

2024
2025

MORENO
VALLEY
COLLEGE

STUDENT HANDBOOK





Wolde-Ab Isaac, Ph.D.

Chancellor
Riverside Community College District

FeRita Carter, Ph.D.

Interim President
Moreno Valley College

Board of Trustees

- Jose Alcala President
- Virginia Blumenthal Vice President
- Mary Figueroa Secretary
- Bill Hedrick Member
- Keri Then Member
- Jose Maya Student Trustee, 2024-25

Information contained in the 2024-25 Student Handbook is current as of fall 2024. 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.

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 the Moreno Valley College (MVC) Family where you are encouraged to learn something new every day. We have dedicated and distinguished faculty members and highly-skilled classified professionals who will work hand in hand with our management team to help you achieve your personal, professional, and academic goals. We are home to over 15,000 students and we show our Mountain Lion Pride each and every day!!!! I want you to know I am so proud of you for making one of the best investments that you will ever make during this lifetime. You invested in yourself.....by investing in your education....and ultimately investing in your future.



When I think about you, I see endless promises and infinite possibilities. You are at a pivotal point in your life where you should get out of your comfort zone and be adventurous enough to explore new things. We stand united to instill a sense of belonging, connectedness, and acceptance by creating a welcoming, inclusive, and engaging community for all students. On behalf of the faculty, classified professionals and management team, it gives me great joy to welcome you to Moreno Valley College. We are proud and honored that you have chosen to be a part of our MVC Mountain Lion Family. You couldn't have chosen a better place. We will walk with you every step of your academic journey – your journey to success. I look forward to meeting you! Take care and have a Marvelous Mountain Lion Day!!!

Let's make the 2024-25 academic year your best year!!!

FeRita Carter, Ph.D.
Interim President

About Moreno Valley College

Moreno Valley College is a two-year public institution of higher education, one of three colleges within the Riverside Community College District. Moreno Valley College is the 111th community college in the state of California. It is governed by the Board of Trustees and offers associate degrees, career certificates, non-credit education and certificates, and direct pathways to university transfer.

Mascot: Mountain Lion
Colors: Teal, White and Black

Moreno Valley College
16130 Lasselle St.,
Moreno Valley, CA
92551 (951) 571-6100

Ben Clark Training Center
School of Public Safety
20629 11th St.,
Riverside, CA 92518
(951) 571-6300

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 to the Mountain Lion Family!

We are delighted that you have chosen Moreno Valley College. MVC is the college of choice for area residents for more than a decade. Moreno Valley College is known for the superb teaching and personalized attention that we offer students. As you read through the catalog, you will see that MVC offers a broad range of programs geared toward helping students prepare themselves for life in the 21st Century.

Moreno Valley College is proud to be a campus that values and celebrates our collective differences. We are committed to the ideals of respect, care, and civility for all members of our campus community. We hope that in joining the MVC community you will embrace and support those values that are central to our campus culture.

The moment you step on our campus, you find we offer a variety of programs and services to help you achieve your goals. From the Engagement Centers, Financial Aid, First Year Experience, Wellness Center, Monty's Market, Transfer/Career, Academic Success Center and the Veterans Center to list a few.

We also offer numerous co-curricular student activities that will enrich your experience here. Including our excellent student clubs that reflect a wide diversity of interests, and our Associated Students Moreno Valley College (ASMVC) emphasizing student participation in campus and off-campus activities. ASMVC offers an unparalleled opportunity to expand your leadership skills through participation in the ASMVC Senate and/or on the ASMVC Executive Board. The Executive Board provides advocacy at the local, state, and federal levels addressing issues that affect students.

As our campus continues to grow, we have added a wide variety of new centers and programs to assist you as you continue your educational journey, please remember that Student Services is here for you.

Thank you for choosing Moreno Valley College and we look forward to seeing you on campus!

Corey Rodgers
Interim Vice Present, Student Services



Letter from the Student Body President



Welcome Moreno Valley College!

My name is Alysha, and I am your Student Body President for the 2024-25 academic year. I congratulate each of you for deciding to continue your education. I understand it can get difficult, but perseverance is key to our growth as students. Throughout Moreno Valley College, we have many resources to guide students to their academic success. These inclusive and student-based resources can be found across campus such as in the engagement centers, Student Health and Psychological Services and Monty's Market which are all dedicated to our students' needs and for their success at MVC.

The Associated Students of Moreno Valley College (ASMVC) represent the student body, and students work daily to represent your voices and support student needs. ASMVC understands the changes students can make by voicing their needs.

The Student Activity Center is behind the Lion's Den, and I encourage you to visit ASMVC and chat with us in our lounge area. Students are always welcome to attend a Senate meeting to voice concerns. I also urge you to engage with the diverse clubs on campus. Let's make our time at MVC some of best educational years of our lives.

Alysha Taylor
President, ASMVC



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Riverside Community College District

2024-2025 ACADEMIC CALENDAR

June 2024

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July 2024

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August 2024

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September 2024

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October 2024

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November 2024

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December 2024

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January 2025

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February 2025

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March 2025

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April 2025

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May 2025

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June 2025

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29	30					

- Required Day for New Faculty - August 13
- FLEX Days
Fall: August 14, 15 and 16
Spring: February 7
- Part-time Faculty Orientation to be arranged by college
- Legal Holiday/Day of Observance
- Commencement (June 13)
- Classes Not in Session
- Voting Information (see reverse)
- Summer Session 2024
June 17 - July 25 (6 weeks)
Weekend Classes: June 22 - July 21
- Fall 2024
August 19 - December 14
Weekend Classes: August 24 - December 14
- Winter Session 2025
January 6 - February 13 (6 weeks)
Weekend Classes: January 11 - February 9
- Spring 2025
February 18 - June 13
Weekend Classes: February 22 - June 8
- Final Exams
Fall: December 8 - 14
Spring: June 6 (evening) - June 13 (morning)

* June 6 - Day Classes Meet as usual / Late Afternoon and Evening Classes Meet Friday for Final Exams
** June 13 - Morning and Early Afternoon Final Exams and Evening Commencement



