RIVERSIDE CITY COLLEGE

2012-2013 CATALOG
RIVERSIDE COMMUNITY COLLEGE DISTRICT
RIVERSIDE CITY COLLEGE

Dr. Gregory W. Gray, Chancellor
Riverside Community College District

Dr. Cynthia Azari, President,
Riverside City College

BOARD OF TRUSTEES

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All information contained in the 2012-13 Catalog is current as of February 2012. Although every effort has been made to ensure accuracy of the information in this catalog, students and others who use this catalog should consult with a counselor, dean, department chair or program director for recent additions, deletions or changes. Updates can also be found online at www.rccd.edu.

The Riverside Community College District complies with all federal and state rules and regulations and does not discriminate or allow harassment of any student or employee on the basis of ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) 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 educational programs, including career and technical education programs, and/or extracurricular school activities. Limited English speaking skills will not be a barrier to admission or participation in any programs. Inquiries regarding compliance and/or grievance procedures may be directed to the District’s Title IX Officer/Section 504/ADA coordinator, who is Ms. Chani Beeman, 450 E. Alessandro Blvd., Riverside, CA 92508. Telephone number: (951) 222-8039. Available in alternative formats.
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PRESIDENT’S MESSAGE

You have selected an excellent institution of higher education. Whether your goal is developing a specific skill, obtaining a credential or transferring to a university, the faculty, staff and administration at Riverside City College want your educational experience to be extraordinary. Consider this catalog as a reference document; it provides a comprehensive overview of our institution and includes essential information for your work at RCC. Along with programs of study and individual courses, you will find information about graduation, certificate completion and transfer requirements, the range of services available to students, and academic policies. As you work to achieve your goals, remember that while you are the architect of your future, a college education is a product of the effort of many people. Should you need any assistance with locating or understanding the contents of the catalog, the members of RCC are ready to help. Best wishes for continued success in your educational pursuits.

Cynthia E. Azari, Ed.D.
President
RIVERSIDE CITY COLLEGE

UPPER CAMPUS

1. DIGITAL LIBRARY & LEARNING RESOURCE CENTER
   - Auditorium
   - Glenn Hunt Center for Teaching Excellence
   - Instructional Media Center
   - Tutorial Services

2. ADMINISTRATION (O.W. NOBLE)
   - Section A
     - Board Room
     - Disabled Services
     - H.O.M.E. Room (The Ujima Project)
     - Learning Disabilities Center
     - Mailroom/Admin Service Center
     - Veterans' Services
   - Section B
     - Academic Affairs
     - Business Services
     - Community Learning in Partnership (CLIP)
     - President's Office
     - Workforce Resource and Development

3. QUADRANGLE (ARTHUR G. PAUL)
   - Art Gallery
   - Community for Academic Progress (CAP)

4. BUSINESS EDUCATION (ALAN D. PAUW)
   - CalWORKS/Resource Center
   - Independent Living Program (ILP)
   - Micro Support Services
   - Workforce Preparation (WFP)

5. MUSIC
   - 5A. MUSIC ANNEX
   - 6. MUSIC HALL (RICHARD M. STOVER)
   - 7. LANDIS PERFORMING ARTS CENTER
   - 7A. LANDIS ANNEX
   - 8. MARTIN LUTHER KING, JR. HIGH TECH CENTER

6. LANDIS ART CENTER
   - Center for Communication Excellence

7. STEM CENTER

8. ASSESSMENT CENTER
   - Viewpoints

9. PLANETARIUM (ROBERT T. DIXON)
10. SCHOOL OF NURSING
11. MATH AND SCIENCE BUILDING

12. STUDENT CENTER (RALPH H. BRADSHAW)
   - Agular Patio
   - Auxiliary Business Services/Cashier
   - Bookstore
   - Cafeteria/Food Services
   - Citrus Room
   - Extended Opportunities Programs & Services (E.O.P.S.)
   - Hall of Fame
   - Health Services
   - Heritage Room
   - Matriculation
   - Student Services/Student Activities
   - 13A. ASRC/STUDENT GOVERNMENT
   - 13B. INFORMATION SERVICES TELECOM ANNEX
   - 14. STUDENT FINANCIAL SERVICES
     - Financial Aid
     - Network Services
     - Outreach Completion Counts Welcome Center
     - Student Employment Services
   - 15. ADMISSIONS & COUNSELING (CESAR E. CHAVEZ)
     - Admissions & Records
     - Career/Transfer Counseling
     - Transcripts
   - 15A. ANNEX/WELLS FARGO

