

General Information

AB540 Students

On October 12, 2001, Governor Davis signed into law Assembly Bill 540 (Stats. 2001, ch.814) which adds a new section to the California Education Code. Section 68130.5 creates a new exemption from payment of nonresident tuition for certain nonresident students who have attended high school in California and received a high school diploma or its equivalent.

1. The law does not grant residency, it requires that certain nonresident students be exempted from paying nonresident tuition.
2. Students exempted from paying nonresident tuition pursuant to section 68130.5 do not become residents for eligibility purposes for any state-funded program (e.g., EOP&S, Cal Grant programs, or for purposes of a BOG Fee Waiver).
3. Students who meet the exemption requirements and who are unlawful immigrants are not eligible for any federal or state financial aid program. Many private sources have created scholarships specific to students not eligible for traditional financial aid programs. (scholarship link)
4. Students exempted from paying nonresident tuition pursuant to section 68130.5 are not eligible for the Governor's Merit Scholar Programs because these scholarships are only available for California residents.
5. Students must meet all requirements in section 68130.5 (a) (1) – (4) to be eligible for the exemption.
 - a. The student must have attended a California high school for three or more years. There are no provisions for partial attendance (e.g. two years and 7 months). The law does not require consecutive attendance nor require that the student attended the last three years in California (in the case of four-year high schools).
 - b. Such attendance could be at multiple California high schools. Attendance at continuation high schools, charter high schools and K-12 approved independent education is acceptable. Attendance at a home school is not acceptable unless the home schooling was provided in a manner recognized under state law. The law does not distinguish between public and private high schools. There is no time limit on how far in the past the student might have attended a California high school.
 - c. The student must have graduated from a California high school or attained the equivalent thereof (e.g., a GED or a high school proficiency exam).
 - d. Except for nonimmigrant aliens, any nonresident student who meets the first two requirements shall be exempted from nonresident tuition even if he or she is a US citizen or lawful immigrant.
 - e. If the student has filed an application with the INS to legalize status, the student may already be eligible for resident fee status if the student has resided in California for more than one year since the time of INS application. (See Title 5 Section 54045.)
6. Students who are nonimmigrant aliens (the most common being the F series student visas and B series visitor visas), are not eligible for this exemption. (A full description of nonimmigrant alien classification may be found in paragraph 15 of subsection (a) of Section 1101 of Title 8 of the U.S. Code.) People who entered the country as nonimmigrant aliens but subsequently have gone out of status are not eligible for this exemption until they apply to INS to change their status to something other than nonimmigrant.

Academic Integrity

Students are prohibited from resorting to unauthorized sources for information in fulfilling the requirements of a course. A student who cheats may be assigned an academic penalty grade at the discretion of the instructor of record. The penalty may range from lowering the student's grade to assigning a failing grade for the course, depending on the severity of the infraction. A penalized student will not be permitted to avoid the academic penalty grade by withdrawing from the course with a "W" grade without consent of the instructor of record.

Accreditation

Rio Hondo College is accredited by the Western Association of Schools and Colleges and is authorized by the California Community College Board of Governors to offer courses which parallel the lower division of most four year

institutions and qualify the student for junior classification at the University level; college transfer courses are accepted at full value at most colleges and universities throughout the United States.

Advanced Placement Test

Credit may be given for Advanced Placement Tests with scores of 3, 4, or 5. Contact the counseling office.

Attendance: First Class Meeting

All registered students should be present at the first meeting of the class unless other arrangements have been made with the instructor. Students who are not present by the end of the first class may lose their place to someone who is in attendance and wishing to enter. If you do not attend you must drop the class to insure your record is clear.

Auditing

Students will not be permitted to attend classes for which they are not officially enrolled.

Basic Skills Enrollment

The California Education Code limits students to no more than 30 semester units of pre-collegiate basic skills units. ESL and learning disabled students are exempted. Students who feel they would benefit by taking more than 30 semester units of pre-collegiate basic skills courses should see the Dean of Counseling and Student Development.

California Residency

If asked, a student must provide proof of California residency (or in some cases, parent residency) for the past 12-24 consecutive months. If the student is unable to document proof of California residency, he/she may still enroll but must pay non-resident fees. To establish residency a student must be able to prove eligibility, physical presence and the intent to remain as a resident (12 months) or 24 months of physical presence. Some visa types are precluded by federal law from establishing residency. In addition to other requirements, a student must be able to prove residency for one year and one day prior to the beginning of the semester (**August 21, 2008 or before**). Selected exemptions from non-resident fees are provided in law: such as certificated public school employees, agricultural workers, military personnel and their dependents. If you feel that you might qualify for an exemption, or have questions about residency, please contact the Admissions and Records Office.

Campus Security Policy

Rio Hondo College is responsible for the preparation of the Annual Security Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding the Rio Hondo College campus as well as the Santa Fe Springs Fire Academy, in addition to the information compiled by campus security and the Office of the Dean of Student Life. Statistics are compiled by the College for certain crimes reported by a victim or witness to the campus security or a campus official with significant responsibility for student and campus activities. This report also includes certain crimes reported to the Los Angeles County Sheriff's Department as required by the Act.

An updated report is made available by October 1st of each year, with a full text of the report located on the Rio Hondo College web site at <http://www.riohondo.edu/facilities/security.htm>

Changes in Schedule

Rio Hondo College reserves the right to make changes in the class schedule. When enrollment in any class is not sufficient to justify its continuance, the class may be cancelled.

