

2022  
2023

MORENO  
VALLEY  
COLLEGE

# STUDENT HANDBOOK





**Wolde-Ab Isaac, Ph.D.**

Chancellor  
Riverside Community College District

**Robin Steinback, Ph.D.**

President, Moreno Valley College

**Board of Trustees**

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- Jose Alcala . . . . . Vice President
- Virginia Blumenthal . . . . . Secretary
- Mary Figueroa . . . . . Member
- Tracey Vackar . . . . . Member
- Rochelle Duran . . . . . Student Trustee, 2022-2023

All information contained in the 2022-2023 Student Handbook is current as of summer 2022. Although every effort has been made to ensure accuracy of the information, students and others who use this handbook should consult with a counselor, dean, department chair or program directors for recent additions, deletions or changes. Updates can also be found online at [www.mvc.edu/handbook](http://www.mvc.edu/handbook).

The Riverside Community College District complies with all federal and state rules and regulations and does not discriminate on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law. This holds true for all students who are interested in participating in education programs and/or extracurricular school activities. Limited English speaking skills will not be a barrier to admission or participation in any programs. Harassment of any employee or student with regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law is strictly prohibited. The following person has been designated to handle inquiries regarding the non-discrimination policies or practices: District Compliance Officer, 3801 Market Street, Riverside, CA 92501, (951) 222-8039.

Alternate formats for this material are available to individuals requiring disability accommodation. Please contact the office of Diversity, Equity and Compliance at (951) 222-8039. Please contact Brandi R. Avila, Dean of Student Development and Wellness at (951) 571-6384 or the office of Diversity, Equity and Compliance at (951) 222-8039.



## President's Welcome

Dear Student,

Welcome to Moreno Valley College for the 2022-2023 academic year. Whether you are new to the College or a continuing student, I want you to know that our faculty, staff and administrators are here for one clearly defined purpose: To do all we can to make your time here productive and successful. In doing that, we will need one urgently needed partner, you.

Your interest is best served when you are able to get good advice, the right classes, needed help, and complete your educational objective in the least time necessary for entering a productive career or advancing your next educational objective. Our counseling and instructional faculty and staff are here to guide and prepare you for entering your chosen university or assisting you in planning for an appropriate career.

Your choices and opportunities are many. Your success defines our success. We celebrate as you succeed.

Warm wishes for a successful year ahead!

Robin L. Steinback, Ph.D.  
President



## About Moreno Valley College:

Moreno Valley College is a two-year public institution of higher education, one of three colleges in the Riverside Community College District (RCCD). It is the 111<sup>th</sup> community college in the state of California. It is governed by the RCCD Board of Trustees and offers locally and state approved certificates and associate degrees as well as transfer options to students.

Mascot: Lions

Colors: Teal, White and Black

Addresses: Moreno Valley College  
16130 Lasselle Street  
Moreno Valley, CA 92551  
(951) 571-6100

Ben Clark Training Center (BCTC)  
Law Enforcement  
16791 Davis Avenue  
Riverside, CA 92518  
(951) 571-6300

EMS/Fire Technology  
16888 Bundy Avenue  
Riverside, CA 92518  
(951) 571-6197

## Mission Statement

Moreno Valley College is committed to educating and empowering our students, providing equitable access to education, and serving our communities.

Moreno Valley College's core mission can be expressed in four words: Education, Empowerment, Equity, and Service.



## Welcome From the Vice President of Student Services

Dear MVC Student,

Welcome to the 2022-2023 academic year! Student Services at MVC seeks to engage students in experiences that broaden the mind, strengthen our ties with Moreno Valley and our greater communities, and empower our students to identify a pathway that will lead to lifelong learning and career placement. Opportunities for such experiences abound at MVC. MVC's core mission can be expressed in four words: Education, Empowerment, Equity, and Service. In collaboration with student leaders, faculty, staff and administrators, the offices of Student Services aim to enrich the lives of students through meaningful engagement and support services. At MVC, we know that when your pathway through college is clear and uncomplicated, you are empowered to do your best.

Student Services at MVC is comprised of CalWORKs, Counseling, Disabled Student Services (DSS), Enrollment Services, EOPS/CARE/NextUp, First-Year Experience (FYE), Middle College High School, Outreach, Puente, Student Activities, Student Financial Services, Student Health Center, TRIO ACES (Student Support Services), TRIO Talent Search, TRIO Upward Bound, TRIO Upward Bound Math/Sciences, and Umoja. I encourage you to check out each of the services as your success is our success.

As we enter the new academic year navigating our new norms, I want to implore that each member of the MVC community is here to assist and make sure you stay on your path to reach your academic and career goals. As a community, we come together to ensure we each make it through together.



In Student Success,

Christopher T. Sweeten  
Vice President of Student Services

## Letter From the Student Body President



Dear Moreno Valley College Student Body,

My name is Kemari Wofford, and I am proud to serve as your Student Body President for the 2022-23 academic year. I have the pleasure of welcoming every one of you to Moreno Valley College. Those of you reading this message have chosen to take on the flaming torch of higher education. The programs at Moreno Valley College are designed to help you thrive in your declared field of study. I am majoring in political science to give back to my community and continue as a servant leader.

The Associated Students of Moreno Valley College (ASMVC) are engaged on campus by participating in meetings with administrators, faculty, and classified professionals addressing the needs of the student body. We plan and host events on campus for the student body in conjunction with College clubs and organizations. I encourage you to join a club or organization. The Student Activity Center, located behind the Bookstore and Lion's Den, is not just where student government is housed, with its encyclopedia-like knowledge of the campus, it is a building designed to assist students with needs outside of the classroom. There is a lounge, conference room/meeting space, complimentary printing, with student services fees paid, and assistance with student service programs and resources to get involved on campus.

I am sure some of you are nervous about starting a new chapter in your life, however, I want to ensure you it is your body's way of helping you do your best. I understand that life is filled with obstacles that we must overcome, and when that happens there is a quote I like to go by: "find your steel." The trick is to find something or someone in your life that helps you overcome said obstacle. ASMVC stands ready to help however it can.

Once again, on behalf of ASMVC, I would like to welcome you to the campus, and if you ever want to connect, please visit the Student Activity Center, or email me at [aspresmv@mvc.edu](mailto:aspresmv@mvc.edu). I wish you all the best of luck during your educational journey.

Kemari Wofford  
2022-2023 Moreno Valley College Student Body President



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# Riverside Community College District

## 2022-2023 ACADEMIC CALENDAR

### June 2022

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### July 2022

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### August 2022

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### September 2022

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### October 2022

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### November 2022

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### December 2022

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### January 2023

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### February 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

### March 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### April 2023

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### May 2023

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### June 2023

S	M	T	W	Th	F	S
				1	2*	3
4	5	6	7	8	9**	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- Required Day for New Faculty - August 16
- Summer Session 2022  
June 21 - July 29 (6 weeks)  
Weekend Classes: June 25 - July 24
- FLEX Days  
Fall: August 17, 18 and 19  
Spring: February 10
- Fall 2022  
August 22 - December 17  
Weekend Classes: August 27 - December 10
- Part-time Faculty Orientation to be arranged by college
- Winter Session 2023  
January 3 - February 9 (6 weeks)  
Weekend Classes: January 7 - February 5
- Legal Holiday/Day of Observance
- Commencement (June 9)
- Spring 2023  
February 13 - June 9  
Weekend Classes: February 25 - June 4
- Final Exams  
Fall: December 11 - 17  
Spring: June 2 (evening) - June 9 (morning)

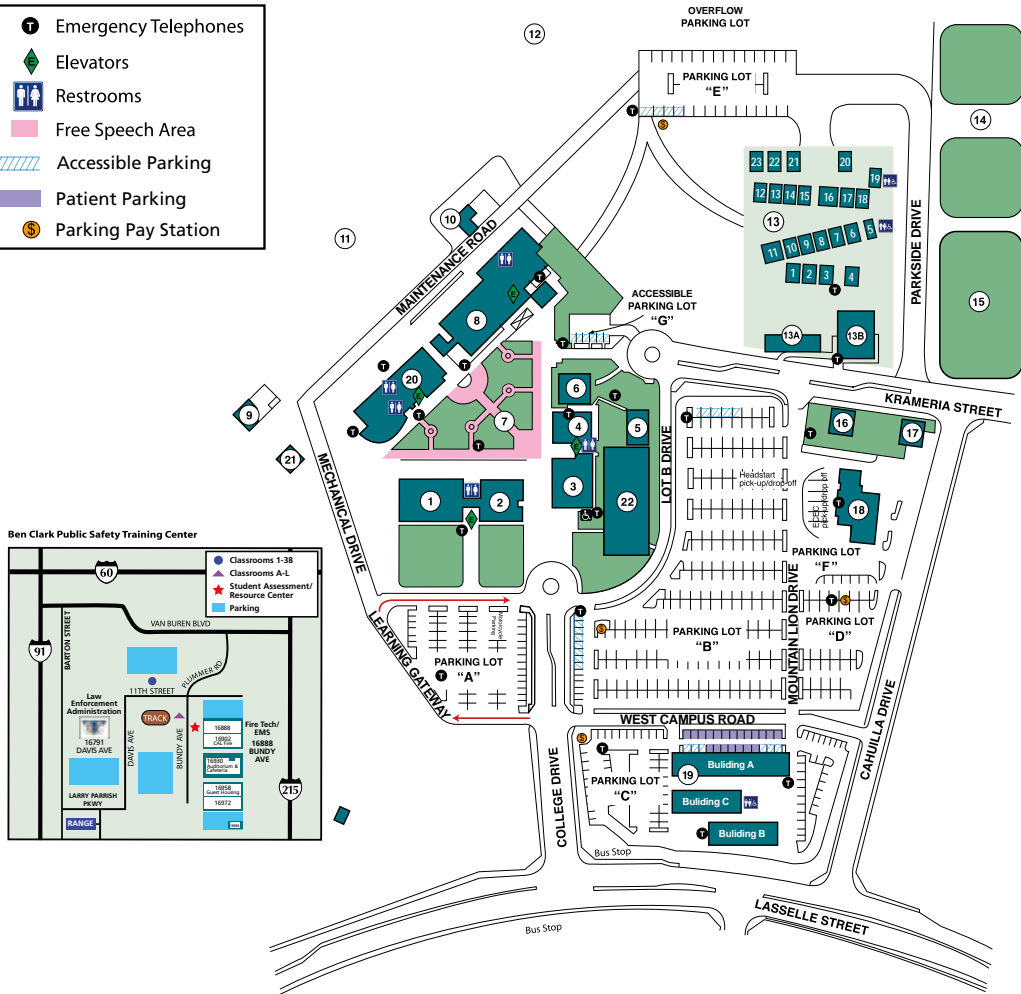
\* June 2 - Day Classes Meet as usual / Late Afternoon and Evening Classes Meet Friday for Final Exams  
\*\* June 9 - Morning and Early Afternoon Final Exams and Evening Commencement



# Campus Map

**Moreno Valley College**  
 Riverside Community College District  
 16130 Lasselle Street  
 Moreno Valley, CA 92551-2045

- Emergency Telephones
- Elevators
- Restrooms
- Free Speech Area
- Accessible Parking
- Patient Parking
- Parking Pay Station

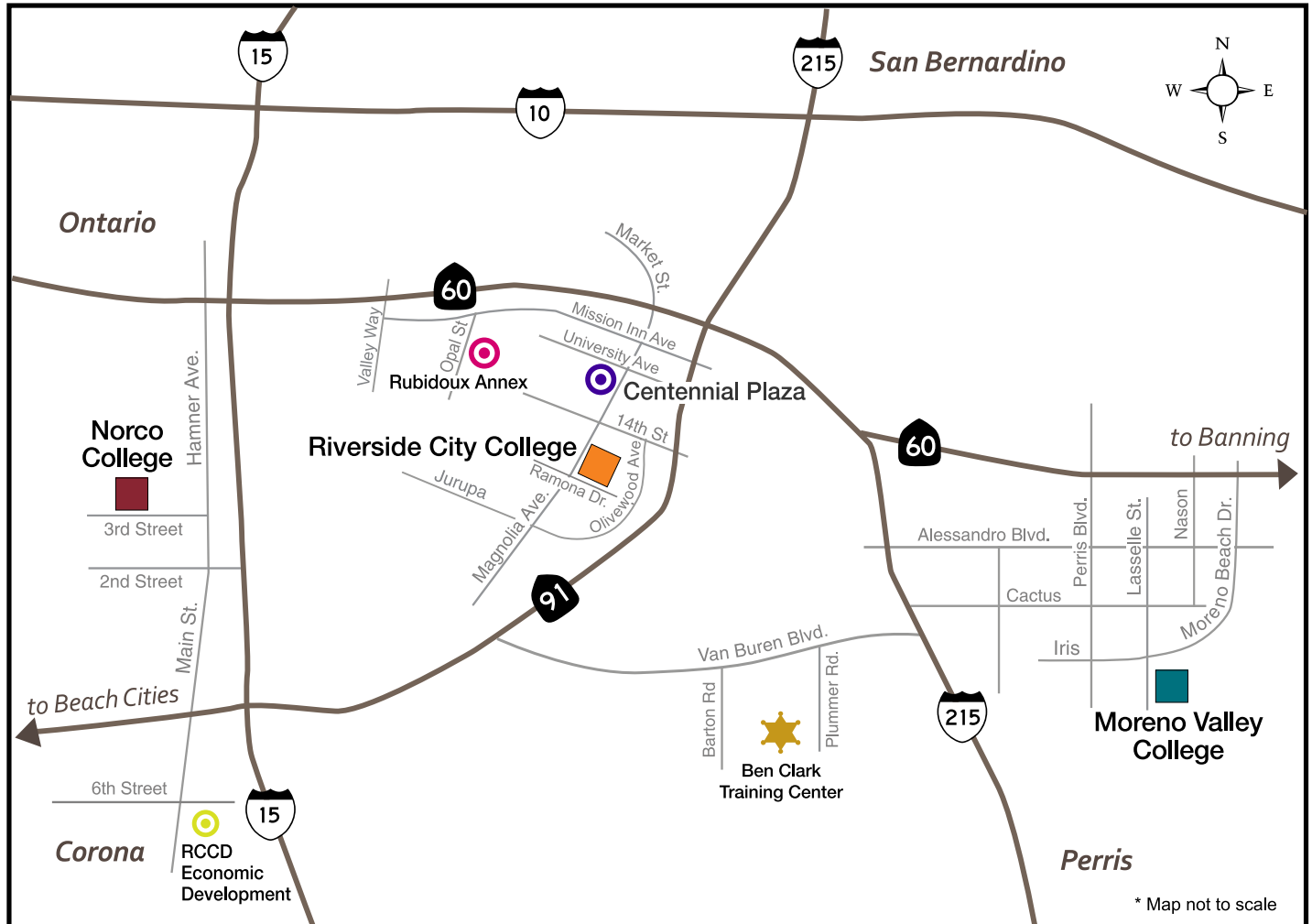


Updated 10/2020

- |  |  |  |   |
|--|--|--|---|
| <p>1. <b>LIBRARY (LIB)</b><br/>       Dean of Grants and Equity Initiatives<br/>       Disability Support Services<br/>       Classrooms<br/>       Library<br/>       Middle College High School Office</p> <p>2. <b>STUDENT SERVICES (STU)</b><br/>       Admissions<br/>       Assessment Center<br/>       Career and Transfer Center<br/>       Classrooms<br/>       Counseling Services<br/>       Dean of Student Services<br/>       E.O.P.S / CARE<br/>       Evaluations<br/>       Financial Aid<br/>       Student Financial Services<br/>       Vice President Student Services</p> <p>3. <b>SCIENCE AND TECHNOLOGY (SCI)</b><br/>       Classrooms<br/>       MakerSpace/STEM/STEM Center<br/>       Umoja</p> <p>4. <b>LIONS DEN CAFÉ</b></p> <p>5. <b>STUDENT ACTIVITIES CENTER</b><br/>       ASMVC Student Government</p> <p>6. <b>BOOKSTORE</b></p> <p>7. <b>JOHN M. COUDURES, JR. PLAZA</b></p> | <p>8. <b>HUMANITIES (HUM)</b><br/>       Academic Departments<br/>       • Academic Counseling and Education Support (ACES) TRIO<br/>       • Business and Information Technology Systems<br/>       • Communications<br/>       • Humanities, Arts and Social Sciences<br/>       • Mathematics<br/>       • Science and Kinesiology<br/>       Classrooms<br/>       Counselors<br/>       Dean of Student Services (Counseling)<br/>       Math Lab<br/>       Open Computer Lab<br/>       Workforce Prep/CalWorks/ACES/TRIO<br/>       Writing and Reading Lab</p> <p>9. <b>PHASE I MECHANICAL BUILDING</b></p> <p>10. <b>PHASE II MECHANICAL BUILDING</b></p> <p>11. <b>EDMUND C. JAEGER DESERT INSTITUTE</b></p> <p>12. <b>CROSS COUNTRY TRACK</b></p> <p>13. <b>PARKSIDE COMPLEX (PSC)</b><br/>       1 College Police/Parking Services<br/>       2 Faculty Offices<br/>       3, 4 Classroom<br/>       5 Restroom</p> | <p>6 Health and Psychological Services</p> <p>7-10 Classrooms</p> <p>11 Music</p> <p>12 Classroom</p> <p>13 Veterans Resource Center</p> <p>14 Faculty Offices</p> <p>15 CTE Engagement Center</p> <p>16 Classrooms</p> <p>17 Human Services Food Bank/Faculty Offices</p> <p>18 Classroom</p> <p>19 Restroom</p> <p>20 Medical Assisting Classroom/Lab</p> <p>21 CTE Faculty</p> <p>22-23 Classrooms</p> <p>13A. <b>PSC WAREHOUSE</b><br/>       Facilities Office<br/>       Mailroom</p> <p>13B. <b>PSC MULTIPURPOSE BUILDING</b></p> <p>14. <b>SPORTS FIELDS</b></p> <p>15. <b>COLLEGE PARK</b></p> <p>16. <b>ADMINISTRATION ANNEX</b><br/>       First Year Experience (FYE)<br/>       Outreach Department</p> <p>17. <b>HEADSTART</b></p> <p>18. <b>EARLY CHILDHOOD EDUCATION CENTER (ECEC)</b></p> | <p>19. <b>DENTAL EDUCATION CENTER (DEC)</b><br/>       Building A - Dental Clinic<br/>       Building B - Faculty and Staff Offices'<br/>       Building C - Lab, Lecture, Faculty and Staff Offices</p> <p>20. <b>STUDENT ACADEMIC SERVICES (SAS)</b><br/>       Assembly Room<br/>       Associate Dean, Academic Support<br/>       Center for Professional Development<br/>       Classrooms<br/>       Dean of Grants, Business Services<br/>       Dean, Institutional Effectiveness<br/>       Dean of Instruction<br/>       Dean of Instruction-Career &amp; Technical Education<br/>       Faculty Offices<br/>       Faculty Work Room<br/>       Meeting Rooms<br/>       President<br/>       Tutorial Services<br/>       Vice President, Academic Affairs<br/>       Vice President, Business Services</p> <p>21. <b>NETWORK OPERATIONS CENTER (NOC)</b><br/>       Technology Support Services</p> <p>22. <b>WELCOME CENTER</b></p> |
|--|--|--|---|



## Riverside Community College District Locations



**Moreno Valley College**  
 16130 Lasselle Street  
 Moreno Valley, CA 92551-2045  
 (951) 571-6100

**Norco College**  
 2001 Third Street  
 Norco, CA 92860-2600  
 (951) 372-7000

**Riverside City College**  
 4800 Magnolia Avenue  
 Riverside, CA 92506-1299  
 (951) 222-8000

**Ben Clark Training Ctr.**  
 16791 Davis Avenue  
 Riverside, CA 92518  
 (951) 571-6300

**RCCD Economic Development**  
 152 East Sixth Street  
 Corona, CA 92879  
 (951) 571-6474

**Rubidoux Annex**  
 4250 Opal Street  
 Jurupa Valley, CA 92509  
 (951) 328-3790

**Centennial Plaza:**

- Center for Social Justice and Civil Liberties  
 3855 Market Street  
 Riverside, CA 92501
- Coil School for the Arts  
 3890 University Avenue  
 Riverside, CA 92501
- RCC Culinary Arts Academy & RCCD District Offices  
 3801 Market Street  
 Riverside, CA 92501





## Departments & Programs

### Academic Counseling and Educational Support (ACES)

(951) 571-6275

[www.mvc.edu/aces](http://www.mvc.edu/aces)

Academic Counseling and Educational Support offers qualifying students an academic support system that assists them in mastering their college transitions.