Campus Map



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



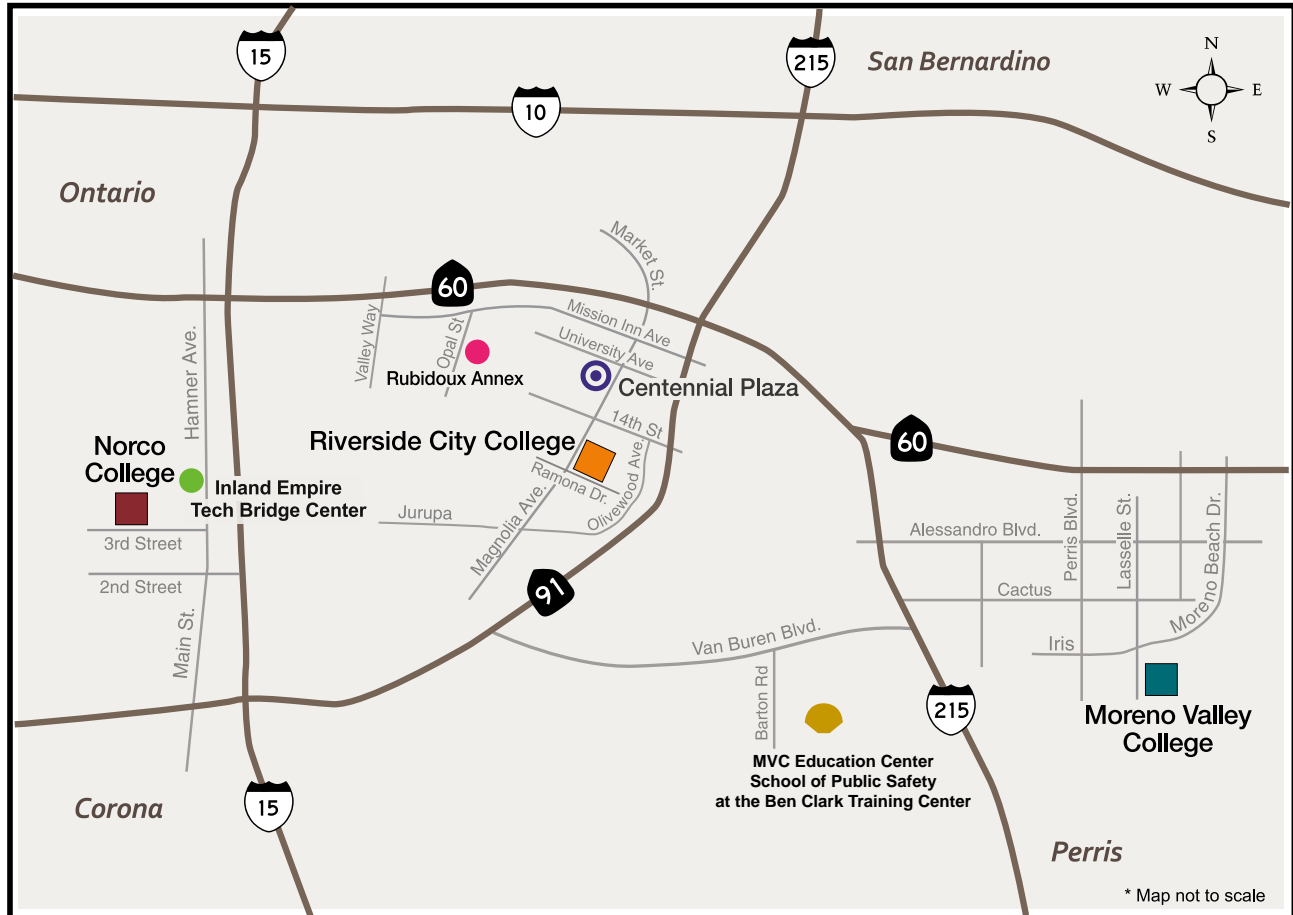
SCAN QR CODE

Ben Clark Education Center
16791 Davis Ave. Riverside, CA 92518

- | | | | | |
|---|---|---|---|---|
| <p>BKS BOOKSTORE</p> <p>CAFE LIONS DEN CAFÉ</p> <p>DEC DENTAL EDUCATION CENTER
Building A - Dental Clinic
Building B - Faculty and Staff Offices
Building C - Lab, Lecture, Faculty and Staff Offices</p> <p>ECEC EARLY CHILDHOOD EDUCATION CENTER</p> <p>HM HUMANITIES
Academic Success Center (ASC)
Classrooms
Faculty Offices</p> | <p>Workforce Prep/CalWorks/ACES/TRIO
Vice President, Planning and Development</p> <p>LIB LIBRARY
Dean, Student Success and Academic Support
Disability Support Services (DSS)
Classrooms
Library
Middle College High School Office</p> <p>MPB MULTIPURPOSE BUILDING
Lockers and Showers</p> <p>PSC PARKSIDE COMPLEX
1 Campus Police/Parking Services
2 Faculty Offices</p> | <p>3-4 Classroom
5 Restroom
6 Student Health and Psychological Services (SHPS)
7-10 Classrooms
11 Music
12 Classroom
13 Veterans Resource Center
14 E.O.P.S./CARE/NextUP
15 Dean of Instruction, Career and Technical Education (CTE)
16 Classrooms
17 Monty's Market/TRIO
18 Classroom
19 Restroom</p> <p>SAC STUDENT ACTIVITIES CENTER
ASMVC Student Government</p> <p>SAS STUDENT ACADEMIC SERVICES
Assembly Room
Classrooms
Coffee Cub
Dean, Institutional Effectiveness
Dean of Instruction, Communications and Liberal Arts
Dean of Instruction, STEM Engagement Center</p> | <p>20 Medical Assisting Classroom/Lab
21 CTE Faculty
22-23 Classrooms</p> <p>SAC STUDENT ACTIVITIES CENTER
ASMVC Student Government</p> <p>SAS STUDENT ACADEMIC SERVICES
Assembly Room
Classrooms
Coffee Cub
Dean, Institutional Effectiveness
Dean of Instruction, Communications and Liberal Arts
Dean of Instruction, STEM Engagement Center</p> <p>- Business, Health and Human Services (BHHS)
- Visual and Performing Arts (VPA)
Faculty Offices
Faculty Work Room
Meeting Rooms
President
Supplemental Instruction
Vice President, Academic Affairs
Vice President, Business Services
Vice President, Student Services</p> <p>SCI SCIENCE AND TECHNOLOGY
Classrooms
STEM/MAKE Innovation Center and MakerSpace
TRIO</p> | <p>STU STUDENT SERVICES
UNDER RENOVATION</p> <p>WC WELCOME CENTER
Admissions and Records
Career and Transfer Center
Counseling/Financial Aid Counseling
Dean, Enrollment Services and Engagement
Dean, Student Development and Wellness
Dean, Counseling and Specially-Funded Programs
Engagement Centers
- Communication, English and World Languages (CEWL)
- Humanities, Education, Social and Behavioral</p> <p>Sciences (HESBS)
- Science, Technology, Engineering and Mathematics (STEM)
Evaluations
Faculty Offices
Meeting Rooms
Student Financial Services
Student Employment
Outreach/Educational Partnership
Common Ground Center/Program Offices
- Dream/LGBTQ+ Pride Center / Puente / UMOJA</p> <p>WHS PSC WAREHOUSE
Facilities Offices and Mailroom</p> |
|---|---|---|---|---|



Riverside Community College District Locations



Moreno Valley College
 16130 Lasselle Street
 Moreno Valley, CA 92551-2045
 (951) 571-6100
www.mvc.edu

Norco College
 2001 Third Street
 Norco, CA 92860-2600
 (951) 372-7000
www.norcocollege.edu

Riverside City College
 4800 Magnolia Avenue
 Riverside, CA 92506-1299
 (951) 222-8000
www.rcc.edu

**MVC Education Center
 School of Public Safety
 at the Ben Clark Training
 Center**
 20629 11th Street
 Riverside, CA 92518
 (951) 571-6300

Rubidoux Annex
 4250 Opal Street, T11
 Jurupa Valley, CA 92509
 (951) 222-8641

Opening Soon
 Inland Empire Tech Bridge Center
 1860 Town and Country Drive
 Norco, CA 92860

Centennial Plaza:

- Center for Social Justice and Civil Liberties
 3855 Market Street
 Riverside, CA 92501
- RCC Coil School for the Arts
 3890 University Avenue
 Riverside, CA 92501
- RCC Culinary Arts Academy & RCCD District Offices
 3801 Market Street
 Riverside, CA 92501
 (951) 222-8800
www.rccd.edu



Admissions, Counseling and Aid

Admissions and Records

Welcome Center and School of Public Safety Building

Voicemail: (951) 571-6100

Text: (951) 251-4500

Ben Clark: (951) 571-6370

admissions@mvc.edu

www.mvc.edu/ar

The Admissions and Records team guides you through the steps to becoming a Mountain Lion; helps you maintain your student records; and assists with your enrollment, registration and transcript needs. Services are provided at the Moreno Valley College and Ben Clark Education Center campuses.

Assessment Center

Welcome Center

(951) 571-6410

assessment@mvc.edu

www.mvc.edu/assessment

The Assessment Center supports students through college placement in math and English. Students may schedule Spanish and chemistry placement exams, or reach out with questions regarding automatic math and English placement.

Academic Counseling and Educational Advising

Welcome Center

Call: (951) 571-6104

Text: (951) 888-1414

counseling@mvc.edu

www.mvc.edu/counseling

Academic counselors offer a range of college and career planning services. With a counselor's help, you can develop an educational plan, plan for major and transfer requirements, explore your career options, evaluate transcripts and more.

Counseling and advising are offered, most often, through your school's engagement center. Your success team consists of counselors, educational advisors, peer mentors, and faculty liaisons. They'll provide you academic and career counseling, access to resources, and help planning to graduate and transfer.

Outreach

Welcome Center

(951) 571-6273

outreach@mvc.edu

www.mvc.edu/outreach

The Outreach team promotes Moreno Valley College, its opportunities, and provides application support and tours to new and prospective students.

Student Financial Services

(951) 571-6139

studentfinancialservices@mvc.edu

www.mvc.edu/financialaid

Student Financial Services (SFS) helps students to reach their educational goals by providing information and applications to reduce the financial burden of attending college. Reach out to SFS for help completing financial aid applications such as the FAFSA, CalGrants, scholarships, California Dream Act and any scholarship applications.





Support Programs and Resources

Academic Counseling and Educational Support

(951) 571-6275

aces@mvc.edu

www.mvc.edu/aces

Academic Counseling and Educational Support (ACES) offers qualifying students an academic support system that assists them in mastering their transition from high school to college to transfer.

Accessibility Resource Center

Library (LIB) 221

(951) 571-6138

arc@mvc.edu

www.mvc.edu/arc

The Accessibility resource Center (ARC), formerly known as Disability Support Services or DSS) provides appropriate, comprehensive, reliable and accessible services to students with documented disabilities who request such services.

Bookstore

(951) 571-6107

www.mvc.edu/bookstore

The MVC Bookstore provides textbooks for rental or purchase, classroom and testing supplies, school spirit gear, snacks, and novelty items online and in person.

