



Section II
STUDENT INFORMATION

ACADEMIC APPEALS BY STUDENTS

When a student takes issue with an instructional decision or an application of a stated policy, the student should first discuss this matter with the faculty member who made the decision or applied the policy. If the matter cannot be resolved through this initial discussion, the student has the right to appeal the decision or application through regular college channels. See Administrative Policy 5520 for details.

For academic matters related to class activities, requirements, and evaluation, the student should first discuss the matter with the instructor. If an appeal is desired, the student then should take the matter up with the appropriate department chair responsible for the instructional area. If further appeal is requested, the student can continue the process by meeting with the Dean of Instruction. If the problem cannot be resolved at that level, the student should then present the problem to the Chief Instructional Officer who will first attempt an informal resolution of the problem, and that failing will establish a formal ad hoc committee to review the matter as delineated in the student handbook. Upon receipt of the committee's recommendation, the Chief Instructional Officer submits a decision in writing. Appeal may be made to the Chief Executive Officer. The final appeal a student can make is to the College Board of Trustees.

In non-academic matters, the appeal procedure is comparable, but is made through the appropriate student personnel administrator to the Dean of Student Services, Chief Services Officer and thence to the Chief Executive Officer. The final appeal a student can make is to the Board of Trustees.

Information on students' rights and responsibilities, expected standards of conduct, disciplinary action and the student grievance procedure for disciplinary and matters other than disciplinary can be found on page 20 and in the Student Handbook.

ACADEMIC HONESTY

Academic honesty and integrity are core values of the Riverside Community College District. Students are expected to perform their work (except when collaboration is expressly permitted by the course instructor). Believing in and maintaining a climate of honesty is integral to ensuring fair grading for all students. Acts of academic dishonesty entail plagiarizing—using another's words, ideas, data, or product without appropriate acknowledgment—and cheating—the intentional use of or attempted use of unauthorized material, information, or study aids on any academic exercise. Students who violate the standards of student conduct will be subject to disciplinary action as stated in the "Standards of Student Conduct," listed in the Student Handbook. Faculty, students, and administrators all share the responsibility to maintain an environment which practices academic integrity.

THE ARTS

ART

The visual arts at the Moreno Valley College plays a significant role in students' lives. Painting, drawing, design, computer and animation students have access to outstanding faculty and opportunities.

DANCE

The Moreno Valley College provides a sampling of classes and activities that meet the needs of dance students as well as the recreational dancer.

MUSIC

The Moreno Valley College provides classes that meet general

education requirements for transferring students and music activities courses. The Moreno Valley College Gospel Singers have toured locally and world-wide.

ATHLETICS

Physical activity and academic courses are available at Moreno Valley College. Both Cross Country teams practice at the college.

CAREER AND TRANSFER CENTER

The MVC Career and Transfer Center is firmly committed to assisting students in being successful and achieving their academic and career goals.

SERVICES:

- Information on transfer requirements and major preparation
- Counseling appointments with university representatives
- MVC counselors, university representatives, and staff can assist students in exploring majors and determining what college/university is the best fit.
- Computer access to utilize internet resources, complete college/university applications, and view college/university information online
- Transfer Workshops focusing on the UC/CSU application process, the UC Personal Statement (Essay), Financial Aid for transfer students, and Steps to Becoming a Teacher (K-12)
- Transfer Fairs are coordinated by the Transfer Center every Fall and Spring term where over 35 university representatives visit our College to speak to students and to answer questions.
- A Transfer Recognition Ceremony is held every spring term to recognize students who have successfully fulfilled the transfer requirements and transferred to a four-year college/university.

RESOURCES:

- Resource library that includes college and college/university catalogs, brochures, and handouts
- Books and college handouts to assist in major and college/university campus selection
- Computer programs to conduct career, major and college/university exploration
- Collection of paper based and on-line resources that assist students in understanding how course credits at Riverside Community College can be applied when transferred to a four-year college/university, or vice versa.
- Guides and handbooks providing information on financial aid and scholarships
- Internet access for online admissions applications
- Transfer major sheets that explain what courses must be completed for certain majors and colleges/universities
- Monthly calendar of events/workshops/university representatives in the Transfer center

INTERNET ACCESS:

RCC Transfer Website:

<http://www.rcc.edu/services/counseling/transfer.cfm>

RCC Career Center Website:

<http://www.rcc.edu/services/careercenter/index.cfm>

ASSIST: <http://www.assist.org/web-assist/welcome.html>

For more information please call: (951) 571-6205

COUNSELING CENTER

The Moreno Valley Counselors are committed to providing students with a broad range of options as well as specific guidance in career planning, evaluation, academic choices, and direction. Professional counseling enables students to utilize various resources and academic offerings and assists them in reaching their educational, vocational, and personal objectives and goals.

Special guidance courses are offered to assist each student in gaining the maximum benefit from the college experience. Courses are listed under Guidance in this catalog.

Specific counseling services include personal counseling, group counseling, career development, academic guidance, and information regarding graduation requirements and requirements for transferring to four-year colleges and universities.

How to Use the Counseling Center

Students may make appointments with the clerk in the Counseling Center. Counseling hours vary by term and College. Appointments can be made by calling (951) 571-6104. It is important to keep your appointment. Please call in advance if you need to cancel or reschedule.

DISABLED STUDENT SERVICES

The Office of Disabled Student Programs and Services (DSP&S), located in Science and Technology 150, provides appropriate, comprehensive, reliable and accessible services to students with documented disabilities who request such services. This office facilitates and encourages academic achievement, independence, self-advocacy and social inclusion for students with documented disabilities in eight primary disability groups as outlined in California's Title 5 Regulations (acquired brain injury, physical disabilities, hearing impairments, learning disabilities, developmental disabilities, psychological disabilities, other health impairments, and temporary disabilities).

Services are available to students with:

Physical Disabilities:

- Acquired Brain Injury
- Amputations
- Arthritis
- Cerebral Palsy
- Multiple Sclerosis
- Muscular Dystrophy
- Orthopedic Disabilities
- Post-Polio Disabilities

Learning Disabilities:

Average to above average intellectual ability with a verifiable learning disability.

Other Health Impairments:

- Cardiac Disease
- Diabetes
- Epilepsy
- Psychological Disabilities

Communicative Disabilities:

- Deaf
- Hearing Impaired
- Speech Impaired
- Respiratory Disease

Temporary Disabilities:

- Broken Bones
- Post Operative Recovery
- Other

Support Services Available Include:

- Adaptive Physical Education
- Alternate Media and Adaptive Technology (i.e., e-text, screenreaders, etc.)
- Counseling
- High Tech Center (Adaptive computer equipment) and assistive devices
- Interpreters/RTC for the Deaf
- Individual tutoring
- Liaison with other agencies
- Mobility assistance
- Note-taking services
- Priority Registration
- Test Facilitation

Trained professionals are available in the Office of Disabled Student Services to assist each student in acquiring the support services needed to attain individual academic and career goals. For further information call: (951) 571-6138 and TDD (951) 222-8061.

Moreno Valley College does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. The designated coordinator for compliance with section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA) is the Director of Diversity, Equity, and Compliance. See pages 217-221 for additional information.

DISCIPLINE

It is understood that each student who registers at the district is in sync with its purposes and will cooperate in carrying out these purposes by adhering to the regulations governing student behavior. The Standards of Student Conduct are listed in the college catalog and at the website www.rcc.edu.