### Admissions & Records

(951) 571-6101

Welcome Center

[www.mvc.edu/ar](http://www.mvc.edu/ar)

Admissions & Records plays a valuable role in your college education by taking students from application to graduation.

### Assessment Center

(951) 571-6410

Student Services 108

[www.mvc.edu/admissions-aid/assessment-orientation](http://www.mvc.edu/admissions-aid/assessment-orientation)

Math and English placement are done automatically during the application process. The Assessment Center offers placement exams in chemistry and Spanish.

### Ben Clark Public Safety Training Center

(951) 571-6197

16888 Bundy Avenue, Riverside, CA 92518

[www.mvc.edu/bctc](http://www.mvc.edu/bctc)

The Ben Clark Training Center is an off-site center located approximately 10 miles west of Moreno Valley College that provides training in EMS, Fire Technology and Law Enforcement.

### Bookstore

(951) 571-6107

[www.mvc.edu/bookstore](http://www.mvc.edu/bookstore)

You can rent or purchase textbooks, classroom supplies, school spirit gear, snacks and novelty items at the bookstore.

### CalWorks

(951) 571-6154

Humanities 223-A

[www.mvc.edu/calworks](http://www.mvc.edu/calworks)

CalWORKs is designed to promote self-sufficiency through advocacy, education, labor market linkages, and College and community collaborations. Other services include federal work study; career pathway planning; and academic, personal and financial aid counseling.

### Career & Technical Education Student Academic Services

SAS-319

[bit.ly/mvc-cte](http://bit.ly/mvc-cte)

Moreno Valley College CTE offers associate of science degrees and certificated programs with an occupational emphasis. CTE programs can assist individuals in securing employment or developing skills needed to advance employment leading to better paying jobs.

### Career and Transfer Center

(951) 571-6205

Student Services 301

[www.mvc.edu/career-transfer](http://www.mvc.edu/career-transfer)

The Career and Transfer Center is firmly committed to assisting students to be successful and achieve their academic and career goals.

### Counseling

(951) 571-6104

Student Services 301

[www.mvc.edu/counseling](http://www.mvc.edu/counseling)

The counselors are committed to providing students with a broad range of options as well as specific guidance in career planning, evaluation, academic choices and direction.

### Disability Support Services

(951) 571-6138

Library 221

[www.mvc.edu/dss](http://www.mvc.edu/dss)

The office of Disability Support Services (DSS) provides appropriate, comprehensive, reliable and accessible services to students with documented disabilities who request such services.

### EOPS/CARE

(951) 571-6253

Student Services 303

[www.mvc.edu/eops](http://www.mvc.edu/eops)

Funded by the state of California, the Extended Opportunity Programs & Services provides academic support services for financially and educationally disadvantaged students.



## Departments & Programs

### First-Year Experience

(951) 571-6334

Welcome Center

[www.mvc.edu/fye](http://www.mvc.edu/fye)

The First-Year Experience (FYE) program integrates academic enrichment and student support services to enable students to successfully transition from high school to college and ensure success during their first year of college. FYE is open to recent high school graduates - first-time college students attending the College commencing with the Summer Bridge program. FYE students receive an abundance of support and services during their first year.

### Food Bank/Clothing Closet

(951) 571-4307

Parkside Complex (PSC) 17

[www.mvc.edu/student-support/health-wellness/basic-needs/food-bank-clothing-closet.php](http://www.mvc.edu/student-support/health-wellness/basic-needs/food-bank-clothing-closet.php)

The Food Bank/Clothing Closet is located in PSC 17 and is operated through the Human Services Program. Hours of operation are Monday–Thursday 1-5 pm.

### Guardian Scholars Program

(951) 218-0061

Parkside Complex (PSC) 17

[www.mvc.edu/foster-youth](http://www.mvc.edu/foster-youth)

The Guardian Scholars Program serves foster youth as they pursue their education.

### Honors

(951) 571-6948

Humanities 205B

[www.mvc.edu/student-support/special-programs/honors](http://www.mvc.edu/student-support/special-programs/honors)

The primary goal of the Moreno Valley College Honors Program is to provide an educational experience that allows students to stretch themselves intellectually and to work actively with fellow students and faculty to cultivate an awareness and understanding of the diverse points of view necessary for a rich and productive intellectual environment. The Honors Program is committed to drawing a diverse group of students and faculty together, representative of our community as a whole, and providing learning opportunities and services to prepare students to be competitive in reaching their future goals.

### Library

Circulation Services: (951) 571-6356

Reference Desk: (951) 571-6447

Library 200

[www.mvc.edu/library](http://www.mvc.edu/library)

To support the mission of the College, the Library provides student access to a wide range of books, multimedia collections and electronic resources, including academic journals, magazines, newspapers, ebooks and more. The Library provides research instruction; quiet study areas; access to printers and photocopiers; media playback equipment; and computers. Computers are equipped with internet access and software for word processing, spreadsheets and presentations. The MVC college card functions as the library card for students, faculty and staff. Community members may purchase a library card for \$5 per session. Library faculty are available at the Reference Desk during hours of operation to provide research assistance and instruction to students and other library users.

### Learning Center

(951) 571-6944

Humanities 219

[www.mvc.edu/learningcenter](http://www.mvc.edu/learningcenter)

- **Math Lab**

[www.mvc.edu/mathlab](http://www.mvc.edu/mathlab)

Drop-in math tutoring is available to all Moreno Valley College students needing assistance with their math courses.

- **Tutorial Services**

(951) 571-6167

Student Academic Services 206

[www.mvc.edu/tutoring](http://www.mvc.edu/tutoring)

Tutorial Services provides a learning environment to students seeking academic support. The staff strives to help students better prepare for classes and develop the skills necessary for a successful college career.

- **Writing and Reading Center**

[www.mvc.edu/wrc](http://www.mvc.edu/wrc)

The Writing and Reading Center (WRC) supports learning in reading and writing for all registered Moreno Valley College students at all levels and at any stage of the writing process.



## Departments & Programs

### Outreach

(951) 571-6273

Welcome Center

[www.mvc.edu/admin/departments/outreach.php](http://www.mvc.edu/admin/departments/outreach.php)

The Outreach department promotes Moreno Valley College, its opportunities, and provides application support to all new students.

### Puente Program

(951) 571-6240

Welcome Center

[www.mvc.edu/puente](http://www.mvc.edu/puente)

The Puente Program is an academic preparation and community leadership program with the mission to increase the number of historically underrepresented and underserved students who enroll in four-year colleges and universities, earn college degrees, and return to the community as mentors and leaders of future generations.

### Second Chance Program

(951) 571-6250

The Second Chance Program offers individuals who were formerly incarcerated the opportunity to enroll at MVC and earn either a certificate or degree.

### STEM Counseling

(951) 571-6258

Humanities

104

[www.mvc.edu/stem](http://www.mvc.edu/stem)

STEM Counseling offers students interested in pursuing careers in Science, Technology, Engineering and Math access to tools and resources to help them complete their STEM programs of study, graduate and transfer to a four-year university.

### Student Activities

(951) 571-6105

Student Activities Center

[www.mvc.edu/asmvc](http://www.mvc.edu/asmvc)

Student Activities offers students opportunities to become involved in campus life, whether joining student government or becoming a member of campus clubs.

### Student Employment

(951) 571-6252

Welcome Center

[www.mvc.edu/se](http://www.mvc.edu/se)

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

### Student Financial Services

(951) 571-6139

College Code 041735

Welcome Center

[www.mvc.edu/financialaid](http://www.mvc.edu/financialaid)

The Student Financial Services department strives to assist students in reaching their educational goals by providing information and applications for financial assistance programs.

### Student Health and Psychological Services

(951) 571-6103

Parkside Complex 6

[www.mvc.edu/studenthealth](http://www.mvc.edu/studenthealth)

Health Services provides a caring place where health education and services are available to improve student retention and success in college.

### Umoja Community

(951) 571-6446

Welcome Center

[www.mvc.edu/umoja](http://www.mvc.edu/umoja)

The Umoja program is dedicated to increase the number of African American and people of color who enroll in our institution earn their degrees, transfer to four-year colleges or universities, and return to the community as leaders and mentors to future generations.

### Veterans Resource Center

(951) 571-6247

Parkside Complex (PSC) 13

[www.mvc.edu/veterans](http://www.mvc.edu/veterans)

The Veterans Resource Center assists Veterans and active duty military members and their dependents in obtaining and utilizing their VA educational benefits.



## How to Register for Classes Using EduNav

1. From the Registration menu on WebAdvisor, click on **Register and Drop Classes**.
2. You will be redirected to EduNav. Click on **OK**.
3. You will need to enter your Portal login information. Click on **Login**.

2. You will be redirected to EduNav. Click on **OK**.

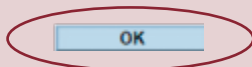
### Registration Verification

You are being redirected to Riverside Community College District's improved education planning and registration experience.

- Plan, schedule and register for all your courses in one intuitive interface.
- Visualize your pathway to graduation, term by term.
- Block times you'd prefer not to take classes and have the system automatically find classes that meet your needs.
- Understand how any changes to your education plan affect your completion timeline.



Click the OK button to below to continue



4. The first time you log into EduNav you will use the Entry Wizard to answer questions so EduNav can generate a plan based on your declared program of study.

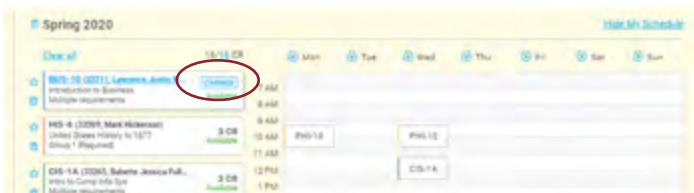




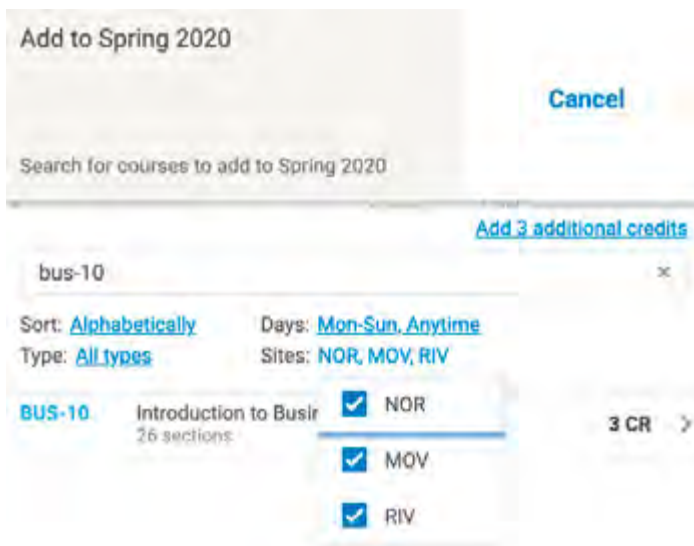
## How to Register for Classes Using EduNav

5. Make sure the classes chosen for the current registration term accommodate your schedule.

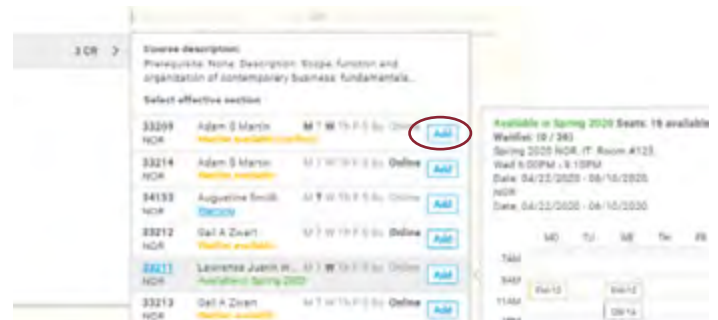
6. If you need to change a class, click on the **Change** button.



7. Find a class that fits into your schedule and click on **Select**. Make sure you note the campus where the class is offered.  
 NOR = Norco MOV = Moreno Valley  
 RIV = Riverside



8. If you need to add a class to the current term, click on the "+ Add a course" link located in each term. You can then search for the class. Click on **Add**.





## How to Register for Classes Using EduNav

9. You can change the filters when searching for classes by **Type**, **Days** of the Week and Times, **Sites**

11. Click on Continue.

For more information on how to use EduNav, please visit our website: [www.mvc.edu/how-to-enroll](http://www.mvc.edu/how-to-enroll).

10. Once your schedule is set, click on the **Register** button.



## Reading the Class Schedule

After you have given some thought to the number and types of classes you would like to take, you are ready to organize your semester of classes using the Class Schedule which is published online for fall, winter, spring and summer. It is important to note that classes may vary in length. Some courses are offered off campus. Evening courses are designated by bold print. Be aware that some classes may require a lab course, which must be taken simultaneously.

COURSE NUMBER	Code	Hours	COURSE TITLE	Days	Room	UNITS	Instructor
COURSE DESCRIPTION PREREQUISITE	<b>MAT-10</b>		<b>PRECALCULUS</b>			<b>4.00 UNITS</b>	G Edward
	The college level algebra and trigonometry preparation for calculus. •PREREQUISITE: MAT-36.						
DATES CLASS MEETS	11028	10:20AM 12:40PM		MW	LFSC 204		Last day to add: 01/08/07
	(The above class is an 8-week class. Please note the above dates.)						
	11016	06:00PM 08:20PM		TTH	PS 108		L Gayle
	SECTION NUMBER	TIME CLASS MEETS		DAYS CLASS MEETS	BLDG/ROOM NUMBER		INSTRUCTOR
	M Monday			TH Thursday			SU Sunday
	T Tuesday			F Friday			TTH Tuesday and Thursday
	W Wednesday			S Saturday			SSU Saturday and Sunday

## Waitlists and Add Codes

### Waitlists

Before the beginning of the term, if a class is closed, you may place your name on a waitlist (if available). If a seat becomes available, you will automatically be added (provided you do not have any student holds and have met any pre/corequisites) and your student account will be charged with the enrollment fees. Please check regularly as well as monitor your RCCD email account or WebAdvisor.

The evening prior to the first class meeting, the waitlist system ends. All registered students must attend the first day of class to avoid being dropped.

If you do not intend to remain in a class, you must drop the class by the drop and refund deadlines.

### Add Codes

If you are not registered prior to the start of the term, you are encouraged to attend class the first day to see if the instructor is willing to add you. If authorization to add is approved, the instructor will provide a 4-digit authorization code. Authorization codes are not valid on WebAdvisor until the first day of the class and expire on the course add deadline. You may use the authorization code to register on WebAdvisor or in person. Fees are due at the time of registration.



## Early Alert

Each term, faculty have the opportunity to participate in Early Alert. This process enables instructors teaching an eight week or greater course to identify students in their courses who are showing early signs of academic difficulty. Studies show that early interventions help to promote student success. By completing the Early Alert roster, faculty make recommendations for students to visit with their instructor, a counselor, and/or a tutor. The next day students are sent an email message encouraging them to take advantage of the recommended services within the next two weeks.

If you receive an Early Alert from your instructor, please do not ignore it. Take advantage of the opportunity to talk with your instructor and access resources on campus.

Remember, we are here for your success!



## Rule for Course Repetition

Students are limited to a maximum of three (3) allowable attempts for most courses, including any combination of withdrawals (Ws) or substandard grades (D, F, FW, NC, or NP). Withdrawals due to military orders (MWs) are not included in the number of allowable attempts. Courses enrolled in prior to the summer 2012 term are included.

Examples of the course repetition rule:

1 <sup>st</sup> Attempt:	Fall 2008: ENG-1A: "W"	Fall 2008: ENG-1A: "W"	Fall 2008: ENG-1A: "F"	Fall 2008: ENG-1A: "F"
2 <sup>nd</sup> Attempt:	Fall 2009: ENG-1A: "W"	Fall 2009: ENG-1A: "F"	Fall 2009: ENG-1A: "W"	Fall 2009: ENG-1A: "NP"
3 <sup>rd</sup> Attempt:	Fall 2010: ENG-1A: "W"	Fall 2010: ENG-1A: "D"	Fall 2010: ENG-1A: "F"	Fall 2010: ENG-1A: "D"
4 <sup>th</sup> Attempt:	No Enrollment Allowed	No Enrollment Allowed	No Enrollment Allowed	No Enrollment Allowed





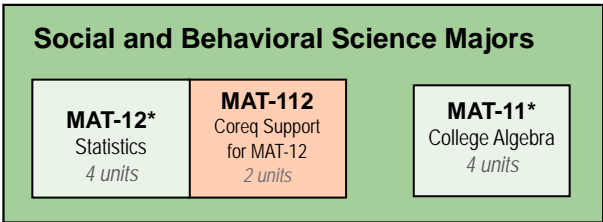
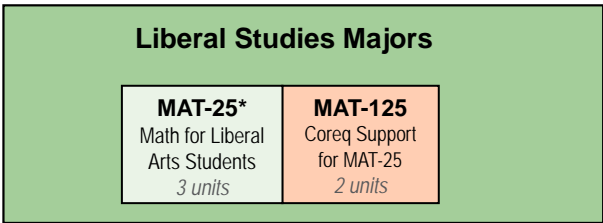
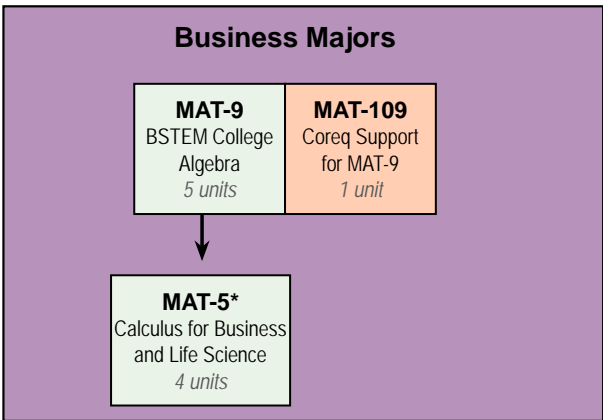
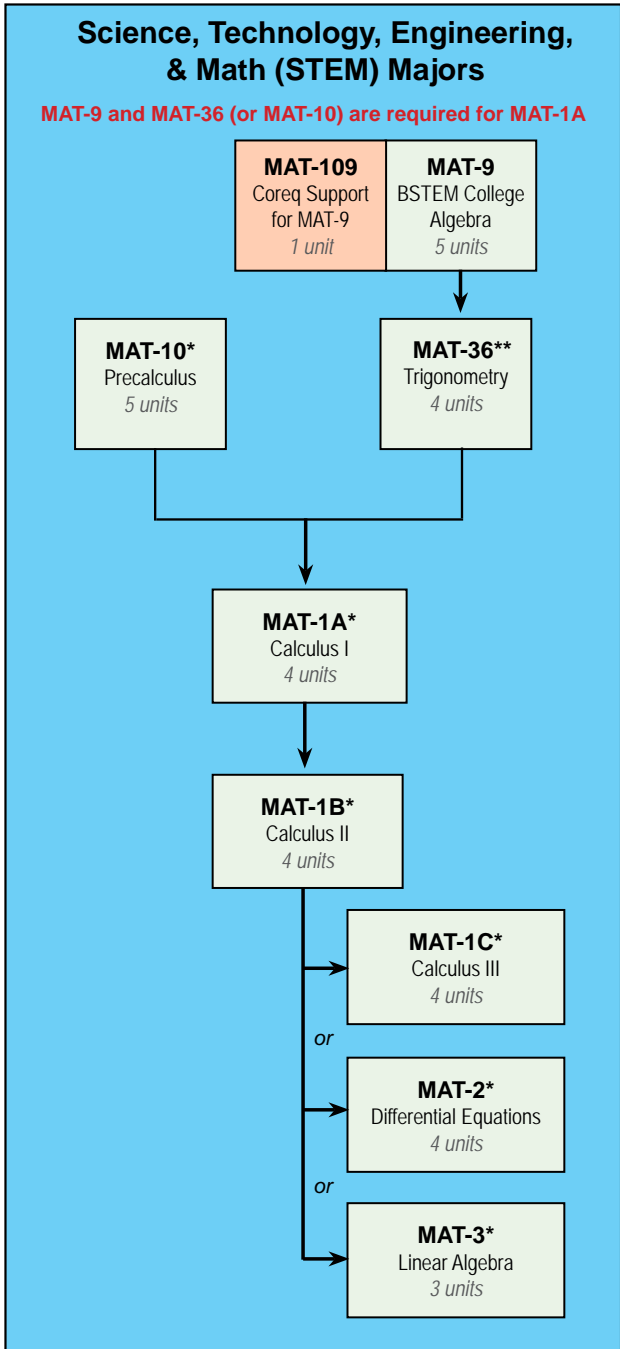
# Moving Through Math at Moreno Valley College

Visit the Counseling Department before enrolling if you have questions as to the appropriate Math course for your major.