General Information, continued**Child Development Center**

The RHC Child Development Center/Lab School serves children of Rio Hondo students, parents, staff, and community members. Children must be between the ages of 2 years nine months to 5 years old and are required to be toilet trained. The Center is supported by state funds and parent fees. Eligibility for state subsidized funding is determined by a combination of family size and income. Some families may pay fees based on a sliding scale. The Center's hours of operation are 6:30 A.M. to 5:00 P.M., Monday through Friday. Holidays and breaks are observed in accordance with the RHC academic calendar. For more information, please call (562) 908-3494. Once Center capacity has been reached, remaining applications are placed on a priority list.

Classification of Students

Freshman -Students with 0 to 29 units

Sophomore -Students with 30 to 59 units

Full-time -Students enrolled for 12 or more units / Fall or Spring

Part-time -Students enrolled for less than 12 units / Fall or Spring.

Credit by Examination

Credit for some courses may be earned by successful completion of an examination depending on departmental policy. Application forms are available in the Admissions and Records Office. Student's transcript will denote credit earned by credit by exam.

Pass/No Pass Petitions (Formerly Credit/No Credit -CR/NC)

Students may enroll in one course each semester on a Pass/No Pass basis. Those who choose this option and successfully pass the course requirements will not receive a letter grade (A, B, C) but will receive credit earned. P (Pass) is defined as a grade of "C" or better. The option is designed to encourage students to explore classes in which they might not otherwise enroll. The deadline to petition P/NP classes is **September 24, 2009** for semester length classes. The deadline to petition P/NP for short-term classes may only be submitted during the first week. Petitions for the Pass/No Pass option may be obtained from the Admissions and Records Office.

Dean's Honors List

The Dean's Honors List is published each semester. It includes all students whose semester grade point average is 3.5 or higher in 12 or more graded units completed (fall and spring semesters only).

Directory Information

This is to serve as public notice that the following information is regarded by Rio Hondo Community College District as "Directory Information," and may be released for distribution unless stop action is initiated by a student on the Rio Hondo College Directory Information Denial of Release form available in the Admissions Office. Directory Information includes: a student's name, whether or not he/she is currently enrolled, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received. A request for directory information will be denied to any parties if the college determines that such release is not in the best interest of the student (Board Policy No. 5040). Further information may be obtained from the Admissions and Records Office.

Directed Study

The course is intended for students who have the ability to assume responsibility for independent work and to prepare written and oral reports; who possess a 3.0 overall grade point average, or for whom the instructor feels an exception should be made. Directed study may be developed from any topic arising from or related to a course of study that will result in developing breadth and depth in that subject area. The project selected will be described in the contract agreed upon by the student and instructor. (Arranged: 48 hours per unit, 6 hours of which must be with the instructor.) The contract must be turned in to the Office of Student Learning Support located on the third floor of the Library before the end of the fourth week of the current semester. Limited to 1 to 3 units.

Disabled Students (DSP&S)

Disabled Students Programs and Services provide assistance with registration, counseling, tutoring, instruction and other reasonable accommodations to students with verifiable disabilities. The Disabled Students Program is located in the Science Building, Room S205. Any person requiring TDD (telecommunications for the deaf) should call the Disabled Students TDD number at (562) 463-4633. **Please note:** Hygienic care and other personal services are not provided.

Entrance Requirements

High school graduates or individuals 18 years of age or over who show evidence that they can profit from instruction may enroll in Rio Hondo College. All classes are open to the public. No person shall on the basis of race, color, religion, sex, national origin, age or physical or mental disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity sponsored by Rio Hondo College.

Exception to the 18 unit (15 unit) Limit

Students are limited to 18 units (15 units for summer sessions) unless they receive written approval from a counselor to take additional units. Students adding over 18 units (15 units for summer sessions) must add during open or late registration.

"Go RIO" Fee

The purpose of the \$3.00 GO RIO Fee – The \$3.00 per student fee was approved by the students in the Spring '08 ASB election to help cover some of the rising costs of operating GO RIO. This fee will be levied on each student in each semester for the next two years (through the Spring 2010 semester). The fee is charged to students when they register and the revenue from this fee is expected to cover about 50% of the total operational costs of GO RIO.

Benefits available to non-GO RIO students – While GO RIO students will reap the benefits of using the GO RIO pass, non GO RIO students will also enjoy the following public goods: 1) improved air quality; 2) reduced congestion on campus roads and streets surrounding Rio Hondo's campus; and 3) less demand for parking. Since GO RIO was launched in 2006, it has been calculated that GO RIO has removed over 6,000 lbs. (over three tons) of auto emissions from the atmosphere.

Groups of students eligible for a waiver of the \$3.00 GO RIO fee

– When the fee language was placed on the Spring '08 ballot, careful consideration was given to certain groups of students who would be considered eligible for a waiver from this \$3.00 GO RIO fee. The following groups of students are eligible for a waiver:

1. students who are 100% on-line
2. all high school students
3. students who take classes 100% off campus (e.g. overseas students)
4. apprenticeship students who take classes 100% off campus
5. AJ & Fire students who take classes 100% off campus; or only come to campus once per year (e.g. AOT, PAC, FAC)
6. community service students
7. BOGW students (students who have their registration fees waived)
8. veterans and dependents of veterans
9. any other students who have special conditions
(subject to final approval by GCR).

Reason why it remains open to only full-time students – The Board of Trustees and the Administration have made it clear that the GO RIO program is offered to full-time students as a reward for students who choose (and keep) full-time status throughout the entire semester. Students who carry less than 12 units and are eager to qualify for the pass are encouraged to add units (as many have chosen to do in the past).