EARLY AND MIDDLE COLLEGE PROGRAMS

The Riverside Community College District offers, early and middle college programs at each of its three Colleges. While the programs differ from one another in some significant respects, all enable high school juniors and seniors to pursue college study while completing their high school study. Interested high school students should consult with their school counselor about opportunities for middle or early college study at an RCCD College in their region. There are two programs at Moreno Valley College: the MVC Middle College Program, and the Nuview Bridge Early College High School.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

Funded by the state of California, the Moreno Valley College EOPS program provides academic support services for financially and educationally disadvantaged students. Services available include:

- Personal, academic, and career counseling
- Priority Registration
- Supplemental book services
- One-to-one tutoring
- Transfer information and assistance

To be eligible for EOPS, a student must:

1. be a California resident;
2. be enrolled as a full-time student (12 units or more per term, with the exceptions as noted in Section 56220 of Title 5);
3. have fewer than 70 units of degree-applicable college credits;
4. qualify to receive a Board of Governor's Waiver under either Method A or B;
5. be educationally disadvantaged:
 - a. not qualify for degree-applicable English or Math course or
 - b. did not graduate from high school or
 - c. high school GPA below 2.5 or
 - d. previous enrollment in remedial education

Call for additional information: (951) 571-6253.

Cooperative Agencies Resources for Education (CARE)

The aim of CARE is to assist single parents receiving AFDC (Aid to Families with Dependent Children) increase their educational skills, become more confident and self-sufficient, enhance their employability, encourage success and move from welfare to **INDEPENDENCE**.

To be eligible a student must:

1. be an eligible full-time EOPS student with 2.0 GPA (good standing);
2. be a single parent/head of household;
3. Student must be 18 years of age or older;
4. Must be a AFDC/CalWORKs recipient;
5. Have a child under the age of fourteen years of age;
6. Have the desire to continue their education and become self-sufficient.

CARE Services are supplemental to EOPS services and MAY include:

- Personal, Academic and Career Counseling
- Support Group
- Personal Counseling
- Child Care Stipend
- Tutorial Assistance
- Bus Pass or Parking Pass
- Meal Tickets
- Special Topic Workshops

For additional information: (951) 571-6253.

STUDENT FINANCIAL SERVICES

The Student Financial Services (SFS) Department at Moreno Valley College (MVC) strives to assist students in reaching their educational goals by providing information and applications for financial assistance 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 to educate 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 will educate staff regarding new policies and procedures through on and off campus trainings and conferences as well as visits to other community colleges to learn best practices.

The Free Application for Federal Student Aid (FAFSA)

The initial application used in applying for financial assistance is the Free Application for Federal Student Aid (FAFSA). The FAFSA

application is available online at www.fafsa.gov and workshops are available throughout the year to assist students with completion of the FAFSA. For workshop times and dates, please view our website at <http://www.mvc.edu/studentfinancialservices> under workshops. The FAFSA application must be completed for each academic year. The MVC Title IV code of 041735 must be listed on your FAFSA record(s) in order for our 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 application. You can locate school codes by selecting the "School Code Search" link on the main page of the FAFSA website. The FAFSA is available January 1st of each year and will determine eligibility for the following academic year. It is recommended that the FAFSA be completed prior to March 2nd to ensure priority processing and to maximize your funding.

When completing the FAFSA application, you will need to apply for a **Personal Identification Number (PIN)** at www.pin.gov so you can electronically sign the online FAFSA. If you are a dependent student, have a parent apply for their own PIN. Parents will need to sign the FAFSA until you are 24 years of age or no longer considered a dependent student.

Once you have completed your FAFSA, the results will be sent to MVC. You must have an RCCD Admissions application on file in order for your FAFSA to be received. Once you have completed your RCCD Admissions application online at www.rcc.edu, you will be issued your RCCD email account. You can find directions to activate and access your RCCD email account online at www.rcc.edu, under the Admissions and Records webpage. We will send an email to your RCCD student email account, notifying you of your application status. Required documents will be posted on Web Advisor under "required documents by year" once you have received your email. Forms are available on our website at <http://www.mvc.edu/studentfinancialservice> under forms and can be turned in at the SFS office at your home college.

*New: If you are considered a dependent student and cannot provide your parents' information on the FAFSA application, we ask that you first complete the FAFSA application and submit it online. If after completing the FAFSA application 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).

Effective Summer 2011 all Financial Aid disbursements will be deposited onto a debit card. The card will be a Sallie Mae debit card and all your disbursements for financial aid will be placed on that card. To receive your disbursements, if eligible; you **MUST** sign up **NOW** for a Sallie Mae Debit Card. Go to www.mvc.edu/sfs to sign up **NOW!** The Sallie Mae debit card is used like a regular debit card. This card can be used to make a transaction, to withdraw cash, and more.

- **The Board of Governors Fee Waiver (BOGW)** is a state program which waives enrollment fees for qualifying CA resident students. If determined eligible, the BOGW will waive enrollment fees for the entire academic year beginning with summer and ending with the following spring. During the fall and spring semesters, the parking fee will be reduced to \$20.00 per semester. The BOGW does not pay for books or other educational supplies, the student services or health fees or additional class fees (such as art and CPR fees as listed in the schedule of classes). To apply, complete the Free Application

for Federal Student Aid (FAFSA) online at www.fafsa.gov and list MVC School code #041735 and you will be automatically awarded the BOGW if eligible. You will receive an email at your RCCD student email account notifying you when your BOG waiver eligibility is available on WebAdvisor under your award letter. No separate application is required. If you are not a California resident, you may be eligible to apply for a non-resident tuition exemption through the AB 540 program.

- o If you are not a California resident, you may be eligible to apply for:
 - a non-resident tuition exemption through the AB 540 program if you meet specific requirements and are an undocumented immigrant student. See Admissions and Records for additional information or view our consumer guide online.
 - a non-resident tuition deferment if you are eligible for financial aid. This deferment to assist students in securing enrollment while waiting for student grants and/or student loans to credit their Admissions and Records account balance. Non-Resident Tuition Deferment Forms must be submitted each semester and/or 30 days within disbursement of a Stafford Direct Loan funds. For more information, view the “information for non-resident” chapter in our consumer guide online at www.mvc.edu/studentfinancialservices.
- **Federal Pell Grant** (up to \$5550 for the academic year, subject to change) 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 ½ time (less than 6 units) may qualify for a Pell Grant. Once you have completed all application procedures 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 Web Advisor. The award letter on Web Advisor will list how much financial aid you have been awarded, including the Pell Grant. All 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.
- **Federal Supplemental Educational Opportunity Grant (FSEOG)** (up to \$1000 for the academic year at MVC and is subject to change) is awarded to undergraduate students with exceptional financial need and have the lowest expected family contribution (EFC) granted on the FAFSA. Like the Pell Grant, FSEOG is a cash award that does not require repayment as long as you remain in your courses and complete them successfully. Due to limited funding, priority is given to students who apply for the FAFSA by the March 2nd deadline and qualify for the maximum Pell Grant award. This grant is limited and is awarded until funds are exhausted.
- **Cal Grants** (up to \$1551 per academic year) are awarded by the California Student Aid Commission (CSAC) to California residents who graduated from a California high school and will be attending a qualifying institution at least half time (6 or more units). The deadline to apply for these grants is March 2nd of every year. For students attending California Community Colleges, there is an additional deadline of September 2nd. To apply for the Cal Grant awards, you need to complete the FAFSA and have your GPA verified by the above deadlines. If you are awarded a Cal Grant by CSAC and are choosing to attend MVC, you must ensure that your financial aid file is completed, that you have an active academic program (major) on file with the Admissions and Records office other than Undecided, and you must be meeting the MVC Student Financial Services Satisfactory Academic Progress (SAP) standard. Disbursement is contingent upon eligibility and funding. You may view your Cal Grant eligibility online at <https://mygrantinfo.csac.ca.gov/logon.asp>.
- **CHAFEE Grant Program** provides grants of up to \$5,000 to eligible foster youth. An Independent Living Coordinator with the Department of Public Social Services determines whether or not a student is an eligible foster youth. Students must be enrolled in college at least half-time (6 units) during the fall and/or spring semester and must meet Satisfactory Academic Progress (SAP) before the Chafee grant can be disbursed. The FAFSA application is required for MVC to verify eligibility for this grant. Disbursement is contingent upon eligibility and funding. An application for this grant can be completed at www.chafee.csac.ca.gov. This grant will be renewed automatically by CSAC as long as the student meets specific criteria. Each CHAFEE Grant disbursement is released by CSAC during the fall and/or spring semester at which time the SFS office reviews the student’s eligibility prior to the disbursement being released to the student. All disbursement(s) for CHAFEE grants must be picked up in person with a valid picture ID at your home college (this is subject to change).
- **Child Development Grant Program** (\$1000 per academic year) is for participants who intend to teach or supervise in the field of child care and development in a licensed children’s center. Students must be enrolled in at least half-time (6 units) during the fall and/or spring semester and must meet Satisfactory Academic Progress (SAP) for each semester. A paper application is available in April and can be picked up in the SFS office or Early Childhood Education office. It is also available online at www.csac.ca.gov for printing. It must be completed and submitted to the Early Childhood Education office (please check their website for hours and locations). The deadline to submit this application is June 15th. A FAFSA application is required for MVC to determine eligibility for this grant. A new application must be submitted for each academic year. The Child Development Grant disbursement is released by CSAC during the fall and/or spring semester at which time the SFS office reviews the student’s eligibility prior to the disbursement being released to the student. All disbursement(s) for Child Development grants must be picked up in person with a valid picture ID at your home college (this is subject to change).

