Each year, the Academic Senate and faculty of RCCD select an educator from their ranks to address the college community. This is one of the highest honors that the faculty at RCCD can bestow on a colleague to recognize an individual’s outstanding teaching skills and contributions to the District and its students. The 52nd Distinguished Faculty Lecturer is

JOSE DURAN
PROFESSOR
BUSINESS AND COMPUTER INFORMATION SYSTEMS

Born in Riverside and raised in Corona, Jose was educated locally, transferring from Chaffey College to California State University, San Bernardino (CSUSB), where he earned his bachelor’s degree. Jose served in the United States Army for three years, and then returned to CSUSB to complete his MBA in 1978.

Jose’s career includes 15 years in the grocery industry (Alpha Beta Markets) followed by sales and sales management capacities with Xerox and Control Data Corporation. He also served as an economic development representative in the Riverside County Business Labor Council marketing a state funded stimulus program, Employment Training Panel, and bringing industry and employment opportunities to the Inland Empire.

Jose began teaching at Riverside Community College in Moreno Valley as a part-time faculty member in 1983. In 1986, Jose began teaching full time at Riverside City College, and eventually moved to Moreno Valley College where he has been ever since. As one of the first faculty to begin teaching at Moreno Valley College, Jose was selected as the District’s 2012 Faculty Lecturer. Now after almost 26 years, Jose sees the sunset of his career on the horizon.
Acknowledging that the quality of an instructional program is dependent largely upon the quality of the faculty, Riverside Community College District endeavors to maintain a teaching staff which is among the finest in California.

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B.A., Brigham Young University; M.F.A., Yale School of Drama, New Haven. At Riverside Community College District since 1991.

NELSON, LEE  Associate Professor, Nursing
A.S.N., San Bernardino Valley College; B.S.N., California State University, Fullerton; M.S.N., California State University, Dominguez Hills. At Riverside Community College District since 2001.

O’CONNELL, PAUL  Assistant Professor of Career and Technical Education, Automotive Technology
Toyota T10 Instructor Credential. At Riverside Community College District since 1998.

O’NEILL, TERRENCE J.  Associate Professor, Physics
B.S., M.S., Ph.D., University of California, Riverside. At Riverside Community College District since 1987.

OSGOOD-TRESTON, BRIT  Associate Professor, English
B.A., M.A., Chapman University; Ed.D., University of Southern California. At Riverside Community College District since 1998.

PARDEE, RONALD  Distinguished Professor, Management
A.A., Riverside Community College; B.S., California Polytechnic University, Pomona; M.A., California State College, San Bernardino; Ed. D., University of La Verne. At Riverside Community College District since 1978.

PESSAH, SAMUEL  Associate Professor, Italian
B.A., M.A., University of California, Los Angeles. At Riverside Community College District since 2005.

PFENNINGER, MICHELE  Associate Professor, English
B.A., M.A., Loma Linda University. At Riverside Community College District since 1990.

PHELPS, WILLIAM  Associate Professor, Geology
B.S., M.S., University of Utah; Ph.D., University of California, Riverside. At Riverside Community College District since 2005.

RAMOS, ROSA  Associate Professor, Counseling
B.A., M.A., California State University, San Bernardino. At Riverside Community College District since 2000.

REIBLE, CARLA  Associate Professor, English as a Second Language
B.A., M.A., California State University, Long Beach; TESOL Certificate, University of California, Irvine. At Riverside Community College District since 1995.

REID, MIGUEL  Associate Professor, English as a Second Language
B.A., M.A., California State University, San Bernardino. At Riverside Community College District since 2004.
REIMER, KIMBERLY  
Associate Professor, Nursing  
A.D.N., Riverside Community College; B.S.N., M.S.N., University of Phoenix. At Riverside Community College District since 2007.

REYES, ERNESTO  
Associate Professor, Mathematics  
B.S., University of California, Riverside; M.A., California State University, San Bernardino. At Riverside Community College District since 2007.

RICHARD, CHARLES  
Professor, Music  
A.A., Riverside Community College; B.M., M.A., California State University, Los Angeles. At Riverside Community College District since 1990.

RICHARDSON, PAUL  
Associate Professor, Chemistry  
B.S., Lindenwood University; M.S., University of California, Riverside. At Riverside Community College District since 2008.

RODMAN, RICHARD A.  
Associate Professor, Automotive Technology  
A.S., Riverside Community College; B.S., M.A., California State University, Long Beach; ASE Certified Automotive Master Technician, L1; BAR Certified Instructor; Ford Certified Senior Master Technician. At Riverside Community College District since 1998.

RODRIGUEZ, NICHOLAS  
Assistant Professor of Career and Technical Education, Cosmetology  
A.S., Citrus College. At Riverside Community College District since 2002.

ROGERS, DENNIS A.  
Associate Professor, Kinesiology  
B.A., California State Polytechnic University, Pomona; M.S., Azusa Pacific College. At Riverside Community College District since 1989.

ROMERO, CLARENCE  
Associate Professor, Psychology  
A.A., San Bernardino Valley Community College; B.A., M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 1987.

ROMERO, ESTRELLA  
Associate Professor, Communication Studies  
B.A., M.A., California State University, Fullerton; Ph.D., Claremont Graduate University. At Riverside Community College District since 2008.

ROSARIO, JOHN A.  
Associate Professor, Anatomy/Physiology  
B.A., Columbia Union College; M.A., Ph.D., Loma Linda University. At Riverside Community College District since 1989.

RUIZ, ROGELIO  
Associate Professor, Mathematics  
B.S., M.S., California State Polytechnic University, Pomona. At Riverside Community College District since 1986.

RUIZ, RONALD  
Professor, Psychology  
A.A., Imperial Valley College; B.A., M.S., University of California, San Diego; Ph.D., Walden University. At Riverside Community College District since 1996.

RUTH, CLIFFORD  
Associate Professor, Communication Studies  
B.A., M.A., California State University, San Bernardino. At Riverside Community College District since 2008.

SANCHEZ, MARC  
Associate Professor, Mathematics  
B.S., University of Puerto Rico, Mayaguez; M.Phil., State University of New York, Stony Brook. At Riverside Community College District since 2005.

SANDOVAL, CHRISTINE  
Associate Professor, English  
B.A., University of California, Riverside; M.A., University of California, Riverside. At Riverside Community College District from 1998-2007 and since 2011.

SANDOVAL, VICTOR  
Associate Professor, Reading  
A.A., Riverside Community College; B.A., University of California, Santa Barbara; M.S., California State University, Fullerton. At Riverside Community College District since 2006.

SARKIS, ROSEMARIE  
Associate Professor, French  
B.A., St. Joseph University; M.A., California State University, Fullerton; M.A., Loyola Marymount. At Riverside Community College District since 1996.

SCHINKE, WARD  
Associate Professor, Political Science  
B.S., University of Wisconsin, Green Bay; M.A., University of Texas, Austin; Ph.D., University of California, Riverside. At Riverside Community College District since 1998.

SCHMIDT, STEVEN  
Associate Professor, Music  
B.M., California State University, Fullerton; M.M., University of Southern California. At Riverside Community College District since 2007.

SCHUTTE, DONNA K.  
Professor, Nursing  
B.S.N., Pennsylvania State University; M.S.N., Saint Louis University; D.N.Sc., University of San Diego. At Riverside Community College District since 1987.

SCOTT-COE, JO  
Associate Professor, English  
B.A., University of Southern California; M.A., California State Polytechnic University, Pomona; M.A., University of California, Riverside. At Riverside Community College District since 2008.

SELL, KATHLEEN  
Associate Professor, English  
B.A., University of California, Riverside; M.A., Ph.D., Claremont Graduate University. At Riverside Community College District since 1996.

SELLICK, MARK  
Associate Professor, Political Science  
A.A., Glendale Community College; B.A., University of California, Berkeley; M.A., Ph.D., University of California, Irvine. At Riverside Community College District since 2006.
SENIGUAR, JOHN  
Assistant Professor of Career and Technical Education, Cosmetology  
Bachelor of Theology, Sacramento Theological Seminary and Bible College. At Riverside Community College District since 2001.

SIGLOCH, STEVEN M.  
Associate Professor, Kinesiology  
B.S., University of Utah; M.A., Azusa Pacific University. At Riverside Community College District since 1998.

SLICER, KATHY R.  
Associate Professor, Nursing  
B.S.N., M.S.N., University of Phoenix. At Riverside Community College District since 1999.

SLOCUM, DAVID R.  
Assistant Professor of Career and Technical Education, Automotive Technology  
Certificate Automotive Technology, Riverside Community College; Teaching Credential, Cal State San Bernardino; ASE Master Technician; BAR Certified Instructor. At Riverside Community College District since 2001.