New Policy Regarding GO RIO Students who drop below full-time status

– Students who registered full-time, picked up a GO RIO pass, but then dropped below full-time status in the semester were identified and sent a letter which served as their only warning that dropping below 12 units will not be tolerated in the future. Repeat dropping will be grounds

General Information, continued

for future ineligibility in the GO RIO program (even if “droppers” pay the \$3.00 GO RIO fee during their semester of ineligibility). This policy keeps students accountable and maintains fairness for GO RIO students who properly maintain their full-time load throughout the entire semester. These “droppers” will be coded before the start of the semester so that A & R staff will notice this new code in the database.

For any other questions or comments, please contact Russell Castañeda Calleros in the Office of Government & Community Relations at (562) 908-3412.

Grades

Semester grades will be available after **January 11, 2010**. Student grades are no longer being mailed to students. Students who want grades will need to access them in the following way:

- Use the touchtone telephone system to access grades
- Use the college website to access grades online at: RIOWEB.riohondo.edu

Determination of a student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final. Grades given in error will be expunged from the record. Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. Computing a student's degree applicable grade point average will include only grades earned in degree applicable course work. See College Catalog for more details on grades.

Guidelines: Unattended Children

While on the campus of Rio Hondo College, children under 14 years of age who are not approved for enrollment must be accompanied by a parent or adult caregiver and under appropriate supervision at all times. The safety and security of children are the responsibility of the parent or adult caregiver. The College cannot assume responsibility for the safety of the children left unattended. Security will be notified immediately if children are left unattended in Campus buildings, outdoor areas, or in private automobiles.

Please note the following:

- A child under the age of 14 who is not approved for enrollment must be under the supervision of an adult who assumes responsibility for the child.
- A child, who is not approved for enrollment, will not be allowed to accompany a parent or adult caregiver who is attending class.
- Parents or adult caregivers are responsible for any act of vandalism done by the underage child.
- Parents or adult caregivers must monitor all activities and behavior of their children while they are on the college campus. College staff will notify security if children are left unattended.

Health Services

Doctors and registered nurses provide comprehensive health services and general medical care to students. Appointments are preferred. The Health Office is on the first floor of the Administration Building, A115. Call (562) 908-3438.

HEALTH FEE

1. The health program includes: psychologist, medical doctors, and nurses (day, evening, and summer session), student services assistant, and student accident on campus insurance.
2. Rio Hondo College provides the health services program as approved by the Board of Trustees for students who formally register at Rio Hondo College, are currently enrolled, and pay a health fee. Antibiotic medication and women wellness laboratory tests are available for a nominal fee.
3. The health fee for day and evening students is \$12.00 (fall and spring) or \$9.00 (summer), except as provided herein:
 - a. Students who depend exclusively upon prayer for healing, in accordance with the teaching of a bonafide religious sect, denomination, or organization, shall be exempt from paying said health fee upon presentation of a membership card or letter from a licensed, ordained minister, certifying appropriate affiliation in such religious sect, denomination, or organization.

- b. Likewise, students who are attending an approved apprenticeship training program shall be exempt.
4. A full refund will be made only if requested in writing prior to the refund deadline (see page 10). NO REFUNDS will be made after this time.

Name Change Procedure

Continuing or Returning Student who wish school records to reflect a name change must provide acceptable legal documents before a name change is made. Acceptable evidence includes, but is not limited to, marriage license and court documents.

Nondiscrimination in College Programs & Activities

Rio Hondo Community College District does not discriminate on the basis of race, national origin, sex (gender and sexual orientation), age, religion, disability, or marital and Vietnam era status in any of its policies, procedures, or practices. This nondiscrimination policy covers admission and access to, and treatment and employment in college programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of grievances, or receipt of a copy of the college grievance procedures may be directed to Dan Rubalcava, District Compliance Officer, Room S207, (562) 908-3498 or TDD (562) 908-3422.

Rio Hondo Community College District recognizes its obligation to provide program accessibility for all persons with disabilities in a manner that does not discriminate in the delivery of those services. The college makes reasonable accommodations for students, employees and members of the community who may be participating in campus activities.

Inquiries regarding federal laws and regulations concerning nondiscrimination in education or compliance of this college with those laws may be directed to the Compliance Coordinator, the Chancellor of California Community Colleges or the Office of Civil Rights, U. S. Department of Education.

Open Enrollment in all Classes

In compliance with the policy of Rio Hondo Community College District, every class offered, unless otherwise indicated in the official catalog and schedule of classes, shall be fully open to enrollment and participation by any person who meets the academic prerequisites of such classes and who is otherwise eligible for admission to and enrollment in the college. Every person, otherwise eligible, shall be allowed to enroll in and attend any class wherever offered throughout the District.

Psychological Services

A clinical psychologist is available for individual psychotherapy, stress management, relationship issues and relaxation training and consultation. Appointments may be made in the Health Office, (Administration Building, Room A115) or by calling (562) 463-7302.

Public Notice- Student Records Privacy Act

All student records of Rio Hondo College are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. Students may request access to those campus records which personally identify the student; the student may challenge the accuracy of the record or the appropriateness of its retention in the campus records. Student consent is needed for the release of records covered by the Act to outside parties (e.g. prospective employers) except for those agencies entitled to access under the provisions of the Act (e.g. campus officials, other schools, federal educational and auditing officers and requests in connection with the application or receipt of financial aid). These provisions apply to records received and used after November 1, 1974. A student may request a report summarizing the number of records he/she has requested or given consent to be released. Complaints as to procedure or improper release of records information may be filed with the Office of Education, HEW, FERPA, DHEW, 330 Independence Avenue, S.W., Washington, D.C. 20210.

General Information, continued

Repetition of Course Guidelines

It is a violation of state law and college policy (Board Policy 4225) to repeat a course unless certain conditions are present. This policy shall not take precedence over any existing state or federal regulation.