(951) 571-6104 • Welcome Center

You can also make an appointment to see a counselor at: <https://mvc.edu/counseling>

For CSU/UC School/Major specific courses, visit [www.assist.org](http://www.assist.org)



Non Degree Applicable, only need to enroll if placed

Transferable and/or Degree Applicable

\* UC/CSU Transferable

\*\* CSU Transferable Only

Updated May 2022



# Moving through English, ESL, and Reading

Please visit the Counseling Department if you have any questions about the appropriate course(s) for you. <http://mvc.edu/services/counseling>

### English Composition at MVC

Transferable Composition Courses

```

    graph TD
      A[ENG-1A*  
English Composition] --> B[ENG-1B*  
Critical Thinking  
and Writing]
  
```

*Some students may have received a District recommendation to take English 91 along with English 1A through the registration and placement process. The English faculty at MVC do not recommend students to take English 91 because studies show that you will be successful at 1A without extra coursework. To register for ENG 1A at MVC, fill out the form at <http://bit.ly/ENG1AForm>.*

*If you are concerned about your readiness for English 1A, talk to your 1A professor about all of the support that is available to you to help you succeed in the course.*

### Academic Literacy and Reading

Transferable Reading Courses

**ALR-3\*\***  
(Formerly REA-3)  
Reading for Academic and Lifelong Literacy

**ALR-4\*\***  
(Formerly REA-4)  
Critical Reading as Critical Thinking

ALR 3 provides students with academic and multi-disciplinary (such as Humanities, Science, and Health Fields) reading strategies needed for success in college classes and beyond. This course meets the reading competency graduation requirement, and the CSU and RCCD lifelong learning Area E requirement.

ALR 4 provides students with argument analysis skills required for determining the validity of an author's opinion. Students learn to critically evaluate all persuasive modes of discourse. This course meets the CSU and RCCD Critical Thinking requirement.

*Note: These are all individual courses that are not in a sequence.*

### English as a Second Language

CREDIT PATH

```

    graph LR
      C1[ESL-46  
Beginning American  
College English] --> C2[ESL-47  
Low-Intermediate  
Am. College English]
      C2 --> C3[ESL-48  
Intermediate American  
College English]
      C3 --> C4[ESL-49*  
High-Intermediate  
Am. College English]
      C4 --> C5[ESL-50*  
Advanced American  
College English]
      C5 --> C6[ENG-1A*  
English  
Composition]
  
```

NON-CREDIT PATH

```

    graph LR
      N1[ESL-846  
Beginning American  
College English] --> N2[ESL-847  
Low-Intermediate  
Am. College English]
      N2 --> N3[ESL-848  
Intermediate American  
College English]
      N3 --> N4[ESL-849  
High-Intermediate  
Am. College English]
      N4 --> N5[ESL-850  
Advanced American  
College English]
      N5 --> C6
  
```

ESL Certificate (ESL-846 to ESL-848)  
ESL Academic Certificate (ESL-849 to ESL-850)

*Credit and non-credit courses offer the same material, often in the same classroom. Students who want degree credit, units, or transferable courses should take the credit courses.*

Non Degree Applicable
Minimum AA/AS Degree Applicable
Transferable and Degree Applicable

\* UC/CSU Transferable  
 \*\* CSU Transferable Only  
 \*\*\* Associates Degree Applicable Only  
 Updated March 2021



## Academic Success Tips

### Tips for preparing for a test:

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

### Tips for taking a test:

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





## Important College Terms

### California Community Colleges

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

### The California State University

Bakersfield, Channel Islands, Chico, Dominguez Hills, East Bay, Fresno, Fullerton, Hayward, Humboldt, Long Beach, Los Angeles, Maritime, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, and Stanislaus comprise the California State University educational system.

### The University of California

Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara, and Santa Cruz.

### Independent California Colleges (Private College)

Approximately 75 colleges/universities affiliated with an association of the same name (AICCU).

### Semester System

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

### Quarter System

10 weeks of instruction offered three times a year during the fall, winter and spring.

### Full Time/Part Time

Based on a number of units a student is considered either full time (12 units or more) or part time (11 units or less). The number of units is used to determine fees.

### Lower Division

Courses offered for freshman/sophomore level credit.

### Upper Division

Courses offered for junior/senior class level credit.

### Undergraduate

Courses offered for freshman/senior level credit. Also, students who have not completed a bachelor's degree.

### Transfer Program

A community college that provides the first two years of transferable credits (60-70 units). Preparation for a bachelor's degree.

### Major

A specialized field of study that a student chooses to pursue which leads to a bachelor's degree and preparation for a career.

### Minor

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

### Field of Interest

A grouping of Programs of Study that have related courses and career areas. The purpose of Fields of Interest is to assist students in selecting a Program of Study based on their interests. The Fields of Interest are as follows:

- Arts, Media, and Design
- Business
- Communications, English, and World Languages
- Education & Child Development
- Health Sciences
- History, Humanities & Philosophy
- Public Safety
- Science, Technology, Engineering & Mathematics
- Social & Behavioral Science

### Units/Credits

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

### Drop/Add

A student is allowed to drop a course during the first week of the semester and enroll in another course if there is space. Students are required to obtain an authorization code in order to add a class. No signature is required to drop a class. Refer to your schedule for Drop/Add deadlines.



## Pass/No Pass

A system where you do not receive a letter grade for taking a course. Depending upon the student's achievement in the class, Pass (P), No Pass (NP) will appear on his/her transcripts. Deadlines for selecting pass/no pass are in the class schedule.

## Transcript

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

## Impacted Program

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

## General Education/Breadth Requirement

Students are expected to meet course requirements regardless of major. The UC, CSU and many independent colleges have articulation agreements with Moreno Valley College, allowing students to complete their general education at MVC before transferring to a university. More information can be obtained through the Transfer Center.

## SEP

A Student Educational Plan (SEP) identifies the courses necessary to accomplish your goals. See the Counseling department.





## Your Guide to Success

Moreno Valley College's Path to Earning an AA/AS degree				
<b>Getting Started...</b> Complete the following: Online Application → Placement → Orientation → First Semester Ed Plan				
0 – 14 units	15 – 29 units	30 – 44 units	45 – 59 units	60 units
<input type="checkbox"/> View your registration date in WebAdvisor <input type="checkbox"/> View your student email account and establish new password	<input type="checkbox"/> Student Educational Plan <input type="checkbox"/> Unofficial Degree Audit <input type="checkbox"/> Career Websites	<input type="checkbox"/> Update Student Educational Plan <input type="checkbox"/> Explore College Major Requirements	<input type="checkbox"/> Make revisions to Educational Plan <input type="checkbox"/> Grad Check	<input type="checkbox"/> Apply for Certificate(s)/ Degree(s) <input type="checkbox"/> Submit letter of intent to University
<b>Explore Student Support Programs ~ EOPS, Umoja, Honors, Puente, DSS, ACES</b>				
<input type="checkbox"/> Register for Classes	<input type="checkbox"/> Undecided on a Major/Career? Make an appt. with a counselor. Enroll in Gui 47	<input type="checkbox"/> Transfer Center - Explore Universities/Majors	<input type="checkbox"/> Apply for Scholarships	<input type="checkbox"/> Attend resume and writing and interviewing workshops
<b>Visit a Counselor each term to make sure you are on track</b>				
<input type="checkbox"/> Goal Exploration <input type="checkbox"/> Submit all official College transcript(s), AP transcript(s), high school transcript  Notes: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	<input type="checkbox"/> Declare a major <input type="checkbox"/> Apply for Scholarships <input type="checkbox"/> Attend Transfer Fair  Notes: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	<input type="checkbox"/> Decide on where you want to transfer - College/University <input type="checkbox"/> Apply to transfer to CSU/UC/Private University  Notes: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	<input type="checkbox"/> Attend Job Fair  Notes: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	<input type="checkbox"/> Remember to request your official Moreno Valley College transcripts and send to chosen universities  Notes: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____



# California Higher Education Degree Ladder

## DOCTORAL DEGREES

JD/MD/Ph.D./Ed.D./D Pharm  
Law, Medicine, Pharmacy, Research, Professorship  
4-10 additional years after the BA/BS depending on the degree.  
May include internships, residencies, and competency exams.

## TEACHER CREDENTIALS

Not a graduate degree.  
Includes: pedagogical (how to teach) coursework and student teaching. 1-2 additional years possibly as full-time student.

## MASTER'S DEGREES

MA/MS/MFA  
30-52 additional units, depending on the degree.  
2 additional years as a full-time student.



## BACHELOR DEGREES

BA/BS/BFA  
120-132+ units, depending on the major.

### SENIOR

4 years at full time.

### JUNIOR

3 years at full time.

## ASSOCIATE DEGREES

AA/AS  
60 units:  
General education & major preparation.

## TRANSFER CURRICULUM

Can be blended with associate degree

## SOPHOMORE

2 years with 60 transferable units.

## VOCATIONAL CERTIFICATES

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

### 60 units:

General education, major preparation and electives.

## FRESHMAN

1 year with 30 transferable units.



## These are the choices a student has after high school:

- Community College (CC)
- California State University (CSU)
- University of California (UC)
- Private Universities & Colleges (PVT)



## Admissions & Records

### Admissions & Records Mission:

To provide accurate and effective services to students to meet their enrollment and registration needs.

Did you know that Admissions & Records offers an array of services online? Here are some of the things you can do right from your computer: Admission's application – Go to [www.mvc.edu](http://www.mvc.edu) and click on apply for college.

### WebAdvisor:

- Learn your username and password
- View your registration date
- Register and search for classes
- Purchase your parking permit
- Print unofficial transcripts
- Order official transcripts\*
- Order enrollment verifications
- Pay tuition and fees
- Update your personal profile (address, phone number, educational goal, release of directory information)
- Update your program of study
- Financial aid information
- Apply for graduation

*\*The first two official transcripts requested are free. There is a fee for each additional official transcript requested.*

### Still need more information? Contact us!

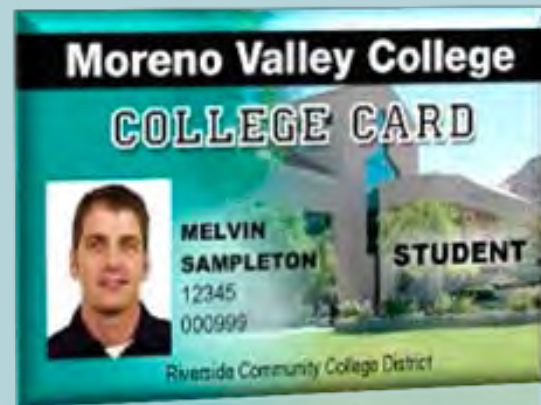
Phone: (951) 571-6101

Email: [admissions@mvc.edu](mailto:admissions@mvc.edu)

For hours please check our website at [www.mvc.edu/ar](http://www.mvc.edu/ar).

Admissions & Records is located in the Student Services Building, second floor.

### Get your MVC College Card at Admissions & Records



## Concurrent Enrollment

Effective Fall 2014, actively enrolled high school students who are capable of benefiting from advanced scholastic or vocational work are classified as highly gifted and/or talented, or are seeking educational opportunities not otherwise available to them, may be eligible for admission to Moreno Valley College as a special student.

For more information on Concurrent Enrollment including who qualifies, when to apply and what documents are required, check our website at [www.mvc.edu/concurrent-enrollment](http://www.mvc.edu/concurrent-enrollment) or visit the Admissions office in Student Services, 2<sup>nd</sup> floor.





## MVC Admissions and Records Timeline

Academic Year: 2022-2023

APPLICATION DATES & DEADLINES	Summer 22	Fall 22	Winter 23	Spring 23
Submit Admissions Applications beginning	Oct. 1, 2021		July 1, 2022	
Application/OAC deadline for Order of Registration	Apr. 21, 2022		Oct.13, 2022	Nov. 4, 2022
Admission Application Deadline (thru 11:59 pm) *All PSET (BCTC) programs of study are left open until end of term.	June 23, 2022	Oct. 20, 2022	Jan. 5, 2023	April 20, 2023
Regular high school concurrent students deadline to submit packet (see <a href="#">Concurrent Enrollment</a> website for more information)	June 10, 2022	Aug. 12, 2022	Dec. 15, 2022	Feb. 3, 2023

TERM DATES	Summer 22 (6 wk)	Fall 22 (16 wk)	Winter 23 (6 wk)	Spring 23 (16 wk)
Check SECT screen or WebAdvisor for all short-term classes				
Term Begins	June 21	Aug. 22	Jan. 3	Feb. 13
Term Ends	July 29	Dec. 17	Feb. 9	June 9
Classes not in session (Holidays, Spring Vacation, etc.)	Jul 4, Jul 30 - Aug 21	Sep 5, Nov 11, Nov 21-27, Dec 18-Jan 2	Jan 1-2, Jan 16	Feb 10-12, Mar 31, Apr 10-16, May 29
Add Deadline for MOST classes Elect Pass/No Pass option (most classes) Check MyPortal/WebAdvisor for individual course deadlines.	June 27	Sept.5	Jan. 8	Feb. 26
Refund Deadlines for MOST classes Full term classes: 2 weeks Short term classes: 10% of class mtgs.	June 25	Sept. 2	Jan. 6	Feb. 24
Drop without a "W" for MOST classes (20% of Term)	June 27	Sept. 5	Jan. 8	March 6
Census day (most classes)	June 28	Sept.6	Jan. 9	Feb. 26
Drop with a "W" for MOST classes (75% of Term)	July 19	Nov. 12	Jan. 29	May 12
REGISTRATION APPOINTMENTS	Summer 22	Fall 22	Winter 23	Spring 23
Schedule of classes on the web (mvc.edu), and Regular registration appointments on WebAdvisor/MyPortal	Apr. 18		Oct.17	
Departments enter program flags by:	Apr.15		Oct. 13	
PROGRAM FLAG DATE RANGE	Summer 22	Fall 22	Winter 23	Spring 23
Group I, II, III Priority/Early Registration Access	4/18/22- 7/29/22	4/18/22-10/21/22	10/17/22-2/9/23	10/17/22-4/22/23
High School Concurrent Enrollment	6/21/22-7/29/22	8/22/22-12/17/22	1/3/23-2/9/23	2/14/23-6/10/23
Flagged Programs for Reporting Only (no priority reg.)	6/21/22-7/29/22	8/22/22-12/17/22	1/3/23-2/9/23	2/14/23-6/10/23



## MVC Admissions and Records Timeline

Academic Year: 2022-2023

REGISTRATION	Summer 22	Fall 22	Winter 23	Spring 23
<b>Priority Registration limits: 13 units for Fall/Spring; 7 units for Winter/Summer</b>				
<b>Priority Group I: DSS, EOPS, CalWORKs, Veterans, Foster &amp; Homeless Youth</b> DSS students receive continuous priority reg. access until start of term	May 2-6		Oct. 31-Nov. 4	
<b>Priority Group II:</b> ASMV (officers only), Student Trustee, ACES	May 4-6		Nov. 2-4	
<b>Priority Group III (MVC courses only):</b> ASMV (without officers), PUENTE, Community Scholars, VA extended, Choir, Umoja, Music Majors, College Promise, FYE, MCHS and Nuview continuing students	May 4-6		Nov. 2-4	
<b>General Student Registration Begins</b> (based on <a href="#">Order of Registration</a> implemented beginning 12fal)	May 9		Nov. 7	
<b>High School Concurrent</b>	First day of term	First day of term	First day of term	First day of term
PARKING PERMITS	Summer 22	Fall 22	Winter 23	Spring 23
<b>Parking permits available online WebAdvisor/MyPortal</b>	May 9	June 6	N/A	Dec. 5

<b>GRADUATION:</b> Students may apply online for degree & certificates in the 2022-2023 year during the following application periods:	
<b>Apply for degree or certificate for 22SUM</b>	April 2 – July 15
<b>Apply for degree or certificate for 22FAL</b>	July 16 – October 15
<b>Apply for degree or certificate for 23WIN</b>	October 16 – February 1
<b>Apply for degree or certificate for 23SPR</b>	February 2 – April 1
<b>Commencement information emailed to applicants</b>	May, 2023
<b>Commencement Ceremony</b>	June 9, 2023

<b>FACULTY REMINDERS:</b> <i>for most full-term sections!</i>	Summer 22	Fall 22	Winter 23	Spring 23
<b>Census Rosters (Due 5 days after census date)</b>	Jul. 3	Sep. 12	Jan. 17	March 7
<b>Final Grades &amp; Positive Attendance (Due 5 days after last class)</b>	Aug. 3	Dec. 22	Feb. 15	June 15
Attendance Rosters (Paper) to Department IDS	Aug. 3	Dec. 22	Feb. 15	June 15

Student drops for non-payment are currently cancelled, however students must pay all outstanding fees as soon as possible to avoid being blocked from registration.

Please check the A&R website at <https://www.mvc.edu/tuition> for most current information.



## Assessment Center

Academic success in college is dependent on having strong basic skills in English and mathematics. English and mathematics placement at Moreno Valley College is simple! Students are asked a short series of questions about their high school classes taken, grades received in those classes and overall cumulative GPA. Students will either provide this information in their CCCApply community college application at the time that they apply to the College or through the survey available in MyPortal. As of Fall 2018 assessment tests are no longer used to determine students' placement. After placement, students can ask questions and discuss their placement with their educational advisor or counselor. If you are a new student and/or need to determine your placement in English or mathematics, or have questions about your placement, please visit your engagement center for help.

Students who wish to take English as a Second Language classes should use the online guided self-placement tool to help determine placement into ESL courses. Some returning students and students transferring to RCCD from another college may need to complete a placement survey (consult a counselor). MVC also offers placement exams in Spanish and Chemistry.

**Please feel free to contact one of our Assessment Center locations:**

(951) 571-6369 or (951) 571-6247  
Student Services 107

Or email us at: [assessment@mvc.edu](mailto:assessment@mvc.edu)

## Bookstore

### Textbook Choices:

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

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

**E-Textbooks:** Save up to 60% instantly, download directly from the College bookstore website.

**New:** A fresh start to the new semester.

Easy ordering through WebAdvisor: select Order Textbooks under the registration menu.

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

### Cash For Books:

1. Highlighting and notetaking is perfectly OK, but remember to keep the book in resalable condition.
2. Finals week is the best time to sell back your books for cash.
3. We'll buy your books back year-round no matter where you bought them.
4. Bring your College Card to sell back your books.

### Graduation Announcements and Caps & Gowns

Announcements are available May 1<sup>st</sup>. Standard etiquette is to send out announcements as early as possible. Caps and gowns are available beginning the first week of May. For certificate recipients, a cap and gown are needed for the graduation ceremony. For associate degree recipients, a cap, gown, tassel, and hood are needed. Degree recipients achieving Distinction or Great Distinction are eligible to purchase a gold tassel or honor cord, respectively.

### We Are Your On-Campus Source for:

Scantrons and Bluebooks  
School supplies  
School spirit apparel & gear  
Drinks, snacks & more

[www.mvc.edu/bookstore](http://www.mvc.edu/bookstore)



# BEN CLARK TRAINING CENTER

## SCHOOL OF PUBLIC SAFETY

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

BCTC is a regional training site that provides basic and advanced training to public safety personnel. It is comprised of a partnership with Moreno Valley College, Riverside County Sheriff's Department, California Department of Forestry and Fire Protection and Riverside County's Fire Department. Moreno Valley College at BCTC provides subject area and general education courses leading to certificates and degrees in public safety education and training, as well as emergency medical services.

Find out if a career in Public Safety is for you!

### LAW ENFORCEMENT TRAINING

BCTC offers up to four **Basic Peace Officer Training Academies** per year, graduating over 300 students who are prepared to advance to careers at city, county and state agencies. Candidates in the program receive practical and technical instruction to meet the requirements of various law enforcement agencies at the local, state and federal level. The academy is for individuals interested in a law enforcement career as a sworn officer. To accommodate the different needs and schedules of students, MVC offers two academy programs, Intensive (Monday through Friday) and Modular (evening and weekends).

BCTC offers a **Basic Correctional Deputy Academy** which prepares graduates for immediate employment opportunities. Additionally, BCTC offers advanced classes in jail operations, training officer instruction, inmate control and supervisor training each semester.

BCTC is home to a **Public Safety Dispatch** course in conjunction with the Riverside County Sheriff's Department and Peace Officer Standards and Training. This course provides basic training for entry-level law enforcement dispatchers and complaint telephone operators.