CalWORKs

Humanities (HM) 223A

(951) 571-6154

calworks@mvc.edu

www.mvc.edu/calworks

CalWORKs promotes self-sufficiency for students with families receiving TANF or Welfare-to-Work assistance. Services include advocacy, education, job search and resume assistance, resource referrals, and joint case management. CalWORKs students can also benefit from federal work study, and career pathway planning, as well as academic, personal and financial aid counseling.

EOPS, CARE, and NextUp

Welcome Center

(951) 571-6253

eops@mvc.edu

www.mvc.edu/eops

Funded by the state of California, Extended Opportunity Programs & Services (EOPS) provides academic support services for financially and educationally disadvantaged students. Additional supplementary services include CARE, NextUp and Guardian Scholars.

Guardian Scholars

Parkside Complex (PSC) 14

(951) 571-6110

www.mvc.edu/foster-youth

The Guardian Scholars program supports current and former foster youth as they pursue their education.

Monty's Market Food Pantry

Parkside Complex (PSC) 17A

(951) 571-6263

montysmarket@mvc.edu

www.mvc.edu/montys-market

Monty's Market supports students experiencing food insecurity. The market offers a grab-and-go and a grocery program, walk-in grocery shopping, free daily meals, and connections to food support programs like CalFRESH. Donations are accepted.

Puente

Welcome Center

(951) 571-6240

puente@mvc.edu

www.mvc.edu/puente

The Puente program is an academic preparation and community leadership program that seeks to increase the number of 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.



Support Programs and Resources

Student Activities and the Associated Students

Student Activities Center

(951) 571-6105

studentactivitiesoffice@mvc.edu

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

Welcome Center

(951) 571-6252

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 Health and Psychological Services

Parkside Complex (PSC) 6

(951) 571-6103

wellness@mvc.edu

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

Welcome Center

(951) 571-6446

umoja@mvc.edu

www.mvc.edu/umoja

The Umoja program is dedicated to increase the number of African Americans 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

Parkside Complex (PSC) 13

(951) 571-6247

veterans@mvc.edu

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.



Academic Support

Academic Success Center

Humanities (HM) 219

(951) 571-6944

asc@mvc.edu

www.mvc.edu/asc

The Academic Success Center (ASC) is home to academic support services designed to help students succeed in their classes, including free tutoring, access to computers and printing, study space, supplemental instruction, and more. We offer in-person and virtual assistance.

iMAKE Innovation Center

Science and Technology (SCI) 101G

(951) 571-6979

imake@mvc.edu

www.mvc.edu/imake

The iMAKE Innovation Center provides students and the community with the chance to collaborate, explore new technology, and gain skills using industry-standard equipment and software. Whether completing class projects, pursuing a hobby, or striving toward entrepreneurship, creative thinkers are welcome in our inclusive, hands-on instructional learning environment.

Library

Library (LIB) 200

Reference: (951) 571-6447

Circulation: (951) 571-6356

reference@mvc.edu

www.mvc.edu/library

The Library provides access to books, multimedia collections, electronic resources, academic journals, magazines, newspapers, ebooks and more. The Library also provides research instruction, workshops, quiet study areas, access to printers and photocopiers, media playback equipment, and computers.

Students and employees may use their College Card to check out materials. Community members may purchase a library card for \$5 per academic term.

Career and Transfer Services

Career and Transfer Counseling

www.mvc.edu/career-transfer

Career and Transfer Counseling provides students with the tools to identify their individual career and educational goals, as well as how to understand and meet university transfer requirements.

Employment Placement

www.mvc.edu/employment-placement

The Employment Placement program connects students with employers, assists with resumes and interviewing, and holds workshops to help students prepare to enter the workforce.

Apprenticeship

www.mvc.edu/apprenticeship

Apprenticeship is an industry-driven career pathway where students can obtain training and paid work experience, classroom instruction, and an industry-recognized credential. Students can seek apprenticeships in information technology and cybersecurity.



Academic Schools and Programs

School of Business, Health and Human Services

www.mvc.edu/bhhs

The School of Business, Health and Human Services (BHHS) offers education in business administration, marketing, dental hygiene and dental assisting, kinesiology, human services and social work.

School of Communications, English and World Languages

www.mvc.edu/cewl

cewl@mvc.edu

The School of Communications, English and World Languages (CEWL) supports language acquisition, written and oral communication, and the development of literacy skills in communication studies, interpretation, English and Spanish.

School of Humanities, Education, Social and Behavioral Sciences

www.mvc.edu/hesbs

The School of Humanities, Education, Social and Behavioral Sciences (HESBS) provides programs of study in anthropology, early childhood education, history, philosophy, political science, psychology and sociology.

School of Public Safety

www.mvc.edu/ps

publicsafety@mvc.edu

The School of Public Safety (PS) prepares students to work as law enforcement officers, firefighters, paramedics, emergency medical technicians, correctional officers, dispatchers, probation officers, crime analysts, and specialists in emergency management and homeland security. Classes are located at Ben Clark Education Center campus.

School of Science, Technology, Engineering and Mathematics

www.mvc.edu/stem

stem@mvc.edu

The School of Science, Technology, Engineering and Mathematics (STEM) offers innovative programs of study in mathematics, natural and biological sciences, and computer programming and applications.

School of Visual and Performing Arts

www.mvc.edu/vpa

vpa@mvc.edu

The School of Visual and Performing Arts (VPA) supports visual and performance artists in the production and practice of traditional, digital and musical art.

Career and Technical Education

Student Academic Services (SAS) 319

cte@mvc.edu

www.mvc.edu/cte

The Career and Technical Education (CTE) offers programs of study and support services with occupational emphasis. Students can earn CTE associate degrees and/or career certificates that provide the training necessary to enter competitive career fields, relate directly to regional employment needs, help students secure jobs immediately after graduation, and develop skills that lead to better paying careers.

Honors

Humanities (HM) 205B

(951) 571-6948

honors@mvc.edu

www.mvc.edu/honors

The Honors Program draws a diverse group of students and faculty together to foster educational experiences that inform, challenge, and encourage personal and intellectual growth. Participants will enjoy small class sizes, priority registration, academic counseling, transfer agreements, and opportunities to do original research.



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 **OK**.

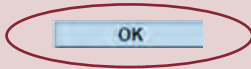
Registration Verification

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



3. You will need to enter your Portal login information. Click on **Login**.

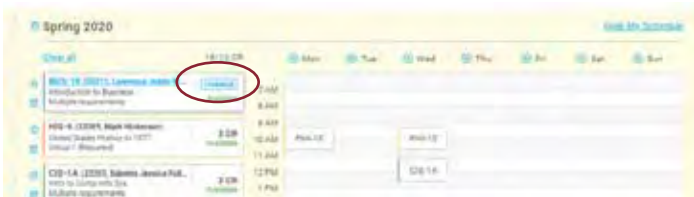
4. The first time you log into EduNav you will use the Entry Wizard to answer questions so EduNav can generate a plan based on your declared program of study.



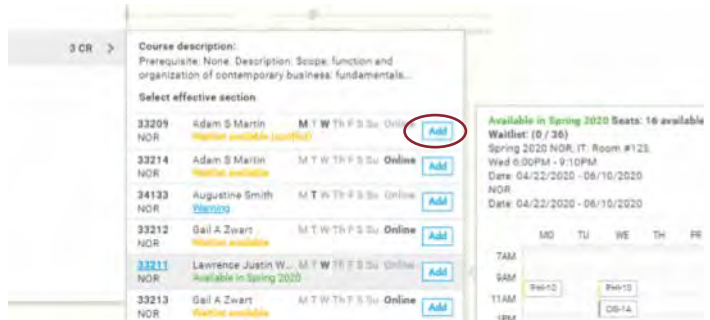
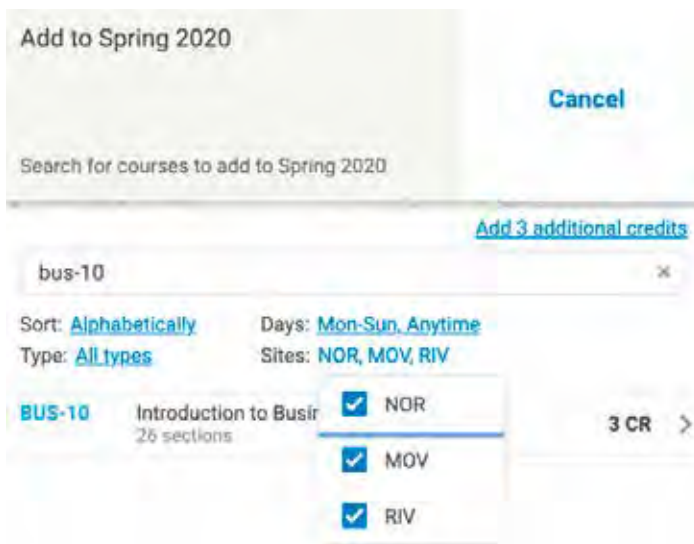


How to Register for Classes Using EduNav

- Make sure the classes chosen for the current registration term accommodate your schedule.
- If you need to change a class, click the **Change** button.
- If you need to add a class to the current term, click on the "+ add a course" link located in the term. You can then search for the class. Click **Add**.