LOWER CAMPUS

16. SPORTS COMPLEX (SAMUEL C. EVANS)
   - Baseball Field
   - Pony League Field (Nate DeFrancisco)
   - Softball Field (Ab Brown)

17. EARLY CHILDHOOD STUDIES

18. CERAMICS

19. ART

20. GYMNASIUM (ARTHUR N. WHEELOCK)
   - Athletics/Coaches' Office
   - Fitness Room

21. STADIUM (ARTHUR N. WHEELOCK FIELD)
   - Weight Room

22. NATURE TRAIL (ARLENE & ROBERT F. RICHARD)

23. NORTH HALL
   - Finance & Accounting Services
   - Purchasing & Accounts Payable

24. COLLEGE HOUSE
   - Administration & Finance
   - Risk Management

25. RIVERSIDE AQUATICS COMPLEX

26. TECHNOLOGY B
   - Information Services
   - International Students Center
   - Printing & Graphics Center

27. TECHNOLOGY A
   - Air Conditioning & Refrigeration
   - Career/Technical Education
   - Welding

28. AUTOMOTIVE TECHNOLOGY

29. LOWEKIN COMPLEX
   - Athletics (A8, H1)
   - College Safety and Police (A1, A2)
   - CTA & Academic Senate (E4)
   - Gateway to College (GTC) (A)
   - Marching Tigers (C6)
   - Photo Lab & Studio (G1, G2)
   - Upward Bound (A4)

30. GYMNASIUM (CATHERINE S. HUNTLEY)
   - Band

31. PILATES STUDIO (ELEANOR H. CRABTREE)

32. WAREHOUSE

33. MAINTENANCE & OPERATIONS

34. COSMETOLOGY

35. ALUMNI HOUSE - 3564 RAMONA DRIVE
   - Foundation

36. PARKING STRUCTURE/TENNIS COURTS (FRAN BUSHMAN)

37. PRACTICE FIELD
RIVERSIDE CITY COLLEGE ADMINISTRATION

Dr. Cynthia Azari
President

Dr. Edward Bush
Vice President, Student Services

Mr. Norm Godin
Vice President, Business Services

Dr. Wolde-Ab Isaac
Vice President, Academic Affairs

Mr. Ron Vito
Vice President, Career and Technical Programs

Dr. Shelagh Camak
Executive Dean, Workforce and Resource Development

Ms. Cecilia Alvarado
Interim Dean, Student Services

Dr. Sandra Baker
Dean, School of Nursing

Dr. Bernard Fradkin
Dean, Art, Humanities, Social and Behavioral Studies and Technology and Learning Resources

Ms. Virginia McKee-Leone
Dean of Instruction

Dr. Daniel Martinez
Associate Dean, Institutional Research

Ms. Debbie Whitaker
Associate Dean, Academic Support and Early Childhood Education

Mr. Mohammad Moghaddam
Director, Hospitality and Culinary Arts Programs

Mr. Matthew Neves
Interim Producer/Artistic Director

Mr. Alejandro Torres
Director, Upward Bound Program

Mr. Ron Vito
Vice President, Career and Technical Programs

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Associate Dean, Institutional Research

Ms. Debbie Whitaker
Associate Dean, Academic Support and Early Childhood Education

