
- Assistance completing FAFSA and university admission applications

CONTACT US
Lisa Chavez, Director
Phone (951) 571-6275
SCI 164

Office Hours: Monday - Thursday 8:00 am - 4:30 pm, Friday 8:00 am - 12:00 pm
For more information including eligibility requirements and how to apply, visit our website at: www.mvc.edu/services/sss/
Admissions and Records Mission: To provide accurate and effective services to students to meet their enrollment and registration needs.

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

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

*The first two official transcripts requested at RCCD are free. There is a fee for each additional official transcript requested. For faster service there is an additional fee for each official transcript.

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

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

Admissions and Records is located in the Student Services building, second floor.
FINANCIAL AID INFORMATION

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

This helps to determine eligibility for several programs:

1. Federal Pell Grant
2. FSEOG (Federal Supplemental Educational Opportunity Grant)
3. FWS (Federal Work Study)
4. BOGW (Board of Governors Fee Waiver)
5. Cal Grant Program
6. Federal Direct Loan Program
7. Other Grants and Scholarships

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

The new FAFSA application comes out on January 1 of each year. This application is to apply for the following academic year pending enrollment. March 2 is the deadline for Cal Grant, including Dream Act Applications for the Cal Grant. Doing your financial aid paperwork early increases your chances of having a completed file and receiving your funds early pending your eligibility.

When you consider that the maximum Pell Grant for a full-time student, with a zero Estimated Family Contribution (EFC) is $5,645, it is well worth the effort to go through the necessary paperwork. The following amounts are estimates of possible Grant awards based on full-time enrollment (12 units or more) and an EFC of Zero:

<table>
<thead>
<tr>
<th>Grant</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell</td>
<td>$5,645</td>
</tr>
<tr>
<td>FSEOG</td>
<td>$1,000</td>
</tr>
<tr>
<td>BOGW (Fee Waiver)</td>
<td>$1,380</td>
</tr>
<tr>
<td>FWS</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

This is $12,498 per academic year. It does make a big difference. These amounts are subject to change.

**The Free Application for Federal Student Aid is the first step.**

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

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

Satisfactory Academic Progress (SAP)

Qualitative Standard: All students at Riverside Community College District (RCCD) must have a cumulative Grade Point Average (GPA) of 2.0

Quantitative Standard: All students must complete a certain percentage of units attempted in order to make progress toward their goal. There are two parts to this standard:

1) Pace of progression: Students must complete at least 67% of the cumulative units attempted. If you are unable to finish your program within the maximum time frame, as explained below, you may lose eligibility for Title IV aid.

2) Maximum Time Frame: Students must also complete their educational objective (graduation, transfer or certificate) by the time they have attempted 150% of the units required for their program. This includes ALL units attempted at RCCD. A student can only receive financial assistance for a maximum of 150% of the published length of the program. Many of the programs offered at RCCD require 60 units for their completion. Thus, 90 units is the maximum for which a student can receive financial assistance (60 X 150% = 90 units). The 90 unit maximum includes one change of academic program.

Evaluation: All students will be evaluated at the end of each semester to determine if they are meeting the standards listed above.

If you have attempted less than 12 units at RCCD, then you will be required to maintain a 1.5 Cumulative GPA and must complete 50% of the courses you attempt to maintain SAP. Once you have attempted 12 or more units, you will be held to the standards above.

Maximum Time Frame Students Can Receive a Federal Pell Grant

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

What does that mean to you as a financial aid student? After receiving Pell Grants for 12 semesters of full-time enrollment, you will no longer be eligible to receive the Pell Grant. You will have to plan out your undergraduate enrollment to ensure that you can complete your educational objective prior to meeting the maximum time frame for Pell Grant payments. This regulation applies to all students’ past Pell Grant payment history.

California Dream Act

The California Dream Act will allow AB540 students to qualify for state financial assistance without a Social Security number. This applies to state funded programs and scholarships such as Board of Governors Fee Waiver (BOGW), Cal Grant, Chafee Grant and scholarships. This does not apply to any Federal programs—Pell, FSEOG Grants, Federal Work Study or loans.

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

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

For more information regarding the Student Financial Services office and our programs, please visit our consumer guide at http://www.mvc.edu/files/SFS_Consumer_Guide.pdf

The Financial Aid staff is available to assist you with your financial aid needs.
The Extended Opportunities Programs & Services (EOPS) program is a specialized program at Moreno Valley College that provides educational and financial support services to eligible students who have historically experienced economic and educational disadvantages. EOPS assists eligible students in obtaining their educational goals by providing additional support through counseling, tutoring, financial assistance, and transferring to a four-year college/university.

**EOPS Services**

- Academic, Career, and Personal Counseling
- Priority Registration
- Tutoring
- Transfer/Career Assistance
- Book Service
- Cultural and Personal Enrichment Activities

**EOPS Eligibility**

- California resident
- Enroll in 12 units or more
- Completed less than 45 units
- Quality for Board of Governors Waiver (BOGW) A or B
- Demonstrate academic challenge

* Full-load equivalency units of less than 12 units may be accepted for students with verified disabilities

**Application Period:**

- May 2013 for Fall 2013
- October 2013 for Spring 2014

* Note: If you are eligible for the program when you apply, your eligibility in the program will continue from one semester to the next if you comply with the program requirements outlined in the Mutual Responsibility Contract provided at a Mandatory Orientation.

**Documents to submit with Application:**

- Current two year or one semester Student Educational Plan from a counselor (all students must submit a copy)
- Board of Governor’s Fee Waiver (BOGW “A” or BOGW “B”) – Print out a copy of your Financial Aid Award letter from WebAdvisor
- Assessment Test Scores (all applicants, except transfer students, must take the assessment tests). If the following apply to you, bring a copy of:
  - Official or Unofficial College Transcripts (if you have attended other colleges, universities, vocational, or technical schools)
  - High School Transcripts or GED (if your high school GPA was below a 2.5 or you received a GED)
  - DSS Verification Form (if you are a current DSS student and plan to enroll in less than 12 units)
  - A Readmit Contract (if you were on dismissal from the College)
  - Court Minute Order (if you are an Emancipated Foster Youth)

**Contact Information:**

- Phone: (951) 571-6253
- E-mail: EOPS@mvc.edu
- Website: mvc.edu/services/eops
The Cooperative Agencies Resources for Education (CARE) program provides additional support services for EOPS students who are single parents with at least one child 14 years of age or younger and receiving CalWORKs/Temporary Assistance for Needy Families (TANF) cash aid benefits for themselves or their children.

CARE Services
- Academic, Career, and Personal Counseling
- Student Success and Life Skills Workshops
- Child Care and Transportation Assistance
- Educational Supplies

CARE Eligibility
- An EOPS student who is 18 years old or older
- Enroll in 12 units or more as a new CARE student
- A single head of household parent of child(ren) 14 years old or younger
- A CalWORKs/TANF participant receiving cash aid for self and/or children
* Full-load equivalency units of less than 12 units may be accepted for students with verified disabilities

Application Period:
May 2013 for Fall 2013
October 2013 for Spring 2014

* Note: If you are eligible for the program when you apply, your eligibility in the program will continue from one semester to the next if you comply with the program requirements outlined in the Mutual Responsibility Contract provided at Orientation.