SMITH, HEATHER  
Associate Professor, Biology  
B.S., University of Utah; M.S., University of California, Davis; Ph.D., University of California, Riverside. At Riverside Community College District since 2002.

SMITH, JOHN  
Associate Professor, Kinesiology  
B.S., Dominican University; M.A., Azusa Pacific University. At Riverside Community College District since 2004.

SOLORZANO, DIANE  
Professor, English  
A.A., Rio Hondo College; B.A., California State University, San Bernardino; M.A., California State University, Fullerton; Ph.D., Capella University. At Riverside Community College District since 1996.

SPANGLER, JASON  
Associate Professor, English  
B.A., California State University, Chico; M.A., University of California, Riverside; Ph.D., University of California, Riverside; TESOL Certificate, University of California, Riverside. At Riverside Community College District since 2005.

ST. PETERS, SUSAN A.  
Associate Professor, English  

STEARS, FRANK  
Associate Professor, Accounting  
A.A., Riverside Community College; B.S., California State Polytechnic University, Pomona. At Riverside Community College District since 1992.

STONE, RACHEL  
Professor, American Sign Language  
B.A., Gallaudet University; M.Ed., Western Maryland College; Ph.D., Gallaudet University. At Riverside Community College District since 2001.

SUZUKI, TAKASHI  
Associate Professor, Japanese  
B.A., Sophia University; M.Ed., Arkansas Tech University; Ph.D., The University of Texas at Austin. At Riverside Community College District since 1996.

TAUBE, RHONDA  
Associate Professor, Art  
B.A., M.A., Northern Illinois University; M.A., Ph.D., University of California, San Diego. At Riverside Community College District since 2005.

THOMPSON, OLIVER  
Professor, Administration of Justice  
A.A., Riverside Community College; B.S., California State University, Los Angeles; M.A., D.P.A., University of Southern California. At Riverside Community College District since 1999.

THOMPSON-EAGLE, ELISABETH  
Associate Professor, Biology  
B.S., Chaffey College; M.A., California State University, San Bernardino. At Riverside Community College District since 1989.

TJANDRA, MARGARET  
Associate Professor, English/English as a Second Language  

TORRE, SANDRA  
Associate Professor, Computer Applications and Office Technology  
B.S., Wichita State University; M.B.A., California State University, San Bernardino. At Riverside Community College District since 2005.

TRUXTMAN, LEO  
Associate Professor, Chemistry  
Ph.D., University of Fribourgh, Switzerland. At Riverside Community College District since 2005.

TSAI, I-CHING  
Associate Professor, Music  

TUTOR, PATRICIA T.  
Associate Professor, Nursing  
A.D.N., Riverside Community College; B.A., University of California, Riverside; M.S.N., California State University, Dominguez Hills; Ed.D., University of Southern California. At Riverside Community College District since 2000.

ULLOA, YURI  
Associate Professor, Automotive Technology  
A.S., Chaffey College; B.A., M.A., California State University, San Bernardino. At Riverside Community College District since 2001.

VANT HUL, TAMMY  
Associate Professor, Nursing  
A.D.N., Riverside Community College; B.S.N., Loma Linda University; M.S.N., University of California, Los Angeles. At Riverside Community College District since 2002.
VERMILLION, AMY  
Associate Professor, Nursing  
B.S., M.S.N/F.N.P., University of San Diego. At Riverside Community College District since 2006.

VITO, RON A.  
Vice President, Career and Technical Programs  
B.S., Rowan University; M.A., California State University, San Bernardino. At Riverside Community College District since 2001.

WESTBROOK, PETER  
Assistant Professor of Career and Technical Education, Cosmetology  
A.A., Instructor Credentials Riverside Community College. At Riverside Community College District since 2000.

WHELCHEL, PAMELA  
Associate Professor, Mathematics  
B.A., University of California, Riverside; M.A., California State University, San Bernardino. At Riverside Community College District since 2002.

WHITAKER, DEBBIE  
Associate Dean, Academic Support and Early Childhood Education  
Associate Professor, Early Childhood Education  
B.A., M.A., University of California, Riverside. At Riverside Community College District since 1990.

WHITE, VIRGINIA  
Associate Professor, Biology  
B.S., Wake Forest University; Ph.D., University of California, Riverside. At Riverside Community College District since 2005.

WIGGS, MICHERRI  
Associate Professor, Communication Studies  
A.S., Riverside Community College; B.A., California State University, San Bernardino; M.A., California State University, Los Angeles. At Riverside Community College District since 2005.

WILCOXSON, DON L.  
Associate Professor, Business Administration  
A.A., Riverside Community College; B.A., California State University, San Bernardino; M.B.A., California Baptist University. At Riverside Community College District since 1998.

WILLIAMSON, JARROD  
Associate Professor, Chemistry  
B.S., California State University, Fresno; M.S., Ph.D., University of California, Los Angeles. At Riverside Community College District since 2008.

WILLIE, CHERYL  
Assistant Professor of Career and Technical Education, Cosmetology  
Community College Credential. At Riverside Community College District since 2005.

WOLPOFF, MARC  
Assistant Professor, Psychology  
B.A., American Jewish University; M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 2009.

WONG, CHAU  
Assistant Professor, Mathematics  
M.S., Ph.D., University of California, Riverside. At Riverside Community College District since 2011.

WOODS, KRISTI JOY  
Professor, History  
B.A., M.A., Ph.D., University of Southern California. At Riverside Community College District since 1997.

WYCKOFF, CHARLES  
Associate Professor, Business Administration  
B.A., Baruch College, City University of New York; M.B.A., New York University. At Riverside Community College District since 2005.

YATES, SHARON  
Associate Professor, Early Childhood Education  
B.S., Brigham Young University; M.A., California State Long Beach. At Riverside Community College District since 2000.

YGLECIAS, ELIZABETH N.  
Associate Professor, Counseling  
B.A., University of California, Santa Barbara; M.S., California State University, Los Angeles. At Riverside Community College District since 1991.

YOUNT, GWENDOLYN  
Professor, Spanish  
A.A., Los Angeles Community College; B.A., M.A., University of California, Los Angeles. At Riverside Community College District since 1990.
RIVERSIDE COMMUNITY COLLEGE DISTRICT ADMINISTRATION

OFFICE OF THE CHANCELLOR

Dr. Gregory Gray
Chancellor

Ms. Chris Carlson
Chief of Staff/Executive Assistant to the Chancellor

Mr. Jim Parsons
Associate Vice Chancellor, Strategic Communications and Relations

Mr. Orin Williams
Associate Vice Chancellor, Facilities Planning and Development

OFFICE OF THE PROVOST/VICE CHANCELLOR,
EDUCATIONAL SERVICES

Dr. Ray Maghroori
Provost/Vice Chancellor, Educational Services

Ms. Sylvia Thomas
Associate Vice Chancellor, Educational Services

Mr. Raj Bajaj
Dean, Institution Reporting and Academic Services

Dr. John Tillquist
Dean, Economic Development

Mr. David Torres
Dean, Intuitional Research

OFFICE OF THE VICE CHANCELLOR,
ADMINISTRATION AND FINANCE

Dr. James Buysse
Vice Chancellor, Administration and Finance

Mr. Aaron Brown
Associate Vice Chancellor, Finance

OFFICE OF THE VICE CHANCELLOR,
DIVERSITY AND HUMAN RESOURCES

Ms. Melissa Kane
Vice Chancellor, Diversity and Human Resources

DISTRICT CURRICULUM COMMITTEE

Dr. Richard Mahon
Committee Member
Riverside Curriculum Committee Chair

Mr. Brian Johnson
Committee Member
Norco Curriculum Committee Chair

Mr. Greg Burchett
Committee Member*
Tech Review Committee Chair
CurricUNET Liaison

Ms. Natalie Hannum
District Curriculum Chair
Moreno Valley Curriculum Committee Chair

Ms. Sylvia Thomas
District Administrative Co-Chair*

Ms. Toni Van Buhler
Committee Secretary*

Ms. Naomi Foley
Committee Clerk*

*Non-voting member
RIVERSIDE COMMUNITY COLLEGE DISTRICT

Riverside Community College District is dedicated to the success of our students and to the development of the communities we serve. To advance this mission, our colleges and learning centers provide educational and student services to meet the needs and expectations of their unique communities of learners. To support this mission, District Offices provide our colleges with central services and leadership in the areas of advocacy, resource development, and planning.

RCCD GOALS — 2005-2015

Improve student retention and success by strengthening certificate, degree, and transfer programs and by establishing new programs and course sequences that lead students to opportunities for transfer education and career preparation.

Ensure that the resources of the district support an effective learning process and ensure accountability by measuring and reporting on institutional effectiveness.

