All information contained in the 2018-19 Catalog is current as of September 2018. Although every effort has been made to ensure accuracy of the information in this catalog, students and others who use this catalog should consult with a counselor, dean, department chair or program director for recent additions, deletions or changes. Updates can also be found online at www.rccd.edu.

The catalog contains policies and/or procedures that are current at the time of printing. However, policies and procedures are continually being updated. In order to be sure it is the most recent language, please check the latest online version at: http://www.rcc.edu/administration/board/Pages/BoardPolicies.aspx.

The Riverside Community College District complies with all federal and state rules and regulations and does not discriminate on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law. This holds true for all students who are interested in participating in education programs and/or extracurricular school activities. Limited English speaking skills will not be a barrier to admission or participation in any programs. Harassment of any employee or student with regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law is strictly prohibited. Inquiries regarding compliance, and/or grievance procedures may be directed to the District’s Title IX Officer/Section 504/ADA Coordinator at (951) 222-8039, 3801 Market Street, Riverside, CA 92501.

Alternate formats for this material are available to individuals requiring disability accommodation. Please contact the office of Diversity, Equity and Compliance at (951) 222-8039.
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PRESIDENT’S MESSAGE

You have selected an excellent institution of higher education in your journey to academic completion and life-long success. Moreno Valley College is excited to play a part in your educational journey. Whether your goal is developing a specific skill, obtaining a credential or transferring to a university, the faculty, staff and administration at the College want your educational experience to be extraordinary.

We know your time and resources are precious. Therefore, select courses in a way that maximizes your ability to complete your degree, certificate, and/or university transfer objective as effectively and as rapidly as you are able. This catalog will assist in maneuvering your completion goal. This catalog provides a comprehensive overview of the institution and includes essential information in order to complete your education. Along with programs of study and individual courses, you will find information about graduation, certificate completion and transfer requirements, the range of services available to students, and academic policies.

As you work to achieve your goals, remember that while you are the architect of your future, a college education is a product of the effort of many people. If you need help from your counselor, by all means consult them. We are all here to help you succeed.

Robin L. Steinback, Ph.D.
President
Riverside Community College District  •  Moreno Valley College 2018-19

1. LIBRARY (LIB)
   Disabled Student Services
   Classrooms
   Library
   Middle College High School Office
2. STUDENT SERVICES (STU)
   Admissions
   Assessment Center
   Career and Transfer Center
   Classrooms
   Counseling Services
   Dean of Student Services
   E.O.P.S / CARE
   Evaluations
   Financial Aid
   Puerto
   Student Financial Services
   Vote Bound Math and Science (UBMS)
   TRIO
   Vice President Student Services
3. SCIENCE AND TECHNOLOGY (SCI)
   Academic Counseling and Educational Support (ACES)
   TRIO
   Classrooms
   Dean of Grants and Equity Initiatives
   Guardian Scholars
   MakerSpace/STEM/STEM Center
   Umoja
   4. LIONS DEN CAFÉ
   5. STUDENT ACTIVITIES CENTER
   ASMC Student Government
   ASMVC Student Government
  6. BOOKSTORE
  7. JOHN M. COUDURES, JR. PLAZA
  8. HUMANITIES (HM)
     Academic Departments
     • Business and Information Technology Systems
     • Communications
     • Humanities, Arts and Social Sciences
     • Mathematics
     • Science and Kinesiology
     Classrooms
     Counselors
     Dean of Student Services (Counseling)
     Math Lab
     Meeting Room (HUN 234)
     Open Computer Lab
     Workforce Prep/CalWorks
     Writing and Reading Lab
   9. PHASE I MECHANICAL BUILDING
   10. PHASE II MECHANICAL BUILDING
   11. EDMUND C. JAEGGER DESERT INSTITUTE
   12. CROSS COUNTRY TRACK
   13. PARKSIDE COMPLEX (PSC)
       1. College Police/Parking Services
       2. Faculty Offices
       3. Classroom
       4. Classroom
       5. Restroom
       6. Health and Psychological Services
       7-10 Classrooms
       11 Music
       12 Classroom
       13 Veterans Resource Center
       14A Meeting Room
       14B Human Services Program
       15 Dean of Instruction-Career & Technical Education
       16 Classrooms
       17 Human Services Food Bank
       18 Classroom
       19 Restroom
       20 Medical Assisting Classroom/Lab
       21 CTE Faculty
       22-23 Classrooms
   13A. PSC WAREHOUSE
       Facilities Office
       Mailroom
   14. SPORTS BUILDINGS
   15. COLLEGE PARK
   16. ADMINISTRATION ANNEX
       First Year Experience (FYE)
       Outreach Department
   17. HEADSTART
   18. EARLY CHILDHOOD EDUCATION CENTER (ECEM)
   19. DENTAL EDUCATION CENTER (DEC)
   20. STUDENT ACADEMIC SERVICES (SAS)
       Assembly Room
       Associate Dean, Academic Support
       Center for Professional Development
       Classrooms
       Dean of Grants, Business Services
       Dean, Institutional Effectiveness
       Dean of Instruction
       Dean of Professional Development
       Dean of Technology
       Dean of Workforce Development
       Faculty Work Room
       Meeting Rooms
       President
       Tutorial Services
       Vice President, Academic Affairs
       Vice President, Business Services
   21. NETWORK OPERATIONS CENTER (NOC)
       Technology Support Services