Documents to submit with Application:
- Current two year or one semester Student Educational Plan from a counselor (all students must submit a copy)
- Board of Governor’s Fee Waiver (BOGW “A” or BOGW “B”) – Print out a copy of your Financial Aid Award letter from WebAdvisor
- Assessment Test Scores (all applicants, except transfer students, must take the assessment tests)

If the following apply to you, bring a copy of:
- Official or unofficial college transcripts (if you have attended other colleges, universities, vocational, or technical schools)
- High school transcripts or GED (if your high school GPA was below a 2.5 or you received a GED)
- DSS Verification Form (if you are a current DSS student and plan to enroll in less than 12 units)
- A Readmit Contract (if you were on dismissal from the College)
- Court Minute Or Order (if you are an Emancipated Foster Youth)

Contact Information:
- Phone: (951) 571-6253
- E-mail: CARE@mvc.edu
- Website: mvc.edu/services/eops
On- and off-campus student employment is available to students throughout the year. Some exceptions may be applied during the winter and or summer terms. Student employment can be granted to enrolled students eligible for the following funding levels:

a. Federal Work Study – Students who are eligible for Federal Work Study are determined eligible for FWS positions based on the completion of the Federal Application for Student Aid (FASFA). Funds are awarded until exhausted. Applying early will assist you in securing a FWS award.

b. District Employment – Students who are not eligible for FWS are encouraged to view the web site and locate District student employment positions on the college campus.

c. CalWORKs student employment – Students who are determined to be eligible for CalWORKs student employment from the CalWORKs department. Students must also be eligible for FWS to be awarded CalWORKs/FWS work-study. The positions are located on the web site. But it is recommended that CalWORKs students go to the department for updates on positions and funding.

Once students are cleared to work they may work up to 20 hours a week around their class schedule. If your supervisor needs you to work over a 20-hour week, it must be preapproved. All student workers and supervisors must follow the payroll calendar in an effort for students to get paid once a month and on time. All positions are listed on the website and posted until filled. Positions are filled based on a first-come, first-served basis. Visit the website at www.mvc.edu/services/se/.
MISSION
Health Services uses clinic and education-based programs to provide quality and reasonably priced health care, assisting a diverse student population to achieve and maintain optimum physical and psychological health, while enhancing retention and satisfaction with the college experience.

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

SERVICES
Health Services is dedicated to assisting students to achieve and maintain optimum physical, mental and emotional health. We are committed to providing quality health care at a reasonable cost.

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

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

COUNSELING
If you are feeling overwhelmed, anxious, tired, stressed, sad, depressed, like your grades are slipping, without an appetite, life isn’t fun anymore, helpless or hopeless; our psychological services team made up of a licensed marriage family therapist, psychologist interns, nurses, and doctors can help you maintain balance in your family, school and work life through counseling and medical care. Crisis counseling covers emotional crisis, domestic violence, rape crisis, anxiety management, test anxiety management, anger management, relationship issues management, depression/anxiety counseling, sleep disorders, substance abuse/use counseling, eating disorders and more. Resource referrals are available for food and housing assistance, financial assistance, medication access assistance, community mental health counseling, on-campus academic accommodations and support services. All communications are strictly confidential unless you provide consent or record release is required by law.
OUTREACH EVENTS
Outreach events covering anxiety and depression management, immunization awareness, eating disorders, breast cancer awareness, dangers of smoking, obsessive compulsive disorder, STI and AIDS awareness, heart health, diabetes and blood pressure screening, study habit development, nutrition awareness, drug and alcohol abuse awareness, healthy relationships, skin cancer detection and prevention, stress reduction, time-management skills, and more are held on a bi-monthly basis in the Lion’s Den Patio area on campus. The annual spring health fair/blood drive provides MVC students with quality vendors who promote health and bring valuable community resources to our campus.

ACCIDENT REPORTING AND INSURANCE
The health fee also supports insurance for accidents on campus.

OTHER SERVICES
• Laboratory testing
• Immunizations
• Free-over-the-counter medications
• Community referrals
• Health literature and videos
• Peer health education program

COSTS
Supported by the health fee paid at the time of registration
• Minimal fees for additional services

HOURS
Monday, Tuesday, Thursday: 8:00 am - 4:00 pm
Wednesday: 8:00 am - 5:00 pm
Friday: 8:00 am - 12:00 pm

LOCATION
PSC-6
Phone: (951) 571-6103

Moreno Valley College’s unique and vital training opportunities at the Ben Clark Public Safety Training Center (BCTC) offer one of the largest public safety training curricula in Southern California. Each year, the College prepares hundreds of students to work as law enforcement officers, firefighters, paramedics, emergency medical technicians, correctional officers, dispatchers, probation officers, and juvenile correctional counselors.

The Ben Clark Public Safety Training Center is a regional training site that provides basic and advanced training to public safety personnel. It is comprised of a partnership with Moreno Valley College, Riverside County Sheriff’s Department, California Department of Forestry & Fire Protection, Riverside County Fire Department, California Highway Patrol, and Riverside County Probation Department. Moreno Valley College at BCTC provides subject area and general education courses leading to certificates and degrees in public safety education and training, as well as emergency medical services.

For Public Safety Program information, please visit the program website at www.mvc.edu/bctc.
MISSION STATEMENT

The Moreno Valley College DSS office is dedicated to providing equal access and reasonable accommodation for all educational and programmatic opportunities at the campus. This dedication commits the College to offer opportunities to every student to develop their unique potential. We promote the idea that students pursue education beyond the curriculum, to widening horizons throughout their lifetime.

*Please note that the student must have an Admissions application to Moreno Valley College completed and have completed AOC before applying for DSS services. For a quick reference, here is the list for AOC:

- Assessment Testing
- Orientation
- Counseling (One-Semester Educational Plan)

After completing the Application for Admissions and the AOC process, here are the steps to apply for DSS services:

1. Contact the DSS office at (951) 571-6138 to make an appointment for an initial intake. The DSS office is located on the 2nd floor of the Humanities building in HM 222.
2. On the day of your intake appointment, please bring in a copy of your last Individualized Educational Plan (IEP) and Psychological Educational report from high school. If your documented disability is health related, please bring that documentation or print the Disability Verification from the DSS webpage: http://mvc.edu/files/DisabilityVerificationForm.pdf.
3. During the intake appointment, the DSS specialist will make you two appointments: The first appointment will be to see the DSS counselor to see what accommodations you qualify for and create a Student Educational Plan (if applicable). The second appointment will be with the Support Services specialist for a one-on-one tutorial on how to request accommodations.
4. Request your academic accommodations.