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





How to Register for Classes Using EduNav

9. You can change the filters when searching for classes, such as **types**, **days** of the week, times and **sites**.

bus-10

Sort: [Alphabetically](#) Days: [Mon-Sun, 7:00AM-8:00AM](#)

Type: [All types](#) Sites:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday
- Time range

From: 7 : 00 AM PM

To: 8 | 00 AM PM

11. Click Continue.

Registration

You are about to register for the following classes:

- BUS-10: Introduction to Business (section: 33211)
- HIS-6: United States History to 1877 (section: 33569)
- CIS-1A: Intro to Comp Info Sys (section: 33265)
- PHI-10: Introduction to Philosophy (section: 33766)
- MAT-12: Statistics (section: 33664)

Cancel Continue

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

Spring 2020

What is next?

Summer 2020

Fall 2020

Register

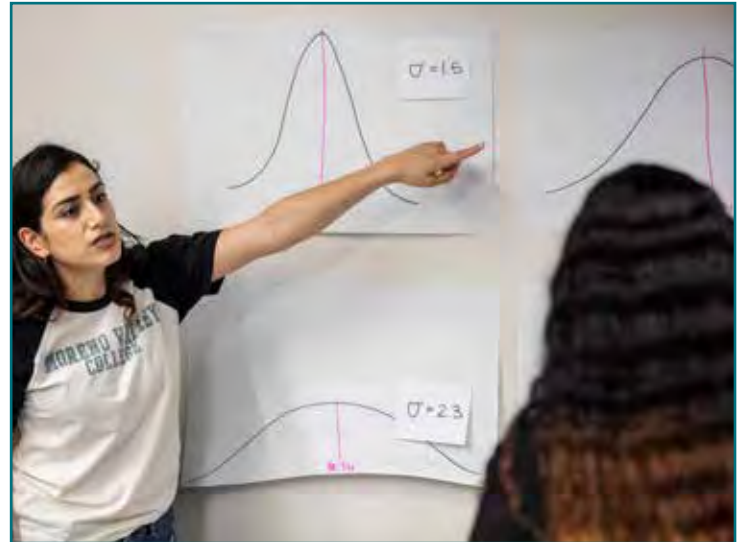


Early Alert

Each term faculty have the opportunity to participate in Early Alert. Early Alert is a program that enables instructors to identify students who are showing early signs of academic difficulty. Studies show that early intervention helps to promote student success. Through Early Alert faculty make recommendations for a student to visit with the instructor, a counselor and/or a tutor. An email is sent to the student's District email 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 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 st Attempt:	Fall 2008: ENG-1A: "W"	Fall 2008: ENG-1A: "W"	Fall 2008: ENG-1A: "F"	Fall 2008: ENG-1A: "F"
2 nd Attempt:	Fall 2009: ENG-1A: "W"	Fall 2009: ENG-1A: "F"	Fall 2009: ENG-1A: "W"	Fall 2009: ENG-1A: "NP"
3 rd Attempt:	Fall 2010: ENG-1A: "W"	Fall 2010: ENG-1A: "D"	Fall 2010: ENG-1A: "F"	Fall 2010: ENG-1A: "D"
4 th Attempt:	No Enrollment Allowed	No Enrollment Allowed	No Enrollment Allowed	No Enrollment Allowed

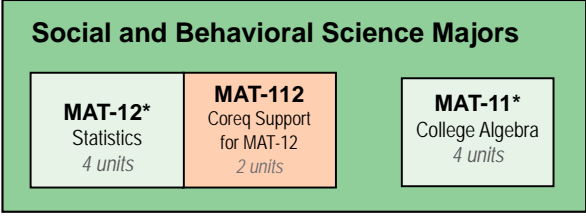
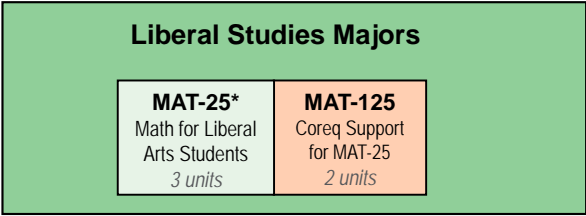
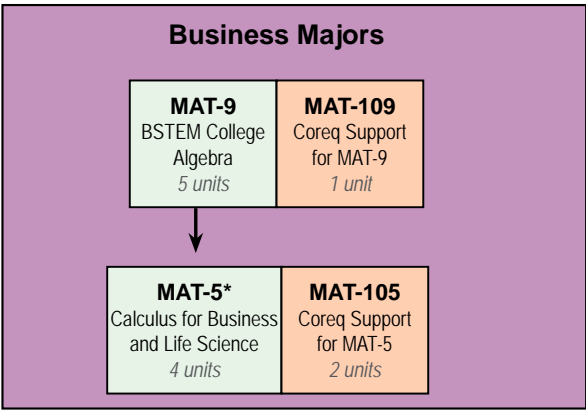
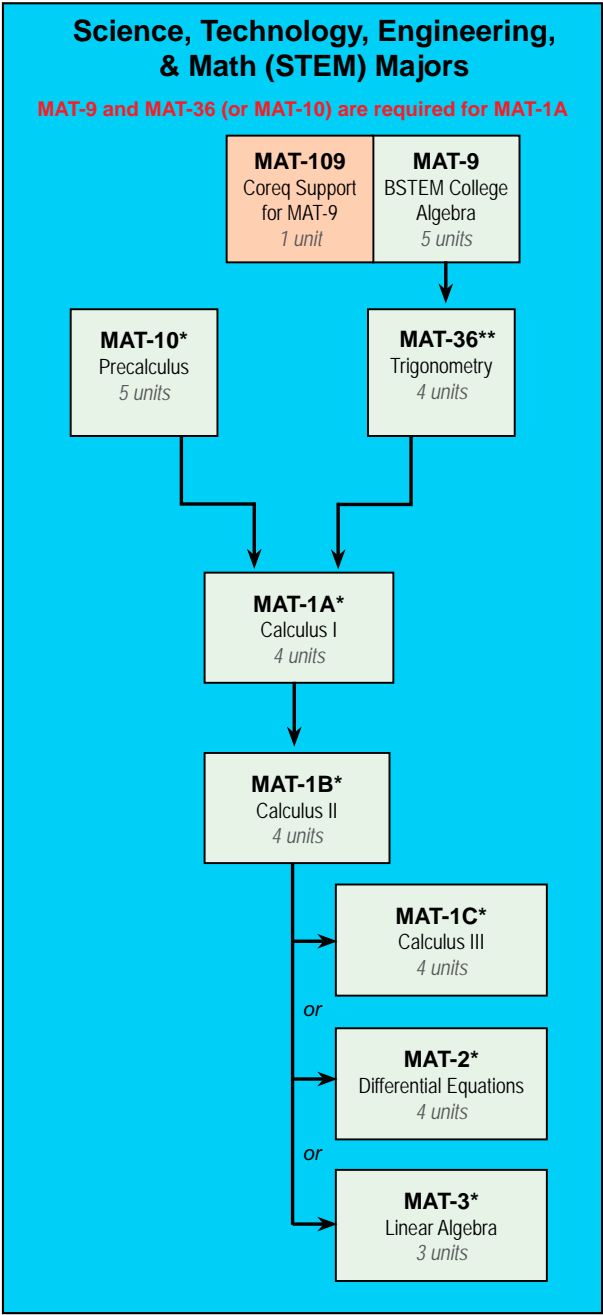


Moving through Math at Moreno Valley College

Please visit counseling before enrolling
 if you have questions as to appropriate math course for your major.
 (951) 571-6104 • Welcome Center

Make an appointment to see a counselor at www.mvc.edu/counseling

For CSU/UC School/Major specific courses please visit www.assist.org



Non Degree Applicable, only need to enroll if placed

Transferable and/or Degree Applicable

* UC/CSU Transferable

** CSU Transferable Only

Updated December 2022



Moving through English, ESL, and Reading

Please visit Counseling if you have any questions about the appropriate course(s) for you. Find more information here - www.mvc.edu/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

Prepare 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.

Take Tests Successfully

1. Get to class early.
2. Be prepared with pen and other materials requested by the instructor (for example: bluebook, 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 are affiliated with an association of the same name (AICCU).