Guidelines

1. A course in which a student grade of a D, F or NC has been recorded may be repeated only once.
 - In computing the Grade Point Average (GPA) of a student repeating courses, the most recent earned grade shall be used for courses repeated for a grade of D, F or NC for the first 20 units of coursework repeated. In order to ensure a true and complete academic record, the original grade record shall not be changed or removed on the official academic transcript.
 - Students may use coursework from an accredited college to replace Rio Hondo College coursework in which an F, D or NC was recorded provided the courses are articulated as being equivalent.
 - A student must complete a Course Repetition with Previous Substandard Grade form available in Admissions and Records in order to remove the effects of the F, D, or NC grade from the GPA.
2. A course in which a student grade of a CR or C or better has been recorded may not be repeated except under extenuating circumstances or a significant lapse of time.
 - Any student wishing to repeat a course for which they received a CR or C or better grade must complete a Course Repetition with Previous CR/C or Better Grade form available in Admissions and Records and submit it with appropriate signatures and approvals to Admissions and Records.
 - In computing the GPA of a student approved to repeat a course because of extenuating circumstances or significant lapse of time, the most recent grade will not earn additional units or grade points towards improving or changing the previous grade earned in the class.
 - Successful repetition of a course originally passed does not carry additional unit credit towards a degree or certificate
3. Students who repeat a course without appropriate authorization will be administratively dropped from the class.
4. A student's record will be appropriately marked indicating those courses that have been repeated.
5. A course may be repeated without a petition if it is listed in the college catalog as a repeatable course.

Student Financial Obligations

Students with any outstanding financial obligations to the college (e.g., library fines, laboratory fees, etc.) will have student privileges withheld, including, but not limited to, notification of grades, sending of transcripts, and right to register.

Student Grievance Procedures

Students who have a grievance against any faculty or staff member may request a hearing of the College Review Board. A grievance is an alleged wrongful act by a Rio Hondo College staff or faculty member which has an adverse effect upon a student's academic or personal status at Rio Hondo College (See Administrative Procedures). The Review Board is composed of three members of the full-time faculty, three members of the student body and one member of the administrative staff. Students may petition for a hearing before the College Review Board by filing a request in the Office of Student Life. The recommendation of the College Review Board is advisory to the Superintendent/President of the College.

Student Records/Transcript

Upon written application, a document verifying grades or enrollment will be issued by the Office of Admissions and Records. The first two copies requested are issued free of charge. Thereafter, a fee of \$3.00 for each record is charged. Forms are available in the Office of Admissions and Records.

Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when: 1) submission to the conduct is made a term or condition of an individual's employment, academic status, or progress; 2) submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual; 3) the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment; or 4) submission to, or rejection of, the conduct by the individual is used as a basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college. Sexual harassment can consist of virtually any form or combination of verbal, physical, visual or environmental conduct. It need not be explicit, nor even specifically directed at the victim. Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same general characteristics as the victim would perceive the conduct as harassment based on sex. Poster and brochures are available in each classroom.

Sexual harassment is a form of sex discrimination which violates Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, California statutes, and Rio Hondo Community College District Board policies. If you believe that you are a victim of sexual harassment, contact Dan Rubalcava, District Compliance Officer, Room S207, ext. 3498 or from an off-campus telephone, (562) 908-3498 or TDD (562) 908-3422.

Suspension & Expulsion

In accordance with the provisions of Board Policy 5500, a student may be suspended or expelled from any or all classes for a good cause, computer related crimes, or other matters related to student conduct. A copy of Board Policy 5500 may be obtained on the RHC website at www.riohondo.edu.

Transportation/Bus Service

MTA provides service to RHC from its Cerritos Shopping Center and El Monte stations approximately every 60 minutes, Monday through Friday from 5:15 AM to 7:15 PM. Reduced rate student passes are available with signed verification of student status. Application forms are available in Admissions. For further information from MTA call 1(800)COMMUTE, or for the hearing impaired, call TTY at 1(800) 252-9040. Hours of information are 6:00 AM to 8:30 PM, Monday-Friday and 8:00 AM to 6:00 PM Saturday-Sunday. Closed holidays except New Year's. You may write MTA, P.O. Box 194, Los Angeles, CA 90053 (for information).

The Norwalk Transit provides service from 6:40 AM to 10:30 PM Monday through Thursday. Fare, schedule and bus stop information may be obtained by calling (562) 929-5550. Foothill Transit also provides service from 7:00 AM to 9:00 PM Monday through Friday. Fare, schedule and bus stop information may be obtained by calling (800) 743-3463. Discount cards and information for Norwalk and Foothill Transits are available at the college cashier.

Withdrawal From Courses

There are three types of course withdrawal.

1. Withdrawal without receiving a "W." If a student withdraws from a course **before** the listed "last day to drop without a 'W'" deadline, there is no "W" grade on the student's record (transcript).

2. Withdrawal with a "W." A student who withdraws **after** the "last day to drop without a 'W'" deadline and **before** the deadline to drop a class, gets a "W" grade. The "W" grade is not used to calculate a student's grade point average, but is used for progress probation/dismissal.

3. Military withdrawal. This occurs when a student who is a member of an active or reserve U.S. military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a student can petition to withdraw from classes and when authorized, the student will be withdrawn with a "MW" Military Withdrawal note on the student's transcript. Military withdrawals are not counted in progress probation and dismissal calculations. Withdrawal petitions are available in the Admissions and Records Office.

What could happen if you abuse alcohol or drugs

There are many reasons for NOT abusing drugs or alcohol. Significant health risks associated with the abuse of these substances include the following:

Long term abuse of alcohol may cause:

- ▲ liver damage
- ▲ heart disease
- ▲ ulcers or gastritis
- ▲ malnutrition
- ▲ delirium tremens
- ▲ cancer
- ▲ or brain damage.