There are three separate checklists for students interested in DSS services: Incoming College Students, Incoming Transfer Students, and Current MVC Students. Please view the new student checklists at the following link: mvc.edu/services/dsp/newStudent.cfm

- Hours of Operation: Monday – Thursday, 8:30 am – 5:00 pm; Friday, 8:30 am – 12:00 pm
- http://mvc.edu/services/dsp/
- Location: Humanities building, 2nd Floor, HM 222.

COMMON MYTHS ABOUT DISABLED STUDENT SERVICES

- DSS services are just like the K-12 Special Education services.
  - College support services are just that: SUPPORT SERVICES.
  - K-12 Special Education is much more structured for students. Staff and teachers utilize a more hands-on approach to providing services to the students. Also, staff communicates primarily with parents/guardians about the student’s educational needs.
  - College support services emphasize self-advocacy and independence of the student. This also means communication directly with the student in regards to accommodations and other services.
- College courses are modified in order to ensure success for students with disabilities.
  - Fundamentally altering academic standards goes against the Americans with Disabilities Act (ADA).
  - ALL students must be able to benefit from course offerings and must be able to comprehend at a college level.
  - Example: A student with a documented disability receiving 1.5x and 2x on an exam or quiz does not have an advantage over a student without the extended time. Both students have the same chance of passing the exam.


DSS Eligibility Requirements

Types of disabilities accommodated by DSS:

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

Contact Information:

Kimberly L. Brooks, DSS Specialist
Theresa Pham, Support Services Specialist
Joe Gonzales, Support Services Specialist Aide
Alex Ygloria, Counselor/Learning Disabilities Specialist
Information regarding services can be found at www.mvc.edu/services/dsp
Moreno Valley College welcomes all Veterans of the U.S. Armed Forces. The following are some of the VA Educational Benefits that are offered to Veterans and dependents:

- Chapter 33  Post 9/11 GI Bill
- Chapter 30  Active Duty Educational Assistance Program
- Chapter 31  Veterans Administration Vocational Rehabilitation
- Chapter 35  Dependent’s Educational Assistance
- Chapter 1606  Selected Reserve Educational Assistance Program
- Chapter 1607  Reserve Educational Assistance Program

Veterans must apply for their educational benefits through the VA at www.gibill.va.gov. Students must also submit their RCCD application online at www.mvc.edu. Assessment and Orientation are required for new college students; transfer students must submit all their official transcripts (including military) to the Counseling department. Transcripts must be official, sealed in an envelope less than 90 days old addressed to the Veterans Resource Center.

When the above process is complete, students will receive a Veterans Counseling Referral form to set up an appointment with the VA counselor to complete a VA Student Educational Plan. Once you are enrolled in classes for the semester, submit your Veterans Statement of Responsibility form to the Veteran’s Services department which is available on the website at www.mvc.edu/services/veterans.

Veteran’s Resource Center is located on the third floor of the Library building, room 316.
Phone: (951) 571-6247
Fax (951) 571-6188
veterans@mvc.edu

Check our website for current information and office hours at www.mvc.edu/services/veterans.
The Most Textbook Choices:

**Rental:** Highlight, take notes and make them your own.

**Used:** Save 25% off the new price. Sell your used books back and get up to 50% cash back.

**Old e-Textbooks:** Save up to 60%. Instant download right from the College Bookstore website. Download the free eTextbook application for PC and MAC at nookstudy.com/college.

**New:** A fresh start to the new semester. Sell your new textbooks back to us and get up to 50% cash back. Easy ordering through WebAdvisor: select “Order Textbooks” under the registration menu.

**Please note:** The last day for a full refund on textbooks is one week from the day the class starts or 30 days from the class start day with proof of withdraw.

**Cash For Books:**
1. Highlighting and notetaking is perfectly OK, but remember to keep the book in good condition
2. Finals week is the best time to sell back your books for cash.
3. We’ll buy your books back year ‘round no matter where you bought them.
4. Always bring your Student ID card to sell back your books.

**Your on-campus source for:**
- Scantrons & Bluebooks
- School supplies
- School spirit apparel & gear
- Drinks, snacks & more

www.mvc.edu/bookstore
Like us @ facebook.com/MVCBookstore:

Graduation Announcements and Caps & Gowns

Announcements are available May 1st. Standard etiquette is to send out announcements as early as possible. Caps & gowns are available beginning mid-May. For Certificate recipients, a cap and gown are needed for the graduation ceremony. For Associate Degree recipients, a cap, gown, tassel, and hood are needed. Degree recipients achieving Distinction or Great Distinction are eligible to purchase a gold tassel or honor cord, respectively.
Assessment Test at MVC!

We want to help ensure our students choose appropriate coursework, especially when they are just starting out. The Matriculation process exists to help students make better, more informed educational choices that will help them achieve their educational goals in a timely manner. As part of the Matriculation process, the assessment test is an important tool to measure student levels of English, Math, and Reading. The results of the test plus other academic background information produce a placement which will give students and counselors an indication of each student's starting points in these subjects. It is important to follow your placements because many of them include prerequisite courses you must take before you can be admitted to more advanced classes. These prerequisites are strictly enforced.

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

Placement tests are available by appointment only. Appointments may only be made at your home college location. Therefore, students must receive their student services (such as assessment and counseling) at their self-chosen home college. (You chose a home college when you submitted your online admissions application.) For your convenience, an appointment may be made online at www.mvc.edu/assessment/ or in person at the Assessment Center located on the first floor of the Student Services building room 107. Please visit our website to find our hours of operation.

Moreno Valley College has two locations where students may take their Assessment test. Students may take tests at the Moreno Valley College or MVC Ben Clark Assessment Center located at the Ben Clark Training Center. To see when the Assessment Centers are offering tests, please visit www.mvcsp.com/assessment/.

Students are required to present photo identification in order to test; a state or federal issued driver’s license or ID is preferred, but passports and high school ID are also acceptable. In order to preserve a comfortable and quiet testing environment, only students taking the test can remain in the Assessment Center.

Assessment tests are meant to be a one-time only assessment of your skills and abilities upon your initial entry into the College. You can learn more about the Assessment Test and get helpful tips to help you prepare for the test at www.mvc.edu/assessment/prep.cfm. If none of the above answers your questions, you can call us at (951) 571-6492.

Quick Links:
Appointments:  http://esars.rcc.edu/Moreno/Assessment/index.htm
Accuplacer Sample Test:  http://mvc.edu/assessment/sample.cfm
ESL Test Information:  http://mvc.edu/assessment/esl.cfm
STEM is a support service for students interested in pursuing fields in Science, Technology, Engineering and Math. This also includes some health fields such as RN, Physician Assistant, and Dental Hygiene.

What is the STEM Student Success Center (SSSC)?
The STEM Student Success Center at MVC provides academic support in a social learning environment. It is 100% funded through the U.S. Department of Education under Title III/STEM. One of STEM’s goals is to increase the number of students who pursue STEM majors and also to increase the number of students who transfer to a university.