- **Federal Work Study** (earn up to \$4000 per academic year) The FWS Program offers students the opportunity to earn additional funding through part-time employment. It also allows students to gain work experience and pay for a portion of their educational expenses. All positions require that students maintain half-time enrollment (3 units for summer and winter, 6 units for fall and spring) and a minimum 2.0 CGPA (exceptions may be made on a case-by-case basis). To apply for Federal Work Study, students must complete the FAFSA application online at www.fafsa.gov and list the MVC school code #041735. To apply for a FWS position, you must have completed your financial aid file. To view available jobs or for more information on FWS, please view the Student Financial Services website at www.rcc.edu for the link to student employment job listings.
- **Federal Direct Loan Program** - Moreno Valley College (MVC) participates in the Federal Direct Loan Program. At MVC it is our plan to help our students reach their educational goal with the least amount of student loan debt as possible.

MVC does not recommend borrowing more than \$10,000 at the Community College level (this amount includes all loans from any other institutions attended). To view your complete loan history go to: National Student Loan Data System <http://www.nslds.ed.gov>. A Department of Education FAFSA PIN is required to access this website. If you have misplaced or forgotten your PIN number, you may request a duplicate PIN by going to the PIN website at www.pin.ed.gov.

- Students must be meeting the SFS Satisfactory Academic Progress (SAP) standard and must be enrolled at least half-time (6 units) in courses listed on their Student Educational Plan. Students must have a completed financial aid file at MVC and be notified of their eligibility for any grant aid, Federal Work Study or scholarships before applying for a loan. Students may pick up a loan packet and submit your "Direct Loan Request Form" to the Moreno Valley College SFS office.
- Students must also have a current Student Educational Plan (SEP) on file with MVC which corresponds with the student's academic program declared in Admissions and Records as well as the courses that they are currently enrolled in.
- Students will receive notification by email within two weeks after the deadline date they submitted the "**Direct Loan Request Form**" regarding the status of their loan request. Prior to disbursement, your eligibility to receive your Direct Loan will be reviewed (enrollment status and Satisfactory Academic Progress). Disbursement dates can be located in your Loan Information Guide received at the time of application. Please refer to our consumer guide online at www.mvc.edu/studentfinancialservices for a full list of requirements for applying for a student loan at MVC.
- Our Federal Student Loan Default Management Plan requires all students to complete a loan Entrance and Exit interview each year you wish to apply for a loan at MVC. Please view our consumer guide for directions on how to complete the entrance and exit loan interviews. Our efforts in educating students regarding their responsibilities in securing a federal student loan are taken very seriously at MVC. We also reserve the right to deny loans to students on a case-by-case basis. You will be notified by mail if your loan request has been denied.

SCHOLARSHIPS

Moreno Valley College offers scholarships through its RCCD Foundation office and various generous donors. These 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 every fall semester with a deadline in early December. Information and instructions on how to apply is available on our website early in the fall semester at www.mvc.edu/studentfinancialservices. Scholarship information workshops are held at Moreno Valley College prior to the scholarship deadline to assist students in the scholarship application process and are also available on our website. Applicants chosen for RCCD scholarships are notified by May of each year. The scholarship funds for students continuing at MVC are disbursed during the following fall and spring semesters upon verification of eligibility. The 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 form with the transfer institution information.
- **RCCD Scholarships for High School Seniors** are available beginning in January of each year with a deadline in early March. These scholarships are awarded to High School Seniors who will be attending MVC during the academic year after they graduate from high school. Information is available at www.mvc.edu/studentfinancialservices in January and February of each year and also at each high school within the Moreno Valley high school zone.
- **The Community Scholars** scholarship is a partnership between RCCD and California Baptist University, La Sierra University, and the University of Redlands. This is a \$7,000 scholarship offered to Riverside County high school seniors who will attend any college within the RCC District for two years and transfer to one of the universities mentioned above for two years. The application is available at each high school within the MVC high school zone and also at www.mvc.edu/studentfinancialservices in January and February of each year.

Scholarships are also available from sources outside of MVC. There are many resources and opportunities for students to find scholarships to use while attending MVC. However, it requires time and effort on the part of the student to locate and apply for outside scholarships.

- A list of scholarships MVC has been notified of is available at online at www.mvc.edu/studentfinancialservices or in the SFS office.
- You may also find additional scholarship resources in the reference section of any library or on the internet at free scholarship search sites such as www.fastweb.com, www.scholarshipexperts.com, www.scholarships.com, www.scholarshiphunter.com, and www.scholarship.com.
- If you are awarded a scholarship from a source outside of MVC, you may use your scholarship to pay for tuition and fees, set up a bookstore account at any college bookstore, or request to be reimbursed for tuition, fees, and books already paid for or purchased. 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 and sent a Scholarship Action Form along with deadlines established in order to use the scholarship funds at MVC.

STUDENT FINANCIAL SERVICES COUNSELING

The SFS counseling services are available through the SFS office at the Moreno Valley College.

Academic counselors are available to work with students receiving financial assistance in the following areas:

- Developing educational goals and Student Educational Plans (SEP)
- Maintaining financial aid eligibility by meeting satisfactory academic progress standards
- Recommendations for improved progress.
- Processing financial aid appeals.

Computer Access

Computers are available in the SFS lobby to students receiving financial assistance for the following:

- Complete the FAFSA online
- Research and apply for scholarships online
- Other financial aid web assistance

Responsibilities and Requirements

Moreno Valley College must follow federal, state and institutional regulations in administering financial assistance programs. Students must adhere to all 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 guidelines:

• Ability to Benefit

To receive financial assistance, a student must be qualified to study at the postsecondary level. A student qualifies if he or she has a high school diploma, GED, has completed home schooling, has passed a federally approved Ability to Benefit test (ATB) for students 18 years old or older or satisfactorily completed six credit hours (six semester units) or equivalent coursework that are applicable toward a degree or certificate offered at MVC or another accredited college or university. Students are ineligible to receive Title IV aid while earning the six credit hours. If you need to take the ATB test because you do not have a high school diploma or GED, please contact your College Assessment Center to take the test.