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

updated 09/17

Ben Clark Public Safety Training Center

Parking Pay Station
Accessible Parking
Patient Parking

E F G
ACCESSIBLE
OVERFLOW
PARKSIDE DRIVE
MOUNTAIN LION DRIVE
WEST CAMPUS ROAD
LOT B DRIVE
MECHANICAL DRIVE
MAINTENANCE ROAD

E 16791
DAVIS AVE
Law Enforcement Administration
16888 16902 CAL Fire
16930 Auditorium & Cafeteria
16958 Guest Housing
16972 16986
BARTON STREET
LARRY PARRISH PKWY
RANGE
Fire Tech/EMS
16888 BUNDY AVE
MORENO VALLEY COLLEGE ADMINISTRATION

Robin Steinback, Ph.D.
President

Dyrell Foster, Ed.D.
Vice President, Student Services

Nathaniel Jones, III, Ph.D.
Vice President, Business Services

Carlos L. Lopez
Vice President, Academic Affairs

Melody Graveen, Ed.D.
Dean of Instruction, Career & Technical Education

Vacant
Dean, Institutional Effectiveness

Art Turnier
Dean of Instruction, Public Safety Education and Training

MaryAnn Doherty
Dean, Grants and Business Services

Eugenia Vincent
Dean, Student Services

Michael Paul Wong, Ph.D.
Dean, Student Services (Counseling)

Andrew Sanchez, Ed.D.
Dean, Grants and Equity Initiatives

Anna Marie Amezquita
Dean of Instruction

Ann Yoshinaga
Associate Dean, Academic Support

Edward Alvarez
Director, First-Year Experience

Jamie Clifton
Director, Enrollment Services

Micki Clowney
Director, TRIO programs

Julio Gonzalez
Director, Middle College/Outreach

Donnell Layne
Director, STEM Innovation Center/Makerspace

Susan Tarcon
Director, Health Services

Sandra Martinez
Director, Student Financial Services

Nicole Smith, Ph.D.
Director, Disability Support Services

Robert Beebe
Director, Facilities

Tom Shenton
Sergeant, RCCD Police

Julio Cuz
Manager, Technology Support Services

Vacant
Manager, Early Childhood Education Center

Ken Morgan
Assistant Manager, Custodial

Julie Hlebasko
Manager, Food Services

Ron Kirkpatrick
Supervisor, Ground/Facilities

Jarred Bonilla
Manager, Follett Bookstore
2018-2019 ACADEMIC CALENDAR

Riverside Community College District • Moreno Valley College 2018-19

For final exam schedule, refer to the class schedule.
Application deadline to walk in the Commencement Ceremony is April 1, 2019.
For final exam schedule, refer to the class schedule.

Application deadline to walk in the Commencement Ceremony is April 1, 2019.
MISSION
Moreno Valley College inspires, challenges, and empowers our diverse, multicultural community of learners to realize their goals; promotes citizenship, integrity, leadership, and global awareness; and encourages academic excellence and professionalism.

To accomplish this mission, we provide comprehensive support services, developmental education, and academic programs leading to:
- Baccalaureate transfer
- Associate degrees in Arts and Sciences
- Certificates in Career & Technical Education fields
- Post-employment opportunities

VISION
Moreno Valley College is committed to exceeding the expectations of students, community, faculty, and staff by providing and expanding opportunities for learning, personal enrichment, and community development.