STEM RESOURCES AVAILABLE:
- Laptops with Internet access
- Specialized counseling
- Career and transfer services
- Resource library
- Study space
- Supplemental instruction
- Workshops
- University representatives
- Website

Contact Information
For additional information about the STEM Student Success Center, to schedule a counseling or university representative appointment, view upcoming events or learn about STEM resources please contact us at:

Location: Science & Technology building, room 151 (next to the computer lab)
Phone: (951) 571-6363
Email: mvcestem@mvc.edu
Website: www.mvc.edu/stem
Facebook: www.facebook.com/STEM.MVC
Sharepoint: www.mvcsp.com/stemclub
Office Hours: Monday - Thursday, 8 am - 7 pm

Friday 8 am - 4:30 pm.
The Moreno Valley College Upward Bound Math and Science (UBMS) is part of the federal TRiO programs. TRiO programs have a rich history dating back to 1964, and continue to open the door of opportunity and access to higher education for eligible students across the country regardless of race, ethnicity, or culture.

UBMS is a federally funded grant from the U.S. Department of Education and serves a cohort of 60 students who attend Vista Del Lago High School in Moreno Valley Unified School District. Recognizing that STEM-related careers make up one of the fastest-growing segments of the 21st century marketplace and by 2018, STEM occupations will account for about 8.6 million, the UBMS is designed to strengthen the math and science skills of participating students. The goal of the program is to help students recognize and develop their potential to excel in math and science and to encourage them to pursue postsecondary degrees in math and science, and ultimately careers in science, technology, engineering, and math (STEM).

Many of the students in UBMS are potentially first-generation college graduates (i.e., neither natural/adoptive parent/legal guardian with whom the student is living has received a bachelor [four-year] degree at the time student is accepted). There is no cost to students to participate!

Students in UBMS have opportunities to connect with several services and benefits, including:

- Hands-on/interactive STEM activities
- Academic Support, Tutoring, and supplemental instruction in mathematics, laboratory sciences, composition, literature, and foreign languages
- Mentoring and special guest lecturers
- Academic advising
- Career exploration and aptitude assessment
- Exposure to research and internship opportunities
- Information on financial aid and economic literacy
- Assistance in completing college, financial aid, and scholarship applications
- Exclusive academic preparedness, leadership development, and student development opportunities
- Educational and cultural outings
- SAT/ACT/Test Prep
- Access to Computer Lab
- College exploration and field trips
- Individualized support
- Writing assistance
- 6-week Interactive Summer Experience
- Family workshops

For more information, please contact:

Micki Poole Clowney
(951) 571-6382 or (951) 233-3719

Angel Orta-Perez
(951) 571-6379 or (951) 235-6240

You can also check our website for more information at www.mvc.edu/services/ubms.
Clubs and Organizations

There are approximately 20 clubs and organizations representing a wide variety of academic and career pursuits, as well as special interests at Moreno Valley College. Some of the clubs/organizations include: Art Club; Dental Hygiene Organization; Fire Technology Organization; Gospel Singers; Green Health Club; Human Services Club; Karate Club; Lesbian, Gay, Bisexual, Transgender, Straight Alliance Club (LGBTSA); MVC Scholars Club; Physicians Assistants Society Organization; Puente; Renaissance Scholars Program Club; Student Government; and Students for Christ.

Associated Students of Moreno Valley College (ASMVC) - Student Government

Moreno Valley College has one of the most active student government programs in the country. In addition, the Associated Students produces a Homecoming extravaganza, Halloween Valley events, and cultural events as well as many other successful activities for the surrounding community of Moreno Valley.

The Associated Students of Moreno Valley College (ASMVC) is responsible for representing the social, political and educational concerns of our students. The goal is to provide student leaders with skills beyond what they learn in the classrooms. Interpersonal communication, budget control, entrepreneurial skills, creativity, and activity planning are just a few of the skills that our very active student leaders learn. The student government is comprised of three main branches: the Executive Branch, the Legislative Branch, and the Judicial Branch. The Student Activities Coordinator serves as advisor to these groups/organizations.

The Executive Branch consists of the following elected positions: Student Body President and Vice President, and appointed officers consisting of the Student Director and Co-Directors of the Board of Commissioners and the Multicultural Advisory Council and student commissioners who handle a wide range of activities on campus. The Executive Cabinet meetings vary by campus.
The Legislative Branch is composed of Student Senators elected by the student body. Meetings are held regularly, currently on Mondays, 12:30 - 2:30 pm in the Student Activities Center, Conference Room. The Student Senators are responsible for passing all legislation, propose amendments, and initiate programs and activities.

The Judicial Branch consists of the Student Supreme Court. A student Chief Justice presides over the Supreme Court. The Student Supreme Court rules on the constitutionality of legislation, conducts ASRCCD Student Trustee elections, College Student Body elections, and coordinates Student Forums.

The Inter-Club Council is responsible for coordinating the many activities of more than 20 active campus clubs. The clubs are the foundation for our Student Activities Program. The Inter-Club Council Student Director presides over the ICC meetings. The Coordinator of Student Activities serves as advisor to this organization. The Inter-Club Council meets on Wednesdays, 12:30 – 1:50 pm in the Student Activities Center, Conference Room.

The Multicultural Advisory Council is a microcosm of students working together to encourage educational awareness, and provides cultural programming that represents the different ethnicities who make up our MVC family and the community. The Council co-sponsors activities which assists clubs/organizations with advertising and promotions, and plans social and educational events to unite all clubs and people. Through this, the Multicultural Advisory Council fosters an appreciation for cultural differences. The Coordinator of Student Activities serves as advisor to this organization.

The Board of Commissioners aims to offer a wide variety of opportunities to students outside the classroom and helps develop a well-rounded college experience. Student Commissioners help participate in the development, planning, and execution of activities for student and neighboring communities.

The Student Trustee is the official elected representative of the Associated Students of the Riverside Community College District (ASRCCD). The ASRCCD Student Trustee is a member of the RCCD Board of Trustees. The Student Trustee also chairs the Student District Consultation Council (SDCC). Contact the Student Activities office for meeting times and locations.

How Can I Get Involved in Student Activities?
Nothing is stopping you! Get involved! You will get recognition as well as personal satisfaction for your involvement. Special recognition is awarded to those who are involved in on- or off-campus projects as college volunteers. You are eligible for recognition if you volunteer 50 or more hours in a single semester. In the past, students have organized blood drives, tutored, assisted in research, visited veterans, and organized fundraising projects.

This will be a very exciting and educational year. ASMVC looks forward to having you as part of the team. If you desire information on how to get involved, stop by the Student Activities office at Moreno Valley College.