### LAW ENFORCEMENT PRE-ACADEMY

BCTC's **Law Enforcement Pre-Academy** is a preparation course designed for the Basic, Modular and Correctional Deputy academies. It focuses on law enforcement topics such as report writing, cultural diversity, leadership, professionalism and ethics, criminal justice system and an overview of the background investigation process. Paired with a Guidance 48, the Pre-Academy assists students in obtaining study skills necessary to reach educational and career goals.

For more information, call (951) 571-6192

### FIRE TECHNOLOGY

For individuals interested in a firefighting career, BCTC conducts two fulltime **Basic Firefighter Academies** each year. Academies are 16 weeks in length and prepare students with the knowledge of fire service operations and entry-level skills required by fire departments. The Basic Fire Fighter Academy is 21.5 certificate and degree units.

For more information, call (951) 571-6197

### EMERGENCY MEDICAL SERVICES

BCTC's **Emergency Medical Technician** program prepares individuals to recognize illnesses and treat injuries. The program is 8.5 units. Students must attend the required orientation and hold an American Heart Association Healthcare Provider level CPR certification to register.

Moreno Valley College at BCTC offers one full-time **Paramedic Program** each year. The program is a 12-month, three-day a week program. Applications are accepted up to three months prior to the start of each academy. Applicants must hold a current Emergency Medical Technician (EMT) card, AHA Healthcare card, and completed 1,000 hours of EMT-1 experience.

For more information, call (951) 571-6395

### STUDENT SERVICES

The Student Resource Center at BCTC offers a computer center for students and faculty, online library resources, career and transfer resources and services, enrollment assistance and outreach services for public safety programming.

BCTC offers academic and career counseling, specializing in PSET education and training.

For more information or an appointment, call (951) 571-6165

For More Information, Call (951) 571-6165 • [mvc.edu/bctc](http://mvc.edu/bctc)



## CalWORKs/Workforce Preparation

Workforce Preparation offers the CalWORKs (California Work Opportunity & Responsibility to Kids) program, which is funded by the California Community College Chancellor's Office. CalWORKs is designed to promote self-sufficiency through employment, education and community collaboration. Students receiving CalWORKs from a county welfare department are eligible, however as a result of the 1996 Welfare Reform Act, CalWORKs/TANF individuals face a four-year limit to receive assistance. As of January 2013, persons receiving cash aid from the CalWORKs program are eligible to receive supportive service to assist with college attendance for up to 24 months. Extension may be available on a case-by-case basis. Enrollment is ongoing with new CalWORKs students enrolling each week.

\* Note: Due to the diverse needs of our office culture cell phone use is not permitted in the Workforce Preparation office. Students making or receiving phone calls must step out of the office to handle cell phone calls.

### Eligibility:

Note: For **initial** eligibility students must:

1. Complete Riverside Community College District (RCCD) On Boarding Process
2. List Moreno Valley College (MVC) as the student's home college
3. Receive CalWORKs (cash aid) from County Welfare Department for themselves
4. Submit completed MVC CalWORKs application and proof of cash aid
5. Provide your class schedule

Note: for **continued** eligibility students must:

1. Maintain MVC as your home college
2. Enroll in at least one unit at MVC each semester
3. Provide proof of cash aid each semester
4. Attend an Orientation/Update Workshop each semester

### Our Mission:

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

### Workforce Preparation/CalWORKs Goal:

To increase employability of CalWORKs students through higher education, volunteering, community internships, career research, pathway planning, and work study experiences in order to transition from public assistance to sustained economic self-sufficiency.

### Workforce Preparation/CalWORKs Services:

- Financial aid, academic, personal and career counseling
- Student Educational Plans (SEPs)
- Financial aid and GAIN approved SEPs
- Intensive case management
- Priority registration
- Book loan program
- Workshops
- Educational supplies
- Attendance verification
- Internship exploration and planning
- Coordination and advocacy on and off campus
- Educational and occupational assessments
- Computer lab with internet printing capability
- Work study and job placement
- Career pathway planning and labor market linkages
- Assistance with meeting the 20/35 GAIN activity hours
- Mock interviewing, resume writing
- Employment application assistance
- Transportation Assistance



**CalWORKs**  
EDUCATION THAT WORKS!



MORENO VALLEY COLLEGE



## CalWORKs Work Study Program

MVC teams up with employers to provide eligible students subsidized job training through the CalWORKs' work study program. This program benefits employers as well as students.

Eligible students must:

- Maintain a current Welfare to Work (WTW) GAIN contract on file in the CalWORKs office each term
- Maintain eligibility for the CalWORKs program
- Receive CalWORKs (cash aid) through a county welfare department in California

- Meet eligibility for Federal Work Study including half-time enrollment each semester at MVC (FWS/DIST matched)

OR

- Maintain enrollment in one or more units each semester at MVC (outside employer funded only)

## Labor Market Linkages

Exposure to career planning and readiness is key to making the transition from college student to professional career. Workforce Preparation uses the following opportunities to expose students to the labor market.

- **Career Spotlight** - professional career panelists give first-hand knowledge about their professional journey.
- **Job Readiness** - resume writing, interviewing techniques, job search and transferrable skills.
- **Job Placement** - assist students to gain experience and connect to the labor market on and off campus.
- **Career Pathway Planning** - learning to plan for and document a career of your choice.
- **Career Experiences** - referrals and assistance in identifying and applying for community volunteer opportunities, internships and state certifications.
- **Career Research** - one-on-one, in-depth assistance with identifying and exploring careers that fit your personality, interest, skill set, the labor market and GAIN identified/ approved demand occupations is the foundation of our program.

## Collaborations

The Workforce Preparation/CalWORKs program provides a multitude of services by collaborating with a variety of college programs and services as well as various other college departments and community partners.

### County Welfare Department

The CalWORKs program collaborates with the Department of Public Social Services to assist students in meeting requirements and receiving support services for GAIN such as books, fee waivers and required materials by providing the student with needed documents and advocating on student's behalf with receiving services necessary to complete their educational goals and plans.

### Student Financial Services

Workforce Preparation provides Student Financial Services in the Workforce Preparation/CalWORKs office to serve students with inquiries relating to their financial aid files.





## CalWORKs Students Must Provide GAIN with Documented Study Time

### Open Campus Course Attendance/Class and Study Time

Distance Education offers online, hybrid, and web-enhanced courses through Open Campus. The goal of the Distance Education program is to make learning available anytime and anywhere for students who find it difficult to meet on campus at scheduled class times. Open Campus courses are academically equivalent to on-campus courses and fulfill general education, elective, and/or major requirements, with many classes transferable to four-year institutions.

**Online courses** are taken exclusively over the internet with no on-campus meetings required.

**Hybrid courses** meet on-campus and online; like traditional face-to-face courses except 50% of the on-campus class meetings are replaced with online assignments.

**Web-Enhanced** courses are traditional face-to-face classes that include course websites, online books and/or use of Blackboard for assignment submissions. Unlike hybrid courses, web-enhanced class meetings take place on-campus.

The **Open Campus** (online) courses deliver lectures online and are equivalent to the traditional on-campus courses requiring the same number of hours in attendance, homework and study time per week.

### Class Time for On-Campus and Open Campus

Course Units:	Online, Hybrid, & In-Class Hours Per Term:	Unsupervised Study Time Per Term:	Recommended Study Time Per Term:
1 Unit	18 Hours	18 Hours	36 Hours
2 Units	36 Hours	36 Hours	72 Hours
3 Units	54 Hours	54 Hours	108 Hours
4 Units	72 Hours	72 Hours	144 Hours
5 Units	90 Hours	90 Hours	180 Hours
6 Units	108 Hours	108 Hours	216 Hours

### Study Time

Riverside Community College District recommends students have three hours per week of study time for every unit of class time. See chart above.

The chart converts units to hours spent in class along with the recommended study time per term. The fall and spring semesters are 16 weeks, short-term courses are 8 weeks, and summer and winter terms are 6 weeks. To calculate hours per week divide hours per term by number of weeks in term.

## Contact CalWORKs

Humanities Building, Room 223A  
 Phone Number: (951) 571-6154  
 Fax: (951) 571-6405

Terrie Hawthorne, MSW  
 Counselor/Coordinator  
 Email: [terrie.hawthorne@mvc.edu](mailto:terrie.hawthorne@mvc.edu)

Visit our website:  
[www.mvc.edu/calworks](http://www.mvc.edu/calworks)



## Career & Technical Education (CTE)

### Programs, Places and People That Foster Careers

**Want a head start on your career?** CTE courses deliver a core academic education and the employable knowledge you'll need for prolonged career success. On top of that, we've created a structure that drives career growth even before graduation, giving you the chance to earn back tuition costs and get ahead fast.

#### Find offerings in

- Arts, Media and Entertainment
- Business Administration
- Education, Child Development, and Family Services
- Health Science and Medical Technology
- Information and Communication Technologies
- Marketing, Sales and Service
- Public Services
- Noncredit/Extended Learning
- Public Safety Training

#### CTE Employment Placement Services

-  Job Search Assistance
-  Job Resources
-  Resume Review
-  Mock Interviews

#### For more information

(951) 571-6292 • [bit.ly/mvc-cte](https://bit.ly/mvc-cte)  
Student Academic Services, Room 319

FOLLOW CTE @ MVC:







## Career and Transfer Center

The Transfer Center is dedicated to increasing the number of students prepared for transfer to baccalaureate-level institutions. This is accomplished through coordination of transfer efforts, with an emphasis on the preparation and transfer of underrepresented students, including students with disabilities, low-income students, first-generation college students and other groups of students underrepresented in the transfer process with CSU, UC, private, and out-of-state university representatives.

### Resources:

- Workshops on Steps to Transfer, Application Process, Personal Insight Statement, Scholarship Information, and Transfer Admission Guarantee Applications
- Appointments with university representatives
- Annual Transfer Fair
- Computer access to utilize internet resources, applications and view college/university information online
- Information on transfer requirements and major preparation
- Transfer Achievement Ceremony
- STEM career and transfer resources and services

### Career Center Services:

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

### Services and Information:

- Computer access
- Career assessment
- Career exploration
- Labor market statistics
- Web-based career search applications
- List of internships

### Contact Information:

Carmen Perches  
 Associate Professor  
 Counselor/Coordinator  
 Email: [carmen.perches@mvc.edu](mailto:carmen.perches@mvc.edu)  
 Location: Welcome Center Building  
 Phone: (951) 571-6914  
 Office Hours: Visit our website for office hours  
[www.mvc.edu/career-transfer](http://www.mvc.edu/career-transfer)





## Counseling Department

College can be stressful and confusing. The Counseling staff and faculty at Moreno Valley College are here to help you reach your academic goals. We encourage you to make an appointment with a counselor, drop by the office for an open session with a counselor, or go to our website for general information.

### Academic Counseling

- Assists students in developing a Student Educational Plan (SEP)
- Identifies requirements for a major

### Abbreviated and Comprehensive Student Educational Plans (SEP's)

One of the most important things that you can do in college is academic planning. When undertaking a long trip, you won't get to your destination without a map. With the even longer trip which you are undertaking toward achieving your academic objectives, it is also difficult to arrive at your destination without a map. The Student Educational Plan (SEP) is your map. The SEP is a document you create with a counselor that maps out the combination of classes and services that will support you toward achieving completion of your educational objective. The abbreviated Student Educational Plan takes you through one semester, and the comprehensive Student Educational Plan takes you through graduation and/or transfer. If you are having trouble deciding on an educational objective, Counseling can also help you with a combination of appointments with counselors, Guidance classes, workshops, and referrals to the Career Transfer Center. All Moreno Valley College students are required to complete a comprehensive Student Educational Plan after completing 15 units or before completing three semesters. Please let Counseling help you to create the map toward achieving your educational dreams!

### Career/Life Planning

- One-on-one personal counseling
- Career counseling
- Transfer services
- STEM counseling

Counseling Services are also offered at the Ben Clark Training Center located at 16888 Bundy Avenue, Riverside, CA 92518 (951) 571-6165  
[BCTCCounseling@mvc.edu](mailto:BCTCCounseling@mvc.edu)

### Student Development Classes

- Guidance 45: Introduction to College
- Guidance 46: Introduction to the Transfer Process
- Guidance 47: Career Exploration/Life Planning
- Guidance 48: College Success Strategies

### Appointments and Open Sessions

**Counseling Appointments** are 30-minute, one-on-one sessions with a counselor that are available to students who have completed the matriculation process by completing the admissions application, orientation and assessment. Appointments are usually available throughout the year, and are intended for student issues requiring longer, focused attention from a counselor, such as updating and developing a comprehensive Student Educational Plan, academic follow-ups, reviewing transcripts from other colleges, and support with academic challenges. Appointments are scheduled one week in advance in person or via telephone at (951) 571-6104. Questions or concerns that can be addressed during an appointment include developing or updating a Student Educational Plan and academic follow-ups.

**Open Counseling Sessions** are five-minutes and require no appointment. The open session schedule is based on counselor availability. Questions or concerns that can be addressed during a walk-in session include:

- Course selection transfer issues
- Graduation requirements
- Dates and deadlines
- Add/drop classes and consequences
- Credit/no credit grading

The Counseling department is located in the Student Services Building, Room 303. For information or to schedule an appointment contact the Counseling department at:

**(951) 571-6104**

[www.mvc.edu/counseling](http://www.mvc.edu/counseling)





## Disability Support Services

### Mission Statement

The Disability Support Services office is dedicated to providing equal access and reasonable accommodations for educational and programmatic opportunities to students with disabilities on campus while promoting self-advocacy and independence. Our mission commits Moreno Valley College to offer opportunities for students to develop their potential while also educating the campus community on disability related matters.

### Applying to DSS

Prior to applying to receive DSS services, students must submit an application for admission through the Admissions & Records office online at [www.mvc.edu/apply](http://www.mvc.edu/apply).

After completing the application and the Assessment, Orientation and Counseling (AOC) process, students may apply for DSS services:

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

Request your academic accommodations online through a form on the DSS website.

### Services include:

- Academic advising
- Adaptive computer technology
- Adaptive equipment loan
- Career counseling
- Disability-related counseling
- Interpreting services
- Learning disability testing
- Note taking assistance
- Priority registration
- Real time captioning
- Test accommodations

### The College offers accommodations for the following disabilities:

- Acquired Brain Injury
- Attention Deficit Hyperactivity Disorder
- Autism
- Cardiac Issues
- Disabilities (lasting longer than 45 days)
- Developmentally Delayed Learner
- Health Impairments (cancer, diabetes, arthritis, etc.)
- Hearing Impairments (deaf & hard of hearing)
- Learning Disabilities
- Mental Health Disabilities
- Mobility Impairments
- Psychological Disabilities
- Visual Impairments
- And many other disabilities

### Office

Location: Library 221

Phone: (951) 571-6356

Web: [www.mvc.edu/dss](http://www.mvc.edu/dss)

Visit the DSS website for current office hours.

### Staff

Melody Save . . . . . Disability Specialist  
 Joe Gonzales . . . . . Disability Specialist  
 Laura Coronel . . . . . Student Support Specialist Aide  
 Christina Arthur . . . . . Administrative Assistant II  
 Javier Valencia . . . . . Senior Interpreter



## Extended Opportunity Programs & Services (EOPS)

Extended Opportunity Programs & Services (EOPS) is a statewide program that provides support services and promotes student success in higher education for students with academic and financial disadvantages.

### Services offered include:

- Academic counseling
- Educational planning
- Priority registration
- One-to-one tutoring
- Book service
- CSU/UC application fee waivers

### To be eligible for the EOPS program, a student must:

- Be a California resident or AB540 Nonresident/Dream Act Exemption
- Enrolled full-time (12 units or more)
- Have fewer than 45 degree applicable units
- Qualify for the California College Promise Grant A or B
- Be educationally disadvantaged as determined by EOPS

Students should visit the EOPS website [www.mvc.edu/eops](http://www.mvc.edu/eops) or call (951) 571-6253 for more information.

## Cooperative Agencies Resources for Education

Cooperative Agencies Resources for Education (CARE) is a supplemental program for EOPS students who are single parents, qualify as a head of household and receive TANF benefits.

### Services offered include all EOPS services and the following:

- Additional counseling
- Childcare and transportation assistance
- Textbook and school supplies
- Student success and life skills workshops

### To be eligible for the CARE program, a student must:

- Eligible for EOPS
- Enrolled in at least 12 units upon acceptance
- Receiving AFDC/TANF assistance, with at least one child under 18 years of age
- At least 18 years old
- Single and qualify as head of household
- Applied for financial aid
- Taking classes that will lead to a certificate, degree, or transfer

Students who believe they qualify for the program should visit the CARE website: [www.mvc.edu/eops](http://www.mvc.edu/eops).

## Next Up

Next Up is a program housed under EOPS that provides additional educational/financial support and resources to current and former Foster Youth.

### Services offered include:

- Academic counseling
- Educational planning
- Student Success Coach assistance
- Priority registration
- One-to-one tutoring
- Maximum Book Services
- Meal vouchers/stipends
- CSU/UC application fee waivers

### To be eligible for the EOPS/Next Up program, a student must:

- Qualify for EOPS
- Be a current or former foster youth
- Enrolled in 9 units
- Submit Dependency verification Letter (also known as Ward of the court letter)

Students should visit the EOPS website [www.mvc.edu/eops](http://www.mvc.edu/eops) or call (951) 571-6110 for more information.

## EOPS Summer Bridge Program

The Summer Bridge program is offered to EOPS eligible graduating high school seniors from local high schools. The program's goal is to prepare underrepresented students for the rigors of higher education through participation in an instructional cohort combined with motivational workshops.

### Summer benefits:

- College Promise
- Bus pass/parking permit
- Textbooks
- Educational supplies
- Familiarity with college
- Group activities

### To be eligible for the EOPS Summer Bridge Program:

- Students must be eligible for EOPS and be a graduating high school senior.

For more information and to apply contact the EOPS office at (951) 571-6253 or email Koko Randolph at [koko.randolph@mvc.edu](mailto:koko.randolph@mvc.edu).



## First-Year Experience

Moreno Valley College offers a First-Year Experience (FYE) program that integrates academic enrichment and student support services to enable students to successfully transition from high school to college and ensure success during their first year of college. FYE is open to first-time students attending the College commencing with the Summer Bridge program. The Summer Bridge program is designed to jump-start academic success by taking summer courses earning credits. FYE students receive one-on-one help with the enrollment process and additional benefits:

- Enrollment in the College's Summer Bridge program
- Workshops that potentially save you money and time
- Guaranteed enrollment in math and English classes
- Guaranteed financial support during the freshman year\*
- Priority registration for freshman year
- Guest speakers, tours and other success-focused events
- Year-long coaching and peer support

\*Guaranteed financial support during the freshman year is made possible by using a combination of possible state, federal and local funding resources. To join the First-Year Experience program or for more information, contact (951) 571-6334, email [FYE@MVC.EDU](mailto:FYE@MVC.EDU) or log on to [www.mvc.edu/fye](http://www.mvc.edu/fye).

### Contact Us

Location: Welcome Center 130

### Hours

Monday - Thursday: 8 am - 5 pm

Friday: 8 am - Noon

### FYE Success Team

FYE Student Success Coach:

Theresa Pham ([theresa.pham@mvc.edu](mailto:theresa.pham@mvc.edu))

FYE Peers: FYE Peer Leaders ([fye@mvc.edu](mailto:fye@mvc.edu))

FYE Counselor: Nikki Thurston ([nikki.thurston@mvc.edu](mailto:nikki.thurston@mvc.edu))

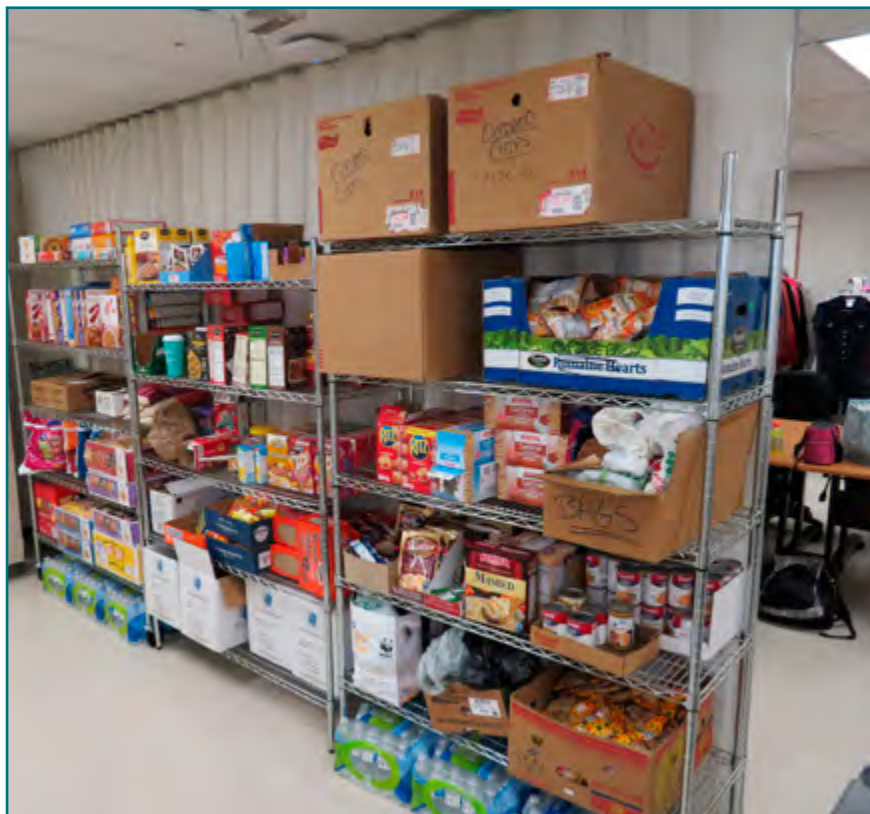




## Food Bank/Clothing Closet

The Food Bank is available to any currently enrolled MVC student. Students are eligible to receive a weekly source of non-perishable items. Students must fill out a basic application to receive their allotment. The Food Bank is located in PSC 17 and is operated through the Human Services Program. Hours of operation are Monday–Thursday 1-5 pm.