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

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

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

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

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

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

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

GOALS
Goal 1: Teaching & Learning
Provide a positive environment and necessary resources to support teaching excellence, learning and the achievement of students’ educational goals.
Objectives:
1.1 Implement a process to ensure all students have a Comprehensive Student Educational Plan (CSEP) after completing 15 units of degree applicable course work or prior to the third semester of enrollment, whichever comes first.
1.2 Decrease time in remediation and ensure students successfully complete degree applicable or transfer courses in English and Math within the first 3 semesters.
1.3 Reduce known equity gaps and improve all student achievement rates for certificates, Degrees, and transfer.
1.4 Promote innovation in teaching and support of student learning by providing professional development opportunities for employees.
1.5 Respond to regional needs through enhancement and development of programs leading to gainful employment.
1.6 Focus use of technology on learning

Goal 2: Sustainability
Create a sustainable learning and working environment that takes into account human, physical, fiscal and technological resources.
Objectives:
2.1 Demonstrate sustainable principles throughout the college, restore the natural environment, and celebrate the unique character of the local ecosystem.
2.2 Initiate a “green” organizational culture by supporting professional development in sustainability and capitalizing on researched-based learning embedded in the curricula.
2.3 Construct systems that promote implementation of sustainable purchasing and business practices leading to better use of resources, conservation, and equity.
2.4 Support the technology plan by embedding the effective use of state-of-the-art technology and innovation throughout the college, allowing for regular refresh of technology resources.
2.5 Include mid- and long-range fiscal forecasts in planning and resource allocation decisions.
2.6 Implement the Comprehensive Master Plan.

Goal 3: Community Building
Promote an environment where opportunities for personal, social and professional participation advance community and economic development.
Objectives:
3.1 Provide professional development opportunities focused on the needs of our diverse, multi-cultural community.
3.2 Advance opportunities to understand and reinforce the principles of social justice.
3.3 Increase annual participation rates in community service activities among all campus constituents.
3.4 Expand partnerships with local industry and develop innovative programs benefiting students and the community.
**Goal 4: Organizational Quality**
Sustain an organizational culture in which information is used to reflect and improve organizational processes that support student learning and achievement.

Objectives:
4.1 Ensure the use of qualitative and quantitative information throughout the college.
4.2 Evaluate organizational processes on a regular schedule.
4.3 Use institutional planning to drive resource allocation.

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

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

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

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

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

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

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

REFERENCES: BP 4030
TITLE 5 SEction 51023;
ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard I.C.7 (formerly II.A.7)

Academic Freedom, in its teaching aspect, is fundamental for the protection of the right of the teacher in teaching and of the student's freedom in learning. Academic professionals need the freedom to explore ideas that may be strange or unpopular, endeavors proper to higher education; while also maintaining the responsibility of related subject matter to the classroom.

College and university teachers are citizens, members of a learned profession and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

**ACADEMIC YEAR**
The academic year consists of fall and spring terms, which extend from August to June, plus a winter and a summer session. The calendar for the 2018-19 academic year appears in the front of the catalog. Courses offered during the various sessions are similar in scope and maintain equivalent standards.

**ACCREDITATION**
Moreno Valley College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC) located at 10 Commercial Blvd. Suite 204, Novato, CA 94949, (415) 506-0234. ACCJC is an institutional accrediting body recognized by the Council For Higher Education Accreditation and the U.S. Department of Education.

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

Moreno Valley College offers specific programs that are accredited by external accrediting agencies:
1. Dental Assistant and Dental Hygiene – Commission on Dental Accreditation (CODA)
2. Basic Fire Academy/Fire Officer Training – California State Fire Marshall’s Office (SFMO)
3. Emergency Medical Technician/Paramedic – Commission for Accreditation of Allied Health Education Programs (CAAHP)

**PROGRAM LENGTH**
Courses that are part of the requirements for Associate in Science or Associate in Arts degree patterns as well as those that comprise state or locally approved certificate patterns and concentrations are scheduled in such a manner that students who attend either full or part time are able to successfully complete their goals within a reasonable length of time.
WHO MAY ATTEND
Individuals who meet any one of the following criteria are eligible to attend the three colleges of Riverside Community College District:

- Have graduated from high school or
- Have passed the CA High School Proficiency Exam or
- Have passed the GED examination or
- Did not graduate from high school, but are 18 years of age or older or
- High school students who are admitted to the District's Middle or Early High School College programs or
- High school students in grades 11th or 12th who have been approved for high school concurrent enrollment or
- International students who have satisfied specific international student admissions requirements by specified deadline.