For more information go to our website at www.mvc.edu/services/asmv.
Workforce Preparation offers the CalWORKs program, funded through the Chancellor’s Office of California Community Colleges. CalWORKs is designed to promote self-sufficiency through employment, education, and community collaboration. Students receiving CalWORKs from a county welfare department are eligible. As a result of the Welfare Reform Act in 1996, CalWORKs/TANF customers face a four-year lifetime limit, and the Community College’s CalWORKs program is one of the ways California is meeting the challenge. Many current CalWORKs students could not get the education they need to break the cycle of poverty and dependency without such assistance. As of January 2013, all persons receiving cash aid from the CalWORKs program are eligible to receive supportive service to assist with college attendance for up to 24 months. Workforce Preparation staff continues to seek additional CalWORKs eligible students to provide assistance that will improve their chances of success in school and in the workplace. Enrollment is ongoing with new CalWORKs students enrolling each week.

CalWORKs (California Work Opportunity & Responsibility to Kids)

The CalWORKs program at Moreno Valley College provides academic, personal, career, and financial aid counseling to assist students receiving CalWORKs and those in transition off CalWORKs to achieve long-term self-sufficiency through coordinated student services including: work study, job placement, child care coordination, book loan, campus and community resources, and instructional services.

Mission

To increase employability of CalWORKs students through achievement of higher education and work study experiences in order to transition from public assistance to sustained economic self-sufficiency.
Eligibility:

Note: For initial eligibility students must:
1. Complete Riverside Community College District (RCCD) Matriculation Process
2. Apply to Moreno Valley College (MVC) as Home College
3. Receive CalWORKs cash aid from County Welfare Department.
4. Submit completed MVC CalWORKs application

Note: for continued eligibility students must:
1. Maintain MVC Home College status
2. Enroll in 1 unit at MVC each semester
3. Provide proof of cash aid each semester
4. Attend an Orientation/Update Workshop each semester
5. Adhere to the Mutual Responsibility Contract

Services:

- Financial Aid, Academic, Personal, and Career Counseling
- Official College Student Educational Plans (SEPs)
- Financial Aid and GAIN approved SEPs
- Intensive Case Management
- Priority Registration
- Book Loan
- Workshops
- Attendance Verification
- Work Study and Job Placement
- Direct referrals to EOPS/CARE
- Coordination and Advocacy on and off campus
- Educational and Occupational Assessments
- Computer Lab with Internet/printing capability
- Career Pathway Planning and Linkages to labor market
- Assistance with meeting the 20/35 GAIN activity hours

Work Study:

Moreno Valley College teams up with employers to provide eligible students subsidized job training, through the CalWORKs work study program. This program benefits employers as well as students.

Eligible students must:
- Maintain a current Welfare to Work (WTW) GAIN contract on file in the CalWORKs office
- Maintain eligibility for the CalWORKs program
- Receive CalWORKs (cash aid) through a county Welfare department in California
- Meet Eligibility for Federal Work Study including half-time enrollment each semester at MVC (on-campus employment) (OR)
- Maintain enrollment in 1.0 or more units each semester at MVC (off-campus employment only)
- Attend monthly career related workshops
**Workforce Preparation**

**Labor Market Linkages**

- Career Spotlight – Professional panelists give first-hand knowledge about their professional journey.
- Job Readiness – Resume Writing, Interviewing Skills, Job Search, and Transferrable Skills.
- Job Placement – assist students to gain experience and connect to the labor market.
- Career Research – one-on-one in-depth assistance with career exploration.
- Career Pathway Planning – learning to plan for and document a career of your choice.

**Collaborations**

The MVC CalWORKs program collaborates with local county welfare departments to assist students in meeting requirements for GAIN by providing the student with needed documents, advocate on students behalf, to ensure the student receives services to assist in completing their educational goals and plans.

MVC’s Workforce Preparation Program works in collaboration with community programs, contracted with the County of Riverside Public Social Service to provide services to current and former foster youth. Moreno Valley College is committed to serving the foster youth population. The Independent Living Program offers training, advocacy, mentoring, and support services to assist current/former foster youth in developing pathways to success. Emancipation coaches are available through this community partnership, located at the CalWORKs office. Their primary mission is to assist current and former foster youth transition from full support to independence. Emancipation coaches utilize an individualized approach with training workshops and linkages to community resources. Youth are provided a wide range of services designed to provide them with the tools to be successful in college and with other important life skills.

**Contact Us**

Moreno Valley College
16130 Lasselle Street, Rm: HM 233B
Moreno Valley, CA 92551
Phone Number: (951) 571-6154 Fax: (951) 571-6405

Counselor/Coordinator: Terrie Hawthorne, MSW
Career Transfer Center

The mission of Riverside Community College District Transfer Center 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.

Resources:
- Appointments with university representatives
- Transfer fairs
- Computer access to utilize Internet resources, applications and view college/university information online.
- Library of catalogs from CSUs, UCs, private, and out-of-state universities
- Information on transfer requirements and major preparation
- Transfer Recognition Ceremony
- And much more

Career Center Services

Riverside City College Career Center’s mission is to provide encouragement and guidance to students in their various stages of the lifelong career development process. This will offer a framework for individuals to define and achieve their education and occupational goals, and prepare them for the diverse and changing economy.

Services:
- Computer access to utilize Internet
- Library of books and materials related to the job market, career trends, and industry/government job information

Contact Information:
Phone Number: (951) 571-6104
Location: Student Services, Rm. 301
Office Hours: Monday-Thursday: 8:30 am-5:00 pm
            Friday: 8:30 am-12:00 pm
            (Office hours are subject to change.)
Puente Program

The mission of the Puente Program at Moreno Valley College is to increase the number of educationally underrepresented students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors of future generations. The Puente Program has been active at Moreno Valley College since 2001 and has helped students achieve college success. Puente is open to all students and is committed to helping students develop strong writing skills, academic and personal goals, and transfer to a four-year university.

Puente Components:
Puente students commit to a rigorous two-semester English 50/80/Guidance 47 courses during the Fall term and English 1A/Guidance 48 courses during Spring term. In addition to the Puente classes, students also take additional courses to meet their full-time status. They work closely with a guidance counselor to prepare an academic plan to transfer to four-year institutions. Students also meet regularly with a professional mentor from the community.

Writing:
- A supportive and stimulating environment is provided
- Classes conducted as writing workshops; students work in small response groups
- Literary works by Chicano/Latino authors used, provoke stimulating classroom discussions, and explore the Chicano/Latino experience
- Teacher’s methods draw on the students’ cultural and character strengths

Counseling:
- Academic Counseling
  - Prepares students for transfer to four-year colleges and universities
  - Provides classroom activities to encourage personal development
  - Develops an academic educational plan and assists with career exploration and planning

Mentoring:
- A professional from the community
  - Shares personal interests as well as academic and career experiences
  - Introduces students to professional and community organizations
  - Demonstrates that success is possible without having to abandon cultural identity

The Puente Strategy:
Historically, the Moreno Valley College Puente Program has taken students to visit private and public universities and four-year colleges in Southern and Northern California. The program has successfully reached out to the community by hosting various cultural events that include mentor breakfasts, film/movie nights, and family nights. Each year professionals from the community volunteer to mentor Puente students. Formal Puente students actively serve as peer mentors on campus and in their communities.