• Student Educational Plan

You must enroll in and successfully complete courses according to your Student Educational Plan (SEP). To develop your SEP you should meet with an academic counselor. Counselors are available at the SFS office. To schedule an appointment with an SFS Counselor please contact the counseling department at MVC at (951) 571-6104.

• Citizen or eligible non-citizen

To be eligible for federal and state financial assistance, you must be a US citizen or eligible non-citizen with proof of permanent residence (alien registration card, I-94 or I-551). Citizenship or permanent residency is not required to receive most scholarship aid.

• Return of Title IV funds

If you receive federal or state financial assistance and you drop or fail to successfully complete your courses you may need to REPAY a portion of your financial assistance. (See our Consumer Guide for more information regarding Return of Title IV Funds.)

- Students cannot receive financial assistance at two institutions at the same time. (with exception of the Board of Governors (BOG) Fee Waiver). All students must determine their home college within the RCC District in order to receive financial assistance. All units taken within the RCC District (Moreno Valley College,

Norco College, Riverside City College) will be paid for by your home college, if eligible.

• Satisfactory Academic Progress

All students must meet the SFS Satisfactory Academic Progress (SAP) standard to maintain financial aid eligibility. If you do not meet the SAP standard you will become ineligible for most types of financial assistance. If you are determined ineligible for financial aid due to your SAP, you have the right to appeal through the SFS Appeal process. For additional information regarding our SAP Standard and the related components, please review the Satisfactory Academic Progress chapter in our consumer guide at www.mvc.edu/studentfinancialservices.

• Contact Information

Be sure to keep your mailing address, phone number, and email address current. This ensures that you will receive information regarding your financial aid in a timely manner. This information can be updated via Web Advisor or in person at the Admissions and Records office. Visit your RCCD email regularly as all updates and communications are sent to your RCCD email account.

• Social Security Number

Be sure that your social security number is on file with MVC as it is not required on the Admissions application but is needed for ALL financial aid applicants. We cannot process most types of financial assistance without your social security number on file.

• Disbursement and Deadline Information

Deadlines for turning in required documents are located on our Disbursement schedule. Disbursement of financial assistance occurs after the student has completed the FAFSA and turned in all documents requested by the SFS office and enroll accordingly. For dates of deadlines and disbursement, please view our Consumer Guide on our website at www.mvc.edu/studentfinancialservices or pick a disbursement schedule up at the MVC office.

- Veterans: applying for financial assistance through the FAFSA application does not affect your GI Bill benefits. All veterans should apply for financial assistance by completing the FAFSA application online at www.fafsa.gov.

You can find more information regarding Student Financial Services and access forms for download on our website at www.mvc.edu/studentfinancialservices. If you have any questions, please contact us by e-mail at studentfinancialservices@mvc.edu.

Moreno Valley College
Riverside Community College District
Student Financial Services Office
"Helping to Build Dreams"

FOOD SERVICES

When school is in session, Food Services offers a variety of services. The Lions' Den offers hot and cold sandwiches, coffee, drinks, and microwave items. Hours of operation are:

Lions' Den/Moreno Valley Hours:

Mon – Thurs	7am – 8pm
Friday	7am – 1pm
Sat – Sun	Closed

HEALTH SERVICES

The MVC Health Services office is located in PSC #6. The office is open Monday through Thursday 8:00 a.m. to 4:00 p.m. and Fridays 8:00 a.m. to 12:00 p.m.

Services include emergency care, first aid, health counseling, health education, care for common health problems, evaluation and treatment by physicians, nurse practitioners, marriage and family counselors, and referral to appropriate agencies and professionals in the community by a college nurse.

Limited medical insurance is available against accidental injury while in class or while participating in a college sponsored event. All College accidents should be reported immediately to the Health Services office. Voluntary, low cost medical and dental insurance is also available and may be purchased during the first month of the semester. Brochures for both insurance plans are available in the Health Services office.

We are here to serve you! Your medical records and all discussions with our staff are completely confidential.

HONORS PROGRAM

Moreno Valley College offers an honors program which makes it possible for students to stretch themselves intellectually, actively work with fellow students and faculty in an environment that encourages them to improve their critical thinking, written and verbal communication skills to a university level, and to help them to cultivate an awareness and understanding of the diverse points of view necessary for a rich and productive intellectual environment. Perhaps the most valuable aspect of the Honors Program is the enthusiastic learning environment created by Honors faculty and students, an environment we hope benefits not only honors students and faculty, but the college and greater community as well.

To be eligible for the program, current RCCD students need:

- 3.0 GPA in 9 transferable units
- Eligibility for **or** completion of English 1A
- Completed Honors Program application
- Students will need to complete an honors program orientation before or during their first semester in the program.

To be eligible for the program, incoming high school students and all other 1st time college students need:

- 3.0 GPA
- Eligibility for **or** completion of English 1A
- Completed RCCD application
- Completed Honors Program application
- Students will need to complete an honors program orientation before or during their first semester in the program.

Benefits

The Honors Program offers several benefits to students who successfully complete individual honors classes or the six honors classes required to complete the program:

- Low student-teacher ratios. Honors classes have a maximum of 20 students and are taught seminar-style.
- Transfer agreements, including UCLA and UC Irvine.
- One-on-one mentoring and help from the honors coordinators and faculty in preparing applications for university admissions and scholarships.
- Workshops to help students prepare university and scholarship applications and application essays.
- A community of dedicated, motivated students and faculty.
- The opportunity to present work at student research conferences.

For more information, contact: (951) 571-6244.

INFORMATION CENTER

If you have news or information you want to give out for free, bring a copy to the Student Activities Office and it will be displayed on campus.

Posting Policy: Materials may be posted on bulletin boards and other authorized areas for a 10 day period by the Chief Student Services Officer of each College or program location to prevent litter and overcrowding. The approval process is content neutral and only ensures that the literature will not be removed before the ten working day posting period expires. Only ten (10) flyers and two (2) posters may be approved. No materials should be posted on glass, windows, mirrors, doors, buildings, trees, wood, plaster interior, or exterior walls.

INTERNATIONAL EDUCATION

Riverside Community College District is dedicated to the concept of an internationally based education. The District supports a curriculum that includes the infusion of a global dimension throughout all subject areas to better prepare our students for success in the global community.

Through our district Study Abroad Program, MVC students have the opportunity for quality cross-cultural academic experiences. Students are offered academic credit for fall semester in the “birthplace of the Renaissance,” Florence, Italy, spring semester in the political and economic capital of China, and the home of the forbidden city, Beijing, as well as opportunities for academic study tours during the summer session.

INTERNATIONAL STUDENT CENTER

The Center for International Students and Programs administers the Student and Exchange Visitor Information System (SEVIS) reporting functions in compliance with Department of Homeland Security (DHS) regulations. The Center also organizes orientation classes, counseling and community activities for RCCD students coming from other countries. More than 250 students from 50 nations attend RCCD each semester. An International Club provides a broad range of activities on and off campus, including social events and opportunities for community service. Students may take classes at Riverside City, Moreno Valley and Norco colleges.

The Center also contributes to the international dimension of the Colleges by presenting resource speakers from the United States and abroad who address current world issues.

JOB PLACEMENT SERVICES

Job Placement is an employment service provided to assist students with their job search efforts. Job Placement is located in the Student Services building on Moreno Valley College. For additional information, you may contact the office by calling (951) 571-6414.