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

OPEN ENROLLMENT
BP 5052
References:
Title 5 Section 51006

All courses, course sections, classes, and programs of the District shall be open for enrollment to any person who has been admitted to the colleges. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites, co-requisites, and other limitations on enrollment, or due to other practical considerations, such as exemptions set out in statute or regulation.

High School/Concurrent Enrollment
Effective Fall 2015, high school students in good standing may be eligible for admission as a special student pursuant to Sections 48800, 48800.5, 48802, 76001, and 76002 of the California Education Code.

1. Students falling under these criteria must be approved by their high school principal or designee for advanced scholastic or vocational work, and must be identified as a special part-time or full-time student.
2. Students may be admitted as a special part-time or full-time student if:
   (a) The class is open to the general public, and
   (b) The student is currently enrolled in grades 11 or 12.

Students are required to submit the Moreno Valley College online admission application confirmation page, School/Parent Approval Form, and official high school transcripts by the published deadline. For information regarding enrollment deadlines, forms, and restrictions, visit the Admissions & Records office or webpage at www.mvc.edu/services/ar/HS_Concurrent.cfm

Approved special part-time and full-time students will have enrollment access on the first day of each term in order to ensure that they do not displace regularly admitted students.

Approved high school students may take up to eight units for fall/ spring terms and five units for summer term. High school students are not allowed to take Kinesiology activity classes.

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

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

Please note students no longer need to reapply for fall or spring terms if an application was submitted in the preceding intersession (summer or winter).

Online applications (www.mvc.edu) can take approximately 24 hours to process (excluding weekends and holidays). The application period for a term closes the first day of the term. For example, the deadline to submit an application for the fall term is the first day of the fall term. Computers and assistance is available in the Admissions and Records office and the Welcome Center.

Schedule of Classes
The schedule of classes is available at www.mvc.edu. Open classes can also be viewed on WebAdvisor or by visiting the college website approximately six to eight weeks before the term begins.

Registration
Priority registration is granted to eligible Veterans, former foster youth, EOPS, DSS and CalWORKs students. In addition, college-approved groups may receive early registration access as long as they meet the required criteria.

The order of registration for continuing, new and returning students was updated with Board Administrative Policy 5056 to align with the Statewide Student Success Act.

Registration appointments as well as information on holds that may restrict registration may be viewed on WebAdvisor at www.mvc.edu approximately six to eight weeks before the term begins. Students register thorough WebAdvisor on or after their scheduled appointment date and time. Students may appeal their registration appointment date due to extenuating circumstances, such as the need to complete final degree/transfer requirements during the intended term. Registration appeals may only be approved once and subsequent appeals will not be considered. Before registering, students must complete any necessary requirements; i.e., Assessment, online Orientation/Counseling. Refer to the section on Matriculation: Are You Exempt From Matriculation for more information. Students with a readmit contract are limited to the prescribed unit load approved by an academic counselor.

Students can pay fees by credit card on WebAdvisor, mail a check or money order, or pay in person at any of the colleges. See the schedule of classes at www.mvc.edu/schedule or fees at www.mvc.edu/services/ar/fees.cfm for payment and refund deadlines. Your account summary can be viewed or printed on WebAdvisor.

Prerequisites will be enforced during registration and must be verified by high school and/or college transcripts.
Waitlists
Before the beginning of the term, if a class is closed, students may place their name on a waitlist (if available). If a seat becomes available, the next eligible student will automatically be added and his/her account charged with enrollment and other required fees. Changes in waitlist status are emailed to the student’s college email address and are posted in WebAdvisor. Waitlisting ends two days prior to the first class meeting. Waitlisted students should attend the first day of class to obtain an authorization code to add the course. Students who do not intend to remain in the class must drop from the class by the appropriate deadline.

Procedure for Adding and Dropping Classes
Once a class has begun, a student will need the instructor’s permission to add a class. Students may add classes through WebAdvisor using the authorization/add code obtained from the instructor. Authorization or add codes are active from the first day of the class until the add deadline. Course adds or drops need to be completed by the deadline posted in the class schedule and on WebAdvisor.

Students may withdraw from courses prior to the drop deadlines, by using WebAdvisor. If there is a hold, restricting the use of WebAdvisor, students may bring a completed add/drop card to the Admissions counter at Moreno Valley College and drop classes there. Deadlines to add, drop, and receive a refund are posted on WebAdvisor. It is the student’s responsibility to drop classes that he/she no longer plans to attend.