Contact Us
Sal Soto
Counselor/Associate Professor
Puente Coordinator
(951) 571-6246
Student Services (STU) 307E

Valarie Zapata
English/Associate Professor
Puente Coordinator
(951) 571-6153
Parkside Complex (PSC) 1B
Renaissance Scholars Program

The Renaissance Scholars Program developed out of a necessity for a rebirth in the academic, cultural and historical awareness of African-American students at Moreno Valley College. Grounded in the legacy of the Harlem Renaissance, the Renaissance Scholars Program seeks to infuse students with the skills necessary to complete their specific academic or occupational based curriculum.

The Renaissance Scholars Program seeks to educate students about African cultural heritage in order to promote and uplift an African American centered consciousness. The development of the academic, professional and leadership potential of African American students is centered on seven program principles: unity, self, collective work and responsibility, cooperative economics, purpose, creativity and faith.

Mission:
The mission of the Renaissance Scholars Program (RSP) is to increase the number of educationally underserved students who enroll in our institution, earn their degrees, transfer to the four-year college or university, and return to the community as leaders and mentors to future generations.

Program Advantages:
Renaissance Scholars Program, a student services program focusing on educational excellence and cultural awareness. The program provisions include:

- Leadership Development
- Specialized Counseling and Guidance Services
- Development of Student Educational Plan
- Motivational Workshops
- How to Fund College Workshops
- Community Service
- Community and Campus Mentor Connections
- Museum Exhibits/Cultural Exhibits
- Academic Excellence Celebrations
- Peer Support/Weekly Club Meeting

Renaissance Scholars Program
LaTonya Parker
Phone: 951-571-6132
latonya.parker@mvc.edu

For more information and to download the application, go to www.mvc.edu/services/rsp.
I. Introduction
Free inquiry and free expression are essential attributes of an educational community. As members of that community, we support that each student should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truths. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the community. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the college community. Each student should endeavor to exercise their freedom with maturity and responsibility.

II. Responsibility
A. The Chief Executive Officer at the college is responsible for establishing appropriate procedures for the administration of disciplinary actions. Issues involving matters of student grievance or student discipline will be handled by the Vice President of Student Services or the Vice President of Instruction or designee.
B. The Vice President of Student Services will be responsible for the overall implementation of regulations which are specifically related to all non-academic, student-related matters.
C. The Vice President of Student Services will be responsible for overall implementation of regulations which are specifically related to class activities or academic matters.
D. The Director, Diversity, Equity and Compliance shall be responsible for the overall implementation of regulations, which are specifically related to the prohibition of discrimination, harassment and retaliation. Any complaint of unlawful discrimination (including sexual harassment) should be reported to the Director via telephone (951) 222-8039 or in writing: Riverside Community College District Office, 450 E Alessandro Blvd., Riverside, CA 92508. NOTE: Board Policy 6080 does not apply to these matters.
E. The definition 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 syllabus.

III. Matriculation Student Rights
A student has the right to the following:

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

IV. Matriculation Student Responsibilities
The student is responsible:
A. To declare an educational goal upon admission.
B. To determine an educational goal prior to admission and meet with a counselor to develop a Student Educational Plan to enroll in accurate courses.
C. To attend classes, complete assignments, and maintain progress toward a goal.

V. Disciplinary Action
Complaints, grievances or disciplinary matters should be resolved at the college level. This is the quickest and most successful way of resolving issues. You are encouraged to work through the college complaint process listed in the College’s grievance procedures first before escalating issues to any of the following resources that are identified in the attached link. http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx.
A. Any student who disrupts the orderly operation of a District college, or who violates the standards of student conduct, is subject to disciplinary action. Such action may be implemented by the Chief Executive Officer of the College or designee.
B. The various types of disciplinary actions are set forth hereafter: The District may utilize any level of discipline without previously using a lower level of discipline and may utilize more than one type of discipline in a case appropriate.
   1. Verbal Warning: This is notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
   2. Reprimand: This includes a written statement and/or a probationary period to be specified by the Chief Executive Officer of the College or designee for violation of specified rules.
The reprimand serves to place on record that a student’s conduct in a specific instance did not meet the standards expected by the District. It also specifies the steps necessary to correct the inappropriate conduct and to terminate the probation, if the probation has been imposed. A person placed on probation is notified that this is a warning and that continued conduct of the type described in the reprimand may result in further disciplinary action against the student.

3. **Social Suspension:** Social suspension limits a student’s attendance on District property to his/her scheduled class hours. This limitation of District privileges will be set forth in the notice of social suspension for a specified period of time. The imposition of social suspension involves written notification to the student(s) and, if necessary, the advisor of the organization involved and the reason for social suspension.

4. **“Temporary Suspension”:** This suspension is invoked by a classroom instructor due to student misconduct in the classroom. The student may be removed from class the day of the occurrence and the subsequent class period. If such suspension occurs, the instructor will immediately notify the appropriate Department Chairperson and/or College Dean of Instruction who will, in turn, notify the College Dean of Student Services.

5. **Interim Suspension:** Interim suspension may be invoked prior to a hearing to protect the safety and welfare of the District. This is an interim suspension from all District privileges including class attendance. Interim suspension is limited to that period of time necessary to resolve the problems that originally required the interim suspension, and in any case, no more than a maximum of ten (10) instructional days. The student will be afforded the opportunity for a formal hearing within ten (10) instructional days of imposition of the interim suspension.

6. **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.

7. **Disciplinary Suspension:** Disciplinary suspension is a suspension of all District privileges including class attendance and may be imposed by the Chief Executive Officer of the College, or designee, following a formal hearing for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action. Disciplinary suspension will not be more than ten (10) instructional days.

8. **Extended Suspension:** The Chief Executive Officer of the College, or designee, may suspend a student for good cause from all classes and activities of the District for one or more terms.

9. **Expulsion:** An expulsion is a long term or permanent denial of all District privileges including class attendance. The Board of Trustees may expel a student upon recommendation of the Chief Executive Officer of each College.

C. In cases of academic dishonesty by a student, a faculty member may take any one of the following actions:

1. The faculty member may: a) reduce the score on a test(s) or assignment(s); b) reduce the grade in the course; or c) fail the student in the course if the weight of the test(s) or assignment(s) warrants course failure. The faculty member may recommend to the College Dean of Instruction that the student be suspended from the course. If course suspension is recommended, the College Dean of Instruction will review the information regarding the charge of academic dishonesty, notify the student, consult with the faculty member regarding the recommendation for suspension, and prescribe appropriate due process procedures.

2. If the suspension is upheld, the College Dean of Instruction will make a note of the offense in the student’s educational records. A second instance of academic dishonesty may result in expulsion proceedings. Any enrollment, tuition, and other applicable fees will not be refunded as a result of disciplinary action for academic misconduct.