Semester System

The College's semester is 16 weeks, with short-term classes available at eight weeks and six-week during the winter term.

Quarter System

Ten 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) in 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 has 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. You can get a first-semester SEP from an Educational Advisor and a comprehensive SEP from a Counselor.





Your Guide to Success

Moreno Valley College's Path to Earning an AA/AS degree

Getting Started...
 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

Explore Student Support Programs ~ EOPS, Umoja, Honors, Puente, DSS, ACES

<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
---	---	--	---	---

Visit a Counselor each term to make sure you are on track

<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 and Records

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

MyPortal

- 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 are free. There is a fee for additional official transcripts.*

Need more information? Contact us!

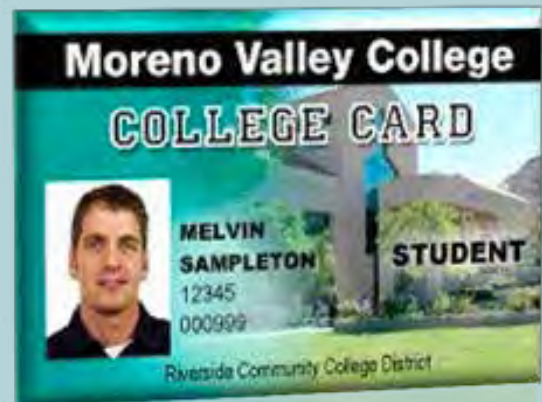
Phone: (951) 571-6101

Email: admissions@mvc.edu

For hours, check the website at www.mvc.edu/ar.

Admissions and Records is located in the Welcome Center.

Get your College Card at Admissions and Records



Concurrent Enrollment

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.

For more information on Concurrent Enrollment opportunities, including who qualifies, when to apply and what documents are required, check the website at www.mvc.edu/concurrent-enrollment or visit the Admissions & Records office in the Welcome Center.



MVC Admissions and Records Timeline

Academic Year: 2024-2025

APPLICATION DATES & DEADLINES	Summer 24	Fall 24	Winter 25	Spring 25
Submit Admissions Applications beginning	Oct 1, 2023		July 1, 2024	
Application/Orientation deadline for Order of Registration	Apr 18, 2024		Oct 17, 2024	
Admission Application Deadline (thru 11:59 pm) Public safety programs of study are left open until term end.	June 21, 2024	Oct 18, 2024	Jan 10, 2025	Apr 25, 2025
Regular high school concurrent students deadline to submit packet (see Concurrent Enrollment web page for more information)	June 10, 2024	Aug 12, 2024	Dec 16, 2024	Feb 10, 2025

TERM DATES Check SECT screen or WebAdvisor for all short-term classes.	Summer 24 (6 wk)	Fall 24 (16 wk)	Winter 25 (6 wk)	Spring 25 (16 wk)
Term Begins	June 17	Aug 19	Jan 6	Feb 18
Term Ends	July 26	Dec 14	Feb 13	June 13
Classes not in session (Holidays, Spring Vacation, etc.)	June 19, Jul 4, Jul 27 - Aug 25	Sep 2, Nov 11, 25-30, Dec 17 - Jan 1	Jan 15, Feb 14-17	Mar 31, Apr 14-20, May 26
Add Deadline for MOST classes Check MyPortal/WebAdvisor for individual course deadlines.	June 23	Sep. 2	Jan 12	Mar 9
Refund Deadlines for MOST classes Short term classes: 10% of class mtgs.	June 21	Aug 30	Jan 10	Feb 28
Drop without a "W" for MOST classes (Day before Census, or 20% for short term classes)	June 23	Sep 2	Jan 12	Mar 10
Census day (most classes)	June 24	Sep 3	Jan 13	Feb 26
Drop with a "W" for MOST classes (75% of Term)	July 15	Nov 8	Jan 27	May 16
Deadline to elect Pass/No Pass (see MVC Catalog for P/NP eligible courses).	<i>Last Day of Term</i>			
REGISTRATION APPOINTMENTS	Summer 24	Fall 24	Winter 25	Spring 25
Schedule of classes on mvc.edu	Apr 15		Sep 30	
Registration appointments available on MyPortal	Apr 22		Oct 21	



MVC Admissions and Records Timeline

Academic Year: 2024-2025

REGISTRATION START DATES	Summer 24	Fall 24	Winter 25	Spring 25
<i>Priority Registration limits: 13 units for Fall/Spring; 7 units for Winter/Summer</i>				
Priority Group I: DSS, EOPS, CalWORKs, Veterans, Foster & Homeless Youth, and <u>Student Parents</u> DSS students receive continuous priority registration access until start of term. Student parents may self-report using an online form; allow for 5 days for approval.	April 29 – May 3		Oct 28 – Nov 1	
Priority Group II: ASMVC (officers only), Student Trustee, ACES	May 1 – 3		Oct 30 – Nov 1	
Priority Group III (MVC courses only): ASMVC (without officers), Puente, Community Scholars, VA Extended, Choir, Umoja, Music majors, College Promise, FYE, MCHS and NuView continuing students	May 1 – 3		Oct 30 – Nov 1	
General Student Registration Begins (based on Order of Registration implemented beginning 12fal)	May 6		Nov 4	
High School Concurrent	First day of term	First day of term	First day of term	First day of term

GRADUATION	Students may apply online for degrees and certificates in the 2024-2025 academic year during the following application periods:
Apply for degree or certificate for 24SUM	April 2 – July 15
Apply for degree or certificate for 24FAL	July 16 – October 15
Apply for degree or certificate for 25WIN	October 16 – February 1
Apply for degree or certificate for 25SPR	February 2 – April 1
Commencement information emailed to applicants	May, 2025
Commencement Ceremony	June 13, 2025

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 College website at <https://www.mvc.edu/tuition> for the most current tuition 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.

After placement, students can ask questions and discuss their placement with their educational advisor or counselor. If you are a new student or need to determine your placement in English or mathematics, or have questions about your placement, 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
the Assessment Center at**

(951) 571-6410

Welcome Center

assessment@mvc.edu

Bookstore

Textbook Choices

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

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

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

New: Unused

Ordering available 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 books for cash.
3. We'll buy 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. Standard etiquette is to send out announcements as early as possible. Caps and gowns are also 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.

We Are Your On-Campus Source for

Scantrons and bluebooks
School supplies
School spirit apparel and gear
Drinks, snacks and other food items

www.mvc.edu/bookstore



MORENO VALLEY COLLEGE SCHOOL of PUBLIC SAFETY at the BEN CLARK TRAINING CENTER

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

MVC/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, Riverside County's Fire Department, and the California Department of Forestry and Fire Protection and. Moreno Valley College at BCTC provides subject area and general education courses leading to certificates and degrees in public safety education and training (PSET), as well as emergency medical services.

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

LAW ENFORCEMENT TRAINING

MVC/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 (Tuesday through Friday) and Modular (evening and weekends).

MVC/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.

MVC/BCTC is home to Public Safety Dispatch courses and certificate 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

MVC/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, MVC/BCTC conducts two fulltime Basic Firefighter Academies each year. Academies are fully accredited through the California Fire Marshal's Office, State Fire

Training, and are 16 weeks in length and prepare students with the knowledge of fire service operations and entry-level skills required by fire departments for entry level firefighters. The Basic Fire Fighter Academy is 21.5 certificate and degree units.

The MVC/BCTC Fire Technology program offers course work towards an Associate of Science degree transferable to a four-year university. The program prepares individuals for an entry-level career in the fire service by providing a foundation of core concepts, practices, vocabulary, culture, safety, and requirements for the fire service. This program follows the Fire and Emergency Services Higher Education (FESHE) model from the National Fire Academy and is a component of accreditation from the California State Fire Marshal.

For more information, call (951) 571-6197

EMERGENCY MEDICAL SERVICES

MVC's Emergency Medical Technician (EMT) program prepares approximately 200 students per year to recognize illnesses and treat injuries. EMT is the cornerstone of Emergency Medical Services. 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 two full-time Paramedic Programs 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 have completed 1,000 hours of EMT-1 experience.

For more information, call (951) 571-6395

STUDENT SERVICES

The Student Resource Center at MVC/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

EMERGENCY MANAGEMENT AND HOMELAND SECURITY

The Emergency Management and Homeland Security program prepares students to enter the emerging profession of homeland security and emergency management. The curriculum is designed to provide the learner with a foundation of technical and professional knowledge to meet local, state, and national safety responsibilities both in the public and private sectors. The program emphasizes an All-Hazard approach to emergency planning and management, with courses in preparedness planning, risk mitigation, emergency response and disaster recovery. Students who successfully complete the program will gain entry-level employment in the fields of emergency management, homeland security, law enforcement, fire service, urban planning, security management, information security, business continuity, and other service-related occupations.