Units for Full-Time/Part-Time Status
For full-time status, a student must be enrolled in at least 12 units of credit for the fall/spring semesters and six units of credit for the winter/summer sessions. Students who are enrolled in less than 12 units for fall/spring terms or less than six units for winter/summer are considered to be part-time. Specialized programs may have a different unit requirement for full-time status because of state mandates. The maximum number of units a student may enroll in during the fall and spring semester is 18 units and nine for winter and summer terms. Students wishing to enroll in more than 18 units must have an established GPA of 3.0 or higher and have obtained counseling approval prior to registering for classes.

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

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

For information on auditing classes, see the Graduation Requirements section.
Exemptions to Remedial Limitations

Developmental courses taken by students enrolled in English as a Second Language course are exempt. Students identified by the District for learning disabled programs are also exempt. Students with documented disabilities may petition the Admissions & Records office for exemption status on a case-by-case basis.

Prerequisites

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

Corequisite

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

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

Advisory

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

Official Evaluation of Credit Completed at Other Schools

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

Health Requirements

It is recommended that each new student have current immunizations and a physical examination by his or her family physician before enrolling. Students who plan to participate in intercollegiate athletics should contact the Kinesiology department about sports physicals. Students with children in the Child Development Center must obtain a tuberculin skin test or a chest x-ray that is negative for tuberculosis. Their children must also be up to date on their immunizations of DPT, MMR, and TOPV.

Student Success and Support Program (SSSP)

The Student Success and Support Program (formerly known as the matriculation program) at the three colleges of Riverside Community College District is intended to assist students in accessing college and providing support services to help them establish and achieve their educational goals. Students eligible for matriculation are provided an evaluation of basic skills, orientation, counseling, completion of an educational plan and follow-up services. First-time going college students must complete assessment, orientation and counseling prior to registering for classes.

Orientation/Counseling

First-time college students must complete a freshman online orientation/counseling session prior to taking an assessment and registering for courses. Orientation can take place online or in person at one of the college's many Transition to Success Programs (www.mvc.edu). Transition to Success sessions allow new students who have already completed the CCCApply application to complete orientation, assessment, counseling, and registration all at once in a one stop session. The Orientation portion of Transition to Success introduces students to services an educational programs at Moreno Valley College. Counselors and peer leaders are available to answer questions, provide new students with information on registration procedures and placement results, and assist students in developing their first semester educational plans.

Orientation can also be completed online using the link provided to new students on WebAdvisor. The online session introduces students to services and educational programs at Moreno Valley College, provides students with information on registration procedures and placement results and assist students in developing their first semester educational plans. Students will be able to access the online orientation and advisement session 48 hours after the completion of the college application.

If you want to do the orientation on-line, to access the session please log on to your WebAdvisor account and click on the online orientation link under the academic planning header. Students who want to do online orientation should make an appointment to take an assessment after completing the orientation presentation. If you have any further questions, please call (951) 571-6104 or stop by Counseling.

Assessment to Determine Course Placement

Preparation levels are required for placement in English, ESL, mathematics and reading courses. These placement levels are based on a combination of test scores and other academic experience. Because Moreno Valley College uses multiple measure placement criteria, placement levels are enforced as prerequisites to courses. Students who have a documented disability requiring a unique accommodation can take the test in the Office of Disability Support Services. To request this service, call (951) 571-6138.
Most new students are required to take an assessment test during Transition and Success or after completing the online Orientation. This step must be completed before counseling appointments can be made or enrollment into any classes. A combination of high school GPA and courses taken in high school is used for placement into English and reading courses; and a combination of high school achievement and performance on the Accuplacer test is used for placement into math courses. The PTESL (Proficiency Test in English as a Second Language) is used for placement into ESL courses. Some returning students and students transferring to RCCD from another college may need to test as well (consult a counselor).

RCCD placement tests are available by appointment only. Appointments may be made by phone at (951) 571-6492 or online at www.mvc.edu/services/assessment/appts.cfm. Limited testing is also available at the Ben Clark Training Center (Accuplacer only). Hours of operation are posted outside each Assessment Center and are available online. Students can call to confirm hours of service and make appointments: (951) 571-6492.

Photo identification is required in order to test. A state or federal issued driver’s license is preferred, but passports and a high school ID are acceptable. In order to preserve a comfortable and quiet testing environment, only students taking the test can remain in the Assessment Center. Friends and family (including minors), who are not testing, cannot be in the room.

Students who have completed the Accuplacer test at another college can petition to have those test results evaluated for use at Moreno Valley College. The student’s Accuplacer test print out (not a student records program print out) showing the test raw scores must be submitted, in person, at the Moreno Valley College Assessment Center. An Outside Placement Evaluation form must also be submitted with a copy of test scores. Processing can take up to five working days.