The Clothing Closet is available to any currently enrolled MVC student. Students are eligible to receive professional attire for employment interviews. Casual clothes are also available for emergency situations. Students must fill out a basic application to receive clothing. The Clothing Closet is located in PSC 17 and is operated through the Human Services Program. Hours of operation are Monday–Thursday 1-5 pm.





## Guardian Scholars and Next Up Program

The Guardian Scholars and Next Up Program provides resources, support and advising to students who come from the foster care system. Guardian Scholars and Next Up works in collaboration with the MVC's Extended Opportunity Programs & Services (EOPS), Riverside City College and the University of California, Riverside to provide a network of supportive services to foster youth who seek to meet their goals for post-secondary education. A designated staff member serves as a point of contact to assist students to help ensure their academic success.

### Eligibility Requirements

- Current student
- MVC as student's home college
- Current or former foster youth between the ages of 18 and 25

### Services offered

- Transfer Success Workshops
- Academic advising
- Early registration for eligible students
- Financial assistance
- Tutoring
- Field trips to universities and cultural events
- Mentoring opportunities

### Contact Us

[mvc.edu/foster-youth](https://mvc.edu/foster-youth)





## Honors Program

Riverside Community College District offers an Honors Program at each of the colleges. The Honors Program offers an enriched academic experience for motivated students aiming to transfer to a four-year institution. Honor classes are small (20 students) and taught seminar style. Students read challenging texts, write original arguments, participate actively in class, and present their research at statewide conferences. Classrooms are active and dynamic, and the faculty offers one-on-one mentoring. Honor students become part of a close-knit community, going on field trips, taking the same classes, and often transfer together.

Eligible for returning students is:

- 3.0 GPA in nine transferable units
- Completed Honors Program application
- Complete the Honors Program orientation during their first semester in the program
- Complete a Student Educational Plan

Eligibility for first-time college students is:

- 3.0 GPA (high school transcripts needed)
- Complete Honors Program application
- Complete the Honors Program orientation during their first semester in the program
- Complete a Student Educational Plan

Benefits:

- Transfer agreements to over 30 colleges and universities, including the University of California, Los Angeles (UCLA) TAP agreement.
- Smaller classes: Honors classes have a maximum of 20 students and are taught seminar style, emphasizing active student participation.
- Help in the transfer process: workshops, one-on-one mentoring, help from Honors coordinators and faculty in preparing applications for university admissions and scholarships.
- Field trips, cultural activities, college visits, and other enrichment activities.
- Leadership opportunities. Students may serve as a class advocate on the Honors Advisory Council, as a director in the Honors Student Council, or as a volunteer in outreach activities.
- Honors Center, a place for gathering, allowing for informal study groups, personalized interaction with Honors professors, access to transfer advice and research materials, and a sense of belonging to a cohort of similarly-interested students.
- Scholarships and essay contests.

### Contact the Honors Program

Location: Honors Center, Room HM-205B

Phone Number: (951) 571-6948

Website: [mvc.edu/honors](http://mvc.edu/honors)

Facebook: [mvchonorsprogram](https://www.facebook.com/mvchonorsprogram)

Instagram: [mvc\\_honors\\_program](https://www.instagram.com/mvc_honors_program)

Honors Coordinator

James Bany, Ph.D. Assistant Professor, Sociology

Email: [james.bany@mvc.edu](mailto:james.bany@mvc.edu)

Honors Counselor

Silvia Trejo, Assistant Professor, Guidance

Email: [silvia.trejo@mvc.edu](mailto:silvia.trejo@mvc.edu)







## Library

### Services

- Research assistance
- Select course textbooks
- Lenovo laptops
- Chrome Books
- Graphing calculators
- Flatbed scanners
- Mobile chargers
- Group study rooms
- Black and white printing and copying
- Color printing and copying

### General Collection

Overdue fines will be levied at 20 cents per day, per item.  
Hourly Reserves Overdue Fines will be levied at \$1 per hour, per item.

Replacement bills will be issued if materials are not returned, and they are declared lost. A bill will be issued for each lost item which will include: 1) The actual replacement cost of the item or \$25 for out-of-print materials; 2) Any overdue fines (the maximum overdue fine for reserve materials is \$20 and the maximum overdue fines for circulating items are \$10).

### Refunds

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

Be sure to check the Library's website for hours, including Saturdays! [www.mvc.edu/library](http://www.mvc.edu/library).





## Learning Center

The Learning Center consists of the Computer Lab, the Math Lab, Supplemental Instruction, and Writing and Reading Center in one central location. It offers an array of services intended to support student success and achievement. Students are provided with academic support in Math, Writing, and Reading, Supplemental Instruction (SI), and Computer Science. [www.mvc.edu/learningcenter](http://www.mvc.edu/learningcenter)

### Computer Lab

The Computer Lab gives students open computer access to work on college courses. Students have access to multiple desktop computer stations each with internet access a full suite of programs including Microsoft Office to support course work as well as course specific software from computer programs. The computers are networked to three print machines, and there is one machine dedicated to making copies only. In addition, CIS, CAT, and BUS faculty are present in the computer lab to assist and support students enrolled in gaming, entrepreneurial, computer information science, and programming classes. They are located in Humanities 219.

**Contact the Computer Lab at (951) 571 6908 for further information.**

### Math Lab

The Math Lab offers walk-in tutoring service for all Moreno Valley students seeking support with math courses. Math faculty and peer tutors are available to work one on one or in small groups with students needing support. The lab also provides math support for non-math courses such as business, chemistry, economics, and physics. In addition, the Math Lab has textbooks and calculators for students to check out. They are located in Humanities 219.

**Contact the Math Lab at (951) 571-6944 for further information.**

### The Writing and Reading Center

The Writing and Reading Center (WRC) supports learning in reading and writing for students at all levels and at any stage of the writing process. The WRC is an interdisciplinary writing center that offers writing support for students in courses from all disciplines at the College. By supporting all student writers at their individual levels, the WRC encourages access to and success in higher education for all students. The WRC reading component offers students resources and strategies to improve their academic reading skills. They offer walk-in and appointment-based tutoring to students in all disciplines and work to develop area specific reading skills. They are located in Humanities 219.

**Contact the WRC at (951) 571-6128 for further information.**

### Supplemental Instruction and Embedded Tutoring

Supplemental Instruction (SI) and Embedded Tutoring are in class academic support that targets courses where there is a high student demand and low success rate based on data provided by Institutional Effectiveness. These courses were primarily in Gateway STEM and Basic Skills areas including mathematics, chemistry, physics, and English. They are student peers who assist faculty in the classroom, facilitating small group activities. They are located in Humanities 219.

**Contact Supplemental Instruction at (951) 571-6135 for further information.**

### Tutoring Services Information

Tutorial Services is committed to embracing diversity in our students and our tutors by fostering a dynamic, effective learning atmosphere. We are dedicated to helping students seeking academic support recognize their full potential. We strive to help our students better prepare for classes and develop the skills necessary for a successful college career. Tutorial services is a multidisciplinary center that provides tutoring support to students in a variety of disciplines. Tutorial Services offers an appointment-based and same day appointment system that allows students to meet one on one or in small groups with a peer tutor. Students are provided two sessions per course per week. Subject areas vary by term and tutor availability, but may include math, chemistry, history, psychology, physics, biology, anatomy and physiology, sociology, business administration, computer information systems, accounting, Spanish and other subjects.

Tutoring is also available online through NetTutor. NetTutor® is a comprehensive online tutoring service for all college courses. MVC has made this service available to assist students with homework and studying. All of our tutors are fully trained experts in the courses for which they tutor. NetTutor is available 24/7/365. All enrolled MVC students may access this service free of charge through a link to NetTutor located in each Canvas course.

In addition to tutoring, Tutorial Services also has resources available for student check out including graphing calculators, laptops, scientific models, and textbooks. The center offers students access to printing, word processing and course specific computer software. They are located in SAS 206.

**Contact Tutoring Services at (951) 571-6276 for further information.**



## Office of TRIO Programs

The Federal TRIO Programs (TRIO) are outreach and student services programs designed to identify and provide services for individuals from disadvantaged backgrounds to help them prepare for and graduate from college. Moreno Valley College (MVC) is proud to have four TRIO programs – the ACES Student Support Services Program (collegiate), the Upward Bound Math and Science (UBMS) Program (pre-collegiate), the Educational Talent Search Program (pre-collegiate), and the Upward Bound Program (pre-collegiate). TRIO programs have been in existence since 1964 and are funded through the US Department of Education. For more information about any of our TRIO programs, please call (951) 571-6382 or visit our website at [www.mvc.edu/trio](http://www.mvc.edu/trio).

### Academic Counseling and Educational Support (ACES)

The mission of the Academic Counseling and Educational Support program (ACES) at Moreno Valley College is to promote the retention graduation, and transfer of low income, first-generation and students with disabilities through a variety of academic support services. ACES offers targeted services for program participants, including academic counseling, tutoring, mentoring, career and skill development, field experiences, and other services to empower students to graduate from Moreno Valley College and transfer to a four-year college/university. ACES serves 144 students annually. Students selected for the ACES program are eligible for priority registration.

ACES offers qualifying students a strong academic support system and learning community that will assist them in mastering their college transitions. The primary goal of the program is to increase the retention and graduation rates of students who are committed to transferring to a four-year institution by increasing their access and opportunity to higher education. For more information, please contact (951) 571-6275, visit the ACES Office in Humanities 227, or visit the website at [www.mvc.edu/aces](http://www.mvc.edu/aces).

### Educational Talent Search Program

The Talent Search program identifies and assists individuals from underrepresented, under served, and vulnerable backgrounds who have the potential to succeed in higher education. The goal of Talent Search is to increase the number of youth who complete high school and enroll in and complete their postsecondary education.

The program publicizes the availability of financial aid and assists participants with the postsecondary application process. Talent Search also encourages persons who have not completed education programs at the secondary or postsecondary level to enter or reenter and complete postsecondary education.

Moreno Valley College's Educational Talent Search Program serves 500 students at the following schools: Vista del Lago HS, Valley View HS, Badger Springs MS, Landmark MS, Mountain View MS, and Palm MS.

For more information, please contact (951) 571-6382 or (951) 571-6909. You may also visit the website at [www.mvc.edu/talentsearch](http://www.mvc.edu/talentsearch).

### Upward Bound Math and Science (UBMS)

The Moreno Valley College (MVC) Upward Bound Math and Science Program (UBMS) is part of the national TRIO programs in partnership with Moreno Valley Unified School District (MVUSD). UBMS is an interactive intensive pre-college experience designed to strengthen the math and science skills of participating high school students. UBMS helps students recognize and develop their potential to excel in math while encouraging them to pursue postsecondary degrees, and ultimately careers in science, technology, engineering, and math (STEM). Each year, UBMS serves an annual cohort of approximately 62 high school students from Vista del Lago High School of which over two-thirds are from income-qualifying, first-generation backgrounds. MVC's UBMS program has been in existence since October 2012. For more information about UBMS eligibility requirements or how to apply, call (951) 571-6382 or (951) 571-6379, or visit our website at [www.mvc.edu/ubms](http://www.mvc.edu/ubms).

### Upward Bound Program

Upward Bound (UB) Program is the newest TRIO program at Moreno Valley College (MVC). UB is part of the national TRIO programs in partnership with Moreno Valley Unified School District (MVUSD) and works with a cohort of 60 students from Valley View High School. UB is an interactive intensive pre-college experience designed to prepare students from income qualifying, first-generation backgrounds for college. UB helps students pursue college and career opportunities in a variety of industries. For more information about UB eligibility requirements or how to apply, call (951) 571-6382, (951) 571-6379, or visit our website at [www.mvc.edu/upwardbound](http://www.mvc.edu/upwardbound).



## The Outreach Department

Are you considering enrolling in college or returning to college? Do you want to learn more about what Moreno Valley College has to offer? The Outreach department is here to help!

Our classified professionals provide the following services:

- Application Workshops
- Classroom presentations
- College & Career fairs
- Community events
- Group and one-on-one college tours
- Information on college programs, services, and departments

### Reach Out To Us!

<https://mvc.edu/admin/departments/outreach.php>

Phone: (951) 571-6273

Email: [outreach@mvc.edu](mailto:outreach@mvc.edu)



## Second Chance Program

The Second Chance Program offers individuals who were formerly incarcerated the opportunity to enroll at MVC and earn either a certificate or degree in Human Services or another field. Individuals who are a part of this program are afforded individual counseling, financial aid assistance, and a guided educational pathway to achieve their respective career and academic goals. Students will actively be engaged in assisting other individuals who are still incarcerated to work toward their personal goals of achieved success.

### For more information please contact:

Professor James Banks  
Human Services Program  
(951) 571-6250

Email: [james.banks@mvc.edu](mailto:james.banks@mvc.edu)



# PROMISE INITIATIVE

INVESTING IN YOUR FUTURE

## YOUR FIRST YEAR OF COLLEGE IS FREE!

The Moreno Valley College Promise Initiative covers the first year of a student's college tuition.

### BENEFITS

- Covers tuition and fees not paid for by financial aid\*
- Receive textbook assistance during your first year\*
- Increase student success through attendance in the MVC Summer Bridge program
- Priority registration ensures 12 - 15 units for the first year
- A Comprehensive Student Educational Plan (CSEP), providing students with a clear educational path to degree/certificate completion
- Individualize academic and integrated career planning services
- Access to student success coaches who provide educational support services as needed
- Connections with and support from peers on similar paths and timelines

### ELIGIBILITY

- Be 18 years of age or older, have a high school diploma/GED, or be a graduating high school senior
- First-time college student
- Completed FAFSA or California Dream Act Application with Moreno Valley College school code listed (041735) on file (AB 540 students may be eligible for this program)
- Complete an application for MVC and the Summer Bridge program
- Enroll in 12 - 15 units as well as a math and English course each semester
- Note: priority is given to recent graduates of the Moreno Valley and Val Verde unified school districts

\*One year of free tuition, related registration fees and textbook assistance using a combination of possible state, federal and local funding resources

**LEARN MORE AT [WWW.MVC.EDU/PROMISE](http://WWW.MVC.EDU/PROMISE)**

or call the First-Year Experience office at (951) 571-6334

The Riverside Community College District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies or practices: District Compliance Officer, 3801 Market Street, Riverside, CA 92501, or (951) 222-8039.



## Puente Program

The Puente Program, a national-award winning program, is an innovative combination of accelerated writing instruction, intensive academic counseling, and mentoring by members of the professional community. Puente is co-sponsored by the University of California Office of the President and the California Community College Chancellor's Office. The Puente Program has been active at Moreno Valley College since 2001 and has helped students achieve college success. Puente is open to all students and is committed to helping students develop strong writing skills, develop academic and personal goals, and transfer to four-year universities.

### Mission

The mission of the Puente Program at Moreno Valley College is to increase the number of educationally underrepresented and underserved students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors of future generations.

### Puente Components

Puente students commit to a rigorous two-semester English and Personal Development sequence. They work closely with a guidance counselor to prepare an academic plan to transfer to four-year institutions. Puente students commit to a rigorous two-semester English and personal development sequence and a summer college preparation course. They work closely with an English faculty member and guidance counselor to prepare an academic plan to transfer to four-year institutions.

Students also meet regularly with a professional mentor from the community.

### Intensive Writing Instruction

- Introduces multicultural literature to foster stimulating classroom discussions.
- Uses culturally relevant teaching methods to draw on the student's cultural and personal strengths.
- Provides an academically supportive environment.
- Conducts writing workshops allowing students to work in small groups (familias).

### Counseling

Puente students have access to direct counseling services. The Puente counselor coordinator works closely with Puente students and is available to meet with them on a one-on-one basis. Puente students in the program are expected to meet with the counselor for personal counseling, to complete or update a comprehensive student educational plan (SEP), to go over topics related to major requirements, life planning, career exploration, and transfer requirements, among other topics.

- Prepares students for transfer to four-year colleges and universities.
- Provides classroom activities to encourage personal development.
- Develops an academic educational plan and assists with career exploration and planning.
- Maintains contact with Puente students and continuous counseling is available until the student completes their academic goals.

### Mentoring Professionals from the Community

Each Puente student is matched with a mentor from the business or professional community. Mentors share with students their personal, academic and career experiences, and provide a window into "real life" work environments.

### Transfer

Puente students have many transfer opportunities open to them including:

- Annual UC Transfer and Motivational Conference
- Transfer Fair - fall and spring semesters
- Southern CA University Visits (Examples: UC Riverside, UC Los Angeles, UC Irvine, CSU San Bernardino, UC San Diego, among others).
- Northern CA University Visits (Examples: UC Santa Barbara, San Jose State, San Francisco State, UC Berkeley, Stanford, among others).
- Puente Club: Leadership and Community Activities

### Contact Us:

For more information, contact us at [www.mvc.edu/puente](http://www.mvc.edu/puente).





# STEM CENTER

## Location:

Student Academic Services  
Building, Room 202

## Phone:

(951) 571-6363

## Email:

[stem@mvc.edu](mailto:stem@mvc.edu)

## Website:

[www.mvc.edu/stem](http://www.mvc.edu/stem)

## Office Hours:

Check website for office  
hours.



MVC's STEM Center provides a learner centered environment where students have the opportunity to access academic and support services designed to increase STEM certificate and/or transfer degree rates. The STEM Center offers students interested in pursuing careers in Science, Technology, Engineering, and Math tools and resources to help them complete their STEM programs of study, graduate, and transfer to a four-year university.

## STEM CENTER RESOURCES AVAILABLE

- STEM Counseling
- STEM Career and Transfer Services
- STEM Workshops and Activities
- University Representatives
- STEM Student Academic and Support Services



FOLLOW THE STEM CENTER:



@stem.mvc



@mvcstemcenter



## Student Activities

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

MVC has an active student government program, putting on such events as Fun Day's, Bunny Trail, Stress Less Week of activities as well cultural events throughout the year.

The Associated Students of Moreno Valley College (ASMVC) is responsible for representing the social, political and educational concerns of students. The goal is to provide student leaders with skills beyond what they learn in the classroom. Interpersonal communication, budget control, leadership, entrepreneurial skills, creativity and activity planning are a few of the skills student leaders learn. The student government is comprised of three branches: the Executive Branch, the Legislative Branch, and the Judicial Branch. The Coordinator of Student Activities serves as the Faculty Advisor to Student Government.

**The Executive Branch** consists of the Student Body President, Vice President, Senate Pro Temp, Student Directors, and Co-Directors of the Events Planning Council, and the Inter-Club.

**The Legislative Branch** is composed of elected student senators. Meetings are held weekly in the Student Activities Center Conference Room. Student senators are responsible for passing legislation, proposing amendments, and initiating programs and activities.

**The Judicial Branch** consists of the Student Supreme Court. A Chief Justice presides over the Supreme Court. The Court rules on the constitutionality of legislation, conducts Associated Students of the Riverside Community College District (ASRCCD) Student Trustee Elections, College Student Body Elections, and coordinates forums.

**The Inter-Club Council (ICC)** is responsible for coordinating the activities of more than 20 campus clubs. The clubs are the foundation of the Student Activities Program. The Inter-Club Council student director presides over the Inter-Club Council meetings. The Coordinator of Student Activities serves as faculty advisor to this organization.