Utilize advances in information technologies to improve effectiveness of instruction, services, and administration.

Improve the capability for economic development and community services by strengthening partnerships with other educational institutions, business, labor, and government to enhance seamless educational opportunity and continuity for students.

Tailor programs and services to meet the needs of the students and communities served by the three-college District.

Increase the college-going rate in the area by reaching out to underrepresented and underserved populations and designing programs, services, and approaches relevant to the diverse segments of the community.

OUR RCCD VISION AND VALUES

Historically the Riverside Community College District has pursued fulfillment of the Mission Statement and the Trustee-adopted Goals by affirming its vision and values:

OUR VISION

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

VALUES

Recognition for Our Heritage of Excellence: We embrace the District’s rich tradition of excellence and innovation in upholding the highest standard of quality for the services we provide to our students and communities. We are bound together to further our traditions and to build for the future on the foundations of the past.

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

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

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

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

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

Commitment to Accountability: We strive to be accountable to our students and community constituents and to use quantitative and qualitative data to drive our planning discussions and decisions. We embrace the assessment of learning outcomes and the continuous improvement of instruction.

RCCD FUNCTIONS

TRANSFER OR LOWER DIVISION EDUCATION

Goal: Many students attending the colleges of Riverside Community College District desire the Baccalaureate Degree. Accordingly, the district is committed to providing transfer and lower division education to qualified students.

Objective: The colleges provide courses which parallel those of the lower division of the California State University system, the University of California, and of private universities so that qualified students may transfer to four-year public or private institutions.

CAREER AND TECHNICAL EDUCATION

Goal: Occupational programs, through an advisory process, respond to the changing needs of our communities’ labor market to provide a skilled workforce for business and industry including public and private sectors.

Objective: At the colleges, occupational skills training provides specialized occupational programs that lead individuals either directly to employment or allows for employed individuals to update their skills and knowledge so that they may proceed further in their career endeavors.

REMEDIAL OR DEVELOPMENTAL EDUCATION

Goal: The diverse levels of students’ skills demand that the colleges provide students with support services to assist them in acquiring those skills that are prerequisite to success in college.

Objective: The colleges provide courses in the use of basic learning skills at levels appropriate to those students who must remedy deficiencies. The colleges provide for preassessment, advisement, and specialized programs.

COMMUNITY EDUCATION

Goal: Riverside Community College District seeks to provide a variety of informational, recreational, and skill building opportunities responsive to community needs. Community Education is a self-supporting entity of the college not funded by tax payer dollars. Classes and programs are not-for-credit.

Objective: Community Education offers professional and personal development classes, and recreational classes for district residents of all ages.
CUSTOMIZED TRAINING

**Goal:** Riverside Community College District seeks to provide a variety of training and consulting opportunities for local business and industry.

**Objective:** The district offers a variety of customized workshops, seminars, needs assessments, consulting, coaching, pre-employment assessments, and credit and not-for-credit services which are designed to meet the needs of individual businesses.

STUDENT SERVICES

**Goal:** Recognizing the need for a comprehensive learning experience for students, the colleges provide a wide variety of nonclassroom experiences and services which shall assist students in achieving their educational and career goals.

**Objective:** The colleges provide a fully integrated program of admission, orientation, assessment, advisement, placement, and registration for students which is consistent with the college’s overall mission.

In addition, the colleges have developed a wide range of student support services such as financial assistance, health services, child care, services for students with a disability, and similar special education services and programs, which along with a comprehensive program of student activities, athletics, fine arts, and student government, enhance the student’s overall learning experience at the colleges.

HISTORY AND DEVELOPMENT

Founded in 1916 in response to a general petition of the electors, Riverside Community College has served our communities for nearly nine decades. In the beginning, the College educated 100 students in classrooms on the Polytechnic High School campus.

On June 2, 1964, a separate five-person governing Board of Trustees was elected and the Riverside Junior College District was completely separated from the Riverside City School system. The legal entity which operates the college is officially known as the Riverside Community College District and encompasses the Alvord, Corona/ Norco, Jurupa, Moreno Valley, and Riverside Unified School Districts and the Val Verde School District.

On February 3, 1964, the Board of Trustees authorized the purchase of a second site for a future campus in the Sierra area of Riverside. On July 1, 1984, the Corona/Norco Unified School District was annexed to the Riverside Community College District and on June 4, 1985, more than 141 acres of federal United States Navy land in Norco was acquired from the General Services Administration by way of the United States Department of Education. On March 16, 1987, 112 acres of privately-owned land in Moreno Valley was donated to the college by the Robert P. Warmington Company; in 1989, 20 more acres were added to the site.

The Moreno Valley and Norco campuses, opened in March 1991, have grown rapidly and were granted initial accreditation in January 2010. It is projected that by the year 2020, more than 57,000 students will attend classes at the three colleges.

DISTRICT MEMBERSHIPS

The three colleges of Riverside Community College District hold memberships in the Council for Higher Education Accreditation, the Accrediting Commission for Community and Junior Colleges, the Council on Law in Higher Education, the Commission on Athletics, the Community Colleges for International Education, the Community College League of California, the Consortium for North American Higher Education Collaboration, the American Council on Education, the Community College Leadership Development Initiatives, the College Board, the American Association of Community Colleges, the Hispanic Association of Colleges and Universities, The Riverside Downtown Partnership, the Greater Riverside Hispanic Chamber of Commerce, the Great Riverside Chamber of Commerce, the Corona Chamber of Commerce, the Greater Corona Hispanic Chamber of Commerce, the Moreno Valley Chamber of Commerce, Moreno Valley Hispanic Chamber of Commerce, and Moreno Valley African American Chamber of Commerce.

STRATEGIC COMMUNICATIONS AND RELATIONS

Service to the community is a significant function of all public two-year colleges. An important part of this service is to provide the public with information about the college and the activities of its students, and to work with the community to further common goals through sponsorships and partnerships. At Riverside Community College District this is the responsibility of the Strategic Communications and Relations. College departments are assisted with enrollment-development marketing; securing newspaper, radio and cable TV publicity; and publicizing their programs through District print and online publications.

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.

THE RCCD FOUNDATION

Established in 1975, the RCCD Foundation, is a 501(c)(3) not-for-profit organization that provides support for scholarships, programs and special projects to benefit the students of the Riverside Community College District and its Colleges. Over the years, the RCCD Foundation has played a major role in several initiatives, including the acquisition of land for Moreno Valley College, expansion of the Early Childhood Studies building at Riverside City College, creation of the RCC Art Gallery and Passport to College, and the purchase of the RCCD Alumni House. Scholarship support remains a central mission of the RCCD Foundation.

In 1991, the Foundation launched a successful $1 million Endowed Scholarship Campaign, at the time one of the largest scholarship campaigns undertaken by a community college. Today, thanks to tremendous support from individuals and businesses throughout the region, the Foundation’s assets total more than $5 million, with $500,000 in scholarships distributed annually to incoming, continuing, and transferring students. In 2010, the RCCD Foundation successfully concluded Campaign RCC, a major gifts initiative that raised more than $21 million in cash, pledges and planned gifts to construct the Riverside Aquatics Complex, provide programmatic support for the School of Nursing and Science/Math Complex, provide Allied Health equipment for Moreno Valley College, and support the development of a construction management program at Norco College.

In September, 2011, The RCCD Foundation and RCCD together launched **Invest in Excellence, 100 @100**, a comprehensive effort to reach the $100 million mark in total public and private external resources by 2016 when Riverside City College celebrates its 100th Anniversary, coinciding with the 25th anniversaries of Moreno Valley College and Norco College. The Campaign focuses on 4 pillars of...
excellence: student, academic, workforce and community. The Foundation encourages outright gifts, pledges and planned gifts to further the mission of the District. The RCCD Foundation Office is located in the RCCD Alumni House. To learn more about gift opportunities, please call (951) 222-8626 or visit the Foundation’s website at www.rccd.edu/foundation.

RCCD ALUMNI HOUSE

In 1998, the RCCD Foundation raised the funds to enable RCCD to purchase the historic Alabaster Home, located at 3564 Ramona Drive. The residential property, now known as the RCCD Alumni House, overlooks Riverside City College, and serves as a gathering place for the community and college family—a place where traditions are celebrated and a legacy is built for future RCCD students. The upstairs rooms have been designated as offices for the RCCD Foundation. Downstairs rooms are regularly used for College and community meetings and events, as are the outside gardens. The RCCD Alumni House remains true to its heritage, preserving the many historic features found throughout the building. Offices located in the RCCD Alumni House are generally open Monday through Friday, 8 a.m.-5 p.m. For more information, please stop by or call the RCCD Foundation at (951) 222-8626.