Long term use of drugs may:

- ▲ lower one's resistance to disease
- ▲ cause malnutrition or damage various organs.

Both drugs and alcohol may be damaging to the development of an unborn fetus. Physical and psychological addiction to these substances is clearly a risk. Relationship problems, financial difficulties are often associated with substance abuse.

Rio Hondo College's Policy . . .

Rio Hondo College wants to provide a quality education for you. We believe that creating a learning environment which is free of drug and alcohol abuse is important. The college's standard of conduct (Board Policy 5500) clearly prohibits the unlawful possession, use, or distribution of illicit drugs or alcohol by students on campus or as part of any of its activities.

What the College will do . . .

If you violate these policies, you may be subject to corrective action, up to and including suspension or expulsion. It is important to note that the College is prepared to impose disciplinary action as it deems fit. The following state laws may be applicable.

OFFENSE	CODE	PENALTY
Possession of Drugs	Health & Safety Code Sec. 11377, 11350, 11357	2-10 years or fines
Possession for Sale	Health & Safety Code Sec. 11378, 11351, 11359	2-10 years
Sale of Drugs	Health & Safety Code Sec. 11379, 11352, 11360	5 years to life
Driving under the influence of any drug or alcohol	Calif. Vehicle Code Section 23152	Jail time, Fines, Loss of License
Being under the influence in a public place or unable to care for self or safety of others-i.e., liquors, any drugs	Calif. Penal Code Sec. 647f	Misdemeanor, Possible Jail Time

Other state or federal laws may apply. For list of laws, consult the library.

Don't Mix Higher Education with Getting High

If you want help . . .

Rio Hondo College has some resources to assist you in breaking out of drug and alcohol abuse. **Call (562) 692-0921:**

OFFICE	LOCATION	EXT.
Health Office	A115	3438
Psychological Services	A115	7302
Counseling Center	A119	3410

This information is provided to all students per requirements of the Drug Free School and Communities Act Amendments of 1989 (P.L. 101-226)

Off-campus Resources

This list does not have EVERY drug and alcohol abuse program in the area, but those listed can refer you to other programs if needed.

- L.A. Centers for Alcohol & Drug Abuse (Santa Fe Springs) (562) 906-2676
- Southern California Alcohol & Drug Program..... (562) 923-4545
- Narcotics Anonymous..... (562) 698-4604 (Referrals to meetings)
- Alcoholics Anonymous..... (626) 914-1861 (Referrals to meetings)

Other hospital programs:

- College Hospital (Cerritos) (800) 352-3301
- BHC Alhambra Hospital (626) 286-1191
- INFO Line (Referrals to community resources) (626) 350-6833 or dial "211"

Schedule Planning Guidelines

Taking college courses can be very different from courses studied in high school. To assist you in successful planning, review the following guidelines.

- Generally, one unit of credit equals one hour of class time.
- Full-time students carry anywhere from 12 to 17 units.
- You should plan to spend at least two hours a week in study and homework for each unit of credit you are enrolled in. (This means 15 units will require at least 30 hours of study and homework.)
- In addition to class time and study time, consider family commitments, leisure time and work hours when building your semester schedule.
- It is important that you attend classes. Research shows that students who attend classes are generally more successful than those students who do not.
- For athletic eligibility, you must be enrolled in 12+ units.
- For veterans benefits, you must be enrolled in 6+ units.
- For financial aid, you must be enrolled in 3+ units.

Planning Guide

As a general rule follow these guidelines when planning your schedule and deciding how many units to take.

Hours of work	Units to take
40 hours a week	3 - 6 units
30 hours a week	6 - 9 units
20 hours a week	9 - 12 units
Under 20 hours a week	12+ units

	MON	TUES	WED	THURS	FRI	SAT
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Matriculation

Matriculation

At Rio Hondo College, we believe that a process of assessment, orientation and counseling/ advisement, called matriculation, will help you plan and achieve your goals in college. (*VA students MUST participate in assessment, orientation, counseling/advisement. VA students MUST participate in all matriculation services.*) You may choose not to participate in this process if you meet any of the exemption criteria. Exemption forms may be obtained in the Counseling Office. Before you sign the exemption form, however, please remember that all students are strongly encouraged to participate in matriculation. In addition, if a class has a prerequisite or corequisite and you have not been through the assessment process, you may be blocked from enrollment.

Assessment

All new and non-assessed students should take the Rio Hondo College placement tests in order to enroll in appropriate English, reading and math classes. See page 9 for dates and times of assessment tests.

Orientation

All new students are expected to attend an orientation to Rio Hondo College services and educational programs. Information on registration procedures, course placements and recommended courses are provided during orientations. Also, the development of a Student Educational Plan is reviewed. Call 562- 463-7225 with any questions.

Counseling/ Advisement

New students who do not attend an orientation and returning students are encouraged to see a counselor prior to registration. Counselors will recommend appropriate courses based on assessment results, review of past school records, respond to survey questions and information provided by the student. Counseling is on a walk-in basis the week before school begins. During the semester counselors are available by appointment to help you develop an educational plan that includes the courses and services necessary to achieve your goals. Call 562-908-3410.

Schedule Planning Guide

As a general rule follow these guidelines when planning your schedule and deciding how many units to take.

Hours of work	Units to take
40 hours a week	3 - 6 units
30 hours a week	6 - 9 units
20 hours a week	9 - 12 units
Under 20 hours a week	12+ units

Important Definitions

It is important for you to understand the words Prerequisite, Corequisite, and Advisory. Note that prerequisites and corequisites may be challenged.