**The Student Trustee** is the elected representative of the ASRCCD. The ASRCCD student trustee is a non-voting member of the RCCD Board of Trustees. The student trustee also chairs the Student District Consultation Council (SDCC).

### Contact

Located behind the Lion's Den and the Bookstore  
Phone: (951) 571-6105  
For more information go to [www.mvc.edu/asmvc](http://www.mvc.edu/asmvc).

### ATHENA Student Leadership Program

The ATHENA Student Leadership Program is designed to assist students in developing leadership, career skills and enhance and strengthen transferable skills. With a goal of preparing students for leadership in higher education and beyond, the ATHENA Student Leadership Program aims to provide a foundation for students to become confident, aware and engaged citizens facilitating academic success, civic responsibility, and the opportunity for achieving career goals. The ATHENA Student Leadership Program is offered during the fall term.

#### Learning Outcomes for Participants

Students...

- Learn how to be a leader with a focus on quality and character
- Gain leadership competence necessary for success in college and beyond
- Explore personal leadership attributes relative to the ATHENA Leadership Model
- Apply ATHENA leadership principles through experiential learning
- Map out a pathway for leadership growth in college and career
- Have the opportunity to build bridges across professional sectors and generations

### Clubs and Organizations

There are approximately twenty clubs and organizations representing a wide variety of academic and career pursuits, as well as special interests. Some of the clubs/organizations include: Active Minds; Dental Hygiene Organization; Emergency Medical Services Program; Fire Technology Organization; Guitar Ensemble; Human Services; Karate; Pride Alliance; Middle College High School Program; Music; MVC Choirs; Psychology; Puente; Umoja; Gospel Singers; Software Engineering; Spanish; and Student Government.

### How Can I Get Involved in Student Activities?

Nothing is stopping you! Get involved! You will get recognition as well as personal satisfaction for your involvement. Special recognition is awarded to those who are involved in on- or off-campus projects as volunteers. You are eligible for recognition if you volunteer 50 hours or more in a semester. Students are encouraged to organize blood drives, assist in research, visit Veterans community events, and organize fundraising projects.

ASMVC looks forward to having you as part of the team. To get involved, stop by the Student Activities Center.





## Student Employment

The Student Employment program assists students to earn money to pay for their educational expenses by working part time (up to 20 hours per week) while learning transferable job skills. Benefits to the student include:

- Flexible work schedule that works around classes
- Build up resume experience and enhance marketability
- Earn money while gaining work experience

Students can apply to work at a variety of jobs on campus pending their eligibility for student employment. Off-campus jobs are available as well under federal work study contracts (may include local elementary and high schools and other non-profit organizations). Students may be eligible for one or all of the programs which include:

**1. Federal Work Study (FWS).** The US Department of Education awards the College funding each year to allow students to supplement their education costs. To be eligible for FWS students are required to:

- Complete the Free Application for Federal Student Aid (FAFSA) online at [www.studentaid.gov](http://www.studentaid.gov). College code for Financial Aid: 041735
- Select Moreno Valley as home college
- Be enrolled in at least six units in the fall and spring semesters and three units during the winter and summer sessions
- Maintain a 2.0 GPA
- Meet the Student Financial Services Satisfactory Academic Progress standard
- Have a Social Security card and picture ID

Students are limited to 16 semesters or four years of employment.

**2. District/Special Grants (non-federal work study) Employment.** Monies for District positions are paid from a department's budget and do not require the completion of the FAFSA. To be eligible to work for District funded positions, students are required to:

- Be enrolled in at least six units in the fall and spring semesters and three units during the winter and summer sessions
- Maintain a 2.0 GPA
- Have a Social Security card and picture ID

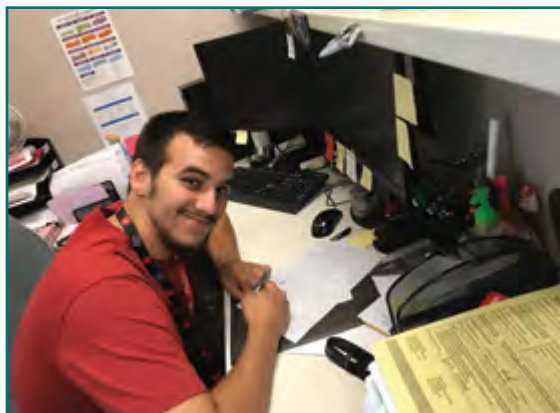
**3. CalWORKs' Work Study.** The CalWORKs' Work Study program connects eligible students to part-time jobs on- and off-campus. To be eligible to work in the program, students are required to:

- Be enrolled in at least one unit
- Provide a valid welfare to work (WTW) contract to the MVC Workforce
- Maintain a 2.0 GPA
- Have a Social Security card and picture ID
- Get clearance from the CalWORKs/Workforce Preparation department

For more information on CalWORKs, visit [mvc.edu/calworks](http://mvc.edu/calworks) or call (951) 571-6154.

To apply for a work-study program, students can view job postings at [www.mvc.edu/se](http://www.mvc.edu/se) or inquire with a specific department or supervisor. Hourly pay rates vary but typically start at the current federal minimum wage.

For information on Student Employment programs visit [www.mvc.edu/se](http://www.mvc.edu/se) or call (951) 571-6252. The Student Employment office is located in the Welcome Center building.





## Student Financial Services

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

### The Free Application for Federal Student Aid

The initial application used in applying for financial assistance is the Free Application for Federal Student Aid (FAFSA). The FAFSA is available online at [www.studentaid.gov](http://www.studentaid.gov) and workshops are available throughout the year to assist students with completion of the FAFSA. For workshop times and dates, visit <http://www.mvc.edu/sfs> under workshops. The FAFSA application must be completed each academic year. The MVC Federal School Code of 041735 must be listed on FAFSA record(s) in order for the department to receive your application. If you are a Riverside City College or Norco College student, please make sure to list the school code for your home college on the FAFSA. You can locate school codes by selecting the School Code Search link on the main page of the FAFSA website.

The FAFSA is available October 1 of each year and will determine eligibility for the following academic year. It is recommended that the FAFSA be completed prior to March 2 to ensure priority processing and to maximize your funding. Once you have completed your FAFSA, results will be sent to MVC.

You must have an RCCD admissions application on file in order for your FAFSA to be received by the College.

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

RCCD students will receive financial aid disbursements via BankMobile disbursement services.

For more information about BankMobile, visit this link <http://bankmobiledisbursements.com/refundchoice/>.

### California College Promise Grant (formerly known as the BOG Fee Waiver)

The California College Promise Grant (CCPG) is a state program which waives enrollment fees for qualifying California resident students. If determined eligible, the CCPG will waive enrollment fees for the entire academic year, beginning with summer and ending the following spring. During the fall and spring semesters, the parking fee will be reduced to \$30 per semester. The CCPG does not pay for books or other educational supplies, student services or health fees or additional class fees (such as art and CPR fees as listed in the schedule of classes). To apply, complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov) and list MVC (school code 041735) or the California Dream Act Application (CAADA) at <https://dream.csac.ca.gov/> and list school code 04173500 as your home college. You will receive an email in your RCCD student email account notifying you when your CCPG eligibility is available on WebAdvisor, under Your Award Letter. No other application is required.

If you are not a California resident, you may be eligible to apply for:

- A nonresident tuition exemption through the AB 540 program if you meet specific requirements and are an undocumented immigrant student. See Admissions & Records for additional information or view our consumer guide online.
- A nonresident tuition deferment if you are eligible for financial aid. This deferment is to assist students in securing enrollment while waiting for student grants and/or student loans to credit their Admissions & Records account balance. Nonresident Tuition Deferment Forms must be submitted each semester and/or 30 days within disbursement of Stafford Direct Loan funds.

For more information, view the Information for Nonresident chapter in the consumer guide online at [www.mvc.edu/consumer-guide](http://www.mvc.edu/consumer-guide).

### California College Promise Grant Eligibility (formerly known as the BOG Fee Waiver)

Under the new regulations of the Board of Governors' Student Success Initiative, students will lose eligibility for the California College Promise Grant (CCPG) if they are on academic probation for two consecutive primary terms (fall and spring semesters are primary terms). Loss of eligibility will become effective at the first registration opportunity after such determination is made. Foster youth are exempt from



## More Student Financial Services

this change and will not lose the CCPG eligibility based on academic probation. Students with extenuating circumstances will have the opportunity to appeal the loss of the CCPG.

### Federal Pell Grant

Federal Pell Grant is awarded to eligible undergraduate students to assist in paying for educational expenses and is awarded based on financial need. Unlike loans, Pell Grants do not have to be repaid (unless you withdraw from courses and owe a refund or do not successfully pass your courses). The information that you provide on the Free Application for Federal Student Aid (FAFSA) is used to produce an Expected Family Contribution (EFC). This EFC number will determine if you are eligible for the Pell Grant and for how much.

How much you receive will depend not only on your EFC but also on the number of units you are enrolled in and whether you attend school for a full academic year. Students enrolled less than half time (less than six units) may qualify for a Pell Grant. Once you have completed the application procedure with the SFS office, your Pell Grant eligibility will be determined. You will receive an award letter via your RCCD student email indicating that your award has been posted on WebAdvisor. The award letter on WebAdvisor will list how much financial aid you have been awarded. Award letters are based on full-time enrollment and disbursements are adjusted based on units.

Please note that you may not receive Pell Grant funds from more than one school for the same period of enrollment.

### California Dream Act

The California Dream Act was signed into law on October 8, 2011 and became effective January 1, 2013. The California Dream Act program allows applicants, who do not have a Social Security number, to apply for state financial assistance, such as the CCPG (formerly called the BOGW), Cal Grants, Chafee Grant and scholarships. Applicants for these programs must meet the requirements for each program.

Students can apply for state financial assistance programs by filing a California Dream Act application at [dream.csac.ca.gov](http://dream.csac.ca.gov). The above listed financial programs may require additional applications and/or information. For more information, visit the Consumer Guide at [www.mvc.edu/sfs](http://www.mvc.edu/sfs).

### Scholarships

Moreno Valley College offers scholarships through the RCCD Foundation office and various generous donors. Scholarships are based on a variety of majors, career goals, GPA,

community service, and club involvement. RCCD scholarships for continuing and transferring students are available each fall semester, with a deadline of early January.

Information and instructions on how to apply are available at [www.mvc.edu/financialaid](http://www.mvc.edu/financialaid) early each fall semester. Scholarship workshops are held prior to the scholarship deadline to assist students in the application process and are also available on the website. Applicants chosen for RCCD scholarships are notified in May. The scholarship funds for students continuing at MVC are disbursed during the following fall and spring semesters upon verification of eligibility.

Scholarship funds for students transferring to a university are disbursed to the transfer institution during the next fall semester. Transfer students must return the Transfer Notification with the transfer institution information. RCCD scholarships for high school seniors are available beginning in January with a deadline of early March. These scholarships are awarded to high school seniors who will be attending MVC the academic year after they graduate from high school. Information is available at [www.mvc.edu/financialaid](http://www.mvc.edu/financialaid) in January and February and at each high school within the College's high school zone.

A partnership between RCCD, California Baptist University, La Sierra University and the University of Redlands created the Community Scholars scholarship. This is a \$7,000 scholarship offered to Riverside County high school seniors who will attend any college within the District for two years and transfer to one of the universities mentioned above for two years. The application is available at each high school and also at [www.mvc.edu/financialaid](http://www.mvc.edu/financialaid) in January and February.

There are many resources and opportunities for students to find scholarships to use while attending MVC. It requires time and effort on the part of the student to locate and apply for outside scholarships.

A list of scholarships is available online at [www.mvc.edu/financialaid](http://www.mvc.edu/financialaid) or in the SFS office. Additional scholarship resources can be found on the internet at free scholarship search sites such as [www.fastweb.com](http://www.fastweb.com), [www.scholarshipexperts.com](http://www.scholarshipexperts.com), [www.scholarships.com](http://www.scholarships.com), and [www.scholarsite.com](http://www.scholarsite.com). If you are awarded a scholarship from an outside source, follow the donor's directions on how to have your scholarship funds sent to MVC. When outside scholarship funds are received at MVC, the student is notified by mail. Scholarship funds will be disbursed on the next disbursement date upon verification of enrollment and donor guidelines.



## More Student Financial Services

### Responsibilities and Requirements

Moreno Valley College follows federal, state and institutional regulations in administering financial assistance programs. Students must adhere to federal, state and institutional guidelines when applying for and receiving financial assistance. If students do not follow the requirements, eligibility may be rescinded. Please review the following guideline, Ability to Benefit Changes (ATB).

Federal and state financial aid requires students to have one of the following educational requirements to be eligible for financial aid:

1. High school diploma (not a certificate of completion)
2. GED
3. Approved home school completion
4. Passed the California High School Proficiency Exam (CHSPE)
5. Received an AA/AS degree from an accredited institution.
6. Were enrolled in an eligible program of study prior to July 1, 2012 and either passed the ability to benefit test or met ability to benefit unit requirements. For more information on Ability to Benefit, please review that section in our consumer guide online at [www.mvc.edu/consumer-guide](http://www.mvc.edu/consumer-guide).

### Courses Not Approved for Grant or Loan Funding

In order to receive grant or loan funds for a course, the program must be approved by the Department of Education for funding. The following courses fall under programs which ARE NOT approved to receive grant or loan funding. If you are enrolled in one or more of the following courses, you will NOT receive grant or loan funds for these courses:

- Introduction to Security (ADJ-10)  
(Private Security Assistant Certificate)
- Straight Stick Baton Update for Reserves (ADJ-R5A)  
(Private Security Assistant Certificate)
- Oleoresin Capsicum for Reserves (ADJ-R6A)  
(Private Security Assistant Certificate)
- Intro to Wellness and Physical Conditioning in Prep for Law Enforcement and Correctional Academies (ADJ-B1A)
- Law Enforcement Pre-Academy (ADJ-B2A)
- Adult Correctional Officer Supplemental Core (ADJ-C2A)
- Supervisory Course (ADJ-S1A)
- PC 832 Firearms (ADJ-W10A)

- Rangemaster Course (ADJ-W7A)
- Emergency Medical Technician Continuing Ed (EMS-40)
- Paramedic Preparation (EMS-59)
- Hazardous Materials Incident Commander (FIT-COH1)
- Instructor 1 (Fire Instructor) (FIT-INS1)
- Instructor 2 (Fire Instructor) (FIT-INS2)
- Ethical Leadership in Organizations (FIT-M22)
- Ethics and the Challenge of Leadership (FIT-M23)
- Firefighter 1 Academy Skills Review and Cert (FIT-S3B)
- Critical Care Nursing (NXN-81)  
(Critical Care Nurse Certificate)
- Basic Correctional Deputy Academy (ADJ-C1D)  
(Basic Correctional Deputy Academy)
- Basic Public Safety Dispatch Course (ADJ-D1A)  
(Basic Public Safety Dispatch Certificate)
- Level 1 Cosmetology Instructor Concepts (COS-61A or COS-61B)  
(Cosmetology Instructor Training Certificate)
- Keyboarding/Typing Fundamentals (CAT 53)  
(Office Fast-Track Certificate)
- Microsoft Project (CIS/CAT 91)  
(Relational Database Management Technology Certificate)
- Nursing Assistant Training Program (NATP) (HET 80/  
NNA-80)
- Nursing Learning Laboratory (NNA-80A/B)  
(Nursing Assistant Certificate)
- Introduction to the Electrical Trades (ELE:-400)
- Introduction to Electrical Theory, Basic Math Concepts, and the National Electric Code (ELE-401)
- Advances DC Circuit Concepts, Introduction to 3-Phase AC Circuit Concepts, Test Equipment, and National Electric Code Applications (ELE-402)
- AC Circuit Concepts, Applied Electronics, and National Electric Code Applications (ELE-403)
- Digital Logic Circuits, Conductor Characteristics, Applications, and National Electric Code (ELE-404)
- Electrician Blueprint Reading with Code Applications for National Electrical CODE (NEC) (ELE-405)



## More Student Financial Services

- Grounding Systems, Advanced Blueprints and Specifications, Motor Design and Installation, and National Electric Code (ELE-406)
- Motor Control Principles, Generators and Power Supplies, with National Electric Code (NEC) (ELE-407)
- Transformer Theory, Leadership, Management, and Test Equipment (ELE-408)
- Electrician Specialty Systems (ELE-409)
- Work Experience Electrician Apprenticeship (WKX 499)
- Introduction to the Sound and Communication Trade Industry (ELE-420)
- Electrical Theory and Practices DC (ELE-421)
- Electrical Theory and Practices AC (ELE-422)
- Semiconductor Electronics (ELE-423)
- Introduction to Digital Electronics and Signaling Devices (ELE-424)
- Management/Alarms/Codes/Circuits (ELE-425)
- Work Experience in Electricians Apprenticeship (ELE-499)

If you have any questions regarding this information, please feel free to contact our office or send us an email at [StudentFinancialServices@mvc.edu](mailto:StudentFinancialServices@mvc.edu).

For information regarding the Student Financial Services office and programs, visit the Consumer Guide at [www.mvc.edu/consumer-guide](http://www.mvc.edu/consumer-guide). Financial Aid staff is available to assist with your financial aid needs.

### Contact Information

Location: Welcome Center

Email: [StudentFinancialServices@mvc.edu](mailto:StudentFinancialServices@mvc.edu)

Phone: (951) 571-6139

### NOTE: Ben Clark Training Center Students:

Limited services are available at Ben Clark Training Center. For assistance, please see the Admissions & Records staff at the Ben Clark Student Services office or call (951) 571-6370.

### Satisfactory Academic Progress

A student on financial aid must meet the SFS Satisfactory Academic Progress (SAP) standard to maintain financial aid eligibility. A student failing to meet the SAP standard will become ineligible for most types of financial assistance, including the CCPG. A student, who is deemed ineligible for financial aid due to SAP, will have the right to appeal through the SFS appeal process. For information regarding the SAP Standard and the related components, please review the Satisfactory Academic Progress chapter in our Consumer Guide at [www.mvc.edu/sfs](http://www.mvc.edu/sfs).

### Contact Information

Be sure to keep your mailing address, phone number, and email address current. This ensures the timely receipt of information regarding financial aid. Information can be updated through WebAdvisor or in person at Admissions & Records. Students should check RCCD email regularly as updates and communications are sent to your RCCD email account.

### Social Security Number

Be sure your Social Security number is on file with the College. Although it is not required on the admissions application, it is required for federal financial aid applicants. The College cannot process most types of federal financial assistance without a valid Social Security number.

### Disbursement and Deadline Information

Deadlines for turning in required documents are located on our disbursement schedule. Disbursement of financial assistance occurs after the completion of the FAFSA, documents requested by the SFS office have been submitted, and enrollment has been completed.

For dates of deadlines and disbursement, please view our Consumer Guide at [www.mvc.edu/consumer-guide](http://www.mvc.edu/consumer-guide). Disbursement schedule is also available in Student Financial Services.

Applying for financial assistance through the FAFSA does not affect a Veterans GI Bill benefits. Veterans should apply for financial assistance by completing the FAFSA online at [www.studentaid.gov](http://www.studentaid.gov).

Find more information regarding Student Financial Services and access forms for download at [www.mvc.edu/financialaid](http://www.mvc.edu/financialaid). For questions, please contact us by email at [studentfinancialservices@mvc.edu](mailto:studentfinancialservices@mvc.edu).



## Student Health and Psychological Services

### Mission

Student Health and Psychological Services uses clinic, education-based programs, and advanced technology to provide quality and reasonably priced health care. Our specialized and inclusive approach to health and wellness assists a diverse student population to achieve and maintain optimum physical and psychological health. This approach helps to promote academic success and retention in the learning environment while focusing on the importance of lifelong wellness.

### Purpose

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

### Services

Student Health and Psychological Services is dedicated to promoting student success by assisting students to achieve and maintain optimum physical, mental and emotional health.

### Medical Services

- Consultation for health concerns
- Evaluation and treatment of injuries and short-term illness
- Prescriptions as needed
- X-ray referrals
- Physical examinations
- First aid for injuries on campus

### Nursing Services

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

### Mental Health Counseling

If you are feeling overwhelmed, anxious, tired, stressed, sad, depressed, grades slipping, no appetite, life isn't fun anymore, helpless or hopeless, our psychological services team made up of a licensed marriage family therapist, psychologist interns, nurses, and doctors can help you maintain balance in your family, school and work life through counseling and medical care. Crisis counseling covers emotional crisis, domestic violence, rape crisis, anxiety management, test anxiety management, anger management, relationship issues management, depression/anxiety counseling, sleep disorders, substance abuse/use counseling, eating disorders and more. Resource referrals are available for food and housing assistance, financial assistance, medication access assistance, community mental health counseling, on-campus academic accommodations and support services. All communications are strictly confidential unless you provide consent of record release, or as required by law.