RCCD ALUMNI BRICK CAMPAIGN

In 2003, the RCCD Foundation officially launched the Alumni Brick Campaign in the garden courtyard of the RCCD Alumni House. The courtyard creates a beautiful focal point and a visual testament to alumni and friends. For a gift of $100 or more, you can purchase a brick and have it personalized to commemorate your time at an RCCD college, honor a friend or loved one, or celebrate an important milestone. More than 400 engraved bricks already have been installed. Call (951) 222-8626 for additional information or to order your Alumni Brick.

OPEN CAMPUS

The Open Campus is responsible for distributing Distance Education and Faculty Technology Training. The goal of the Distance Education programs of the Open Campus is to make learning available anytime, anywhere for students who find it difficult to meet on campus at scheduled class times. The Open Campus is truly a “campus without walls,” distributing courses through a variety of online-based technologies including the Internet and streaming media. Open Campus courses are academically equivalent to on-campus courses and fulfill RCCD General Education, elective, and/or major requirements, with many classes transferable to four-year institutions.* Some certificate programs offered at RCCD can be completed in a Distance Education format. For further information about Distance Education options, visit www.opencampus.com.

*Always consult an RCCD counselor to review your Student Education Plan before taking any class to be sure it meets your particular goals.

RESERVE OFFICER TRAINING CORPS

Riverside Community College District students interested in the ROTC commissioning program can enroll in the Army ROTC program located at the Claremont Colleges, or the Air Force ROTC program located at Loyola Marymount University and taught at various locations throughout the greater Los Angeles area.

ARMY AND AIR FORCE ROTC PROGRAMS

Army ROTC

Through a cooperative arrangement sponsored by the Claremont Colleges and the Army, students can take the preliminary ROTC training at no cost while attending a community college. The Department of Military Science at the Claremont Colleges offers basic classes at California State University, San Bernardino and the Claremont Colleges. A student attends class each week for the initial year and the second year of ROTC training. Completion of this program permits a student transferring to a four-year institution full junior status in ROTC upon transfer. Completion of the community college portion of this program also could provide advanced grade placement should the student choose to serve in the military as an enlisted person.

Those interested in finding out more about Army ROTC should contact the Professor of Military Science, California State University, 5500 State University Parkway, San Bernardino, CA 92407-2397, Room SS124, Telephone (909) 537-5533.

Air Force ROTC

Air Force Reserve Officer Training Corps (AFROTC) offers two, three, and four-year programs leading to a commission as a second lieutenant in the United States Air Force. The AFROTC program is open to almost all students pursuing baccalaureate and graduate degrees. Classes consist of one hour of academics and two hours of leadership laboratory per week for freshmen and sophomores and three hours of academics and two hours of leadership laboratory per week for juniors and seniors. AFROTC offers numerous scholarship opportunities, but scholarships are not required to participate in the program. AFROTC offers a variety of one- to four-year scholarships valued up to 100% annual tuition, along with a nontaxable monthly stipend. Air Force ROTC is offered on the campuses of the University of Southern California, California State University-San Bernardino, and Harvey Mudd College. You do not need to be a student of any of these colleges to get involved.

For more information contact the Department of Aerospace Studies at (213) 740-2670 or visit www.asc.edu/afrotc. No military commitment is incurred until entering the junior year of the program or receipt of a scholarship after freshman year.

Regarding These Programs

For more information, contact the Loyola Marymount University Department of Aerospace Studies (AFROTC) at (310) 338-2770. Other AFROTC detachments are located at: University of California, Los Angeles, (310) 825-1742; University of Southern California, (213) 740-2670; San Diego State University, (619) 594-5545; and California State University, San Bernardino (909) 537-5440.

SPECIAL SUPPORTIVE SERVICES

Disabled Student Services

The colleges of Riverside Community College District offer a comprehensive program of support services to students with a documented disability. Students who have an acquired brain injury, physical disabilities, hearing impairments, learning disabilities, developmental disabilities, psychological disabilities, other health impairments, and temporary disabilities are eligible for the services which are provided according to individual need. For more information contact (951) 222-8060.
**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

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

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

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

1. The right to inspect and review the student’s education records within 45 days of the date RCCD receives a request for access. Copies are not provided if the student has an outstanding financial or other hold on the records. The District may assess a charge pursuant to Board Policy Regulation 3300 for furnishing copies of any education record. Students should submit to the Admissions and Records, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The RCCD official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the RCCD official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

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

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

The Riverside Community College District is dedicated to maintaining the absolute integrity of all student records as well as protecting the student’s rights of access to those records. To this end, Administrative Regulations for granting of requests to inspect and review records are detailed in Board Policy 5040.

It is the responsibility of the student to advise the Admissions and Records Office of any change in address or telephone number. Change of information forms are also available at [www.rcc.edu](http://www.rcc.edu).

**REPEAT POLICY**

**Course Repetition in a Non-Repealable Course**

Title 5 Sections 55040-55046, 55253 and 56029

Education Code Section 76224

When a student repeats a course that is not designated as repeatable and receives a satisfactory grade, then the student may not repeat the course again unless there is another provision that allows the repetition.

When a student repeats a course to alleviate substandard academic work, the previous grade and credit may be disregarded in the computation of grade point averages as long as the student is not allowed additional repetitions for more than three semesters or five quarters.

A. Students may repeat courses under the following circumstances:

1. The student is repeating the course to alleviate substandard work which has been recorded on the student’s record.
   a. The term substandard is defined as course work for which the evaluative grading symbol “D,” “F,” “FW”, or “NP” has been recorded.
   b. A student is limited to a maximum of three (3) allowable attempts per course including any combination of withdrawals (W’s) or substandard grades. Withdrawals due to military orders (MW’s) are not included in the number of allowable attempts.
A “Request for Course Repetition”* is required for any exceptions to “b” above.

2. The student’s previous grade is, at least in part, the result of extenuating circumstances.
   a. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

3. There has been a lapse of time (at least 5 years) since the student previously took the course. (See Significant Lapse of Time section)

4. The course outline of record has been officially changed and demonstrates significant curricular changes.*

5. Repetition of courses where substandard work has not been recorded shall be permitted when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.

   Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student’s grade point average.

B. The following conditions apply:

1. When course repetition occurs at RCCD, the permanent academic records will be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. Courses repeated will be indicated on the permanent record by using an appropriate symbol. In all instances, the most recent grade earned will be used to compute an adjusted grade point average.

2. For courses taken or repeated at another accredited college or university, the most recent grade earned in the repeated will be used to compute an adjusted cumulative grade point average (GPA). The adjusted cumulative GPA will be used in determining eligibility for the cumulative GPA requirement for the Associate in Arts degree, Associate in Science degree and occupational certificates.

3. Students may repeat any course, which was taken at an accredited college or university and for which substandard academic performance was recorded.

4. Courses taken at other accredited colleges or universities for which substandard academic performance was recorded may be repeated.

5. The District will honor similar, prior course repetition action by other accredited colleges and universities.

Nothing in these Procedures can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors or with Title 5 or District procedures relating to retention and destruction of records.

*A Request for Course Repetition must be completed and can be obtained in Admissions office and the Dean of Instruction office at any college. Requests are approved or denied by the Dean of Instruction, or designee.

Significant Lapse of Time

Students may be permitted to repeat courses in which a “C” or better grade was earned where there was a significant lapse of time of five (5) or more years since the grade was obtained.

Students are required to repeat courses in which a “C” or better grade was earned where there was a significant lapse of time since the grade was obtained if:

- The District has established a recency prerequisite for a course or program; or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

When a student needs to repeat an activity course due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time may be permitted or required by the District.

When a course is repeated due to a significant lapse of time, the District will disregard the previous grade and credit when computing a student’s grade point average.

Course Repetition in a Repeatable Course

Students may repeat courses in which a “C” or better grade was earned.

The following conditions apply to course repetition in repeatable courses:

1. Repeatable activity and performance classes may be taken up to a total of four (4) times.
2. Repeatable courses are identified in the college catalog.
3. All grades and units will be used in the computation of the grade point average and earned units, with the following exceptions:

   a. When a repeatable course is taken and a substandard grade earned, the course may be taken one time with the most recent grade used in the computation of the grade point average.
   
   b. Grades from other repeats will be used in the computation of the grade point average.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or paid employment. Students can repeat such courses any number of times, even if they received a grade of “C” or better; however, the grade received by the student each time will be included in calculations of the student’s grade point average.

Students may repeat activity courses that have been designated as activity courses and where it is found that the course content differs each time it is offered to enhance the skills and proficiencies of the student. Examples of activity courses include physical education, music, fine arts, theater, and dance. Absent substandard academic work, courses may not be repeated for more than three times.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation.