Prerequisite - A Prerequisite is a course that must be completed before enrolling in your desired course.

Corequisite - Corequisite indicates a course which must be taken at the same time as the desired course.

Advisory - An Advisory course is one that the college believes you should take before enrolling in a specific course. You are likely to perform better academically in the course or program because of this preparation or experience. Students will not be blocked from taking the course(s) if they have not met the advisory.

Matriculation Exemption

All students are encouraged to take advantage of matriculation at Rio Hondo College. Students may request exemptions as follows:

- Students may request an exemption from assessment, orientation, and counseling/advisement, IF:
 - the student has already earned an AA/AS degree or higher, OR
 - the student is a new or returning student who wants to take only activity, skills building, or personal growth classes (e.g., acting, physical fitness, ceramics), or job skills training (e.g., computer literacy, accounting, brake service).
- Students may request exemptions from assessment ONLY IF:
 - the student has successfully completed the equivalent English course at another community college or university (exemption from English assessment only) OR
 - the student has successfully completed the equivalent math course at another community college or university (exemption from math assessment only) OR
 - the student has taken a Rio Hondo College approved assessment test at another college.
- Students may request exemptions from orientation ONLY IF:
 - the student is concurrently enrolled at a four-year college or university OR
 - the student has previously participated in a Rio Hondo College orientation.

prerequisite/ corequisite

Your Rights and Responsibilities

- It is the Student's Responsibility to:**
 - express a broad educational intent upon admission
 - declare a specific educational goal by the time 12 semester units are completed
 - participate in counseling/advisement
 - meet with a counselor to develop an educational plan
 - provide high school and/or college transcripts and other supporting documentation to assist in making the best possible placement recommendations.

Student Rights

- Students have the right to challenge, appeal, or be exempt from any step in matriculation. Forms to do this are available in the Admissions/Records and Counseling Offices.
- Students who feel that assessment, orientation, counseling, or any other matriculation process is being applied in a discriminatory manner may file a petition. Petitions may be obtained from the Dean of Counseling. The Dean shall convene a three-member panel consisting of two members from the Matriculation Advisory Committee to review the petitions.

The committee and the college Affirmative Action Officer, or designee, shall meet and provide written notification of their decision to the student within five working days.

Challenge and Placement Appeals

Students may appeal either their assessment placement or challenge the prerequisite/ corequisite for a specific course. The basis for appealing or challenging must include one or more of the following:

- a prerequisite/corequisite course or the recommended course is not available
- student believes the prerequisite/corequisite or recommended course is not valid or necessary for success in the course for which it is required
- student believes the prerequisite/corequisite or placement results are discriminatory or are being applied in a discriminatory manner
- student has the documented knowledge or ability to succeed in the course without meeting the prerequisite/corequisite.

A Prerequisite/Corequisite Challenge Form and an Assessment Appeals Form can be obtained from the Counseling Department or appropriate division office.

The Prerequisite/Corequisite Challenge Form and Assessment Appeals form must be filed with the appropriate division dean with supporting documentation. The student will be notified in writing of the decision within five working days. Students wishing to appeal this decision should contact the Dean of Counseling & Student Development.

Rio Hondo College

Graduation Requirements

Associate of Arts or Associate of Science Degrees

DEGREE REQUIREMENTS: Associate of Arts and Associate of Science degrees will be awarded only in areas of specialization as defined by the various departments. The area of specialization will appear on the face of all Associate degrees. Students receiving degrees in addition to their major requirements must fulfill the general education requirements.

PHILOSOPHY OF GENERAL EDUCATION: Central to an Associate Degree, General Education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of the college that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons should be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, General Education should lead to better self-understanding.

The following general education requirements for an Associate of Arts or Associate of Science degree must be completed and are part of the 60 units required for the degree.

1. Competence in reading and written expression may be met by the following:

a. The reading requirement may be met by one of the following:

- A satisfactory score on the Reading Placement Test
- Credit ("CR" grade) earned in READ 023 or higher level reading course

b. The written expression requirement may be met by one of the following:

- Credit earned in ENGL 101 or ESL 198 (for ESL students)
- A satisfactory score on the CSU English Equivalency Exam (to be determined by the Division of Communications and Languages)

2. Competence in mathematics may be met by one of the following:

- Credit (C grade or better) in MATH 070 (Intermediate Algebra), MATH 060 (Geometry) or a higher level math course
- Demonstrate proficiency by a satisfactory score on the Rio Hondo College Math Proficiency Exam

3. Physical Education-Minimum 2 classes.

Any two physical education or dance activity courses. Effective 2006-2007 students who have completed a Fire or Police Academy from an accredited institution are automatically waived from this requirement. *(Exemption may be granted to those students physically unable to complete this requirement. Exemption forms are available in the Health Office.)*

4. American Institutions Requirement*-Minimum of one course:

HIST 143, 144, 144H, 158, 159, 159H
POLYS 110 or 110H

5. Natural Sciences with Lab (a lab must be included)- Minimum 3 units:

ANTHR 101, 101H, &101L
ASTR 110, 110H & 112 or 114
BIOL 101, 111 & 111L, 112, 120 & 120L
CHEM 101& 101L, 110, 120, 130
GEOG 101 & 101L
GEOL 150 & 151, 152
PHY 120, 150, 160
PHYS 101, 102

6. Social and Behavioral Sciences-Minimum 3 units:

ANTHR 102, 103, 110, 125
CD 106
CHST 150
ECON 101, 101H, 102, 102H
GEOG 102, 103
HIST 101, 102, 122, 143, 144, 144H,
158, 159, 159H, 167, 170
HUMAN 130
PHIL 128
POLYS 110, 110H, 128, 130, 140, 150
PSY 101, 101H, 112, 114, 116
SOC 101, 101H, 102, 105, 110, 114,
116, 120