For more information, call (951) 571-623



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. 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 On Boarding Process
2. List Moreno Valley College as the student's home college
3. Receive CalWORKs (cash aid) from County Welfare Department for themselves
4. Submit completed 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 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.

Distance Education (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.

Study Time

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

Class Time

Course Units:	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

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

Visit our website:
www.mvc.edu/services/cw



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 • www.mvc.edu/cte
Student Academic Services, Room 319

FOLLOW CTE @ MVC:





Career and Transfer

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 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.

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

Contact:

Carmen Perches
 Associate Professor
 Counselor/Coordinator
 Email: 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





Academic Counseling and Educational Advising

Counseling Services and Engagement Centers

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

Counseling and Advising Services

- Assistance in developing a Student Educational Plan (SEP)
- Help identify program and transfer requirements
- Support with application, orientation, and registration
- Referral to resources across campus
- One-on-one personal counseling
- Career counseling
- Transfer services
- STEM counseling

Abbreviated and Comprehensive Student Educational Plans (SEPs)

Academic planning is one of the most important things that you can do in college. Think of it like embarking on a lengthy trip – you wouldn't set off without a map, right? Similarly, as you undertake a significant voyage toward your academic goals, having a map becomes crucial. And that's precisely what the Student Educational Plan (SEP) represents – your map. In collaboration with a counselor, you will craft the SEP, a document that outlines the blend of classes and resources tailored to guide you toward achieving your educational objectives. There are two versions: an abbreviated SEP for a single semester, which can be completed with an Educational Advisor, and a comprehensive edition that spans from your current point to graduation or transfer, which needs to be completed with a Counselor. If you are having trouble deciding on an educational objective, Counseling can also help you with a combination of appointments, including guidance classes, workshops, and referrals to the Career Transfer Center. It's worth noting that every Moreno Valley College student is required to complete a comprehensive Student Educational Plan. This should be done after you've accumulated 15 units or before you wrap up your third semester. Let the Counseling team be your guide in mapping out the path to turn your educational aspirations into reality!

Career/Life Planning

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

Guidance Classes

Guidance classes at MVC are taught by Counseling faculty and designed to help students develop skills to succeed in college and make effective career and life choices. Special topics courses related to various areas of academic career and personal development are also offered, including:

GUI-45: Introduction to College

GUI-46: Introduction to the Transfer Process

GUI-47: Career Exploration/Life Planning

GUI-48: College Success Strategies

Appointments and Drop-In Sessions

Depending on the type of services you need and when, you can meet with a Counselor or Educational Advisor during a pre-scheduled appointment or during short-term drop-in hours.

Appointments

Counseling and Advising appointments are available to fully matriculated students who have completed an MVC application, orientation, and assessment. Appointments are scheduled for 30 to 45 minutes, depending on what students need help with. Appointments are scheduled online through ConexEd, or by calling the Counseling Department front desk at (951) 571-6104. Students can make appointments 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.

Drop-In Sessions

Both Counselors and Educational Advisors maintain open availability on a drop-in basis, meaning that students can seek help same-day for a smaller window of time. Drop-in hours are based on availability, do not require an appointment, and are limited to about 15 minutes. Questions or concerns that can be addressed during a drop-in session include:

- Course selection/transfer issues
- Graduation requirements
- Registration assistance
- Application and orientation assistance
- Important dates and deadlines
- Add/drop classes and consequences
- Credit/no credit grading

The Counseling department is located in the Welcome Center, with Engagement Centers separated by academic school located across campus. For more information or to schedule an appointment, contact the Counseling department at (951) 571-6104 or www.mvc.edu/counseling



Accessibility Resource Center

Mission

The Accessibility Resource Center (ARC) ensures equitable access to higher education for students who manage verified, diagnosed conditions. After reviewing confidential documentation, the ARC provides reasonable accommodations in a student-centered, welcoming environment. The ARC encourages students to develop the self-advocacy and self-determination skills needed for independence, while also contributing information about matters related to disability to the Moreno Valley College community.

Applying to DSS

Prior to applying to receive ARC services, students must submit an application for college admission at www.mvc.edu/apply.

After completing the application, math and English placement, college orientation, and a first semester educational plan, students may apply for ARC services:

1. On the day of your intake appointment, 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 ARC webpage under Forms: www.mvc.edu/_resources/files/student-support/dss-disability-verification.pdf.
2. During the intake appointment, disability specialists will make you two appointments: first to see the ARC counselor to review the accommodations you qualify for and to create a Student Educational Plan (if applicable); and second, to meet a disability support services specialist for a one-on-one tutorial on how to request accommodations.
3. Request your academic accommodations.

Request your academic accommodations online through a form on the ARC webpage.

Services

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

The College offers accommodations for the following disabilities:

- Acquired Brain Injury
- Attention Deficit Hyperactivity Disorder
- Autism Spectrum
- Health Conditions (lasting longer than 45 days)
- Hearing Challenges (deaf & hard of hearing)
- Verified Learning Differences
- Medical Conditions (cancer, diabetes, arthritis, cardiac, etc.)
- Mental Health Challenges
- Mobility Difficulties
- Vision Challenges
- And many other disabilities

Office

Location: Library 221

Phone: (951) 571-6356

Web: www.mvc.edu/arc

Visit the website for current office hours.

Staff

Lisa Yates, Ph.D. Director
 Melody Save Disability Specialist
 Joe Gonzales Accessible Technology & Media Coordinator
 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 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 be:

- 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.

NextUp

NextUp 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/NextUp program, a student must:

- Qualify for EOPS
- Be a current or former foster youth
- Be 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 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.



MVC Promise Initiative



The MVC Promise Initiative helps you by providing free first year tuition (even if you're not eligible for financial aid), textbook vouchers and ongoing academic guidance. First-time students who have never attended college, including recent high school graduates, are eligible. The Promise Program is made possible through state, federal and local funding sources including donations from our community.

Participating students integrates academic enrichment and student support services to enable students to successfully transition into college and ensure success during their first year.

Benefits

- Tuition and fees up to \$1,248 per semester, including costs not covered by financial aid
- Textbook vouchers to (\$250 - \$500)
- Priority Registration to ensure 12 - 15 units per semester
- A comprehensive student educational plan (CSEP) that maps out classes from the first semester to the last, based on program of study
- An assigned student success coach to serve as a resource throughout the year and provide structured support
- Connection with peers on similar paths and timelines
- Access to workshops and engagement activities to encourage academic success and high-quality student engagement

Eligibility Requirements

- Be at least 18 years of age OR have a high school diploma/GED OR be a graduating high school senior
- Be a new, first-time college student
- Be a California resident
- Have a completed FAFSA or California Dream Act Application on file (AB 540 students are eligible)
- Have a completed Moreno Valley College application
- Commit to enrolling as a full-time student throughout the year
- Attend Promise Program Orientation

To remain in good standing with the Promise Program:

1. Complete at least twelve units per semester (Fall and Spring). It is recommended to complete three units in Winter as well.
2. Work with an Educational Advisor to develop a First Semester Educational Plan and a Counselor to develop a Comprehensive Student Educational Plan (CSEP).
3. Maintain a cumulative GPA of at least 2.0.
4. Attend two engagement activities per semester, with at least one being a financial aid workshop.
5. Check in with Student Success Coach at least once per semester.
6. Notify Student Success Coach and of any changes in class schedule.
7. Set up your MVC email address and read all Promise Program emails to stay updated on program policies, services, and offerings.

*Guaranteed financial support during the first year is made possible by using a combination of possible state, federal and local funding resources. To join the Promise program or for more information, contact (951) 571-6334, email PROMISE@MVC.EDU or log on to www.mvc.edu/promise.

Contact

Location: Welcome Center 130

Hours

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

Promise Success Team

Promise Student Success Coach:
Theresa Pham (theresa.pham@mvc.edu)

Director overseeing Promise:
Danielle Guise (danielle.guise@mvc.edu)



Monty's Market

Monty's Market seeks to alleviate student challenges by gathering donations in response to the needs of students. We are committed to meet the needs of students through food distribution and support services.

Distributions are free to enrolled students in need. Students are limited to one bag every month. Students may shop for food, household and hygiene products in person, request a pick-up time, or delivery (delivery is limited and first-come, first-served). Additionally, students may stop by Monty's Market once per day for a free meal.