Mr. Gregory Ferrer
Director, Disabled Student Programs and Services

Mr. Steve Gomez
Director, Pathways to Excellence

Ms. Elizabeth Hilton
Director, Student Financial Aid

Ms. Rene Kimberling
Director, Health Services

Ms. Jill Marks
Director/Principal, Gateway to College

Mr. Mohammad Moghaddam
Director, Hospitality and Culinary Arts Programs

Mr. Matthew Neves
Interim Producer/Artistic Director

Mr. Alejandro Torres
Director, Upward Bound Program

Dr. Michael Wright
Director, Workforce Preparation Grant and Contracts

Vacant
Director, Athletics

Vacant
Director, Maintenance and Operations

Mr. Henry Bravo
Instructional Media Center Manager

Mr. Michael Byrd
Facilities Manager/Grounds and Projects

Mr. David Cooper
Assistant Grounds Manager, Grounds and Utilization

Ms. Claire Garibay
Health Services Supervisor

Mr. Juan Lopez
Campus Administrative Support Center Supervisor

Mr. Robert Morris
Assistant Custodial Manager

Mr. Ralph Velasquez
Custodial Manager

Ms. Terry Welker
Library/Learning Resources Administrative Manager

Mr. Scott Zwart
Maintenance Manager

Mr. Lee Nelson
Faculty Senate President

Dr. Richard Mahon
Riverside Curriculum Committee Chair
For final exam schedule, please refer to the Class Schedule.

Graduation: June 7, 2013

The application deadline to walk in the Commencement Ceremony is April 1, 2013
Section I

GENERAL INFORMATION
MISSION STATEMENT

RIVERSIDE CITY COLLEGE

Riverside City College provides a high-quality, affordable education to a diverse community of learners by offering career-technical, transferable, and pre-college courses leading to certificates, associate degrees, and transfer. Based on a learner-centered philosophy, the College fosters critical thinking, develops information and communication skills, expands the breadth and application of knowledge, and promotes community and global awareness. To help students achieve their goals, the College offers comprehensive learning and student support services, student activities, and community programs. RCC empowers and supports students as they work toward individual achievement, intellectual curiosity, and life-long learning.

VISION

RCC actively continues to maintain its status as a premier learning institution nationally recognized for excellence in education, innovation, and service.

VALUES

STUDENT CENTEREDNESS:
To serve the best educational interests of the students; to offer a comprehensive and flexible curriculum together with programs and services according to diverse and evolving student needs; to treat each other with a sincere, caring attitude and to respond to suggestions and constructive criticism from students; to counsel and advise students to help them plan for and progress toward their individual educational goals; and to recognize outstanding student performance.

TEACHING EXCELLENCE:
To communicate to students a body of knowledge in a creative, stimulating, and challenging manner; to work to establish student and instructor rapport; to maintain the highest standard of professional performance and recognize teaching excellence; to promote the exchange of ideas among colleagues and provide opportunities for professional development; to define for students course goals, objectives and grading standards, making clear the expectation of high achievement; to encourage students to think critically and analytically, applying learning principles, concepts, and skills; and to inspire independence of thought and self discipline.

LEARNING ENVIRONMENT:
To create an atmosphere in which students, faculty, and staff find satisfaction in their work and feel pride in achievement; to provide programs and support services that are responsive to student and community needs; to provide and maintain state-of-the-art equipment and ample supplies necessary for effective learning environments; to provide comfortable, functional, and aesthetically-pleasing facilities and grounds; and to actively support academic and social activities that take place both inside and outside the classroom.

TRADITION:
To further the traditions of pride, quality, innovation, and professionalism found in this institution; to share our heritage by making Riverside City College the educational and cultural center of the communities it serves; and to build for the future on the foundations of our past.

GOALS

1. STUDENT ACCESS AND SUPPORT
Our college is an open-access institution inviting our diverse community to the benefits of higher education. We are committed to providing the support necessary for student success. We strive to reduce barriers to services and programs.

II. RESPONSIVENESS TO COMMUNITY
Riverside City College is deeply committed to its role as a community resource and to meeting community expectations. The College actively pursues partnerships between our educational and business partners. We also play an important role in promoting community service and civic responsibilities.

III. CULTURE OF INNOVATION
RCC is committed to being an innovative institution working to improve teaching and learning, and student support services through the effective delivery and use of technology and by expansion and modernization of our learning environments.

IV. RESOURCE DEVELOPMENT
As a learning organization, we recognize the importance of seeking new and alternative funding to advance the College and to add value to what we do, while improving our cost effectiveness.

V. ORGANIZATIONAL EFFECTIVENESS
Effective organizations employ effective practices. We are a learner-centered organization and are committed to RCC’s mission and values, to the strategic planning process, to meeting the unique needs of our students and a diverse workforce, to maximizing the development and utilization of resources and to continuous improvement.

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

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

“Academic freedom is essential to these purposes and applied to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.”