Extensive information on assessment testing, test preparation, details of tests available, sample questions and hours of operation are available at www.mvc.edu/assessment. Assessment tests are meant to be a one-time only assessment of a student’s skills and abilities upon initial entry into the College.

Students may appeal to retake the placement test:

- After 12 months has passed from previous tests and a student has not started the course sequence
- Based on compelling evidence that the initial placement level is not an accurate reflection of the student’s abilities
- After proof of appropriate academic intervention has occurred
- After successfully completing a math or English course sequence with at least a “C” or “P” grade, a student can retake the math or English placement test

Please Note: Retesting is limited to once per five-year period for the math or English placement tests.

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

Consult a counselor or visit the Assessment Center website at www.mvc.edu/assessment. If you have questions regarding the matriculation process, please contact the Counseling office at Moreno Valley (951) 571-6104.

It is strongly recommended that students enroll in an appropriate composition course (English 1A or 1A+91—for the Fall 2018 semester, ENG 50 or 80 may also be chosen, but ENG 50 and ENG 80 will likely be discontinued). Students who do not meet Riverside Community College District’s reading competency requirement should enroll in an appropriate reading class (Reading 81, 82 or 83) within their first 18 units undertaken. Development of competent reading and writing skills is necessary for success as more and more courses put increasing emphasis on the ability to read at a college level and to write clear, correct English.

Counseling for Continuing Students

Continuing students who have completed Orientation, Assessment, and initial educational counseling are entitled to see a counselor who can recommend appropriate coursework based on assessment results, review of previous school records, and other information provided by the students. Students who have attended other colleges must request to have official transcript(s) sent to Moreno Valley College before scheduling counseling appointments or a Comprehensive Student Educational Plan (CSEP).

Students pursuing certificate or degree programs, either associate or baccalaureate, should see a counselor each semester to review their Comprehensive Student Educational Plan (CSEP).

Are You Exempt From Matriculation Pre-Enrollment Requirements?

The following Board approved criteria define exempt students at Riverside Community College District:

A. Students who have completed 60 or more units or who have graduated from an accredited U.S. college or university with an AA degree or higher.
B. First-time college students who have declared one of the following goals:
  - Advance in current career/job
  - Maintain certificate/license
  - Educational development
  - Complete credits for high school diploma
C. Students who are enrolled full time at another institution (high school or college) and will be taking five units or fewer.

Follow-Up

Counselors and instructors will provide follow-up activities on behalf of matriculated students. Early Alert follow-up activities are designed to inform students of their progress early in the semester and to continue to assist students in accomplishing their educational goals. Probation/dismissal activities help students make progress toward successful completion of their academic goals. Referrals for appropriate support services will be made to on-campus and off-campus locations when appropriate.
Challenge to Prerequisites and Corequisites
Any student who does not meet a prerequisite or corequisite, or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

1. If space is available in a course when a student files a challenge to the prerequisite or corequisite, the District shall reserve a seat for the student and resolve the challenge within five working days. If the challenge is upheld or the District fails to resolve the challenge within the five working-day period, the student shall be allowed to enroll in the course.

2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.

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

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

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

Unofficial transcripts may be submitted one time with the Matriculation Appeals Petition to temporarily validate a prerequisite. However, official transcripts must be received prior to registration for the next term for permanent validation. Official is defined as transcripts that are less than 90 days old and sealed in an envelope from the original institution.

Comprehensive Student Educational Plan (CSEP)
Every student is required to have a Comprehensive Student Educational Plan (CSEP). Counselors are available to assist matriculated students in developing an educational plan that outlines the courses and services necessary to achieve their goals. When goals or majors are changed, students must see a counselor to update their Comprehensive Student Educational Plan (CSEP). Students who have attended other college(s) must request to have an official transcript(s) sent to Moreno Valley College before scheduling counseling appointments or requesting a Comprehensive Student Educational Plan (CSEP). To ensure this procedure, matriculated students are encouraged to make an appointment with a counselor. Due to a high demand for counseling during the winter and summer sessions, it is highly recommended that continuing students see a counselor during the spring and fall semesters to complete a Comprehensive Student Educational Plan (CSEP).