Some of the services offered are: Job referrals for Part-time and Full-time Employment, Resume Development, Interviewing Techniques, Mock Interviews, Job Counseling, Labor Market Information, Resource Materials, Job Search Workshops, Classroom Presentations, On-line Job Search and Annual Career/Fairs and Recruitment Fairs.

LIBRARY/LEARNING RESOURCE CENTER (LLRC)

To support the mission of the Moreno Valley College, the library provides access both on and off-campus to a wide range of books, multimedia collections, and electronic resources, including academic journals, magazines, newspapers, ebooks, and more. Visit the library online at www.mvc.edu/library.

Moreno Valley College Library

Monday – Thursday: 8:00 a.m. – 9:00 p.m.

Friday: 8:00 a.m. – 5:00 p.m.

Closed Saturday and Sunday

Circulation Services: (951) 571 – 6111

Reference Desk: (951) 571 – 6447

The library provides research instruction, quiet study areas, and access to printers, photocopies, media playback equipment, and computers. Computers are equipped with Internet access and software for word processing, spreadsheets, and presentations. The MVC College Card functions as the library card for students, faculty and staff. Community members may purchase a library card for \$5.00 per session. Library faculty are available at the Reference Desk during hours of operation to provide research assistance and instruction to students and other library users.

SOCIAL EVENTS

An extensive program of activities is provided by the Moreno Valley Associated Students. A calendar of these events is maintained in the Student Activities building. New and exciting activities are always planned. Please stop by and find out how you can get involved.

ASSOCIATED STUDENTS CLUBS AND ORGANIZATIONS

The Moreno Valley Associated Students sponsors many clubs/organizations. There are honorary, social services, professional and general interest clubs/organizations. Membership to these organizations is open to all paid members of the ASMVC. Students are encouraged to join campus organizations or form new organizations. Not all clubs listed here are currently active. The Clubs and Organizations Guide offers a complete listing of all campus clubs and procedures for starting a new club. Club guides are available in the Student Activities Office. Contact the Moreno Valley College Student Activities Coordinator for more information: (951) 571-6149.

Anime and Gaming Club

Art Club

Community Interpreting Club

Cross-Country Cycling Club

Dental Hygiene Services

EMS

Fashion Club

Fire Technology Club

Gospel Singers

Human Services

Indigenous Cultures of the Americas

LGBTSA

MCHS

PA Student Society

Puente Club

Renaissance Scholars Club

Spanish Club

Spoken Word Club

Students for Animal Welfare

Students for Organ Donation

Students for Christ

COLLEGE HOUR

Moreno Valley College is committed to a strong co-curricular program which is intended to complement the instructional program by offering a broader educational experience providing two “activity hours” per week: Tuesday/ Thursday 12:50 - 1:50 p.m. During College Hour,

an extensive program of activities (e.g., lectures, films) is provided by the ASMVC. A master calendar of these events is maintained in the Student Activities Office.

SMOKING POLICY

Moreno Valley College is a smoke-free campus. Smoking of any form of tobacco or non-tobacco products is prohibited at any activity or athletic event and on all property owned, leased, or rented by or from Moreno Valley College.

STUDENT ACTIVITIES OFFICE

The Student Activities Office is rich with activities, events, information, and resources, and acts as a focal point for service and leadership development programs.

Programs and Services

- Support for the Associated Students of Moreno Valley College
- Support for campus clubs and organizations
- Campus social, recreational, cultural, and educational programming
- Community service and volunteer activities
- Leadership development opportunities
- On-campus events

These services enhance the educational experience of students and foster social, intellectual, and physical growth. The staff is firmly committed to actively promoting student involvement and development.

**STANDARDS OF SCHOLARSHIP:
PROBATION AND DISMISSAL**

The policies of probation and dismissal are applicable to day or evening, full-time or part-time students. Students with an academic status of probation or dismissal will be limited to a maximum of 13 units during Fall/Spring semesters. Probationary students may enroll in no more than seven (7) units during intersessions. Dismissal students will be limited to one (1) course during intersessions.

Standards for Probation

Riverside Community College District utilizes two major standards for evaluating satisfactory academic progress. These are as follows:

1. Academic probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if he or she has earned a cumulative grade point average below 2.0 in all units which were graded on the basis of the RCCD grading scale.
2. Progress probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on progress probation when the cumulative percentage of unsuccessful units attempted at RCCD reaches or exceeds 50%.
3. A student on academic probation for a grade point deficiency shall achieve good standing when the student's accumulated grade point average is 2.0 or higher.
4. A student on progress probation because of an excess of unsuccessful units attempted at RCCD shall achieve good standing when the percentage of units in this category drops below 50 percent.

A student who feels an error has been made in his academic status

should make an appointment with an RCCD counselor. The counselor will review the student's academic record and either explain how the student achieved that status or, in the case of an error, notify the Dean of Student Services at their College.

Standards for Dismissal

Students failing to maintain satisfactory academic progress may be subject to dismissal from the college under conditions specified as follows:

1. A student who is on academic probation shall be subject to dismissal if he or she earned a cumulative grade point average of less than 2.0 in all units attempted in each of two consecutive full-term (Fall/Spring) semesters of attendance which were graded on the basis of the RCCD grading scale.
2. A student who has been placed on progress probation shall be subject to dismissal when 50% or more of all units in which the student has enrolled are recorded as entries of "F", "FW", "W", "I" and "NP" in at least two consecutive semesters (Fall/Spring) of attendance at RCCD.
3. A student shall remain on dismissal status until good standing is met by achieving a cumulative gpa of a 2.0 or higher and completing over 50% of the total number of units attempted.
4. A student who has been reinstated will immediately be subject to dismissal if the cumulative grade point average falls below a 2.0 or the number of units for which "F", "FW", "W", "I", "NC" and "NP" are recorded meets or exceeds 50%.

STANDARDS OF STUDENT CONDUCT

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

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

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

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

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

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or

an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5. It is also unlawful under federal law, to possess, use, sell, offer to sell, furnish or be under the influence of any controlled substance, including medical marijuana.

4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior toward an individual or group based on ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code of any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of section 422.6 of the Penal Code, or any other status protected by law.
10. Willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty
 - A. Forms of Dishonesty include, but are not limited to:
 1. Plagiarism: Presenting another person's language (spoken or written), ideas, artistic works or thoughts, as if they were one's own;
 2. Cheating: Use of information not authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, recordings, and other students' work;
 3. Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents.
13. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
14. Unauthorized entry upon or use of District facilities.
15. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy

or administrative procedure.

19. Use, possession, distribution or being under the influence of alcoholic beverages, controlled substance(s) or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District off-site class, or during any District sponsored activity, trip or competition.
 - A. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.
20. Violation of the District's Computer and Network Use Policy and Procedure No. 3720 in regard to their use of any or all of the District's Information Technology resources. The full text of the policy can be found at <http://www.rcc.edu/administration/board/policies/6060.pdf>.
21. Use of an electronic recording or any other communications device (such as walkmans, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.
22. Eating (except for food that may be necessary for a verifiable medical condition) or drinking (except water) in classrooms.
23. Gambling, of any type, on District property.
24. Bringing pets (with the exception of service animals) on District Property.
25. Distribution of printed materials without the prior approval of the Student Activities Office. Flyers or any other literature may not be placed on vehicles parked on District property.
26. The riding/use of bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) is limited to paved streets or thoroughfares normally used for vehicular traffic. In addition, the riding/use of all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, except for approved activities.
27. The presence in classrooms or laboratories of non-enrolled individuals (except for those individuals who are providing accommodations to students with disabilities) is prohibited without the approval of the faculty member.