D. **Short-term Suspensions, Long-term Suspensions, and Expulsions.** Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

1. Notice – Within three (3) days of the date on which the Dean of Student Services, or designee, was made aware of the conduct leading to the disciplinary action, a meeting with the student will be scheduled. The student will be provided a verbal notice of the conduct warranting the discipline. The verbal notice will include the following:
   - The specific section of the Standards of Student Conduct that the student is accused of violating.
3. A short statement of the facts supporting the accusation.
4. The nature of the discipline that is being considered.

VI. Student Grievance Procedure for Student-Related Issues

The purpose of a student grievance procedure is to provide a process by which student-related issues for disciplinary matters may be resolved in a fair and efficient manner following due process. The procedure is intended to achieve an equitable solution to an issue with due regard for the rights of the student, the faculty, the student body, and the District.

Complaints, grievances or disciplinary matters should be resolved at the campus level. This is the quickest and most successful way of resolving issues. You are encouraged to work through the college complaint process listed in the College’s grievance procedures first before escalating issues to any of the following resources that are identified in the attached link. http://californiacommunitycolleges.ccco.edu/ComplaintsForm.aspx.

A. Procedure Relating to Disciplinary Action

In all cases when the Dean of Student Services of the College, or designee, has initiated disciplinary action, the student, within five (5) instructional days following notification of the action, may convey to the appropriate Chief Instructional Officer or Chief Student Services Officer of the College, in writing:

1. Concur with the decision; or
2. A grievance challenging the action.

The Chief Executive Officer of the College, or designee, would hear the challenge and provide a finding within five (5) days of receiving the written request.

Absence of any communication after the five (5) day limit from the student indicates concurrence with the decision.

For extended suspension or expulsion, the student may request a formal hearing within five (5) days of receiving a written decision from the Chief Executive Officer of the College.

Request for Hearing

Within five (5) days after receipt of the Chief Executive Officer's, or designee's, decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the Chancellor or designee.

Schedule of Hearing

The formal hearing shall be held within ten (10) days after a formal request for hearing is received.

Hearing Panel

The hearing panel for any disciplinary action shall be composed of one (1) administrator, one (1) faculty member, and one (1) student.

The Chief Executive Officer of the College, the President of the Academic Senate, and the Associated Students' President shall each, at the beginning of the academic year, establish a list of at least five (5) administrators, five (5) faculty members, and five (5) students who will serve on student disciplinary hearing panels. The Chancellor shall appoint the hearing panel from the names on this list. 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.

Hearing Panel Chair

The Chief Executive Officer of the College 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.

Conduct of Hearing

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.

The facts supporting the accusation shall be presented by the College Dean of Student Services, or designee.

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

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

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

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. 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 College representative 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.

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.

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.

The hearing shall be recorded by the College either by tape recording or stenographic recording, 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. The tape recording shall remain in the custody of the College at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.

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 considered an unavailable witness.

Within five (5) days following the close of the hearing, the hearing panel shall prepare and send to the Chief Executive Officer of the College a written decision, if the recommended discipline is regarding long-term suspension, a lesser discipline or no discipline. If the recommended discipline is regarding expulsion, then the written decision shall be sent to the Chancellor, with a copy to the Chief Executive Officer of the College. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

Chief Executive Officer’s Decision
Long-term suspension or a lesser discipline – Within five (5) days following receipt of the hearing panel’s recommended decision, the Chief Executive Officer of the College shall render a final written decision. The Chief Executive Officer may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the Chief Executive Officer modifies or rejects the hearing panel’s decision, the Chief Executive Officer 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 Chief Executive Officer of the College shall be final.

Chancellor’s Decision
Expulsion – Within five (5) days following receipt of the hearing panel’s recommended decision, the Chancellor shall render a written recommended decision to the Board of Trustees. The Chancellor may accept, modify or reject the findings, decisions and recommendations of the hearing panel for expulsion. If the Chancellor modifies or rejects the hearing panel’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. If the Chancellor’s decision supports expulsion, it shall be forwarded to the Board of Trustees.
Board of Trustees’ Decision
The Board of Trustees shall consider a recommendation for expulsion from the Chancellor 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.

The student shall be notified in writing, by registered or certified mail or by personal service, at least three (3) days prior to the meeting of the date, time, and location of the Board’s meeting.

The student may, within forty-eight (48) hours 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.

B. General Grievance Process for Matters Other than Disciplinary
Student grievances (other than for discipline) will be processed in the following manner:

1. Consultation Process
   a. Prior to any formal hearing, a student will be encouraged to contact the appropriate faculty or staff member and attempt, in good faith, to resolve the concern through the consultative process. If a student is unsure of the appropriate faculty or staff member to contact, he or she should contact the College Dean of Instruction or College Dean of Student Services for nonacademic matters, who will direct the student to the appropriate staff member. In cases where either the student or faculty/staff member prefers to meet in the presence of a third party, he/she will contact the above-mentioned administrators. The College Dean of Instruction or the College Dean of Student Services will either serve as the third party or designate someone for this purpose.

   b. If the issue is not resolved by the affected parties, the student may request an informal consultation with the appropriate department chairperson, dean or director.

   c. If the issue is not resolved with the appropriate department chairperson, dean or director, the student may request an informal consultation with the College Dean of Instruction or College Dean of Student Services.

   d. If the issue is not resolved with the appropriate dean, the student may request an informal consultation with the appropriate administrator.

      (1) For academic matters, the conference will be with the College Chief Instructional Officer.

      (2) For nonacademic matters, the conference will be with the College Chief Student Services Officer.

   e. The College Chief Instructional Officer or Chief Student Services Officer will convey a decision to all affected parties.

   f. If the issue is not resolved at the informal consultation, the student may file a formal, written grievance requesting a formal hearing within thirty (30) instructional days of hearing from the College Chief Instructional Officer or Chief Student Services Officer. The student will direct this letter to the appropriate College Chief Instructional Officer or Chief Student Services Officer. The time limit for students to file a formal written grievance will be one hundred twenty (120) days from the date of the incident giving rise to the grievance.

2. Formal Hearing
   a. Upon receipt of a written request for a formal hearing, the College Chief Instructional Officer or Chief Student Services Officer will arrange for the
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hearing within a reasonable time period not to exceed twenty (20) instructional days. The written request should contain a statement detailing the grievance to be resolved, and the action or remedy requested. The College Chief Instructional Officer or Chief Student Services Officer will forward signed copies of all written grievances to the faculty member being grieved within seven (7) instructional days.