Contact:

Angie Gordon
Supervisor, Basic Needs and Wellness
Office: (951) 571-6263
Email: montysmarket@mvc.edu
www.mvc.edu/montysmarket





Guardian Scholars and NextUp Program

The Guardian Scholars and NextUp Program provides resources, support and advising to students who come from the foster care system. Guardian Scholars and NextUp 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

mvc.edu/foster-youth





Honors Program

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:

Contact

Location: Honors Center, Room HM-205B

Phone Number: (951) 571-6948

Website: www.mvc.edu/honors

Facebook: mvchonorsprogram

Instagram: mvc_honors_program

Honors Coordinators

James Bany, Ph.D., Associate Professor, Sociology

Email: james.bany@mvc.edu

Nick Sinigaglia, Associate Professor, Philosophy

Email: nick.sinigaglia@mvc.edu

Honors Counselor

Silvia Trejo-Gonzalez, Assistant Professor, Guidance

Email: silvia.trejo@mvc.edu

- Transfer agreements to over 30 colleges and universities, including the University of California and 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.





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.

Contact

Location: Library Building, second floor

Circulation/Borrowing: Help with loaned items
(951) 571-6356
circulation@mvc.edu

Reference/Research: Assistance finding information or with general library questions
(951) 571-6447
reference@mvc.edu
Text/SMS: (951) 319-7358





Academic Success Center

As an enrolled student, the Academic Success Center provides you access to free tutoring; help from faculty and paraprofessionals; study space; resources like computers, printing, and anatomical models; and supplemental instruction for historically difficult courses.

Tutoring

Tutors provide a supportive learning environment to students seeking academic support. Tutors not only help you understand course information, but also motivate, coach, challenge, and provide feedback. With tutoring, you can increase your independence as a learner and use your limited study time more effectively. All sessions are free to enrolled MVC students and are offered in one-on-one and group formats.

Sessions are offered in-person or online, in group and one-on-one formats, and are led by qualified tutors recommended by MVC faculty who received an “A” or “B” in the courses for which they choose to tutor. All tutors receive ongoing tutor training.

Subject areas and tutor availability vary by term, but may include math, chemistry, history, psychology, physics, biology, anatomy and physiology, sociology, business administration, computer information systems, accounting, Spanish and other subjects. Individual and group tutoring appointments are available on a first-come, first-served basis with a maximum of one appointment per subject area, per day depending on the availability of a tutor.

Additional support for cross-discipline writing assignments, reading and English courses, and mathematics classes is offered by writing consultants, math peer tutors, as well as English and math faculty.

Contact

Location: Humanities Building, Room 219

Phone Number: (951) 571-6944

Website: www.mvc.edu/asc



Resources

- Computer lab
- Wireless printing (requires payment)
- Textbook and equipment loans
- Study space
- Supplemental instruction for difficult courses
- 24/7 tutoring with NetTutor
- Workshops and finals week activities



TRIO Programs

The Federal TRIO programs are designed to identify and provide services to help individuals from disadvantaged backgrounds prepare for and graduate from college. TRIO programs have invested in student success since 1964 and are funded through the US Department of Education.

MVC is proud to have five TRIO programs -- ACES Student Support Services (collegiate), Upward Bound Math and Science (collegiate), Educational Talent Search (collegiate), Upward Bound (collegiate), and Veterans Upward Bound (Discharged Veterans not currently in college).

For more information about any MVC TRIO programs, call (951) 571-6382 or visit www.mvc.edu/trio.

Academic Counseling and Educational Support (ACES)

The mission of the Academic Counseling and Educational Support program (ACES) 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. Students selected for the ACES program are eligible for priority registration. ACES serves an annual cohort of 144 students.

For more information, contact (951) 233-3719, visit the ACES office in Welcome Center 173, or visit www.mvc.edu/aces.

Educational Talent Search Program

The Talent Search program identifies and assists individuals from underrepresented, underserved, 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.

Talent Search serves 500 middle school and high school students each year from partner schools.

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.

For more information, contact (951) 571-6382 or (951) 571-6917. You may also visit www.mvc.edu/talentsearch.

Upward Bound Math and Science (UBMS)

The Upward Bound Math and Science Program (UBMS) is part of the national TRIO programs in partnership with Moreno Valley Unified School District. 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). UBMS annually serves 62 students from Vista del Lago High School.

For more information call (951) 571-6382 or (951) 571-6379, or visit www.mvc.edu/ubms.

Upward Bound Program

Upward Bound (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 call (951) 571-6382, (951) 571-6379, or visit our www.mvc.edu/upwardbound.

Veterans Upward Bound

Veterans Upward Bound program helps Veterans transition into college-level courses and successfully navigate the college enrollment process.

VUB is designed to support discharged veterans who are interested in getting into a college program. VUB can connect you to resources to help you transition from service, get you connected to benefits, refresh your academic skills and give you the confidence, advice and support you need to pursue a college education.

Whether you are a recently discharged veterans, have been out of high school for five or more years, or are a veteran with a disability, are low-income, or are potential first-generation college student, VUB may be able to assist you pursue your college pathway.

For more information, call (951) 505-0723 or visit <https://www.mvc.edu/student-support/special-programs/veterans/veterans-upward-bound.php>.



Outreach and Recruitment

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!

www.mvc.edu/outreach

Phone: (951) 571-6273

Email: 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.

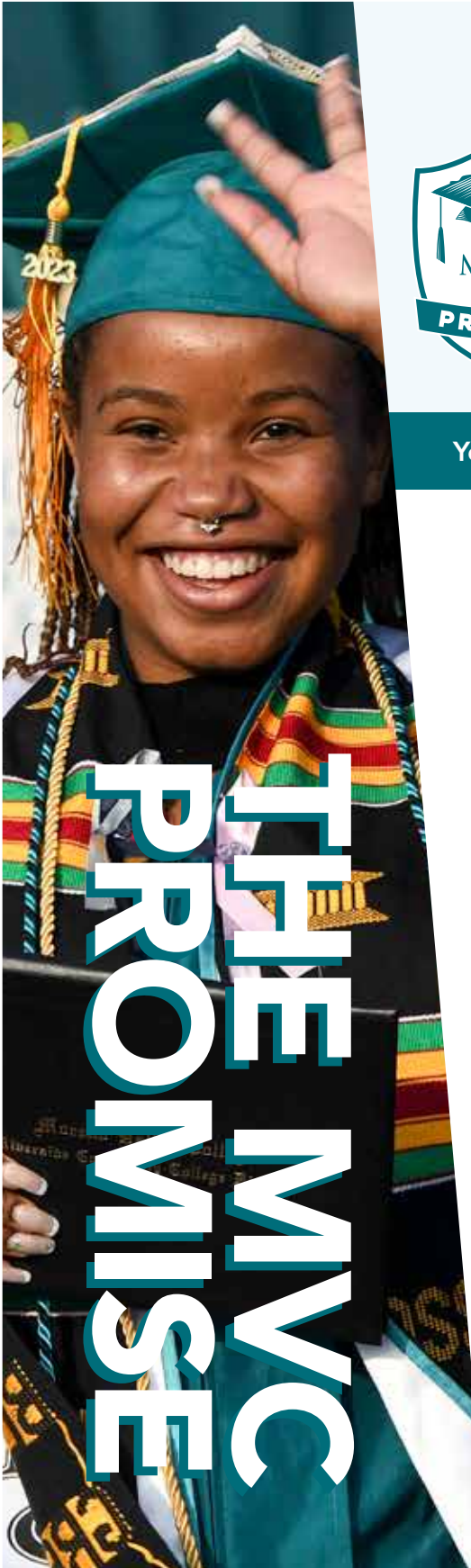
For more information please contact:

Professor James Banks

Human Services Program

(951) 571-6250

Email: james.banks@mvc.edu



Your first year of college is free.

Your promise is potential. Ours is to help you realize it.

Benefits

- The Promise covers tuition, fees, and some textbook costs not paid for by financial aid for the first year of college attendance.
- Priority registration allows you to enroll in classes early.
- A comprehensive student educational plan maps out classes from your first semester to your last.
- A dedicated student success coach supports you and your educational journey.
- Make connections with and receive support from peers on similar educational paths.

To qualify

1. Be 18 years or older, possess a high school diploma/GED, or be a graduating high school senior.
2. Be a new, first-time college student (never attended college).
3. Complete the Moreno Valley College application.
4. Have a completed FAFSA or California Dream Act Application on file. (AB 540 students are eligible.)
5. Commit to enrolling as a full-time student throughout the year, including enrollment in math and English courses.

Reach out

- 🌐 www.mvc.edu/promise
- 📞 (951) 571-6334
- ✉️ promise@mvc.edu



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, 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.



Student Activities

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

MVC has an active student government program, putting on such events as Fun Days, Bunny Trail, and Stress Less Week 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.

Contact

Located behind the Lion's Den and the Bookstore
Phone: (951) 571-6105
For more information go to 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?