Responsibility

- A. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. In this regard, please refer to Administrative Procedure 5520, which deals with matters of student discipline and student grievance.
- B. The Chief Student Services Officer of each College will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters contained in Administrative Procedure 5520.
- C. The Chief Instructional Officer of each College will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters contained in Administrative Procedure 5520.
- 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 published in all schedules of classes, the college catalog, the student handbook, and

the faculty handbook. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

Disciplinary Action

- A. Any student who disrupts the orderly operation of a District campus, or who violates the standards of student conduct, is subject to disciplinary action. Such action may be implemented by the Chief Executive Officer of the College or designee.
- B. The various types of disciplinary actions are set forth hereafter: The District may utilize any level of discipline without previously using a lower level of discipline and may utilize more than one type of discipline in a case if appropriate.
 1. Verbal Warning: This is notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
 2. Reprimand: This includes a written statement and/or a probationary period to be specified by the Chief Executive Officer of the College or designee for violation of specified rules. The reprimand serves to place on record that a student's conduct in a specific instance did not meet the standards expected by the District. It also specifies the steps necessary to correct the inappropriate conduct and to terminate the probation, if probation has been imposed. A person placed on probation is notified that this is a warning and that continued conduct of the type described in the reprimand may result in further disciplinary action against the student.
 3. Social Suspension: Social suspension limits a student's attendance on District property to his/her scheduled class hours. This limitation of District privileges will be set forth in the notice of social suspension for a specified period of time. The imposition of social suspension involves written notification to the student(s) and, if necessary, the advisor of the organization involved and the reason for social suspension.
 4. "Temporary Suspension": This suspension is invoked by a classroom instructor due to student misconduct in the classroom. The student may be removed from class the day of the occurrence and the subsequent class period. If such suspension occurs, the instructor will immediately notify the appropriate Department Chairperson and/or College Dean of Instruction who will in turn notify the College Dean of Student Services.
 5. Interim Suspension: Interim suspension may be invoked prior to a hearing to protect the safety and welfare of the District. This is an interim suspension from all District privileges including class attendance. Interim suspension is limited to that period of time necessary to resolve the problems that originally required the interim suspension, and in any case, no more than a maximum of ten (10) instructional days. The student will be afforded the opportunity for a formal hearing within ten (10) instructional days of imposition of the interim suspension.
 6. Restitution: This is financial reimbursement to the District for damage or misappropriation of property. Reimbursement may also take the form of appropriate service to repair or otherwise compensate for damage.
 7. Disciplinary Suspension: Disciplinary suspension is a suspension of all District privileges including class attendance and may be imposed by the Chief Executive Officer of the College, or designee, following a formal hearing for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action. Disciplinary suspension will not be more than ten (10)

instructional days.

8. Extended Suspension: The Chief Executive Officer of the College, or designee, may suspend a student for good cause from all classes and activities of the District for one or more terms.
 9. Expulsion: An expulsion is a long term or permanent denial of all District privileges including class attendance. The Board of Trustees may expel a student upon recommendation of the Chief Executive Officer of each College.
- C. In cases of academic dishonesty by a student, a faculty member may take any one of the following actions:
1. The faculty member may: a) reduce the score on test(s) or assignment(s) b) reduce the grade in the course; or c) fail the student in the course if the weight of the test(s) or assignment(s) warrants course failure. The faculty member may recommend to the College Dean of Instruction that the student be suspended from the course. If course suspension is recommended, the College Dean of Instruction will review the information regarding the charge of academic dishonesty, notify the student, consult with the faculty member regarding the recommendation for suspension, and prescribe appropriate due process procedures.
 2. If the suspension is upheld, the College Dean of Instruction will make note of the offense in the student's educational records. A second instance of academic dishonesty may result in expulsion proceedings. Any enrollment, tuition, and other applicable fees will not be refunded as a result of disciplinary action for academic misconduct.

Short-term Suspensions, Long-term Suspensions, and Expulsions

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

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

After the meeting a written notice will be provided restating the facts of the action. The student must be given an opportunity to respond verbally, or in writing, to the accusation.

Student Grievance Procedure for Student-Related Issues

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

- A. Procedure Relating to Disciplinary Action: In all cases when the Dean of Student Services of the College, or designee, has initiated disciplinary action, the student, within five (5) instructional days following notification of the action, may convey to the appropriate Chief Instructional Officer or Chief Student Services Officer of the College, in writing:
 1. Concurrence with the decision; or
 2. A grievance challenging the action.

The Chief Executive Officer of the College, or designee,

would hear the challenge and provide a finding within five (5) days of receiving the written request.

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

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

Hearing Procedures

Request for Hearing:

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

Schedule of Hearing:

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

Hearing Panel:

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

The Chief Executive Officer of the College, the President of the Academic Senate, and the Associated Students President shall each, at the beginning of the academic year, establish a list of at least five (5) administrators, five (5) faculty members and five (5) students who will serve on student disciplinary hearing panels. The Chancellor shall appoint the hearing panel from the names on this list. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

Hearing Panel Chair:

The Chief Executive Officer of the College shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.

Conduct of Hearing:

The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins. The facts supporting the accusation shall be presented by the college Dean of Student Services, or designee. The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

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

The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice, except that the

student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel, nor vote with it.

Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five (5) days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.

The hearing shall be recorded by the College either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The tape recording shall remain in the custody of the College at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.

All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not considered an unavailable witness.

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

Chief Executive Officer's Decision:

Long-term suspension or a lesser discipline -- Within five (5) days following receipt of the hearing panel's recommended decision, the Chief Executive Officer of the College shall render a final written decision. The Chief Executive Officer may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the Chief Executive Officer modifies or rejects the hearing panel's decision, the Chief Executive Officer shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Chief Executive Officer of the College shall be final.

Chancellor's Decision:

Expulsion -- Within five (5) days following receipt of the hearing panel's recommended decision, the Chancellor shall render a written recommended decision to the Board of Trustees. The Chancellor may accept, modify or reject the findings, decisions and recommendations of the hearing panel for expulsion. If the Chancellor modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. If the Chancellor's decision supports expulsion, it shall be forwarded to the Board of Trustees.

Board of Trustees' Decision:

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

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

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

The student may, within forty-eight hours after receipt of the notice, request that the hearing be held as a public meeting.

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

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

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

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

1. Consultation Process

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

- b. If the issue is not resolved by the affected parties, the student may request an informal consultation with the appropriate department chairperson, dean or director.
- c. If the issue is not resolved with the appropriate department chairperson, dean or director, the student may request an informal consultation with the College Dean of Instruction or College Dean of Student Services.
- d. If the issue is not resolved with the appropriate dean, the student may request an informal consultation with the appropriate administrator.
 - 1. For academic matters, the conference will be with the College Chief Instructional Officer.
 - 2. For nonacademic matters, the conference will be with the College Chief of Student Services Officer.
- e. The College Chief Instructional Officer or Chief Student Services Officer will convey a decision to all affected parties.
- f. If the issue is not resolved at the informal consultation, the student may file a formal, written grievance requesting a formal hearing within thirty (30) instructional days of hearing from the College Chief Instructional Officer or Chief Student Services Officer. The student will direct this letter to the appropriate College Chief Instructional Officer or Chief Student Services Officer. The time limit for students to file a formal written grievance will be one hundred twenty 120 days from the date of the incident giving rise to the grievance.