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

FEES/RESIDENCY REQUIREMENTS

ALL FEES ARE SUBJECT TO CHANGE DUE TO STATELEGISLATIVE ACTION OR RCCD BOARD POLICY CHANGES

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

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

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

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

Out-of-country nonresidents, who plan to attend college on an F-1 visa, pay a nonrefundable per unit surcharge in addition to the enrollment fee and nonresident fees. International applicants pay an admission application fee and health insurance fee.
**AB 540 Nonresident Fee Waiver**

A student who qualifies for the Nonresident Fee Waiver will be exempt from paying the out-of-state tuition fee and will pay the per unit resident enrollment fee. Students who qualify for AB540 may be eligible for some state financial aid. Please see the Financial Aid section for information on the Dream Application.

Any student other than a non-immigrant alien within the meaning of paragraph (15) of subsection (a) of Section 1101 of Title 8 of the United States Code, who meets all of the following requirements, and is physically present in California, shall be exempt from paying nonresident tuition at Moreno Valley College if he/she signs an affidavit verifying:

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

In addition, the student must be physically present in California to be eligible for AB540. A student who meets the qualifications for the Nonresident Fee Waiver is exempt from paying out-of-state tuition and will pay the per unit resident enrollment fees.

**SB141 Non-Resident Fee Waiver**

Students who are U.S. citizens and who may presently reside in a foreign country will be exempt from nonresident tuition by meeting the following requirements:

1. Demonstrates a financial need for the exemption.
2. Has a parent or guardian who has been deported or was permitted to depart voluntarily under the federal Immigration and Nationality Act.
3. Moved abroad as a result of the deportation or voluntary departure.
4. Lived in California immediately before moving abroad.
5. Attended a public or private secondary school in California for three or more years.
6. Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education.
7. Will be living in California and will file an affidavit with the community college stating that he or she intends to establish residency in California as soon as possible.
8. Documentation shall be provided at Office of Admissions & Records by the student as required by statute as specified in Education Code section 76140(a)(5).

A student receiving a non-resident tuition exemption under SB 141 does not receive resident status for the purpose of fees or financial aid. Rather they are exempt from non-resident tuition fees under this law. These students will not qualify for the California College Promise Grant (CCPG), formerly known as the BOG Fee Waiver, and any other state financial aid until they establish California residency. As citizens, SB 141 students may apply and qualify for federal financial assistance such as Pell, FSEOG and federal student loans.

**Health Fee**

Every student, including those who qualify for a California College Promise Grant (CCPG), formerly known as the BOG Fee Waiver, is required to pay a health services fee per Title 5 state regulations. Students who rely on faith healing, or who are participating in approved apprenticeship programs, are exempt from paying the health fee. Students must apply for this waiver by submitting a Health Services Fee Waiver Request and supporting documentation to the Health Services office. The form is available in the Admission & Records office.

**Parking**

Parking permits are purchased through WebAdvisor at [www.mvc.edu](http://www.mvc.edu). Permits can also be ordered on a campus computer and paid for at the Cashier's office. Parking permits purchased through WebAdvisor can be paid via online or in person at the Cashier's office. Parking spaces are provided to the physically handicapped at the same cost. Student permit enforcement of student parking spaces is suspended the first two weeks of the fall and spring semesters and the first week of the summer session.

**Transportation Fee**

The transportation fee provides free transportation on RTA fixed routes for Riverside City College and Moreno Valley College students. Fees vary according to full-time or part-time status.

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**Library/Learning Resource Center Fees**

Overdue fines:

- **General Collection**
  - Overdue fines will be levied at 20 cents per day, per item.
- **Hourly Reserves**
  - Overdue fines will be levied at $1 per hour, per item.

**Replacement Bills**

If materials are not returned, they are declared lost. A bill will be issued for each lost item which will include: 1) The actual replacement cost of the item or $25 for out-of-print materials; 2) A processing fee of $10; and 3) Any overdue fines (the maximum overdue fine for reserve materials is $20 and the maximum overdue fines for circulating items are $10).

**Refunds**

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

**Library Card Fees**

Community members who are 16 years or older may purchase a library card for $5 per session upon proof of District residency (California driver license, California identification card or military identification card).
Books, Equipment and Supplies
The cost of books and equipment depends upon the courses elected and the amount of work undertaken. The MVC bookstore offers choices for students from purchasing used and new textbooks to a book rental program, as well as digital options. In some courses, students will be expected to provide consumable items. In such cases, students will be informed of these items at the first class meeting and will be expected to purchase them in order to continue in these classes.