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

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

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

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

ACCREDITATION
Riverside City College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

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

ACADEMIC YEAR
The academic year consists of fall and spring terms, which extend from August to June, plus a winter and a summer session. The calendar for the 2012-2013 academic year appears in the front of the catalog. Courses offered during the various sessions are similar in scope and maintain equivalent standards.

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

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

- Have graduated from high school or
- Have passed the CA High School Proficiency Exam or
- Have passed the GED examination or
- Did not graduate from high school but are 18 years of age or older or
- Are eligible high school students who are admitted to the district’s middle or early high school college programs or
- Are international students who have satisfied specific international student admissions requirements

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

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

High School/Concurrent Enrollment
Due to the heavy demand for classes by college students, high school concurrent enrollment has been temporarily suspended with the exception of high school students who are part of RCCD’s recognized Early College or Middle College High School programs. Those students should follow the guidelines outlined by their program. Please check the website www.rccd.edu for updates.

ADMISSION AND REGISTRATION OF STUDENTS
Admission Application
Students need to apply if:

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

Beginning in the fall 2012 term, students will not need to re-apply for fall or spring terms if an application was submitted in the preceding intersession (summer or winter).

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

Home College
Each applicant will be required to apply to one of the three District colleges: Moreno Valley, Norco, or Riverside City College and in doing so establishes it as their “Home College.” Applicants will choose their program of study/major from those offered at the Home College as well as receive services (counseling, financial aid, veterans support, EOPS, CalWorks, and Student Support Services) at that location.

Applicants to one college are permitted to register for courses offered at all three colleges. All coursework completed, regardless of location, will appear on one academic record.

Important - Special programs require a supplemental application process. By selecting Nursing, Dental Hygiene, Vocational Nursing, and Physician Assistant as your major will not automatically admit you into the program.

Schedule of Classes
The Schedule of Classes is available online at www.rcc.edu/schedules. Open classes can be viewed on WebAdvisor at www.rcc.edu.

Registration
Registration appointment dates as well as information on holds that may restrict registration may be viewed on WebAdvisor at www.rcc.edu approximately 6-8 weeks before the term begins. Students can register on WebAdvisor on or after their scheduled appointment date and time through the end of the registration period. Before registering, students must complete any necessary requirements; i.e., Assessment, On-line
Orientation/Counseling. Refer to the section on Matriculation: “Are You Exempt From Matriculation?” Students with a readmit contract are limited to the prescribed unit load approved by an academic counselor.

Students can pay fees by credit card on WebAdvisor or mail a check or money order or pay at one of the colleges. See the Schedule of Classes at www.rcc.edu or fees at www.rccd.edu/services/admissions/pages/fees for payment and refund deadlines. My Account Summary can be viewed or printed on WebAdvisor.

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

Waitlists
Before the beginning of the term, if a class is closed, students may place their name on a waitlist (if available). If a seat becomes available, the student is automatically added and his/her account charged with enrollment and other required fees. Changes in Waitlist status are emailed to the student’s college email address and are posted to the student’s WebAdvisor page. Waitlisting ends two days prior to the first class meeting. Students moved in from the Waitlist must drop themselves from the class by the drop and refund deadlines if they do not intend to remain in the class.

Procedure for Adding and Dropping Classes
Once a class has begun, a student may only add a class with the instructor’s permission. Students can then add classes through WebAdvisor at www.rcc.edu with an authorization code obtained from the instructor. Authorization codes are active on the first day of the class until the add deadline. All adds must be completed by the Add deadline posted in the Class Schedule and on WebAdvisor.

Students may withdraw from courses by using WebAdvisor prior to the drop deadlines. If there is a hold restricting use of the web, the student may bring a completed ADD/DROP card to the Admissions counter at any college and drop classes there. Deadlines to add, drop, and receive a refund are available on WebAdvisor. It is the student’s responsibility to drop a class he/she no longer attends.

Units for Full-Time/Part-Time Status
For full-time status, a student must be enrolled in at least 12 units of credit for the fall/spring terms and 6 units of credit for the winter/summer terms. Students who are enrolled in less than 12 units for fall/spring terms or less than 6 units for winter/summer are considered to be part-time. Specialized programs may have a different unit requirement for full-time status because of state mandates. The maximum amount of units a student may enroll in is 18 for fall and spring and 9 for winter and summer. Students wishing to enroll in more than 18 units must have an established GPA of 3.0 or higher. A counselor must sign an ADD card after verifying the GPA and the student must register in person for the over limit units.