Students are allowed to repeat a cooperative work experience course if a college only offers one course in cooperative work experience. Where only one work experience course is offered, students may be permitted to repeat this course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5, Section 55253(a).

After a student has attempted a course four (4) times and in instances where a student is permitted to repeat a course any number of times, the student will be required to register for the course, in person, at the Admissions and Records office of any campus.
COMMITMENT TO DIVERSITY, NONDISCRIMINATION AND PROHIBITION OF HARASSMENT AND RETALIATION POLICIES

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

A complete copy of the Board Policies cited can be found at www.rccd.edu/administration/board or www.rccd.edu/administration/human_resources, or by calling (951) 222-8039.

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

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

PROHIBITION OF HARASSMENT AND RETALIATION
All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on actual or perceived disability, sex/gender, nationality, race or ethnicity, religion, sexual orientation, age, or any characteristic listed or defined in Section 11335 of the government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.

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

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

COMPROMETIDOS A LA DIVERSIDAD
El Colegio Comunitario del Distrito de Riverside está comprometido a promover un ambiente accesible y diverso que fomente un avance intelectual y social. Todos los programas y actividades del Distrito buscan afirmar el pluralismo de las creencias y opiniones, incluyendo diversidad en la religión, género, origen étnico, raza, orientación sexual, discapacidades, edad y estado socio-económico. Alentamos y acogemos la diversidad porque RCCD reconoce que nuestras diferencias al igual que nuestras similitudes promueven la integridad y la fortaleza que prepara a nuestros estudiantes para evolucionar y cambiar la comunidad que servimos.

NO DISCRIMINACIÓN
El Consejo Directivo del Colegio Comunitario del Distrito de Riverside ha adoptado las políticas y los procedimientos que cumplen con las leyes federales y estatales relacionadas a la prohibición de discriminación y/o de acoso basados en algo real, percibido, o asociado con: discapacidad, sexo/género, nacionalidad, raza, origen étnico, edad (40+), religión, orientación sexual, estado civil, estado de Veterano de Vietnam, o cualquier característica enumerada o definida en la Sección 11135 del Código de Gobierno o una característica que esté contenida en la prohibición de crímenes de odio establecida en la subdivisión (a) de la Sección 422.6 del Código Penal.

PROHIBICIÓN DE ACOSO Y REPRESALIAS
Todas las formas de acoso están en contra del nivel básico de conducta entre los individuos y están prohibidas por la ley federal y del estado, al igual que esta política, y no serán toleradas. El Distrito está comprometido a proveer un ambiente académico y de trabajo que respete la dignidad de los individuos y grupos. El Distrito estará libre de acoso sexual y de toda forma de intimidación y explotación sexual. También estará de libre de cualquier otro acoso ilegal, incluyendo aquel que esté basado en percepción o real discapacidad, sexo/género, nacionalidad, raza, origen étnico, religión, orientación sexual, edad, o alguna característica enumerada o definida en la Sección 11135 del Código de Gobierno o cualquier característica que esté contenida en la prohibición de crímenes de odio establecida en la subdivisión (a) de la Sección 422.6 del Código Penal.

Esta política se aplica a todos los aspectos del ambiente académico, incluido pero no limitado a las reglas del aula, grado, estado académico, oportunidades de empleo, becas, recomendaciones, acciones disciplinarias y la participación en cualquier actividad en un colegio comunitario.

El Distrito busca fomentar un ambiente en el cual todos los empleados y estudiantes se sientan libres de denunciar incidentes de acoso sin miedo a amenazas o represalias. Las represalias pueden involucrar pero no están limitadas a hacer represalias o amenazas de las mismas, intimidación, coerción, discriminación o acoso seguido por el inicio
Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint, who refers a matter for investigation or complaint, who participates in an investigation, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of unlawful discrimination or harassment.

FILING A COMPLAINT
This is a summary of your right to file an informal or formal complaint of discrimination or sexual harassment. This is only a summary. Please see Board Policies and Administrative procedures BP/AP3410 and BP/AP3430, and AP3435 for the complete District procedure.

INFORMAL/FORMAL COMPLAINT PROCEDURE:
• You have the right to request that the charges be resolved informally, at which time the District will undertake efforts to informally resolve the charges.
• You do not need to participate in informal resolution.
• You have the right to file a formal complaint, even if you have previously requested informal resolution (see below for the procedure for doing so).
• You will not be required to confront or work out problems with the person accused of unlawful discrimination.
• You may file a non-employment-based complaint with the U.S. Department of Education Office for Civil Rights (OCR) where such a complaint is within that agency’s jurisdiction.
• If your complaint is employment-related, you may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency’s jurisdiction.
• Retaliation is unlawful. If you feel you are being retaliated against as a result of filing a complaint, please contact the RCCD Diversity and Human Resources Department immediately.

PURPOSE OF THE INFORMAL RESOLUTION PROCESS:
The purpose of the informal resolution process is to allow an individual who believes she/he has been unlawfully discriminated against to resolve the issue through a mediation process rather than the formal complaint process. Typically, the informal process will be invoked when there is a simple misunderstanding or you do not wish to file a formal complaint. Resolution of an informal complaint may require nothing more than a clarification of the misunderstanding or an apology from the alleged offender and an assurance that the offending behavior will cease. You will be notified of the outcome of the investigation in the informal process, and will also be notified of the resolution proposed by the District.

If you pursue the informal process, you should note the following important points:
• You will need to sign a document which indicates that you have selected the informal resolution process.
• The District will complete its investigation within the time period required by Board Policy unless you voluntarily rescind your complaint prior to completion.

Selecting the informal resolution process does not prevent you from later deciding to file a formal complaint (subject to all of the rules for filing a formal complaint). You can do this while the informal process de una queja formal o informal. Tal conducta es ilegal y constituye la violación de esta política.

Por lo tanto, el Distrito también prohíbe estrictamente las represalias en contra de cualquier individuo por haber presentado una queja, quien remite un asunto o, queja para ser investigado, quien participe en una investigación, quien represente o defienda a una presunta victima o un presunto delincuente, o de quien promueva los principios de discriminación ilegal o acoso.

PRESENTAR UNA QUEJA
Este es un resumen del derecho que usted tiene a presentar una queja formal de discriminación o de acoso sexual. Este es sólo un resumen. Por favor vea la Política de la Junta Directiva Escolar y los Procedimientos Administrativos BP/AP 3410 y BP/AP 3430, y AP 3435 para el procedimiento completo del Distrito.

PROCEDIMIENTO PARA UNA QUEJA FORMAL/INFORMAL:
• Usted tiene derecho a solicitar que los cargos sean resueltos informalmente, durante este tiempo, el Distrito se encargará de hacer lo necesario para solucionar los cargos informalmente.
• Usted no necesita participar en una resolución informal.
• Usted tiene derecho a presentar una queja formal, aún en el caso que anteriormente haya solicitado una resolución informal (mire la parte posterior para el procedimiento a seguir en este caso).
• A usted no se le pedirá que confronte o que trate de resolver los problemas con la persona acusada de discriminación ilícita.
• Usted puede presentar una queja que no esté relacionada con el empleo en la Oficina del Departamento de Educación de los Estados Unidos (OCR, por sus siglas en inglés) siempre y cuando dicha queja esté dentro de la jurisdicción de esa agencia.
• Si su queja está relacionada con el empleo, usted puede presentar una queja en la Comisión de Igualdad en Oportunidad de Empleo de los Estados Unidos (EEOC, por sus siglas en inglés) y/o al Departamento de Igualdad en el Empleo y la Vivienda (DFEH, por sus siglas en inglés) siempre y cuando dicha queja esté dentro de la jurisdicción de esa agencia.
• Las represalias están prohibidas por la ley. Si usted cree que hay represalias en su contra como resultado de haber presentado una queja, por favor póngase en contacto con el Departamento de Diversidad y Recursos Humanos de RCCD.

EL PROPOSITO DE LA RESOLUCIÓN INFORMAL:
El propósito del proceso en una resolución informal es permitir que un individuo, el cual cree ha sido ilícitamente discriminado en contra, pueda resolver la situación por medio de un proceso de mediación en lugar de un proceso de queja formal. Típicamente, el proceso informal será invocado cuando haya un simple malentendido, o usted no desee presentar una queja formal. La resolución de una queja informal puede que no requiera más que una aclaración del malentendido o una disculpa por parte del supuesto ofensor y una afirmación de que la conducta ofensiva cesará. Usted será notificado acerca del resultado de la investigación del proceso informal, y también será notificado de la resolución propuesta por el Distrito.