Nothing is stopping you! 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. 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

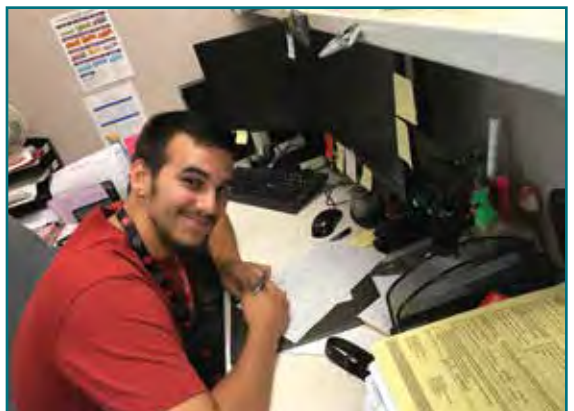
3. CalWORKs' Work Study. The CalWORKs' Work Study program connects eligible students to part-time jobs on- and off-campus. To be eligible to work in the program, students are required to:

- 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 www.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 or inquire with a specific department or supervisor. Hourly pay rates vary but typically start at the current federal minimum wage.

For information call (951) 571-6294 or visit www.mvc.edu/se. 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.

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 and workshops are available throughout the year to assist students with completion of the FAFSA. For workshop times and dates, visit www.mvc.edu/financialaid under Events and 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 and your social security number 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

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 studentaid.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 and 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 located at the bottom of our web page www.mvc.edu/admissions-aid/financial-aid.

California College Promise Grant Eligibility

Under the new regulations of the Board of Governors' Student Success Initiative, students will lose eligibility for the 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 this change and will not lose the CCPG eligibility based on academic probation. Students with



More Student Financial Services

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, 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. The above listed financial programs may require additional applications and/or information. For more information, visit the Consumer Guide at www.mvc.edu/financialaid

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 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 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 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 or in the SFS office. Additional scholarship resources can be found on the internet at free scholarship search sites such as www.fastweb.com, www.scholarshipexperts.com, www.scholarships.com, and 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.

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.

For information regarding the Student Financial Services office and programs, visit the Consumer Guide at www.mvc.edu/financialaid. Financial Aid staff is available to assist with your financial aid needs.

Contact Information

Location: Welcome Center

Email: StudentFinancialServices@mvc.edu

Phone: (951) 571-6139

NOTE: Ben Clark Training Center Students:

Limited services are available at Ben Clark Education Center. For assistance, please see the Admissions and 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/financialaid.

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 and 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. 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.

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



Wellness Center

Mission

The Wellness Center 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 Wellness Center 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

The Wellness Center 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 Education Center (BCEC). 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 6
Phone: (951) 571-6103
www.mvc.edu/studenthealth



Umoja

What is the Umoja Program?

The Umoja Program at Moreno Valley College is a student service program that is dedicated to enhancing the cultural and educational experiences of our MVC 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.



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.

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 and submit a Moreno Valley College application online at 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.

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.

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

Check website for information and office hours at www.mvc.edu/veterans.



Moreno Valley College Mountain Lions

Endurance, Leadership, Strength and Pride

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 non-emergency dispatch at (951) 222-8171.

In case of an emergency, call 911.





PROHIBITION OF HARASSMENT AND RETALIATION

References: Education Code Sections 66300, 66301, and 76033; ACCJC Accreditation Standards I.C.8 and 10 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 set forth in federal and state law and regulations.

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, except for conduct that constitutes sexual harassment under Title IX, which shall be addressed under Board Policy 6433 Prohibition of Sexual Harassment under Title IX.

1. Causing, attempting to cause, implying, or threatening to cause, assault, battery, or any other injury to another person whether or not the threat is in writing, by electronic means (including social media) or in person. Injury is defined as 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 or College President.
3. Unlawfully engaging in any of the following: possessing, using, selling, offering to sell, 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, marijuana, 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.

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. Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
 9. Committing sexual harassment as defined by law or by District policies and procedures.
 10. Engaging in harassing or discriminatory behavior 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 other status protected by law.
 11. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
 12. Engaging in misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other destruction or damage to any real or personal property owned by the District or on campus.
 13. 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 or college personnel.
 14. 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. Knowingly 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;
 - f. Buying or selling authorization codes for course registration.
15. Entering or using District facilities without authorization.
 16. Engaging in lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
 17. Engaging in expression which is obscene; defamatory; or which so incites students to imminent lawless action on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
 18. Engaging in persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
 19. 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.
 20. 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 sexual violence 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.
 21. Violating the District's Computer and Network Use Policy and Administrative Procedure No. 2720 in regard to their use of any of the District's Information Technology resources.
 22. Using electronic recording or any other communication devices (such as cell phones recording devices, etc.) in the classroom without the permission of the instructor.
 23. Eating (except for food that may be necessary for a verifiable medical condition) or drinking (except for water) in classrooms.
 24. Gambling, of any type, on District property.
 25. Bringing pets (with the exception of service animals) on District property.
 26. 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.
 27. 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.
 28. Riding/using any and all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, without prior approval.
 29. 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.
 30. Abuse of process, defined as the submission of malicious or frivolous complaints.
 31. Violating any District Board Policy or Administrative Procedure.



Responsibility

- A. The Chancellor shall establish procedures for the administration of disciplinary actions. In this regard, please refer to Administrative Procedure 3500[A] Student Discipline Procedures, which deal with matters of student discipline and student grievance.
- B. The Vice President of Student Services of each College shall 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] Student Discipline Procedures.
- C. The Vice President of Academic Affairs of each College shall 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] Student Grievance Process for Instruction and Grade-Related Matters.
- 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

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Revised: May 17, 2022

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

Revised: June 20, 2023

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.

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.



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



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



PROHIBITION OF HARASSMENT AND RETALIATION

References: Education Code Sections 212.5, 44100, 66252, 66262.5, 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 Section 2000e; Age Discrimination in Employment Act of 1967 (ADEA); Americans with Disabilities Act of 1990 (ADA)

All forms of harassment are contrary to basic standards of conduct between individuals. State and federal law, as well as this policy, prohibit harassment, and the District will not tolerate harassment. 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 unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ethnicity, ancestry, immigration status, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military or veteran status, or because the person is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees, students, unpaid interns, and volunteers feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. The District will investigate all allegations of retaliation swiftly and thoroughly. If the District determines that someone has retaliated, it will take all reasonable steps 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.

Any student, employee, unpaid intern, or volunteer who believes that harassment or retaliation has occurred in violation of this policy should immediately report such incidents by following the procedures described in AP 6435 Discrimination and Harassment Complaints and Investigations. The District requires supervisors to report all incidents of harassment or retaliation that come to their attention.

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 Chancellor shall establish procedures that define harassment on campus and in District programs, activities, and employment. The Chancellor shall further establish procedures for employees, students, unpaid interns, volunteers, and other members of the District community that provide for the investigation and resolution of complaints regarding discrimination and harassment, and procedures to resolve complaints of harassment and discrimination. State and federal law and this policy prohibit retaliatory acts by the District, its employees, students, and agents.

To this end, the Chancellor shall ensure that the institution undertakes education and training activities to counter 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.

The District will publish and publicize this policy and related written procedures, including the procedure for making complaints, to administrators, faculty, staff, students, unpaid interns, and volunteers particularly when they are new to the institution. The District will make this policy and related written procedures (including the procedure for making complaints) available in all administrative offices and will post them on the District's website.

Employees who violate this policy and related procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the internship or other unpaid work experience program.

Also see BP/AP 6410 Nondiscrimination, BP/AP 6420 Equal Employment Opportunity, and AP 6435 Discrimination and Harassment Complaints and Investigations.

Date Adopted: February 26, 2008

Revised: November 18, 2008

Revised: September 18, 2012

Provisional Approval: August 18, 2020 (Replaces Policies 3110/4110/6110)

Revised: September 19, 2023

Formerly: 3430



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

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

MVC Office Phone: (951) 571-6279

Riverside Community College District

Georgina Villaseñor, Human Resources Analyst

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 3500 - Standards of Student Conduct
- AP 3500A - Student Discipline Procedures
- AP 3500B - Student Grievance Process for Instruction and Grade Related Matters
- AP 3500C - Student Grievance Process for Matters Other Than Instruction, Grades or Discipline
- BP/AP 6410 - Nondiscrimination
- BP/AP 6430 - Prohibition of Harassment & Retaliation
- AP 6435 - Discrimination and Harassment Complaints and Investigations

For information about Board policies and administrative procedure, visit www.rccd.edu/bot/Pages/policies.aspx. For information about Title IX, nondiscrimination, and reporting, visit 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.





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 a 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



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