7. Humanities

A. Fine Arts – Minimum 3 units:

ART 101, 105, 105H, 106, 106H, 107,
108, 109, 110, 111, 112, 113, 115,
120, 130, 135, 140, 179
DANCE 199
MUSIC 101, 129, 130, 131, 132,
133, 135, 145, 155
THEAT 101, 105, 105H, 110
PHOTO 190

B. Humanities – Minimum 3 units:

ASL 149
CHIN 101, 102
ENGL 131, 126
FR 101, 102, 201, 202
HIST 101, 102, 122, 131, 143, 144,
144H, 158, 159, 159H, 167, 170

HUMAN 110, 111, 125, 125H, 135,
155, 165
ITAL 101, 102
JAPAN 101, 102
LATIN 101, 102
LIT 102, 102H, 112A, 112AH, 112B,
112BH, 114, 117, 140, 140H, 141,
142, 144A, 144B, 145, 145H, 146A,
146AH, 146B, 147, 148, 149
MASSC 128
PHIL 101, 101H, 120, 124, 126, 135,
140, 150
SPAN 101, 102, 130, 131, 201, 201H,
202
SPCH 130, 132

8. Language and Rationality

A. English Composition–Minimum 3 units:

ENGL 101, ESL 198

B. Communication and Analytical Thinking – Minimum 3 units:

CIT 101, 115, 120
ENGL 125, 133, 201, 201H
LIB 101
MATH 120, 130, 130H, 150, 160, 170,
175, 180, 190, 191
PHIL 110, 112
SPCH 100, 101, 102, 140
READ 101
VOCAB 101

** Any course taken to meet the American Institutions requirement may not be used to meet another general education requirement.*

Courses may be used to fulfill only one G.E. area.

(It is the student's responsibility to provide verification to the Admissions and Records Office if any of the above requirements are met at another college or university.)

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General Education for the California State University System

CSU General Education Breadth Course Requirements

Students planning to graduate from any California State University (CSU) campus must complete 48 units in general education, 39 of which may be completed at RHC prior to transfer. Nine semester units of upper division coursework in general education must be completed after transfer at the CSU campus awarding the degree. For full certification, a minimum of nine units must be completed in each of Categories A, B, C, and D. One course must be completed in Category E. Courses in Category A and in Category B-Quantitative Reasoning must be completed with a "C" or better. The overall grade-point average for the remainder of the courses must be at least a 2.0. Students must file for CSU certification in the Office of Admissions and Records.

PLEASE NOTE: CSU Certification represents only a portion of the 60 total units that students must complete before transferring. Please see a RHC counselor to determine your lower division major requirements. Students are encouraged to refer to the California Articulation database at www.assist.org for the latest information on major requirements and course articulation.

Courses taken by students for certification must be taken from the following list:

AREA A: English Language Communication and Critical Thinking:

Choose one course from each group.
(9 units minimum)

A1: Oral Communication

(3-unit minimum)
SPCH 100, 101, 102, 140

A2: Written Communication

(3-unit minimum)
ENGL 101

A3: Critical Thinking

(3-unit minimum)
ENGL 201, 201H
PHIL 110, 112
READ 101
SPCH 140

AREA B: Scientific Inquiry and Quantitative Reasoning: Choose one course from each group; one of the science courses must include a laboratory (indicated by +).
(9 units minimum)

B1: Physical Science

ASTR 110, 110H, 112+, 114+
CHEM 101, 101L+, 110+,
120+, 130+, 131, 131L+,
230+, 231+
GEOG 101, 101L+
GEOL 150, 151+, 152+, 155
PHY 120+, 150+, 160+, 211+,
212+, 213+
PHYS 101+, 102+

B2: Life Science

ANTHR 101, 101H, 101L+
BIOL 101+, 111, 111L+, 112+,
120, 120L+, 200+, 203+,
204+, 222+, 226+
PSY 210, 210H

B3: Laboratory Activity

All courses are identified by + in Groups B1 and B2 above.

B4: Mathematics/Quantitative Reasoning

MATH 120, 130, 130H, 140, 150,
160, 165, 170, 175, 180, 190,
191, 250, 260, 270

(If MATH 070, Intermediate Algebra, was taken prior to Fall 1988, it will fulfill the requirements.)

AREA C: Arts and Humanities

Choose at least one course from C1: Arts; and at least one course from C2: Humanities. Additional courses may be taken from either of the groups. (9 units minimum)

C1: Arts (Art, Cinema, Dance, Music, Theatre)

ART 101, 105, 105H, 106,
106H, 107, 108, 109, 110, 111,
112, 120, 121, 130, 135, 140
DANCE 199
MUSIC 101, 112, 120, 124,
125, 126, 127, 129, 130, 131,
132, 133, 140, 145, 155, 170
PHOTO 190
THEAT 101, 105, 105H, 110, 150

C2: Humanities (Literature, Philosophy, Languages Other than English)

ASL 149
CHIN 101, 102
ENGL 126
FR 101, 102, 201, 202
HIST 101, 102, 122, 131, 143,
144, 144H, 158, 159, 159H, 167
HUMAN 110, 111, 125, 125H,
135, 165
ITAL 101, 102
JAPAN 101, 102
LATIN 101, 102
LIT 102, 102H, 112A, 112AH,
112B, 112BH, 114, 117,
140, 140H, 141, 142, 144A,
144B, 145, 145H, 146A,
146AH, 146B, 146BH, 147,
148, 149
PHIL 101, 101H, 120, 124,
126, 128, 135, 140, 150,
151, 152
POLYS 128
RUS 101, 102, 201, 202