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

c. The formal hearing will be conducted before the College Student Grievance Committee. This committee will be composed as follows:
   (1) One (1) student appointed by the College’s Associated Students College President
   (2) One (1) faculty member appointed by the College Academic Senate President
   (3) One (1) manager appointed by the Chief Executive Officer of the College
   (4) The Chief Executive Officer or his/her designee — a person who has received training in proper procedures — will serve as chair of the committee.

d. The College Student Grievance Committee will:
   (1) Set a reasonable time limit for the hearing.
   (2) Receive signed written statements from both student and faculty involved in the grievance specifying all pertinent facts relevant to the case in question, a copy of which will be given to the other party with due notification of rights and responsibilities in the procedure for disposing of the case.
   (3) Transmit to all parties a written list of intended areas of inquiry to be asked at hearings or interviews, at least seventy-two (72) hours in advance of the hearing.
   (4) Allow each party the right to be assisted at the hearing by a student or staff member of the College whose participation will be limited to directly advising the student or staff member. If there is a need for accommodation for a disability, the student must notify the appropriate College Chief Instructional Officer or the Chief Student Services Officer at least seventy-two (72) hours in advance of the hearing. The advisor may not enter into the proceeding of the Grievance Committee. In addition, each party has the right to question witnesses and testimony.
   (5) Judge the relevancy and weight of testimony evidence. The Committee will make its findings of fact, limiting its investigation to the formal allegations. It will also make recommendation for disposition of the case.
   (6) Maintain a transcript of the proceeding which will be kept in a confidential file but be available for review by either party.
   (7) Submit its findings of fact and recommended action to each party and the appropriate College Chief Instructional Officer or Chief Student Services Officer within ten (10) instructional days of the completion of the formal hearing.

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

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

g. The student, within five (5) instructional days of receipt of the College Chief Instructional Officer or Chief Student Services Officer’s decision, may appeal the decision to the Chief Executive Officer of the College. The Chief Executive Officer of the College may:
   (1) Concur with the College Chief Instructional Officer or Chief Student Services Officer’s decision
   (2) Modify the recommended decision
   (3) Recommend action to the Board of Trustees.

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

VII. Standards of Student Conduct

A. Student Conduct

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state laws and regulations.
B. Office of Primary Responsibility

1. The Chief Executive Officer of the College is responsible for establishing appropriate procedures for the administration of disciplinary actions. Issues involving matters of student grievance or student discipline follow the procedures below.

2. The Chief Student Services officer will be responsible for the overall implementation of the regulations which are specifically related to all nonacademic, student related matters.

3. The Chief Instructional Officer will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters.

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

5. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be published in all Schedules of Classes, the College Catalog, the Student Handbook, and the Faculty Handbook. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

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

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

The procedures shall be made widely available to students through the College Catalog and other means.

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

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 listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, and alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.

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 race, gender, religion, age, national origin, disability, 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.
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(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) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any district off-site class, or during any District sponsored activity, trip or competition.
   a. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.

20. Violation of the District’s Computer and network Use Policy and Procedure No. 3720 in regard to their use of any or all of the District’s Information Technology resources. The full text of the policy can be found at www.rcc.edu/administration/board/policies/6060.pdf.

21. Use of an electronic recording or any other communications device (such as walkmans, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.

22. Eating or drinking in classrooms.

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

24. Bringing pets (with the exception of guide dogs) on District property.

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

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

27. The presence in classrooms or laboratories of non-enrolled individuals (except for those individuals who are providing accommodations to students with disabilities) is prohibited without the approval of the faculty member.

C. Responsibility

1. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. Administrative Procedure 5520 deals with matters of student discipline and student grievance.

2. The Chief Student Services Officer will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters.

3. The Chief Instructional Officer will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters.
4. For matters involving the prohibition of discrimination and harassment, the concern should be referred to the District’s Diversity, Equity and Compliance Office.

5. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be published in all Schedules of Classes, the College Catalog, the Student handbook, and the Faculty Handbook. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

D. District Regulations

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

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

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

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

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

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

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

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

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

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

11. Only students enrolled in Moreno Valley College are allowed to attend classes. The presence in classrooms or laboratories of unenrolled individuals is prohibited. Occasionally, visitors to classrooms may be permitted when approved by the faculty member.
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 properly to specified activities (library privileges, football game, club activities, or other non-instructional activities) and will be delineated in a written notification to the student.

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

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

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

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

III. Actions That May Be Taken Prior to Suspension or Expulsion
The following actions may be taken by appropriate personnel prior to considering suspension or expulsion:
1. Removal from Class (Education Code Section 76032) -- Any instructor may order a student removed from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the appropriate Department Chair person and/or the Dean of Instruction, who will in turn notify the Dean of Student Services or designee. The Dean of Student Services or designee shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests it, the Dean of Student Services or designee shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Dean of Student Services or designee from recommending further disciplinary action in accordance with these procedures based on the facts which led to the removal.
2. Immediate Interim Suspension (Education Code Section 66017) -- The President or designee may order immediate suspension of a student where he
or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days.

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

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

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

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

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

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

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

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

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

4. Potential Disciplinary Actions
   a. Short-term Suspension -- Within five (5) days after the meeting described above, the Vice President of Student Services or designee shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the Vice President’s or designee’s decision 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 of evidence that the facts alleged are true.

   f. The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. In that case, and if the student wishes to be represented by an attorney, a request must be presented not less than five (5) days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the administrator may request legal 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.

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

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

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

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

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

Office of Primary Responsibility:
Provost/Vice Chancellor, Educational Services
**AP 5522 Student Grievance Process for Instruction & Grade Related Matters**

References: Education Code Section 76224, Title 5 Section 55024

I. General Provisions

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

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

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

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

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

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

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

II. Definitions

1. District -- The Riverside Community College District

2. Student -- Any person currently enrolled as a student at any college 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.

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

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

V. Appeals
  1. Either party, within five (5) days (excluding 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.

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 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

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

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

Office of Primary Responsibility:
Provost/Vice Chancellor, Educational Services
College Vice President of Academic Affairs
Moving through Math

Shaded areas indicate possible course placements

MAT-63
Arithmetic
No Prerequisite

MAT-64
Pre-Algebra
Prereq: MAT-63

MAT-65
Arithmetic & Pre-Algebra
No Prerequisite

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

MAT-53**
Geometry
Prereq: MAT-52

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

Science, Engineering or Math Majors

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

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

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

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

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

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

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

Liberal Studies or Social Science Majors

MAT-11*
College Algebra
Prereq: MAT-35

MAT-12* or 12H
Statistics
Prereq: MAT-35

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

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

**English as a Second Language**

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

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

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

**English Composition**

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

**Reading**

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

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

Shaded areas indicate possible course placement

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

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

Applying for Graduation

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

2. Login to your account.
3. Under the Academic Profile heading click on the Degree/Certificate Application link.
4. Fill out and submit your application.

APPLICATION DEADLINE: APRIL 1, 2014
Required Day for New Faculty - August 20

FLEX Day
Fall: August 21, 22 & 23
Spring: February 7

Part-time Faculty Orientation
to be arranged by college

Legal Holiday/Day of Observance

Commencement (June 12)

Classes not in Session

Summer Session 2013
June 17 - July 28 (6 weeks)
Weekend Classes: June 22 - July 28

Fall 2013
August 26 - December 14
Weekend Classes: August 31 - December 14

Winter Intersession 2014
January 6 - February 13 (6 weeks)
Weekend Classes: January 11 - February 9

Spring 2014
February 18 - June 12
Weekend Classes: February 22 - June 8

Final Exams