2. Formal Hearing

- a. Upon receipt of a written request for a formal hearing, the College Chief Instructional Officer or Chief Student Services Officer will arrange for the hearing within a reasonable time period not to exceed twenty (20) instructional days. The written request should contain a statement detailing the grievance to be resolved, and the action or remedy requested. The College Chief Instructional Officer or Chief Student Services Officer will forward signed copies of all written grievances to the faculty member being grieved within seven (7) instructional days.
- b. A grievance withdrawn from the formal hearing stage will be deemed without merit and cannot be refiled.
- c. The formal hearing will be conducted before the College Student Grievance Committee. This committee will be composed as follows:
 - (1) One (1) student appointed by the ASRCC College President.
 - (2) One (1) faculty member appointed by the College Academic Senate President.
 - (3) One (1) manager appointed by the Chief Executive Officer of the College.
 - (4) The Chief Executive Officer or his/her designee – a person who has received training in proper procedures – will serve as chair of the committee.
- d. The College Student Grievance Committee will:
 - (1) Set a reasonable time limit for the hearing.
 - (2) Receive signed written statements from both student and faculty involved in the grievance specifying all pertinent facts relevant to the case in question, a copy of which will be given to the other party with due notification of rights and responsibilities in the procedure for disposing of the case.
 - (3) Transmit to all parties a written list of intended areas of inquiry to be asked at hearings or interviews, at least seventy-two (72) hours in advance of the hearing.
 - (4) Allow each party the right to be assisted at the hearing

by a student or staff member of the College whose participation will be limited to directly advising the student or staff member. If there is a need for accommodation for a disability, the student must notify the appropriate College Chief Instructional Officer or the Chief Student Services Officer at least seventy-two (72) hours in advance of the hearing. The advisor may not enter into the proceeding of the grievance committee. In addition, each party has the right to question witnesses and testimony.

- (5) Judge the relevancy and weight of testimony evidence. The committee will make its findings of fact, limiting its investigation to the formal allegations. It will also make recommendation for disposition of the case.
- (6) Maintain a transcript of the proceeding which will be kept in a confidential file but be available for review by either party.
- (7) Submit its findings of fact and recommended action to each party and the appropriate College Chief Instructional Officer or Chief Student Services Officer within ten (10) instructional days of the completion of the formal hearing.
- e. The formal hearing shall be closed to the public.
- f. Upon receipt of the College Student Grievance Committee's recommendation, the appropriate College Chief Instructional Officer or Chief Student Services Officer, within ten (10) instructional days, will transmit, in writing, his/her decision to all involved parties.
- g. The student, within five (5) instructional days of receipt of the College Chief Instructional Officer or Chief Student Services Officer's decision, may appeal the decision to the Chief Executive Officer of the College. The Chief Executive Officer of the College may:
 - (1) Concur with the College Chief Instructional Officer or Chief Student Services Officer's decision,
 - (2) Modify the recommended decision,
 - (3) Recommend action to the Board of Trustees.

3. Appeals:

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

Office of Primary Responsibility:

- A. The Chief Executive Officer of the College is responsible for establishing appropriate procedures for the administration of disciplinary actions. Issues involving matters of student grievance or student discipline by following the procedures below.
- B. The Chief Student Services Officer will be responsible for the overall implementation of the regulations which are specifically related to all nonacademic, student related matters.
- C. The Chief Instructional Officer will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters.
- D. 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.
- E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be published in all schedules of classes, the college catalog, the student handbook, and the faculty handbook. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

STUDENT GOVERNMENT

The Associated Students of Moreno Valley is one of the most active student government programs in the country. In addition, the Associated Students produce a Homecoming extravaganza, Halloween Valley, and many other successful activities.

The student government is responsible for representing the social, political, and educational concerns of our students. The main purpose of student government is to provide student leaders with skills beyond what they learn in the classroom. Interpersonal communication, budget control, entrepreneurial skills, creativity, and activity planning are just a few of the skills that our very active student leaders learn.

Students can become involved in ASMV either by running for office or by applying for the various appointive positions, committees or by becoming involved in a wide range of other activities.

STUDENT EMPLOYMENT SERVICES

The Student Employment Program helps students earn money to pay for their educational expenses by working part-time (up to 20 hours per week). Hourly pay rates vary and currently start at the current federal minimum wage (currently \$8.00 per hour); however, some positions may start at a higher rate of pay. The benefits of student employment include:

- Supervisor will work around a student's class schedule
- Helps students pay for educational expenses
- Helps students gain work experience

There are multiple types of employment through the Student Employment Program:

1. Federal Work Study (FWS)

Students must:

- Have completed the Free Application for Federal Student Aid (FAFSA) which can be completed online at www.fafsa.ed.gov.
- Have completed their financial aid file.
- Have been determined eligible for financial aid.
- Meet the Student Financial Services Satisfactory Academic Progress standard.
- Maintain at least 6 units (Fall and Spring) and 3 units (Winter or Summer).
- Maintain a minimum 2.0 CGPA.

Students have the potential to be awarded and earn up to \$4,000 during a fiscal year (July 1st through June 30th)

2. District (non-work study) Employment

These positions are available at Moreno Valley College and do not require the completion of the FAFSA. Earnings are paid from a department's budget.

Students must:

- Maintain at least 6 units (Fall and Spring) and 3 units (Winter or Summer).
- Maintain a minimum 2.0 CGPA.

Students must have a valid social security card and picture ID with the same name in which they register for classes, along with completing additional documentation for an FWS or District position. For more information please refer to our website www.rcc.edu/services/workforce.

Federal Work Study and District positions may be viewed at www.jobs.rcc.edu 24 hours a day, seven days a week.

3. CalWORKs Work Study

The CalWORKs Work Study program connects eligible CalWORKs students to entry level employment opportunities related to their course of study. The focus is to link employers to students who can learn initial job skills and maintain long-term employment directed toward career development while continuing their college course work. CalWORKs Work Study sites are primarily off-campus.

Students must:

- Be enrolled in at least one unit.
- Maintain a minimum 2.0 CGPA.
- Maintain eligibility with GAIN.

TEACHER PREPARATION AND EDUCATION PROGRAMS

In addition to the programs offered at Moreno Valley College, Teacher Preparation and Education programs are offered by RCC at the **Innovative Learning Center** in tandem with Alvord District Stokoe Elementary School offers a state of the art teacher preparation learning environment and laboratory for college students who want careers in education. This center offers opportunities for college students to observe classrooms taught by master teachers using state of the art technology and innovative teaching strategies. The center also has classrooms for college classes in general education and education courses.

For more information call the center at (951) 328-3661 or go to the website www.rccteacherprep.com. **For the Teacher Preparation Academic counselor, please call (951) 571-6104.**

TUTORIAL SERVICES

Why should you come for tutoring?

- You can increase your independence as a learner
- You can use your limited study time more effectively
- Individual and group sessions are offered
- Tutoring is free to RCCD students
- You can receive up to 3 hours per week/per subject
- Our tutors not only deliver content information, they motivate, coach, challenge and provide feedback to you.

Tutoring sessions are led by qualified tutors who received an "A" or "B" in the respective courses for which they choose to tutor. They reinforce specific course material emphasized by the professors and use their own successful student experiences to integrate what-to-learn with how-to-learn. All of our tutors come highly recommended by the college's faculty members.

Subject areas offered for tutoring change each semester, but may include math, chemistry, history, psychology, physics, biology, anatomy and physiology, sociology, business administration, computer information, Spanish, French, and many more.

Tutorial Services is here to provide a supportive learning environment to all of our students seeking academic support. We strive to help our students develop the skills necessary to be a successful student and to be prepared for a successful career after graduation.

How To Obtain Tutoring Services

If you are in need of a tutor, please follow these simple steps to secure your appointment.

- Stop by the office or call to see if a tutor is available in the

subject area you need help in.

- Be prepared to give the days and times you are available to receive tutoring.
- Make an appointment with the tutor by coming in or calling the office.
- Meet with your tutor during your appointment time on campus.

How To Become A Tutor

Tutoring offers a great opportunity to earn while you learn!