### Outreach Events

Outreach events are held on a bi-monthly basis in the Lion's Den Patio area and monthly at Ben Clark Training Center (BCTC). The annual spring health fair/blood drive provides students with vendors who promote health and bring valuable community resources to campus.

### Accident Reporting and Insurance

The health fee supports insurance for accidents on campus.

### Other Services

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

### Hours

Monday-Thursday: 8 am - 4 pm  
Friday: 8 am - noon

### Location

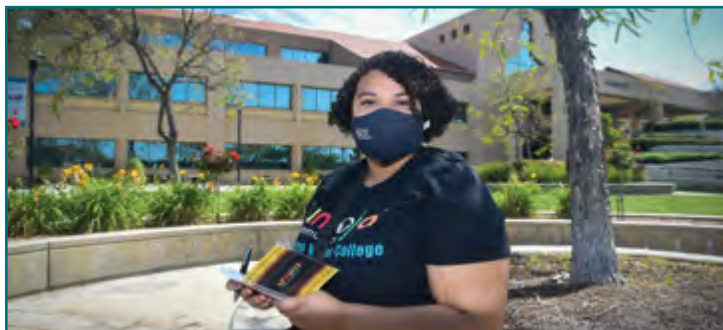
Parkside Complex, Portable 6  
Phone: (951) 571-6103  
[www.mvc.edu/studenthealth](http://www.mvc.edu/studenthealth)



## Umoja

### What is the Umoja Program at Moreno Valley College?

The Umoja Program at Moreno Valley College is a student service program that is dedicated to enhancing the cultural and educational experiences of our Moreno Valley College students. The Umoja community serves at-risk educationally and economically disadvantaged students, believing that when the voices and histories of students are deliberately and intentionally recognized, students develop self-efficacy and a foundation for academic success. Umoja actively promotes student success for all students, with an emphasis on African American student success, through culturally responsive curricula and practices. It is our mission to increase the number of educationally underserved students who enroll in our institution, to earn their degrees, transfer to a four-year college or university, and return to the community as leaders and mentors for future generations.



### What we offer:

- Umoja Counseling – Our Umoja counselors will help you navigate through the challenges you may face, to support you in your educational and career goals.
- Community Building – You will be a part of a community to gain leadership and volunteer experience that will develop you as a community leader.
- Culturally-Enriching Activities – You will take part in life-changing experiences that will broaden your horizons and promote self-awareness, inspiration and community.
- Learning Community – By joining the Umoja Summer Bridge Program you will engage in a culturally-enriched learning environment, where you will work together with your peers and support each other through your academic endeavors.
- Motivational and Educational Workshops – Through our workshops, you will gain culturally relevant and informative knowledge on diverse subjects relating to your academics, career goals, and community and personal life.

### What are the benefits for Umoja students?

- Receive priority registration to register for classes early
- Complete a Comprehensive Student Educational Plan with a Umoja counselor
- Enhance your opportunity to graduate and transfer within two to three years
- Increase your opportunity to enroll in a higher math and/or English class
- Transition into the Umoja Learning Community during the fall and spring semesters
- Participate in Umoja streamlined courses:
  - Fall: Gui-46, Eng-1A (+Eng-91), Com-1, His-14, Kin-A81
  - Winter: Mat-12 or Mat-10, Hes-1 or Kin-4
  - Spring: Gui-47, Eng-1B, Soc-1, Mat-12
  - Summer: Pol-1, Ant-1, Art-6
- Receive community support through your peers, Umoja counselors and Umoja allies
- Become a member of the Umoja Club and A2MEND Charter for community building and leadership development
- Attend tours at HBCUs, UCs, CSUs, and private universities; trips to Black History museums; conferences; networking events; golfing; bowling; and much more...

### What are my obligations as a Umoja student?

- You must attend an orientation and submit a signed Umoja Student Pledge
- You must schedule an appointment with a Umoja counselor to complete or update your Comprehensive Student Educational Plan (CSEP).
- Enroll in English 1A, English 91, Guidance 46, and other Umoja streamlined courses in the fall semester
- Enroll in English 1A, English 1B and Guidance 47, and other Umoja streamlined courses in the spring semester
- Attend a minimum of three counseling appointments each semester
- Participate in a minimum of five Umoja events and activities each semester (Umoja Hour, Umoja Club Meet-Ups, Umoja Excursions, Umoja Workshops, and other Umoja hosted events)
- Complete 25-50 hours of community service each semester

### Steps to becoming a Umoja student:

1. Complete the online Umoja Application for Moreno Valley College.
2. Verify that your student email is activated.
3. Schedule an orientation meeting with the Umoja Coordinator Gertrude Lopez.
4. Meet with Umoja coordinator and sign the Umoja Student Pledge.



## Umoja

5. Schedule an appointment with a Umoja counselor.
6. Meet with a Umoja counselor to complete or update your Comprehensive Student Educational Plan.

### Umoja Program Components:

#### Umoja Learning Community

The Umoja Learning Community provides classes for students enrolled in the Umoja Program at Moreno Valley College. The Learning Community offers students a variety of advantages and a support system that can help create an extraordinary learning experience. The program provides students with tailored classes, faculty mentors, and an extensive academic advising system. A learning community enables students to hit the ground running once starting their academic journey.

#### Umoja Summer Bridge Program/College Promise

The Umoja Summer Bridge Program at Moreno Valley College offers a learning community designed to increase students' academic and personal success through the structuring of a culturally-enriched learning environment. The Umoja Learning Community focuses on addressing the academic need of students by providing Umoja counselors to assist students. The Umoja Summer Bridge Program is perfect for students who are underprepared academically or economically disadvantaged and need additional support before their first year at Moreno Valley College. Summer Bridge students will experience course connected learning, leadership skills, life skills, and build student-to-student relationships. Students tend to share educational goals, interests, and similar backgrounds. We work with students to promote their success in transferring to a UC, CSU, HBCU, or a private university.

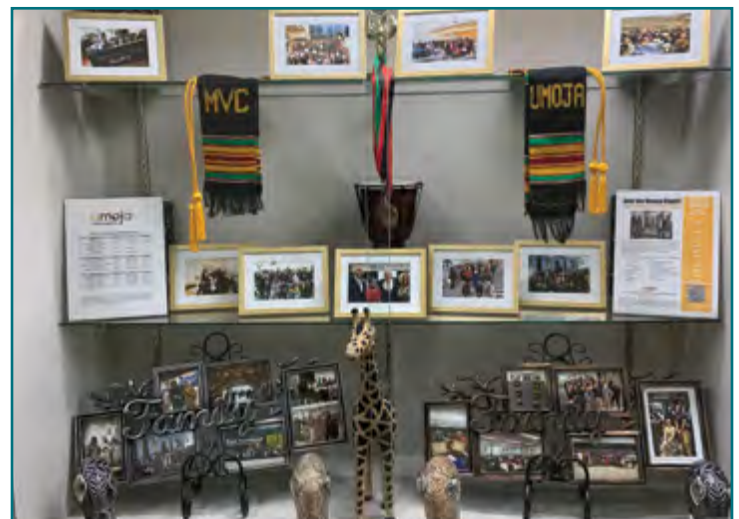
#### Umoja Club

Umoja Club students are committed to academic success, leadership development, community service and mentoring. It is also the goal of Umoja to assist students in developing competent life skills, social responsibility, build strong character, and moral standards while promoting professionalism and supporting one another academically. The Umoja Club provides an educational, cultural, social and intellectual environment that promotes positivity among its members, within the campus and the surrounding community.

#### A2MEND Student Charter

Under the auspice and affiliation of the African-American Male Educational Network Development (A2MEND), the Student Charter of A2MEND at Moreno Valley College is a student support structure that seeks to establish an

affirming environment where African American male students and other men of color are able to thrive. The aim of the A2MEND student organization is to improve academic success and to develop culturally competent servant student leaders. The Student Charter of A2MEND at Moreno Valley College is further designed to develop competent life skills, reaffirm the value of the African/African American cultural traditions, create awareness around issues of social justice, build grit, promote professionalism, and foster a culture of positive peer pressure. The Student Charter of A2MEND at Moreno Valley College will provide educational, cultural, social and intellectual programs that promote positivity and brotherhood among its members.







## Veterans Resource Center

MVC welcomes Veterans of the US Armed Forces. Students attending Moreno Valley College may use the following VA Educational Benefits:

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

Veterans must apply for their educational benefits through the VA at [www.gibill.va.gov](http://www.gibill.va.gov) and submit a Moreno Valley College application online at [www.mvc.edu](http://www.mvc.edu). New students must complete the assessment survey and check with the VA counselor to check if you are exempt from the survey; transfer students must submit official transcripts (including military transcripts) in order to set up an appointment with the VA counselor. Transcripts must be official and sealed in an envelope dated less than 90 days old.

Once the above steps have been completed, contact the Veterans Resource Center to set up an appointment with the VA counselor to complete a VA Comprehensive Educational Plan. Once enrolled in classes, submit your Veterans' Statement of Responsibility Form to the Veterans Services department which is available on the website at [www.mvc.edu/veterans](http://www.mvc.edu/veterans).

### Cal Vet Fee Wavier

Dependent students eligible for a Cal Vet Fee Waiver must submit an eligibility letter from the VA to the Student Financial Services office. This program is offered through California Veterans Certification Offices, located in counties throughout California. Under the California Education Code, dependents of Veterans whose death or disability was service-connected may be eligible for exemption from college and university registration fees.

Information on this program (eligibility information, application form, instructions on how to apply, locations of County Veterans Certification Offices) can be found at: [www.cacvso.org](http://www.cacvso.org).

Location: The Veterans Resource Center,  
Parkside Complex (PSC) 13  
Phone: (951) 571-6247  
Fax: (951) 571-6285  
[veterans@mvc.edu](mailto:veterans@mvc.edu)

Check website for information and office hours at [www.mvc.edu/veterans](http://www.mvc.edu/veterans).





## Moreno Valley College Lions

### Are known for Endurance, Leadership, Strength and Pride in our College

#### Code of Student Conduct Statement

This is a shared space that promotes learning, positive social interaction, and support services for members of our college community.

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

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

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

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

#### Code of Student Conduct Statement for Career and Technical Education Programs

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

#### Campus Police

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

**For College Safety & Police assistance, including our complimentary escort service, contact dispatch at (951) 222-8171.**

**In case of an emergency, call 911.**





## BP 3500 Standards of Student Conduct

**References:** Ed Code Section 66300, 66301, 76033; ACCJC Accreditation Standards I.C.8 and 10 (formerly II.A.7.b) Health and Safety Code Section 11362.79 34 C.F.R. Part 86, et seq.

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

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

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

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

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

1. Causing, attempting to cause, implying, or threatening to cause, harm to another person whether or not the threat is in writing, by electronic means (including social media) or in person. Harm is defined as, but not limited to, physical harm, harm to profession (defamation) or psychological harm.

Threats of any kind directed at anyone on District property or one of its approved educational sites will not be tolerated. District Police shall be called by the receiver of the threat or anyone on behalf of the receiver.

2. Possessing, selling or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor.
3. Possessing, using, selling, offering to sell, or furnishing, or being under the influence of, any controlled

substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5. It is also unlawful under federal law, to possess, use, sell, offer to sell, furnish, or be under the influence of any controlled substance, including medical marijuana.

4. Committing or attempting to commit robbery, bribery, or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willfully or persistently smoking, including e-cigarettes and vapors in any area where smoking has been prohibited by law or by policy or procedure of the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior toward an individual or group based on ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, military and 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 (1) of section 422.6 of the Penal Code, or any other status protected by law.
10. Engaging in negligent and/or willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Engaging in disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.



## 12. Engaging in dishonesty

Forms of Dishonesty include, but are not limited to:

- a. Plagiarism, defined as presenting another person's language (spoken or written), ideas, artistic works or thoughts, as if they were one's own;
- b. Cheating, defined as the use of information not authorized by the Instructor for the purpose of obtaining a grade.

Examples include, but are not limited to, notes, recordings, internet resources and other students' work;

- c. Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents;
- d. Forging, altering or misusing District or College documents, keys (including electronic key cards), or other identification instruments.
- e. Attempting to bribe, threaten or extort a faculty member or other employee for a better grade;
- f. Buying or selling authorization codes for course registration.

## 13. Entering or using District facilities without authorization.

## 14. Engaging in lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.

## 15. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.

## 16. Engaging in persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

## 17. Preparing, giving, selling, transferring, distributing, or publishing, for any commercial purpose, of any contemporaneous recording of an academic

presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure without authorization.

## 18. Using, possessing, distributing or being under the influence of alcoholic beverages, controlled substance(s), or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District off- site class, or during any District sponsored activity, trip or competition.

- a. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.

## 19. Violating the District's Computer and Network Use Policy and Procedure No. 2720 in regard to their use of any, or all of the District's Information Technology resources.

## 20. Using electronic recording or any other communications devices (such as MP3 players, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.

## 21. Eating (except for food that may be necessary for a verifiable medical Condition) or drinking (except for water) in classrooms.

## 22. Gambling, of any type, on District property.

## 23. Bringing pets (with the exception of service animals) on District property.

## 24. Distributing printed materials without the prior approval of the Student Activities Office. Flyers or any other literature may not be placed on vehicles parked on District property.

## 25. Riding/using bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) outside of paved streets or thoroughfares normally used for vehicular traffic.



26. Riding/using any and all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, without prior approval.
27. Attending classrooms or laboratories (except for those individuals who are providing accommodations to students with disabilities) when not officially enrolled in the class or laboratories and without the approval of the faculty member.
28. Engaging in intimidating conduct or bullying against another person through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; doxing and cyberbullying.
29. Abuse of process, defined as the submission of malicious or frivolous complaints.
30. Violating any District Board Policy or Administrative Procedure not mentioned above.

### **Responsibility**

- A. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. In this regard, please refer to Administrative Procedure 3500[A], which deal with matters of student discipline and student grievance.
- B. The Vice President of Student Services of each College will be responsible for the overall implementation of

the procedures which are specifically related to all nonacademic, student related matters contained in Administrative Procedure 3500[A].

- C. The Vice President of Academic Affairs of each College will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters contained in Administrative Procedure 3500[B].
- D. For matters involving the prohibition of discrimination and harassment, the concern should be referred to the District's Diversity, Equity and Compliance Office.
- E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be included in all schedules of classes, the college catalog, the student handbook, and the faculty handbook, all of which are produced and posted to the college websites. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

Date Adopted: May 15, 2007

Revised: May 17, 2011

Revised: August 20, 2013

Revised: September 15, 2015

(Replaces the Standards of Student Conduct portion of Policy 6080)

Formerly: 5500





## BP 3500 (A) Student Discipline Procedures

**References:** Education Code Sections 66017, 66300, 72122, 76030 and 76032

### I. General Provisions

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

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

### II. Definitions

**District** -- The Riverside Community College District

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

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

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

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

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

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

**Loss of privileges** -- Loss of Privileges denies, for a designated period of time, a student's attendance on District property to specified activities (library privileges, football game, club

activities, or other non-instructional activities) and will be delineated in a written notification to the student.

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

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

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

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

### III. Academic Dishonesty

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

1. The faculty member may:
  - a. reduce the score on test(s) or assignment(s) according to the weight of the test or assignment;
  - b. reduce the grade in the course if the weight of the test or assignment warrants grade reduction; or,
  - c. fail the student in the course if the weight of the test or assignment warrants course failure.

The faculty member may recommend to a College Dean of Instruction that the student be suspended from the course. If the course suspension is recommended, the Dean of Instruction will review the information regarding the charge of academic dishonesty, notify the student, consult with the faculty member regarding the recommendation for suspension and turn the matter over to the Vice President of Student Services who will take appropriate action.



2. If the suspension is upheld, the College Vice President of Student Services will make note of the offense in the student's educational records. A second instance of academic dishonesty may result in expulsion proceedings. Enrollment, tuition, and other applicable fees will not be refunded as a result of disciplinary action for academic dishonesty.

#### **IV. Actions That May Be Taken Prior to Suspension or Expulsion**

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

- A. Removal from Class (Education Code Section 76032) -- Any instructor may order a student removed from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the appropriate Department Chairperson and/or the Dean of Instruction, who will in turn notify the Dean of Student Services or designee. The Dean of Student Services or designee shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests it, the Dean of Student Services or designee shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Dean of Student Services or designee from recommending further disciplinary action in accordance with these procedures based on the facts which led to the removal.
- B. Immediate Interim Suspension (Education Code Section 66017) -- The President or designee may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days.
- C. Withdrawal of Consent to Remain on Campus -- The President or designee may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is

withdrawn by the President or designee, a written report must be promptly made to the Chancellor.

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

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

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

#### **V. Process Preceding Suspensions or Expulsions**

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

- A. Notice -- The Vice President of Student Services or designee will provide the student with notice of the conduct warranting the discipline.
- B. Time limits -- The notice must be provided to the student within five (5) days of the date on which the conduct becomes known to the Vice President of Student Services or designee; in the case of continuous, repeated or ongoing conduct, the notice must be provided within five (5) days on which the conduct becomes known to the Vice President of Student Services or designee.
- C. Meeting -- Unless otherwise agreed upon, the student must meet with the Vice President of Student Services or designee within five (5) days after the notice is provided. During the meeting, the student will be given the following:
  - the facts leading to, and in support of, the accusation
  - the specific section of the Standards of Student Conduct that the student is accused of violating
  - the nature of the discipline that is being considered
  - an opportunity to respond verbally or in writing to the accusation



#### D. Potential Disciplinary Actions

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

## VI. Hearing Procedures

- A. Request for Hearing -- Within five (5) days after receipt of the President's or designee's decision regarding a long-term suspension, the student may request a formal hearing. The request must be made in writing to the President's or designee's.
- B. Schedule of Hearing -- The formal hearing shall be held within ten (10) days (excluding weekends and holidays) after a formal request for hearing is received.
- C. Hearing Panel -- The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member and one student.

The President of the Academic Senate shall, at the

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

- D. Hearing Panel Chair -- The President or designee shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.
- E. Conduct of the Hearing -- The hearing will comply with principles of due process, including the right to confront and cross examine witnesses. The following procedure will be followed:
  1. The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.
  2. The facts supporting the accusation shall be presented by the administrator who issued the disciplinary action.
  3. The administrator and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
  4. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
  5. Unless the hearing panel determines to proceed otherwise, the administrator and student shall each be permitted to make an opening statement. Thereafter, the administrator shall make the first presentation, followed by the student. The administrator may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the administrator to prove by a preponderance of the evidence that the facts alleged are true.





6. The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. In that case, and if the student wishes to be represented by an attorney, a request must be presented not less than five (5) days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the administrator may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
7. Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five (5) days prior to the date of the hearing.
8. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.
9. The hearing shall be electronically recorded by the District, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.
10. All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not unavailable.
11. Within five (5) days following the close of the hearing, the hearing panel shall prepare and send to the President, a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the

Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

## VII. President's Decision

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

- A. Long-term suspension -- Within five (5) days following receipt of the hearing panel's recommended decision, the President shall render a final written decision. The President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the President modifies or rejects the hearing panel's decision, the President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the President shall be final.
- B. Expulsion - Within five (5) days following receipt of the hearing panel's recommended decision, the President shall render a written decision. The President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the President modifies or rejects the hearing panel's decision, the President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The President will forward his or her decision to the Chancellor with a copy to the hearing panel.

## VIII. Chancellor's Decision

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



## IX. Board of Trustees Decision

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

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

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

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

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

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

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

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

Office of Primary Responsibility: Vice Chancellor, Educational

Services & Strategic Planning

Administrative Approval: June 5, 2007

Revised: May 28, 2013

Revised: September 23, 2013

Revised: January 27, 2015

(Replaces discipline procedures in RCCD Regulation 6080)

Formerly: 5520





## BP 3500[B] Student Grievance Process for Instruction & Grade Related Matters

**References:** Education Code Section 76224  
Title 5 Section 55024

### I. General Provisions

1. Purpose: The purpose of the Student Grievance Procedure is to provide a means by which a student may pursue a complaint for an alleged violation of college or district policy concerning instruction or to appeal a grade. However, complaints regarding discrimination harassment or retaliation are to be handled in accordance with Administrative Procedure 3435 titled Handling Complaints of Discrimination, Harassment or Retaliation.
2. Scope: Student grievances for matters other than for discipline such as, but not limited to, grade challenges and academic or program issues, will be processed in the following manner. Please note: Per Education code 76224, the instructor's grade is final except in cases of mistake, fraud, bad faith, or incompetency.