Full refunds are given on textbooks during the first week of the semester/term only with a store receipt. If you drop a class, you have two weeks from the start of the class to return textbooks in order to receive a full refund. The book must be in the same condition as when purchased. Returns/exchanges also require an original receipt. The bookstore will buy back textbooks from students. Bring textbooks, along with your student identification, in order to determine a value. The best time to sell back your textbooks is during finals week.

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

Enrollment Verification
Students may request an Enrollment Verification form from Admissions & Records to verify course enrollment (hours and unit value), fees, grade point average and student enrollment status in any given term. The first two enrollment verification forms are free of charge, each request thereafter is $2. Refer to Units for Full-time/Part-time Status for details.

TRANSCRIPTS
The District has partnered with Credentials Solutions to provide students with TranscriptsPlus ordering services. Students should be aware of the following before submitting an official transcript request. The first two official transcript requests are free. Each order can facilitate a maximum of five individual transcript requests.

The RCCD transcript includes coursework completed at Riverside City College, Norco College and Moreno Valley College. It is the student's responsibility to check on the completion of grade changes and the posting of degrees and final grades. Students should login to WebAdvisor and view their unofficial transcript to verify the accuracy of their information before submitting a request for an official transcript. The processing time of your transcript request will be extended an additional 7 to 14 business days if you request a General Education Certificate. Students who do not know if they should request a General Education Certificate should read the descriptions below. Transcripts not picked up within 90 days will be destroyed.

Other Transcripts
Transcripts from other accredited institutions, submitted as official documentation of a student's record, must be printed no more than 90 days ago and be in a sealed envelope from the institution. Students must submit a Prerequisite Validation form to Counseling in order to have coursework on official transcripts validated for English, mathematics and other prerequisites. Transcripts submitted become the property of Riverside Community College District and cannot be returned to the student nor be forwarded to another institution. When a student has three consecutive years of non-attendance at RCCD, transcripts from other institutions will be purged from the student's record. If the student returns to RCCD after three years of non-attendance, new official transcripts from other accredited institutions will be required. Students planning to graduate from Moreno Valley College and needing to use courses from another college/university as a prerequisite must submit official transcripts to Moreno Valley College. See Section III Graduation Requirements in this catalog for further information on course acceptance from other institutions.

International Students in F-1 Visa Status
Under federal law, Riverside Community College District is authorized to enroll non-immigrant alien students on F-1 student visas for study toward an Associate of Arts or Science degree and for certificate programs. About 300 students from 60 countries regularly attend RCCD each semester, with the majority transferring to four-year institutions. F-1 visa students are subject to nonresident tuition as set by the Board of Trustees.

REFUND DEADLINES FOR FEES
Moreno Valley College shall refund any enrollment fee paid by a student who withdraws from a class during the first two weeks of instruction of a 16-week course or before 10 percent of a short term course has passed. See My Class Schedule on WebAdvisor at www.mvc.edu for refund deadlines.

Holds on Records
Grades, transcripts, diplomas and registration privileges will be withheld from any student or former student who has failed to pay his/her financial obligation owed to the District. Any item or items will be released when the student satisfactorily meets the financial obligation.

VETERAN STUDENTS AND FAMILY MEMBERS
Moreno Valley College exempts students from non-resident tuition who are members of the armed forces of the United States stationed in the state on active duty, except those assigned to California for educational purposes. A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces is also exempt from nonresident tuition. A qualified Veteran and/or dependent who resides in California and is attending a California school within three years of discharge will receive Resident Tuition Rate. [Veterans Access, Choice, and Accountability Act of 2014 (VACA Act)]

Cal Vet Fee Waiver
Dependents of certain Veterans are exempt from paying enrollment fees: (1) Any dependent eligible to receive assistance under Article 2 of chapter 4 of division 4 of the Military and Veterans Code; (2) Any child of any Veteran of the US military who has a service-connected disability, has been killed in service, or has died of a service-connected disability, where the Department of Veterans Affairs determines the child eligible; (3) Any dependent, or surviving spouse who has not remarried, of any member of the California National Guard who, in the line of duty, and while in the active service of the state, was killed, died of a disability resulting from an event while in active service of the state, or is permanently disabled as a result of an event that occurred while in the active service of the state; (4) Any undergraduate Medal of Honor recipient and children of Medal of Honor recipients under the age of 27 may qualify. Applicants are subject to both income and age restrictions. Students who feel they may be eligible for a fee exemption should contact the local County Veterans Office for more information.

FEES ARE SUBJECT TO CHANGE DUE TO STATE LEGISLATIVE ACTION OR RCCD BOARD POLICY CHANGES