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

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

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

LIMITATIONS ON ENROLLMENT
Riverside Community College District offers some courses which place limitations on enrollment. These limitations may include successful completion of courses, successful completion of online tutorials to demonstrate computer skills, preparation levels for math and English, performance criteria, or health and safety conditions. Students who do not meet the conditions imposed by these limitations will be blocked from enrolling in these classes.

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

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

Prerequisite
When a course has a prerequisite, it means that a student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (type 40 wpm), an ability (speaks and writes French fluently), a placement preparation score, or successful completion of a course (grade C or better in CHE-1A). Completion of the prerequisite is required prior to enrolling in the class. Students who have completed a course at another institution for which they would like credit must fill out a Prerequisite Validation Form in order to have coursework on official transcripts validated for math, English, or other prerequisites. If you are currently enrolled in a prerequisite course at Riverside Community College District (i.e., Math 52), you will be allowed to register for the succeeding class (i.e., Math 35). However, if you do not pass the prerequisite course with at least a C grade, you will be dropped from the succeeding class. Successful completion of a prerequisite requires a grade of C or better or P (Pass). C-, D, F, FW, NP (No Pass), or I grades are not acceptable.

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

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

**Advisory**

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

**Official Evaluation of Credit Completed at Other Schools**

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

**Health Requirements**

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

**MATRICULATION**

The matriculation program at Riverside City College is intended to assist students in establishing appropriate educational goals and to provide support services to help them achieve these goals. Students eligible for matriculation will be provided an evaluation of basic skills, orientation, counseling, completion of an educational plan and follow-up services. All first-time college students must complete assessment, Orientation and Counseling prior to registering for classes.

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

If you have questions regarding the matriculation process, please contact the Counseling Center at Riverside (951) 222-8440.

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**General Information**

**Student Educational Plan**

Counselors are available to assist matriculated students in developing an educational plan that outlines the courses and services necessary to achieve their goals. When goals or majors are changed, students must see a counselor to update their educational plan. To ensure this procedure, matriculated students are encouraged to make an appointment with a counselor. Due to a high demand for counseling during the winter and summer sessions, it is highly recommended that continuing students see a counselor during the spring and fall semesters to complete a Student Educational Plan.

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

**Assessment of Basic Skills**

Preparation levels are required for placement in English, ESL, mathematics, and reading courses. These placement levels are based on a combination of test scores and other academic experience. Because RCCD uses multiple measure placement criteria, placement levels are enforced as prerequisites to courses. Students who have a documented disability requiring a unique accommodation can take the test in the Office of Disabled Students Programs and Services. To request this service, call: Riverside, (951) 222-8060; or TDD, (951) 222-8061.

Most new students are required to take an assessment test upon initial entry into RCCD and before Counseling appointments can be made or enrollment into any classes. The Accuplacer test is used for placement into English, math and reading courses, and the PTESL (Proficiency Test in English as a Second Language) is used for placement into ESL courses. Some returning students and students transferring to RCCD from another college may need to test as well (consult a counselor).

An appointment is required for all tests administered by the Riverside Assessment Center. To book an appointment, please visit http://www.rcc.edu/services/assessment/appointments.cfm. During most times of the year, appointments fill one to two weeks in advance. Hours of operation are posted outside each Assessment Center and are available at http://www.rcc.edu/services/assessment/dates.cfm.

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. Friends and family (including minors) who are not testing cannot remain in the room.

Students who have completed the Accuplacer test at another college can petition to have those test results evaluated for use at RCCD. The student’s Accuplacer test print-out (not a student records program print-out) showing the test raw scores must be submitted in person at one of the Assessment Centers along with a special Matriculation Appeal. Evaluations and processing takes from one to five working days.