Tutors must have passed the class(es) they are tutoring in with at least a “B” grade or higher and:

- Maintain a GPA of 2.0 or higher each semester
- Complete and submit a student application
- Follow Tutorial Policies and Procedures
- Submit Faculty Recommendation(s) completed by RCCD instructors
- Submit a hire packet to Student Employment
- Enjoy working with and helping others
- Have a positive attitude and enjoy being part of a team
- Maintain enrollment in a minimum of 6 units if actively tutoring during the fall or spring terms
- Maintain enrollment in a minimum of 3 units if actively tutoring during the summer or winter terms.

Students interested in becoming employed as tutors are welcome to pick up an application at the Tutoring Center or call one of the offices for more information. Applications are continually being accepted.

Center Information

Moreno Valley College

Student Services Building

Telephone number: (951) 571-6167

Fax number: (951) 571-6188

VETERANS ASSISTANCE

Moreno Valley College provides assistance to veterans for the following benefit programs:

1. Active Duty Educational Assistance Program – Montgomery GI Bill – Chapter 30
2. Vietnam Era GI Bill – Montgomery GI Bill – Chapter 34/40
3. Selected Reserve Educational Assistance Program – Montgomery GI Bill – Chapter 1606
4. Vocational Rehabilitation – Chapter 31
5. Post-Vietnam Era Veterans Educational Assistance Program (VEAP) – Chapter 32
6. Survivors and Dependents Educational Assistance Program – Chapter 35
7. Reserve Educational Assistance Program (REAP), Chapter 1607.
8. Post-9/11 GI Bill - Chapter 33, refer to www.gibill.va.gov for updated information.

Veterans seeking to use VA Educational Benefits should apply online to the VA at www.gibill.va.gov for their certificate of eligibility. One copy must be given to the Veterans’ Services office at the student’s home college. For questions regarding pay, *Certificate of Eligibility* or benefits call 1-888-GIBILL-1.

While waiting for the *Certificate of Eligibility* veterans should continue with the college’s policies and procedures in order to enroll and be certified for payment. Veterans apply online to Moreno Valley, Norco

and Riverside City College and complete any required assessment testing and online orientation. Veterans may also be eligible for other financial aid and are encouraged to submit the FAFSA (Free Application for Federal Student Aid) online at www.fafsa.ed.gov.

Before a VA Student Education Plan (SEP) can be developed, all transcripts must be received by the college in order to have prior credit evaluated. Transcripts must be official, sealed and printed less than 90 days ago. After transcripts are received veterans are referred to a counselor for a VA approved Student Education Plan. After receiving the SEP, veterans can register for approved classes on or after their registration date/time. Check the VA website www.gibill.va.gov for the listing of VA approved programs at RCCD.

After registering, veterans must turn in the *Veteran’s Statement of Responsibility* (Blue Sheet) to the Student Services office. This “Blue Sheet” is required in order for enrollment certification to be submitted to the VA; the process may take 2-3 weeks. This form must be submitted to the college every term in order to request benefits and to avoid being dropped for non-payment.

Veterans are eligible for priority registration for two years after being discharged from active duty. In order to be eligible veterans must take a copy of their DD214 discharge papers to the Student Services office. Staff there will tell eligible veterans their priority registration dates.

Veterans’ assistance is available in Admissions. Contact the Veterans’ Office at (951) 571-6102 or veterans@rcc.edu for more information. Information is also available at www.mvc.edu.

WORKFORCE PREPARATION

Workforce Preparation at Moreno Valley College offers a wide range of services and programs to assist current and former welfare (TANF) recipients, at-risk youth, and youth in foster care with preparing for academic achievement, employment, and attaining financial independence. The programs directed by Workforce Preparation include the CalWORKs Program, the Workforce Preparation Skills Classes, Foster and Kinship Care Education Program, Riverside Gateway to College Early College High School, and the Independent Living Program at Riverside Community College Program (ILP@RCC).

CalWORKs Program

Workforce Preparation offers the CalWORKs Program, funded through the Chancellor’s Office of the California Community Colleges. CalWORKs is designed to promote self-sufficiency through employment and education. The population that is eligible to receive services via CalWORKs is TANF (Temporary Assistance for Needy Families) recipients with minor children. Welfare recipients face a five-year lifetime limit, and CalWORKs is one of the ways California is meeting the challenge of welfare reform. Many current CalWORKs students could not get the education they need to break the cycle of poverty and dependency without such assistance. The Workforce Preparation staff continues to seek additional CalWORKs-eligible students so that support services can be provided to ensure their success in school and the workplace. To date, more than 5,400 students have received support services through the CalWORKs Program with new CalWORKs students enrolling each week.

Services available include:

- Career and academic counseling

- Educational and occupational assessments
- Priority registration
- Intensive case management
- Work Study opportunities
- Job placement
- Skill-building courses
- Parenting and wellness resources

Through the Riverside County GAIN program, CalWORKs students participating in approved welfare-to-work plans, may receive supplemental services such as:

- Childcare
- Transportation
- Textbooks and materials
- Parking permits

For more information call (951) 571-6154.

Skills Classes

The Skills Classes are open to all students through out most of the semester. Workforce Preparation offers open-entry Skills Classes in reading, writing, math and computer applications technologies, to enhance success in the workplace and in further college courses. The skills classes are presented in a student-paced, instructor-led format with multiple entry dates every week throughout most of the semester. Depending upon the class, there are multiple course offerings per day. Instructors are student-centered and class sizes are relatively small. We serve a diverse student population who seek to develop workplace skills through occupational training, degree, or transfer programs. The Skills Classes are offered at Moreno Valley College. For more information, please call (951) 571-6154.

Foster/Kinship Care Education (FKCE) Program

The Foster and Kinship Care Education Program (FKCE) provides the continuing training/ education hours that foster parents are mandated to receive each year, in order to retain their license with the County of Riverside. Relative (grandparents, aunts, etc) caregivers are not required to attend training, but are strongly encouraged to do so. RCCD provides a minimum of 150 training hours each year on topics including, but not limited to, child development, attachment, impact of abuse and neglect, special needs children, positive discipline, self esteem, etc. Classes are open to others who care for children as well (childcare providers, teachers, parents, group home staff, social workers, etc), and are provided free of charge. Workshops are held both mornings and evenings at off-campus locations throughout Riverside County. Classes in Spanish are also offered. For more information call (951) 571-6154.

Independent Living Program

The Independent Living Program at Riverside Community College District (ILP@RCC) is a collaborative effort between the County of Riverside Department of Public Social Services and RCCD Workforce Preparation. This unique program is designed to provide current and former foster youth, ages 16-21, with a “hands-on” approach to life-skills training through workshops offered in a variety of areas such as: education and career goals, money management, health and safety issues, employment and personal development. In addition, ILP@RCC serves as a transitional support program, providing services such as bus passes, emergency food and housing, rental assistance, college book services, mentoring and personal support; as well as help with many of the basic necessities former foster youth may experience as they transition out of the foster care system. The program is committed

to providing customized support services that meet the educational, personal growth and employment preparation needs of all current and former foster youth living throughout Riverside County. For more information, please contact ILP@RCC by telephone at (951) 222-8445 or e-mail at ILP@RCC.edu. Information can also be obtained by visiting our website at <http://www.rcc.edu/services/workforce/ilp.cfm>.

California High School Exit Exam Preparation Program (CAHSEE)

The CAHSEE Preparation Program is designed to assist students who did not graduate from high school and need to pass the California High School Exit Exam (CAHSEE). The CAHSEE Preparation Program consists of non-credit coursework that prepares learners to build foundational skills, successfully pass the CAHSEE, and develop a high school completion and community college educational plan. For more information please call (951) 571-6154.