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

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

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

by the President, public disclosure will be directed through the President's office.

4. Protections for complainants: Any student has the right to seek redress under these procedures and to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.
5. Abuse of process: A student must proceed with a complaint in good faith. Abuse of process, malicious complaints or frivolous complaints may be grounds for disciplinary action.

### II. Definitions

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

### III. Informal Consultation Process

A student has 120 calendar days from the date of the incident giving rise to the grievance to initiate the informal consultation process, except in the case of a grade change. The time limit to initiate a change is one (1) year from the end of the term in which the grade in question was recorded. For further information on grade changes, see Board Policy/Administrative Procedure 2231.

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



2. If consultation with the faculty member does not resolve the issue, the student may request a consultation with the department chair, assistant chair, or designee. The faculty member will be notified of the outcome of the meeting, by the party who meets with the student.
3. If the issue is not resolved with the department chair, assistant chair, or designee, the student may file a written Request for Consultation with the appropriate Dean. Forms will be available from the office of the appropriate Dean or Vice President. The Dean will convey a decision to all affected parties, as well as note that decision on the form.

#### **IV. Grievance Process and Formal Hearing**

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

1. Upon receipt of a written request for a formal hearing, the President will, within three (3) days, excluding weekends and holidays, of receipt of the request for hearing, appoint an administrator (not the Vice President of Academic Affairs) to serve as chair of a grievance committee for the hearing.
2. A grievance withdrawn from the formal hearing stage will be deemed without merit and cannot be refiled.
3. The formal hearing will be conducted before a College Grievance Committee. This committee will be composed of the following individuals:
  - a. Two (2) students appointed by the College Student Body President.
  - b. Two (2) faculty members appointed by the College Academic Senate President.
  - c. One (1) academic administrator (not the Vice President of Academic Affairs) appointed by the President of the College. The individual may be from another College in the District.

- d. The chair of the committee, which is selected by the President, (see above) will be part of the committee, but will not vote in the final decision, except in the case of a tie.

#### 4. The College Grievance Committee Chair will:

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

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



- e. Notify the parties that they are entitled to bring a representative, from within the District, to assist them during the hearing. The representative's role is restricted to assisting the party. He/she may not actively participate in the grievance hearing or engage in the proceedings. The Representative must be an individual from within the District (student or employee). Legal representation is prohibited.
- f. Notify both parties as to who the members of the grievance committee will be. Each party will be allowed one (1) opportunity to request that a committee member be replaced with a different person because of perceived bias or conflict of interest. Any such requests must be directed to the committee chair within two (2) days of notification of who the committee members will be and will state the perceived bias or conflict of interest. At that time, the committee chair may excuse that committee member and seek a replacement in accordance with IV.3 above.
- g. Provide, to the faculty, student and Grievance Committee, prior to the hearing, a copy of the document titled Grievance Hearing Protocol, which shall serve as a guideline during the hearing. Any requests for deviations from, or additions to, the hearing protocol, shall be addressed to the Committee Chair who will make the decision on whether or not the deviation or addition will be allowed.
- h. Develop a list of questions, or intended areas of inquiry, to both parties and the Grievance Committee at least three (3) days (excluding weekends and holidays) in advance of the hearing.
- i. Maintain an official recording of the proceeding which will be kept in a confidential file but be available for review by either party. Individual parties will not be allowed to have their own recording device.
- j. Ensure that the formal hearing will be closed to the public.

5. The Grievance Committee will:

- a. Judge the relevancy and weight of testimony and evidence. The committee will make its findings of

fact, basing its findings on the evidence presented. It will also reach a decision for disposition of the case.

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

## V. Appeals

1. Either party, within five (5) days (excluding weekends and holidays) of receipt of the Committee's decision, may appeal the decision to the Vice President of Academic Affairs. The Vice President may:

- a. Concur with the decision of the Committee, or
- b. Modify the Committee's decision.

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

2. Either party, within five (5) days (excluding weekends and holidays) of receipt of the Vice President's decision, may appeal the decision to the President. The President may:

- a. Concur with the decision of the Vice President, or
- b. Modify the Vice President's decision.

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

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

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

- The Accrediting Commission for Community and Junior Colleges (ACCJC) at <http://www.accjc.org/complaint-process>. If your complaint is associated with the institution's compliance with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.
- The California Community College (CCC) Chancellor's



Office by completing the form(s) found on the link below, if your complaint does not concern CCC's compliance with academic program quality and accrediting standards.

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

## VI. Responsibility

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

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

Office of Primary Responsibility: Vice Chancellor, Educational Services & Strategic Planning College Vice President of Academic Affairs

Administrative Approval: May 28, 2013  
Revised: August 2015 (job titles only)  
(Replaces a portion of grievance procedures in RCCD Regulation 6080)  
Formerly: 5522





# BP 3500[C] Student Grievance Process For Matters Other Than Instruction, Grades Or Discipline

**References:** Education Code Section 76224  
Title 5 Section 55024

## I. General Provisions

- A. Purpose: The purpose of this Procedure is to provide an equitable means by which a student may pursue a complaint for an alleged violation of college or district policy concerning any student service area program or staff such as, but not limited to, student financial services, disabled students programs and services, EOPS, admissions and records, counseling, library and learning resources, health/psychological services and tutorial services.

Complaints regarding discrimination harassment or retaliation are to be handled in accordance with Administrative Procedure 6430[A] titled Handling Complaints of Discrimination, Harassment or Retaliation.

Complaints regarding student discipline are to be handled in accordance with Administrative Procedure 3500[A] Student Discipline Procedures.

Complaints regarding instruction and/or grades are to be handled in accordance with Administrative Procedure 3500[B] Student Grievance Process for Instruction and Grade Related Matters.

- B. A grievable action is an action that is in violation of a written college or district policy or procedure, or an established practice. The basis of the grievance is that an action constitutes arbitrary, capricious, or unequal application of a written college or district policy or procedure or an established practice.
- C. Confidentiality: To protect to the maximum extent possible, the privacy of individuals who in good faith file legitimate grievances, these procedures will be considered confidential throughout initial consultation, preliminary and final review, and appeal, unless required to be disclosed pursuant to a court order or state or federal law. Confidentiality will also be afforded to the respondent to avoid unwarranted damage to reputation. Breach of confidentiality by any party to the grievance is considered unethical conduct and may be subject to disciplinary action. However, those involved in the hearing process may seek consultation and/or guidance from the District's General Counsel, or appropriate administrators.

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

- D. Protections for complainants: Any student has the right to seek redress under these procedures and to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.
- E. Abuse of process: A student must proceed with a complaint in good faith. Abuse of process, malicious complaints or frivolous complaints may be grounds for disciplinary action.

## II. Definitions

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

## III. Informal Consultation Process

A student has 120 calendar days from the date of the incident or situation giving rise to the grievance to initiate the informal consultation process.

- A. A student will be encouraged to contact the individual



responsible for the situation which is the subject of the grievance and attempt, in good faith and in a professional manner, to resolve the concern informally.

- B. If the issue is not resolved with the individual who is the subject matter of the grievance, the student may file a written Request for Consultation with the Dean/Director, or designee, responsible for the Department/individual that is the subject of the grievance. Forms will be available from the office of the Dean/Director or the appropriate Vice President. The Dean/Director will convey a decision to all affected parties, as well as note that decision on the form.

#### **IV. Grievance Process and Formal Hearing**

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

A student may withdraw a request for a formal hearing at any time by notifying the President by phone or email. However, a grievance withdrawn from the formal hearing process will be deemed without merit and cannot be refilled.

- A. Upon receipt of the request for formal hearing, the President will, within three (3) days, excluding weekends and holidays, of receipt of the request for hearing, appoint an administrator (not the Vice President who oversees the individual or department that is the subject of the grievance) to serve as chair of a grievance committee for the hearing.
- B. The formal hearing will be conducted before a College Grievance Committee. This committee will be composed of the following individuals:
1. Two (2) students appointed by the College Associated Students President.
  2. One (1) faculty member appointed by the College Academic Senate President.
  3. One staff member appointed by the President.

4. One Dean/Director level administrator (not connected with the individual or department that is the subject of the grievance) appointed by the President.
5. One Vice President (not connected with the individual or department that is the subject of the grievance) appointed by the President of the College to serve as the chair of the committee. This individual may be from another College in the District. The chair of the committee will not vote in the final decision.

C. The College Grievance Committee Chair will:

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

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





4. Notify the parties that they are entitled to bring a representative, from within the District, to assist them during the hearing. The representative's role is restricted to assisting the party. He/she may not actively participate in the grievance hearing or engage in the proceedings. The Representative must be an individual from within the District (student or employee). Legal representation is prohibited.
5. Notify both parties as to who the members of the grievance committee will be. Each party will be allowed one (1) opportunity to request that a committee member be replaced with a different person because of perceived bias or conflict of interest. Any such requests must be directed to the committee chair within two (2) days of notification of who the committee members will be and will state the perceived bias or conflict of interest. At that time, the committee chair may excuse that committee member and seek a replacement.
6. Provide, to the parties and Grievance Committee, prior to the hearing, a copy of the document titled Grievance Hearing Protocol, which shall serve as a guideline during the hearing. Any requests for deviations from, or additions to, the hearing protocol, shall be addressed to the Committee Chair who will make the decision on whether or not the deviation or addition will be allowed.
7. Develop a list of questions, or intended areas of inquiry, sending it to both parties and the Grievance Committee at least three (3) days (excluding weekends and holidays) in advance of the hearing.
8. Maintain an official recording (audio or video) of the proceeding which will be kept in a confidential file but be available for review by either party. Individual parties will not be allowed to have their own recording device.
9. Ensure that the formal hearing will be closed to the public.

D. The Grievance Committee will:

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

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

## V. Appeals

- A. Either party, within five (5) days (excluding weekends and holidays) of receipt of the Committee's decision, may appeal the decision to the President. The President may:

1. Concur with the decision of the Committee, or
2. Modify the Committee's decision.

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

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

## VI. Further Rights to File a Complaint

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

- A. The Accrediting Commission for Community and Junior Colleges (ACCJC) at <http://www.accjc.org/complaint-process>. ACCJC is the agency that accredits the academic programs of the California Community Colleges. A complaint associated with the District's compliance with academic program quality and accrediting standards can be filed with this agency.
- B. If your complaint does not concern the District's compliance with academic program quality or accrediting standards, then a complaint may be filed with the California Community College (CCC) Chancellor's Office by completing the form(s) found on the link below:

<http://californiacommunitycolleges.cccco.edu/complaintsForm.aspx>

- C. Any type of complaint may be filed with the California State Attorney General using the form available at:

[http://ag.ca.gov/contact/complaint\\_form.php?cmplt=PL](http://ag.ca.gov/contact/complaint_form.php?cmplt=PL)



## VII. Responsibility

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

Office of Primary Responsibility: Vice Chancellor, Educational Services & Strategic Planning  
College Vice President

Administrative Approval: November 25, 2013  
Revised: August 2015 (job titles only)  
(Replaces a portion of grievance procedures in RCCD Regulation 6080)  
Formerly: 5524



## Interim BP 6430 Prohibition of Harassment and Retaliation

### References :

Education Code Sections 212.5, 44100, 66252, and 66281.5  
Government Code Sections 12923, 12940, and 12950.1;  
Civil Code Section 51.9;  
Title 2 Sections 10500 et seq.;  
Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

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 including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on actual, perceived or association with others' ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, sexual orientation, physical or mental disability, genetic information, 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 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. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

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.

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.

All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will pursue all measures within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

The Chancellor shall establish procedures that define harassment and establish reporting procedures for employees, students, and other members of the District community that provide for the investigation and resolution of complaints regarding discrimination and harassment.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435 titled "Handling Complaints of Unlawful Discrimination or Harassment". A copy of the procedure is available at [www.rccd.edu/bot/Pages/policies.aspx](http://www.rccd.edu/bot/Pages/policies.aspx), in each College library and all administrative offices in the District. Supervisors are required to report all incidents of harassment and retaliation that come to their attention.

To this end, the Chancellor shall ensure that the institution undertakes at least education and training activities to counter discrimination harassment and to prevent, minimize, and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment. However, because of their special responsibilities under the law, supervisors will also undergo mandatory training within six (6) months of assuming a supervisory position. This policy and related written procedures, including the procedure for making complaints, shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution.

Employees found in violation of this policy may be subject to disciplinary action up to and including termination. Students found in violation of this policy may be subject to disciplinary measures up to and including expulsion.

Date Adopted: February 26, 2008

Revised: November 18, 2008

Revised: September 18, 2012 (Replaces Policies 3110/4110/6110)



## BP 6410 Nondiscrimination Policy

**References:** Education Code Sections 200 et seq., 66250 et seq., 70901, 72010, et seq., and 87100 et seq.;  
 Penal Code Sections 422.55 et seq.;  
 Government Code Sections 11135 -11139.5, 12926.1 and 12940 et seq.;  
 California Code of Regulations, Title 5 Sections 53000 et seq. and 59300 et seq.;  
 Title 20, United States Code, Section 1681  
 Title 29, United States Code, Section 794  
 Title 42, United States Code Sections 6101, 12100 et seq., and 2000d  
 Accreditation Standard I.6  
 Veterans Employment Opportunity Act of 1998

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to actual, perceived or association with others' ethnic group identification, national origin, religion, age,

gender, gender identity, gender expression, race or ethnicity, color, genetic information, ancestry, sexual orientation, or physical or mental disability, pregnancy, 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 of the Penal Code. In addition to these protected bases, the District additionally provides equal employment opportunities to all applicants and employees regardless of gender, medical condition, marital status, or status as a Vietnam-era veteran.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory.





## Title IX

### What is Title IX?

Title IX of the Educational Amendments of 1972 states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Examples of the types of conduct that violates Title IX include, but are not limited to:

- Sexual innuendos and comments
- Sexually explicit questions
- Requests for sexual favors
- Unwelcome touching, hugging, stroking, squeezing
- Spreading rumors about a person’s sexuality
- Sexual ridicule
- Displaying or sending sexually suggestive electronic content, including but not limited to emails, text messages, etc.
- Pervasive displays of pictures, cartoons, or other materials with sexually explicit or graphic content
- Stalking a person
- Attempted or actual sexual violence
- Acts of domestic or relationship violence

### Title IX Coordinators

Lorraine Jones, District Compliance Officer

[Lorraine.Jones@rccd.edu](mailto:Lorraine.Jones@rccd.edu)

Phone: (951) 328-3874

District Office: 3801 Market St., Riverside, CA 92501

### Deputy Title IX Coordinators

Moreno Valley College

Silvester Julienne, Human Resources Liaison

[Silvester.Julienne@rccd.edu](mailto:Silvester.Julienne@rccd.edu)

MVC Office Phone: (951) 571-6279

Riverside Community College District

Georgina Villaseñor, Human Resources Analyst

[Georgina.Villasenor@rccd.edu](mailto:Georgina.Villasenor@rccd.edu)

Phone: (951) 328-3725

District Office: (951) 222-8593

### How to File a Title IX Complaint

Please call or e-mail a Title IX Coordinator, or complete the TITLE IX COMPLAINT FORM if you have a complaint involving sex discrimination, sexual harassment, or sexual violence. This complaint might be about your own personal experience or an experience you are aware of involving a member of the RCCD college community.

Complaints alleging sexual discrimination, sexual harassment, and sexual violence will be promptly and thoroughly investigated and resolved. The Title IX Coordinator will contact you to discuss your complaint and determine if there are any Title IX implications and may investigate regardless of your participation. For information about the complaint investigation and resolution process, refer to RCCD policy below:

BP/AP 3540 - SEXUAL AND OTHER ASSAULTS ON CAMPUS

It is unlawful to retaliate against anyone who files a complaint, participates in an investigation, hearing or proceeding, or who advocates for the rights of others. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

### RCCD Policies

For District policies and procedures relating to discrimination, harassment, sexual assault, student rights, responsibilities and code of conduct, as well as discipline, refer to RCCD policies listed below:

- BP/AP 3410 - NONDISCRIMINATION
- BP/AP 3430 - PROHIBITION OF HARASSMENT AND RETALIATION
- AP 3435 - HANDLING COMPLAINTS OF UNLAWFUL DISCRIMINATION, HARASSMENT OR RETALIATION
- AP 5520 - STUDENT DISCIPLINE PROCEDURES
- AP 5524 - STUDENT GRIEVANCE PROCESS FOR MATTERS OTHER THAN INSTRUCTION, GRADES OR DISCIPLINE

Please visit the link below for further information on RCCD Policies and Forms. [www.rccd.edu/Pages/IX.aspx](http://www.rccd.edu/Pages/IX.aspx)

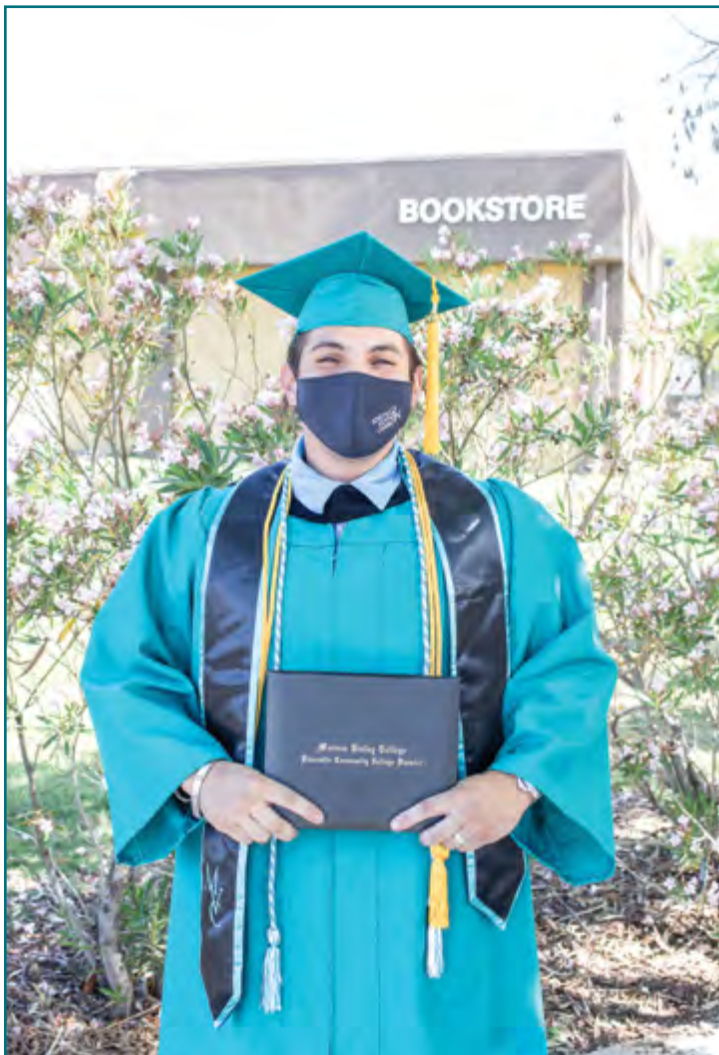


## Student Complaints

Student concerns are important to us. MVC strives to facilitate open communication and accountability and offers students a complaint form to share information regarding a concern or complaint they may have regarding an office on campus or an encounter with a college employee.

Complaint forms are digitally fillable and can be submitted on any device with an internet connection. The dean of Student Services will contact you within a few business days of receiving the report.

You can find the student complaint form at [www.mvc.edu/conduct](http://www.mvc.edu/conduct).





# NEED FREE CHILDCARE SO YOU CAN TAKE CLASSES?



ASK US ABOUT THE  
CCAMPIS PROGRAM



## Who is eligible?

- Be Pell Grant eligible (this is determined by filling out FAFSA paperwork online)
  - Be an MVC student enrolled in at least 6 units
  - Be a US citizen or permanent resident
  - Be the parent/legal guardian of a child between the ages of 2 to 5
- Available on a first-come, first-served basis



## How to apply?

If you meet the above criteria, visit:

**Early Childhood Education Center**  
16130 Lasselle St., Moreno Valley, CA 92551

For more information, call  
(951) 571-6214  
[www.mvc.edu/ece](http://www.mvc.edu/ece)



FOLLOW CTE @ MVC:



The Riverside Community College District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies or practices: District Compliance Officer, 3801 Market Street, Riverside, CA 92501, or (951) 222-8039.

# MORENO VALLEY COLLEGE

16130 Lasselle Street  
Moreno Valley, CA 92551  
(951) 571-6100