Assessment tests are meant to be a one-time only assessment of your skills and abilities upon your initial entry into the college. Retesting
Orientation/Counseling

All first-time college students must complete a freshman on-line orientation/counseling session prior to registering for courses. This online session will introduce students to services and educational programs at Riverside City College; provide students with information on registration procedures and placement results; and assist students in developing their first semester educational plans. Students will be able to access the on-line orientation and advisement session 48 hours after the completion of their assessment test. To access the session they can log on to their WebAdvisor account and click on the on-line orientation link under the academic planning header. Students should make sure to develop a one semester student educational plan after completing the orientation presentation. The first semester educational plan link will appear shortly after on-line orientation is completed. For any further questions please call (951) 222-8440 or stop by the Counseling department. New students, who did not complete Guidance 45, Introduction to College at their high schools, should register for this course during their first semester at RCCD.

Counseling for Continuing Students

Continuing matriculated students are entitled to see a counselor who can recommend appropriate coursework based on assessment results, review of past school records, and other information provided by the students. Students who have attended other college(s) must request to have an official transcript(s) sent to Riverside City College before scheduling counseling appointments or a Student Educational Plan.

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

Are You Exempt From Matriculation Pre-Enrollment Requirements?
The following board approved criteria define exempt students at Riverside Community College District:
A. Students who have completed 60 or more units or who have graduated from an accredited U.S. college or university with an AA degree or higher.
B. First-time college students who have declared one of the following goals:
   • Advance in current career/job
   • Maintain certificate/license
   • Educational development
   • Complete credits for high school diploma
C. Students who are enrolled full time at another institution (high school or college) and will be taking five units or fewer

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

Student’s Rights and Responsibilities: Prerequisites
Any student who does not meet a prerequisite or corequisite, or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

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

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

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

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

Unofficial transcripts may be submitted one time only with the Matriculation Appeals Petition to temporarily validate a prerequisite. However, official transcripts must be received prior to registration for the next term for permanent validation. “Official” is defined as transcripts no more than 90 days old and in a sealed envelope from the original institution.

Students may appeal to retake the placement test:
• After 12 months has passed from previous tests or
• Based on compelling evidence that the initial placement level is not an accurate reflection of the student’s abilities or
• After proof of appropriate academic intervention has occurred.

Please Note: Once the student has begun the course sequence, retesting is not an option.

FEES: CALIFORNIA
FEES/RESIDENCY REQUIREMENTS

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

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

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

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

Out-of-country non-residents also pay a processing fee and a non-refundable per unit surcharge; they are also required to buy health insurance.

AB 540 Non-Resident Fee Waiver
A student who qualifies for the Non-Resident Fee Waiver will be exempt from paying the out-of-state tuition fee and will pay the per unit resident enrollment fee.

Any student other than a non-immigrant alien within the meaning of paragraph (15) of subsection (a) of Section 1101 of Title 8 of the United States Code, who meets all of the following requirements shall be exempt from paying non-resident tuition at Riverside Community College District if he/she signs an affidavit verifying:

1. High school attendance in California for three or more years.
2. Graduation from a California high school or attainment of the equivalent thereof (equivalent considered GED or high school proficiency test) must be obtained in the state of California.
3. In the case of a person without lawful immigration status, the filing of an affidavit (available in the Admissions office) stating that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he/she is eligible to do so. Student information obtained in the implementation of this section is confidential.

A student who meets the qualifications for the AB 540 Non-Resident Fee Waiver is exempt from paying out-of-state tuition and will pay the per unit resident enrollment fees. Eligibility for AB 540 does not change student’s non-resident status.

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

Parking
Parking permits can be purchased on WebAdvisor at www.rcc.edu, price includes shipping and handling. To waive shipping and handling, permits must be ordered on a campus computer and paid for at the cashier’s office. Special parking is provided to the physically handicapped at the same cost. Student permit enforcement in student parking spaces is suspended the first two weeks of the term.

Transportation Fee
Fee provides free transportation on RTA fixed routes for students with Riverside City College and Moreno Valley College photo ID cards. Fees vary according to full-time or part-time status.

Library/Learning Resource Center Fees
Overdue fines:
General Collection – Overdue fines will be levied at 20 cents per day per item.
Hourly Reserves – Overdue fines will be levied at $1.00 per hour per item.

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

Refunds:
If the item is returned after the bill is issued (within 1 year) the replacement cost and processing fee will be waived or refunded, however, the overdue fines will still be charged.

Library card fees:
Community members may purchase a library card for $5.00 per session upon proof of District residency, and age of 16 years or older (California Driver License, California Identification Card, or Military Identification Card).