Si usted da seguimiento al proceso informal, deberá tomar en cuenta los siguientes puntos importantes:
• Usted necesitará firmar un documento el cual indique que usted ha elegido el proceso de la resolución informal.
is still underway, or if the informal process has been completed and you are not satisfied with the outcome of the District’s proposed resolution, provided that the time period for filing a formal complaint has not passed.

HOW TO FILE A FORMAL COMPLAINT:

• The complaint must be filed on a form prescribed by the State Chancellor’s Office. That form is available at www.rccd.edu/administration/board/policies.cfm, www.rccd.edu/administration/hr/dec.cfm, from the Diversity and Human Resources Department, or on the State Chancellor’s Web page at www.cccco.edu.
• The complaint must allege unlawful discrimination prohibited under Title 5, Section 59300.
• The complaint must be filed by one who alleges that she/he has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in her/his official capacity as a faculty member or administrator.
• In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which you knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination.
• In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if you first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.
• You can file a complaint with the:

  Director
  Diversity, Equity and Compliance
  Riverside Community College District
  450 E. Alessandro Blvd.
  Riverside, CA 92508-2449
  (951) 222-8039
  www.rccd.edu

or with the:

  Legal Affairs Division
  Office of the Chancellor
  California Community Colleges
  1102 Q Street
  Sacramento, CA 95811-6549

WHAT HAPPENS WHEN A FORMAL COMPLAINT IS FILED?

The District will then conduct an investigation. Within 90 days of receiving an unlawful discrimination complaint filed under Title 5, Sections 59300 et seq., the District will complete the investigation and forward a copy of the investigative report, or a summary, to you along with a notice of your right to appeal to the District Board of Trustees and the State Chancellor’s Office. The investigative report, or summary, is the District’s Administrative Determination.

COMPLAINANT’S APPEAL RIGHTS

You, as the complainant, have appeal rights that you may exercise if

• El Distrito completará su investigación en el período de tiempo requerido por la política de la Junta Directiva Escolar, a menos que usted voluntariamente rescinda da su queja antes de ser terminada la investigación.

El seleccionar el proceso de resolución informal, no le impide a usted el poder tomar la decisión de presentar una queja formal posteriormente (sujeto a todas las reglas para presentar una queja formal). Usted puede hacer esto mientras el proceso informal esté en curso, o si el proceso informal ha sido completado y usted no está satisfecho con el resultado o la resolución propuesta por el Distrito, siempre y cuando que el período de tiempo para presentar una queja formal no haya terminado.

COMO PRESENTAR UNA QUEJA FORMAL:

• La queja debe ser presentada utilizando el formulario indicado por la oficina del Rector del Estado. El formulario está disponible en www.rccd.edu/administration/board/policies.cfm, www.rccd.edu/administration/hr/dec.cfm, en la oficina de Diversidad y Recursos Humanos, o en la página de internet del Rector del Estado en www.cccco.edu.
• Le queja debe declarar discriminación ilícita bajo el Título 5, sección 59300.
• Le queja debe declarar discriminación ilícita bajo el Título 5, sección 59300.
• Le queja debe ser presentada por la persona que declara que él/ella ha sufrido personalmente discriminación ilícita o por aquella persona que se ha enterado de tal discriminación ilícita en su función oficial como miembro de la facultad o administrador.
• En cualquier queja que no involucre un empleo, la queja deberá ser presentada en el espacio de un año a partir de la fecha de la presunta discriminación ilícita o en el espacio de un año a partir de la fecha en la cual usted se enteró o debió haberse enterado de los hechos que fundamentan el incidente específico o los incidentes de la presunta discriminación ilícita.
• En situaciones en que la queja confirma discriminación en el empleo, la queja deberá ser presentada en de 180 días a partir de la fecha en que la presunta discriminación ilícita ocurrió, con la excepción de que este período será extendido por no más de 90 días seguido a la fecha de expiración de los 180 días, si usted se enteró de los hechos de la supuesta discriminación después de la fecha de expiración de los 180 días.
• Usted puede presentar una queja con el:

  Director
  Diversity, Equity and Compliance
  Riverside Community College District
  450 E. Alessandro Blvd.
  Riverside, CA 92508-2449
  (951) 222-8039
  www.rccd.edu

  o con:

  Legal Affairs Division
  Office of the Chancellor
  California Community Colleges
  1102 Q Street
  Sacramento, CA 95811-6549
you are not satisfied with the results of the District’s Administrative Determination. At the time the investigative report and/or summary is mailed to you, the responsible District officer or her/his designee will notify you of your appeal rights as follows:

**ALL APPEALS MUST BE IN WRITING**

(E-mail is not a satisfactory method.)

**First Level of Appeal:** You have the right to file an appeal with the District’s Board of Trustees within fifteen (15) calendar days from the date of the Administrative Determination. The District’s Board of Trustees will review the original complaint, the Administrative Determination, and the appeal.

In order to appeal to the District’s Board of Trustees, please send a written request within the required time period to the attention of:

District Board of Trustees

c/o Diversity, Equity and Compliance

Riverside Community College District

450 E. Alessandro Blvd.

Riverside, CA 92508-2449

The District’s Board of Trustees will issue a final District decision in the matter within forty-five (45) calendar days after receiving the appeal. Alternatively, the District’s Board of Trustees may elect to take no action within forty-five (45) calendar days, in which case the Administrative Determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the District’s Board of Trustees will be forwarded to you and to the State Chancellor’s Office.

**Second Level of Appeal:** You have the right to file an appeal with the California Community Colleges Chancellor’s Office in any case not involving employment-related discrimination within thirty (30) calendar days from the date that the District’s Board of Trustees issues the final District decision or permits the Administration Determination to become final by taking no action within forty-five (45) calendar days. The appeal must be accompanied by a copy of the decision of the District Board of Trustees or evidence showing the date on which complainant filed an appeal with the District Board of Trustees within forty-five (45) calendar days from that date.

In any case involving employment-related discrimination, you have the right to file an appeal with the Department of Fair Employment and Housing (DFEH) or the U.S. Equal Employment Opportunity Commission (OCR).

¿QUÉ SUCEDERÁ CUANDO SE PRESENTA UNA QUEJA FORMAL?

El Distrito entonces conducirá una investigación. Después de 90 días de haber recibido la queja y la presunta discriminación bajo el Título 5, secciones 59300 et seq., el Distrito completará la investigación y se le enviará a usted una copia del reporte de la investigación, o un resumen del mismo, junto con la notificación de su derecho a apelar la decisión ante la Junta Directiva Escolar del Distrito y la oficina del Rector del Estado. Este reporte de investigación es la Determinación Administrativa del Distrito.

**DERECHOS DE APELACIÓN DE LA PERSONA AFECTADA**

Usted, como persona demandante, tiene derechos que puede ejercer para apelar si no está satisfecho con los resultados de la Determinación Administrativa del Distrito. En el momento en que el reporte de investigación y/o el resumen le sea enviado a usted por correo, el oficial responsable del Distrito y/o su designado/a le notificará a usted acerca de los derechos que tiene para solicitar una apelación de la siguiente manera:

**TODAS LAS APELACIONES DEBERÁN SER HECHAS POR ESCRITO**

(El correo electrónico no es un método satisfactorio.)

**Primer Nivel de Apelación:** Usted tiene el derecho de solicitar una apelación a los Miembros de la Junta Directiva Escolar en el espacio de 15 días o a partir de la fecha en que la Determinación Administrativa fue hecha. Los Miembros de la Junta Directiva Escolar revisarán la queja original, la Determinación Administrativa y la apelación.

Por favor envíe una petición por escrito para solicitar una apelación a los Miembros de la Junta Directiva Escolar en el periodo de tiempo indicado, dirigido a:

District Board of Trustees

c/o Diversity, Equity and Compliance

Riverside Community College District

450 E. Alessandro Blvd.

Riverside, CA 92508-2449

Los miembros de la Junta Directiva Escolar darán una decisión final del Distrito acerca del asunto dentro de 45 días después de haber recibido la apelación. Alternativamente, los Miembros de la Junta Directiva Escolar pueden elegir no tomar ninguna acción en el espacio de 45 días, en este caso la decisión original en cuanto a la Determinación Administrativa será considerada afirmativa y será la decisión final del Distrito en este asunto. Usted recibirá una copia de la decisión final hecha por los Miembros de la Junta Directiva Escolar del Distrito y otra copia será enviada a la oficina del Rector del Estado.

**Segundo Nivel de Apelación:** Usted tiene el derecho de solicitar una apelación a la oficina del Rector de Colegios Comunitarios de California en cualquier caso que no involucre discriminación relacionada con el empleo, en el espacio de 30 días o a partir de la fecha en que los Miembros de la Junta Directiva Escolar dictaminen la Decisión final del Distrito o permitan que la Determinación Administrativa sea la Decisión final al no tomar ninguna acción el el espacio de 45 días . La apelación debe ser acompañada de una copia de la decisión de los Miembros de la Junta Directiva Escolar del Distrito o evidencia que muestre la fecha en que el demandante solicitó una
apelación a la Junta Directiva Escolar del Distrito en el espacio de 45 días a partir de esa fecha.

En cualquier caso que involucre discriminación con el empleo, usted tiene derecho a solicitar una apelación en el Departamento de Igualdad de Empleo y Vivienda o la Comisión de los Estados Unidos para Oportunidad de Igualdad en el Empleo.

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State Chancellor’s Office  
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INDEX

A
Academic Appeals by Students .................................................. 12
Academic Calendar ........................................................................ vi
Academic Freedom ........................................................................ 2
Academic Honesty ......................................................................... 12
Academic Renewal ......................................................................... 12
Academic Success Guide ............................................................... 31
Accounting  
Courses ................................................................. 103
Curricular Pattern ........................................................................ 73
Accreditation ................................................................................. 3
Add Procedures ............................................................................. 6
Additional Degree Requirements ................................................. 40
Administration ............................................................................. vi, 261
Administration and Information Systems Degree ......................... 35
Administration of Justice  
Courses ................................................................. 104
Curricular Pattern ......................................................................... 66
Admission and Registration of Students ......................................... 3
Advanced Placement .................................................................... 42
Advisory ......................................................................................... 5, 103
Air Conditioning and Refrigeration  
Courses ................................................................. 106
Curricular Pattern ......................................................................... 67
Alumni House ............................................................................... 264
American Sign Language  
Courses ................................................................. 107
Curricular Pattern ......................................................................... 98
American Studies ......................................................................... 35
Anatomy and Physiology  
Course ...................................................................................... 108
Anthropology  
Courses ...................................................................................... 109
Appeals, Academic ...................................................................... 12
Application for Admission ........................................................... 3
Applied Digital Media and Printing  
Courses ................................................................. 109
Curricular Pattern ......................................................................... 67
Arabic  
Courses ......................................................................................... 111
Areas of Emphasis ........................................................................ 35
Art  
Courses ......................................................................................... 112
Curricular Pattern ......................................................................... 69
Arts, The  
Art, Dance, Film, Music, Theater .................................................. 12
Assessment ..................................................................................... 5
Associate Degree in Arts ............................................................... 35
Associate Degrees for Transfer ..................................................... 50
Associate Degree in Science ........................................................ 38, 60
Associate Degree, Graduation Requirements ................................ 34
Associate Degree, Philosophy for ................................................ 34
Astronomy  
Courses ................................................................. 116
Athletics ......................................................................................... 13
Attend, Who May .......................................................................... 3
Attendance .................................................................................... 4
Auditing Classes ........................................................................... 42
Automotive Body Technology  
Courses ................................................................. 116
Automotive Technology  
Courses ................................................................. 118
Curricular Pattern ......................................................................... 70

B
Banking and Finance  
Courses ................................................................. 123
Curricular Pattern ......................................................................... 72
Basic Skills Competency Requirement .......................................... 39
Biology  
Courses ......................................................................................... 123
Black Studies ................................................................................ 125
Board of Trustees ......................................................................... inside front cover
Bookstore ....................................................................................... 13
Books, Equipment and Supplies .................................................. 8
Business Administration  
Courses ................................................................. 125
Curricular Pattern ......................................................................... 72

C
Calendar ......................................................................................... vi
California State University (CSU) Admission Requirements .......... 49
CalWORKS Program .................................................................... 29
Career and Technical Education Programs .................................. 38, 60
Career Center ................................................................................. 13
Catalog Rights ............................................................................... 41
Certificate Programs ...................................................................... 40, 60, 66
Change of Information .................................................................. 263
Chemistry  
Courses ......................................................................................... 128
Chicano Studies .............................................................................. 129
Chinese  
Courses ......................................................................................... 129
Clubs and Organizations ................................................................ 20
College Connection ........................................................................ 30
College Hour ................................................................................ 21
College Level Examination Program (CLEP) .................................. 44
College Transfer Requirements .................................................... 47
Communications, Media, and Languages Degree ......................... 36
Communications Studies  
Associate in Arts for Transfer ...................................................... 50
Courses ......................................................................................... 130
Community Education ................................................................... 242
Community for Academic Progress (CAP) .................................... 14
Community Interpretation  
Courses ......................................................................................... 131
Completion Counts ......................................................................... 30
Computer Applications and Office Technology  
Courses ......................................................................................... 132
Curricular Patterns ........................................................................ 77
Computer Information Systems  
Courses ......................................................................................... 136
Curricular Patterns ........................................................................ 79
Computer Science  
Courses ......................................................................................... 142
Concurrent Enrollment .................................................................. 3
Conduct, Standards ....................................................................... 23
Cooperative Agencies Resources for Education (CARE) ................. 15
Corequisites .................................................................................... 4, 6, 12, 103
Cosmetology  
Courses ......................................................................................... 144, 242
Curricular Pattern ......................................................................... 83
Counseling Center ............................................................................ 6, 14
Course Descriptions ....................................................................... 101
Course Identification Numbering Systems (C-ID) ......................... 50, 102
Course Repetition ........................................................................... 265
Credit by Examination ................................................................... 44
Culinary Arts  
Courses ......................................................................................... 146
Curricular Pattern ......................................................................... 85
Curricular Patterns ......................................................................... 57