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

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

Payment Method
The RCCD Bookstores will gladly accept MasterCard, Visa, American Express and ATM debit cards (with VISA or MasterCard logos) and Barnes and Noble gift cards. If you are using your parent’s credit card, you MUST have a written authorization letter from them with a signature on both the letter and the card. Checks are not accepted.

Full refunds are given on textbooks during the first week of school only with a store receipt. If you drop a class, you have 30 days from the start of school to return for a full refund as long as you have a store receipt and the book is in the same condition that you purchased it in. All returns/exchanges require an original receipt. The Bookstore will buy back textbooks every day from students. The best time to sell back your textbooks is during finals week. Bring your student identification and the books and we can let you know the value.

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

RCCD TRANSCRIPTS
The RCCD transcript includes course work completed at Riverside City College, Norco College and Moreno Valley College. Official student transcripts may be requested on WebAdvisor at www.rcc.edu, and in the Transcript office at the Admissions and Records office.

The first two official transcripts are free. There is a fee for each additional official transcript requested. For faster service there is an additional fee for each official transcript. Transcripts are mailed with first class postage. Unofficial transcripts are available free on WebAdvisor.

Other Transcripts
Transcripts from other accredited institutions, submitted as official documentation of a student’s record, must be printed no more than 90 days/3 months ago and be in a sealed envelope from the institution. Students must submit a Prerequisite Validation form to Counseling in order to have course work on official transcripts validated for English, Mathematics, and other prerequisites.

Transcripts submitted become the property of Riverside Community College District and cannot be returned to the student nor be forwarded to another institution. When a student has three consecutive years of non-attendance at RCCD, transcripts from other institutions will be purged from the student’s record. If the student returns to RCCD after three years of non-attendance, new official transcripts from all other accredited institutions will be required. Students planning to graduate from Riverside Community College District, or needing to use courses from another college/university as a prerequisite, must submit all official transcripts to RCCD. See Section III Graduation Requirements in this catalog for further information on course acceptance from other institutions.

International Students in F-1 Visa Status
Under federal law, Riverside Community College District is authorized to enroll nonimmigrant alien students on F-1 student visas for study toward an Associate of Arts degree; for the first half of study toward a Baccalaureate degree; and for certificate programs. About 400 students from 60 countries attend RCCCD each semester, with the majority transferring to four-year institutions. All F-1 Visa students are subject to nonresident tuition as set by the Board of Trustees.

REFUND DEADLINES FOR FEES
RCCD shall refund any enrollment fee paid by a student for withdrawal from a class during the first two weeks of instruction for a full-term 16 week course and the 10 percent point of the length of the course for a short-term course. See “My Class Schedule” on WebAdvisor at www.rcc.edu for refund deadlines.

Holds on Records
Grades, transcripts, diplomas and registration privileges will be withheld from any student or former student who has failed to pay a proper financial obligation due to the district. Any item or items will be released when the student satisfactorily meets the financial obligation.

MILITARY AND VETERAN STUDENTS AND FAMILY MEMBERS
RCCD exempts students from non-resident tuition who are members of the armed forces of the United States stationed in this state on active duty, except those assigned to California for educational purposes. A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces is also exempt from non-resident tuition. Documentation is required.

Dependents of certain veterans are exempt from paying enrollment fees. (1) Any dependent eligible to receive assistance under Article 2 of Chapter 4 of division 4 of the Military and Veterans Code. (2) Any child of any veteran of the US military who has a service-connected disability, has been killed in service, or has died of a service-connected disability, where the Dept of Veterans Affairs determines the child
eligible. (3) Any dependent, or surviving spouse who has not remarried, of any member of the CA National Guard who, in the line of duty, and while in the active service of the state, was killed, died of a disability resulting from an event while in active service of the state, or is permanently disabled as a result of an event that occurred while in the active service of the state. (4) Any undergraduate student who is a recipient of a Congressional Medal of Honor and who is under 27 years old, provided his/her income, including parental support, does not exceed the national poverty level and the parental recipient of the Medal of Honor was a CA resident at the time of his or her death. Students who feel they are eligible for a fee exemption should contact the Dept of Veterans Affairs for more information.