D
Dance (academic)  
Courses ......................................................................................... 148
Dance (The Arts) .............................................................................. 13
Dean’s List ....................................................................................... 41
Disabled Student Services .............................................................. 14, 264
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses.</td>
<td>198</td>
</tr>
<tr>
<td>Learning Skills Courses (see Reading)</td>
<td></td>
</tr>
<tr>
<td>Library (academic courses)</td>
<td>198</td>
</tr>
<tr>
<td>Library/Learning Resource Center</td>
<td>7, 20</td>
</tr>
<tr>
<td>M Management (also see Business Administration)</td>
<td>198</td>
</tr>
<tr>
<td>Courses.</td>
<td></td>
</tr>
<tr>
<td>Manual Communications (see American Sign Language)</td>
<td>iv</td>
</tr>
<tr>
<td>Map of Campus</td>
<td></td>
</tr>
<tr>
<td>Marketing (also see Business Administration)</td>
<td>199</td>
</tr>
<tr>
<td>Courses.</td>
<td></td>
</tr>
<tr>
<td>Math and Science Degree</td>
<td>39</td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
</tr>
<tr>
<td>Courses.</td>
<td>200</td>
</tr>
<tr>
<td>Matriculation</td>
<td>5</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td></td>
</tr>
<tr>
<td>Courses.</td>
<td>203</td>
</tr>
<tr>
<td>Memberships, District</td>
<td>263</td>
</tr>
<tr>
<td>Microbiology</td>
<td></td>
</tr>
<tr>
<td>Courses.</td>
<td>204</td>
</tr>
<tr>
<td>Military Credit</td>
<td>46</td>
</tr>
<tr>
<td>Military Personnel/Family Members</td>
<td>8</td>
</tr>
<tr>
<td>Military Science</td>
<td></td>
</tr>
<tr>
<td>Courses.</td>
<td>204</td>
</tr>
<tr>
<td>Mission Statement</td>
<td></td>
</tr>
<tr>
<td>College</td>
<td>2</td>
</tr>
<tr>
<td>District</td>
<td>262</td>
</tr>
<tr>
<td>Music (The Arts)</td>
<td>13</td>
</tr>
<tr>
<td>Music</td>
<td></td>
</tr>
<tr>
<td>Courses.</td>
<td>205</td>
</tr>
<tr>
<td>Curricular Pattern</td>
<td>92</td>
</tr>
<tr>
<td>Musical Performance</td>
<td>207</td>
</tr>
<tr>
<td>N Native American Studies</td>
<td>214</td>
</tr>
<tr>
<td>Non-Credit Courses</td>
<td>244</td>
</tr>
<tr>
<td>Non-Degree Credit</td>
<td>102</td>
</tr>
<tr>
<td>Non-Discrimination and Prohibition of Harassment and Retaliation</td>
<td>267</td>
</tr>
<tr>
<td>Non-Resident Tuition and Fees</td>
<td>7</td>
</tr>
<tr>
<td>Nursing Education</td>
<td></td>
</tr>
<tr>
<td>Courses.</td>
<td>214</td>
</tr>
<tr>
<td>Curricular Patterns</td>
<td>94</td>
</tr>
<tr>
<td>O Occupational Programs (see Career and Technical Education)</td>
<td></td>
</tr>
<tr>
<td>Oceanography</td>
<td>225</td>
</tr>
<tr>
<td>Office Administration (see Computer Applications and Office Technology)</td>
<td>264</td>
</tr>
<tr>
<td>Open Campus</td>
<td></td>
</tr>
<tr>
<td>Organizations and Clubs</td>
<td>20</td>
</tr>
<tr>
<td>Orientation</td>
<td>6</td>
</tr>
<tr>
<td>P Paralegal</td>
<td></td>
</tr>
<tr>
<td>Courses.</td>
<td>225</td>
</tr>
<tr>
<td>Curricular Pattern</td>
<td>97</td>
</tr>
<tr>
<td>Parking</td>
<td>7</td>
</tr>
<tr>
<td>Pass/No Pass</td>
<td>42</td>
</tr>
<tr>
<td>Petition for Graduation</td>
<td>40</td>
</tr>
<tr>
<td>Philosophy</td>
<td></td>
</tr>
<tr>
<td>Courses.</td>
<td>227</td>
</tr>
<tr>
<td>Phone Listing</td>
<td>260</td>
</tr>
<tr>
<td>Photography</td>
<td></td>
</tr>
<tr>
<td>Courses.</td>
<td>228</td>
</tr>
<tr>
<td>Curricular Pattern</td>
<td>97</td>
</tr>
<tr>
<td>Physical Education (see Kinesiology)</td>
<td></td>
</tr>
<tr>
<td>Physical Science</td>
<td></td>
</tr>
<tr>
<td>Courses.</td>
<td>229</td>
</tr>
<tr>
<td>Physics</td>
<td></td>
</tr>
<tr>
<td>Courses.</td>
<td>230</td>
</tr>
<tr>
<td>Physiology and Anatomy (see Anatomy and Physiology)</td>
<td></td>
</tr>
<tr>
<td>Police Science (see Administration of Justice or Justice Studies)</td>
<td></td>
</tr>
<tr>
<td>Political Science</td>
<td></td>
</tr>
<tr>
<td>Courses.</td>
<td>231</td>
</tr>
<tr>
<td>Portuguese</td>
<td></td>
</tr>
<tr>
<td>Courses.</td>
<td>232</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>4, 6, 12, 102</td>
</tr>
<tr>
<td>Printing (see Graphics Technology)</td>
<td></td>
</tr>
<tr>
<td>Privacy Act</td>
<td>265</td>
</tr>
<tr>
<td>Private and Out-of-State Colleges and Universities</td>
<td>50</td>
</tr>
<tr>
<td>Probation and Dismissal</td>
<td>22</td>
</tr>
<tr>
<td>Program Length</td>
<td>3</td>
</tr>
<tr>
<td>Psychology</td>
<td></td>
</tr>
<tr>
<td>Courses.</td>
<td>233</td>
</tr>
<tr>
<td>Public Affairs (see Strategic Communications and Relations)</td>
<td></td>
</tr>
<tr>
<td>Publications, College</td>
<td></td>
</tr>
<tr>
<td>inside back cover</td>
<td></td>
</tr>
<tr>
<td>R Reading</td>
<td></td>
</tr>
<tr>
<td>Courses.</td>
<td>233, 243</td>
</tr>
<tr>
<td>Real Estate (also see Business Administration)</td>
<td>234</td>
</tr>
<tr>
<td>Refunds</td>
<td>8</td>
</tr>
<tr>
<td>Registration</td>
<td>3</td>
</tr>
<tr>
<td>Remedial Limitations</td>
<td>4</td>
</tr>
<tr>
<td>Repeat Policy</td>
<td>265</td>
</tr>
<tr>
<td>Repetition, Course</td>
<td>102</td>
</tr>
<tr>
<td>Requirements for College Transfer</td>
<td>47</td>
</tr>
<tr>
<td>Residence Requirement for Degree</td>
<td>34</td>
</tr>
<tr>
<td>Residency Requirements</td>
<td>7</td>
</tr>
<tr>
<td>Retail Management (WACO) Curricular Pattern</td>
<td>98</td>
</tr>
<tr>
<td>Rights and Responsibilities, Student.</td>
<td>6</td>
</tr>
<tr>
<td>Russian</td>
<td></td>
</tr>
<tr>
<td>Courses.</td>
<td>235</td>
</tr>
<tr>
<td>S Scholarship, Standards of</td>
<td></td>
</tr>
<tr>
<td>Scholarships, Student</td>
<td>22</td>
</tr>
<tr>
<td>Scholarships, Student</td>
<td>18</td>
</tr>
<tr>
<td>Second Degrees</td>
<td>41</td>
</tr>
<tr>
<td>Senior Citizen Education</td>
<td>243</td>
</tr>
<tr>
<td>Sign Language Interpreting (see also American Sign Language)</td>
<td></td>
</tr>
<tr>
<td>Curricular Pattern</td>
<td>98</td>
</tr>
<tr>
<td>Skills Classes</td>
<td>30</td>
</tr>
<tr>
<td>Smoking Policy</td>
<td>21</td>
</tr>
<tr>
<td>Social and Behavioral Studies Degree</td>
<td>38</td>
</tr>
<tr>
<td>Social Events</td>
<td>20</td>
</tr>
<tr>
<td>Sociology</td>
<td></td>
</tr>
<tr>
<td>Associate in Arts for Transfer</td>
<td>51</td>
</tr>
<tr>
<td>Spanish</td>
<td></td>
</tr>
<tr>
<td>Courses.</td>
<td>236</td>
</tr>
<tr>
<td>Spanish</td>
<td></td>
</tr>
<tr>
<td>Courses.</td>
<td>235</td>
</tr>
<tr>
<td>Spanish</td>
<td></td>
</tr>
<tr>
<td>Courses.</td>
<td>236</td>
</tr>
<tr>
<td>Special Supportive Services</td>
<td>264</td>
</tr>
<tr>
<td>Specialized Training</td>
<td>60</td>
</tr>
<tr>
<td>Speech Communication (see Communications Studies)</td>
<td></td>
</tr>
<tr>
<td>Standards of Conduct</td>
<td>22, 41</td>
</tr>
<tr>
<td>Stenographer Courses (see Computer Applications and Office Technology)</td>
<td></td>
</tr>
<tr>
<td>Strategic Communications and Relations</td>
<td>263</td>
</tr>
<tr>
<td>Student Educational Plan</td>
<td>5</td>
</tr>
<tr>
<td>Student Employment Services</td>
<td>22</td>
</tr>
<tr>
<td>Student Financial Services</td>
<td>15</td>
</tr>
<tr>
<td>Student Government</td>
<td>21</td>
</tr>
<tr>
<td>Student Activities Office</td>
<td>21</td>
</tr>
<tr>
<td>Study Abroad Program (see International Education)</td>
<td>20</td>
</tr>
<tr>
<td>Supervision (see Management)</td>
<td></td>
</tr>
</tbody>
</table>
Table of Contents .............................................. i
Teacher Preparation and Education Programs .................. 27
Telecommunications (see Film, Television and Video)
  Theater Arts
    Courses .............................................. 238
    Associate in Arts for Transfer ...................... 52
    Title V Pathways to Excellence .................... 31
    Transcripts ......................................... 8
    Transfer Programs .................................. 50
    Transfer Requirements ............................... 47
    Tutorial Services ................................. 28

University of California (UC) Admission Requirements ............ 49

Veterans Assistance ........................................ 29
Veterans Fees – Personnel/Family .............................. 8
Veterans Military Credit .................................... 46

Vision and Values
  College .............................................. 2
  District ............................................. 262

Welding Technology
  Courses .............................................. 241
  Curricular Pattern .................................... 99
  Withdraw Procedures ................................. 4
  Work Experience ..................................... 58, 242
  Workforce Preparation Department ..................... 29
  Workshop Courses ................................... 58

Zoology (see Biology)
The following statement is required by the California State Department of Education in compliance with D.V.B. Circular 20-76-84.

Riverside Community College District  
Name of School  
1533 Spruce Street, Riverside, CA 92507  
Address  
June 2012  
Date

In accordance with requirements of D.V.B. Circular 20-76-84, Appendix P, this is to certify that this school catalog (or bulletin) is true and correct in content and policy.

Ray Maghroori  
Provost/Vice Chancellor of Educational Services
RIVERSIDE COMMUNITY COLLEGE DISTRICT PUBLICATIONS

College Catalog ....................................................... June
Fall Semester Schedule ............................................. July
Winter Intersession Schedule ................................. November
Spring Semester Schedule ......................................... December
Summer Semester Schedule ................................. April
Student Handbook ........................................... Published annually

For information about college publications, please contact:

Strategic Communications and Relations
Riverside Community College District
1533 Spruce Street
Riverside, California 92507
(951) 222-8857

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Catalog, 2012-2013