SPAN 101, 102, 130, 131, 201,
201H, 202
SPCH 130, 132

AREA D: Social Sciences: 9 units required with courses in at least two groups. (3 courses/9 units minimum)

D1: Anthropology and Archeology:
ANTHR 101, 101H, 102, 102H,
103, 115, 125

D2: Economics:
ECON 101, 101H, 102, 102H

D3: Ethnic Studies:
CHST 150; HIST 158, 159,
159H; HUMAN 130;
POLYS 150

D4: Gender Studies

D5: Geography: GEOG 102, 103
D6: History: HIST 101, 102, 122,
131, 143, 144, 144H, 167

D7: Interdisciplinary Social or Behavioral Science: CD 208

D8: Political Science, Government, & Legal Institutions:

CHST 150, PHIL 128,
POLYS 110, 110H, 128, 130,
140, 150

D9: Psychology: PSY 101, 101H,
112, 114, 116, 200, 210, 210H
CD 106, 208

D0: Sociology and Criminology:
SOC 101, 101H, 102, 105, 110,
114, 116
ANTHR 110

HIGHLY RECOMMENDED:

All CSU campuses require that a student demonstrate competence in U.S. History, Constitution and American Ideals. This may be satisfied by taking POLYS 110 or 110H in Area D and one of the following History courses: HIST 143, 144, 144H, 158, 159, 159H in Area C or D.

AREA E: Lifelong Learning and Self-Development: Choose one course from the following:

ANTHR 110
BIOL 123
CD 106
COUNS 151 or 151A, 151B,
151C

(NOTE: The entire sequence of 151 A-C must be completed for a total of 3 units)
PE/TH 191, 192, 196
PSY 112, 121, 123, 133
SOC 105, 110, 118

NOTE: Courses may be used to fulfill only one General Education area.

For a complete listing of courses and their approval dates, students may log on to www.assist.org

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Intersegmental General Education Transfer Curriculum (IGETC) to CSU and UC

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or University of California system without the need to take additional lower-division general education courses. Transfer students will receive certification for all their general education requirements only after completing all of the subject areas listed below with a "C" grade or better in each course.

PLEASE NOTE: IGETC Certification represents only a portion of the 60 total units that students must complete before transferring. In addition, some University of California schools require that students complete specific course work in a major before transfer, and some majors require a higher grade point average than designated for general admission. Therefore, a Student may also reference the California Articulation database at www.assist.org for information on major requirements and course articulation. See a Rio Hondo counselor for further explanation and planning materials.

Area 1:

ENGLISH COMMUNICATION

CSU: 3 courses required, one from each group below

UC: 2 courses required, one each from groups A and B

Group A – English Composition

One course of 3 semester/4 quarter units
ENGL 101

Group B –Critical Thinking

One course of 3 semester/4 quarter units
ENGL 201 or 201H, PHIL 110

Group C –Oral Communications:

(CSU only) One course of 3 semesters/4 quarter units.

SPCH 100, 101, 102, 140

Area 2: MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING

One course: 3 semester/4 quarter units
MATH 120, 130, 130H, 160+, 165+, 170+, 180+, 190+, 191, 250, 260, 270

+ Indicates that UC course credit may be limited. Please consult a counselor for additional information.

Area 3: ARTS & HUMANITIES

At least 3 courses - 9 semester/12 quarter units.

ARTS (3 units minimum):

ART 105, 105H, 106, 106H, 107, 108, 109, 110, 111, 112

MUSIC 129, 130, 131, 132, 133

THEAT 101, 105, 105H

HUMANITIES (3 units minimum):

FR 102, 201, 202

ITAL 102

JAPAN 102

LATIN 102

LIT 102, 102H, 112A, 112AH, 112B, 112BH, 114, 117, 140, 140H, 141, 142, 144A, 144B, 145, 145H, 146A, 146AH, 146B, 146BH, 147, 148, 149

HIST 101, 102, 122, 131, 143, 144, 144H, 158, 159, 159H, 167

HUMAN 110, 111, 125, 125H, 165

PHIL 101, 101H, 120, 124, 126, 128, 135, 140, 150

POLYS 128

SPAN 102, 201, 201H, 202

RUS 102, 201, 202

Area 4: SOCIAL & BEHAVIORAL SCIENCES

At least 3 courses from at least two disciplines - 9 semester/12 quarter units

ANTHR 102, 102H, 103, 110, 125

CD 106, 208

CHST 150

ECON 101, 101H, 102, 102H

GEOG 102, 103

HUMAN 130

PHIL 128

POLYS 110, 110H, 128, 130, 140, 150

PSY 101, 101H, 112, 114, 200, 210

SOC 101, 101H, 102, 105, 110, 116

Area 5: PHYSICAL & BIOLOGICAL SCIENCES

At least 2 Courses. One must include a laboratory. (7-9 semester/9-11 quarter units.)

PHYSICAL SCIENCES

(One course minimum):

ASTR 110, 110H, 112*, 114*

CHEM 110*, 120*, 130*, 230*, 231*

GEOG 101, 101L*

GEOG 150, 151*, 152*, 155

PHY 120*+, 150*+, 160*+, 211*+,

212*+, 213*+

BIOLOGICAL SCIENCES

(One course minimum):

ANTHR 101, 101H, 101L

BIOL 101*, 111, 111L*, 120, 120L*,

200*, 201*, 203*, 204*, 226*

PSY 210, 210H

* Denotes a laboratory

+ Indicates that UC course credit may be limited. Please consult the catalog for additional information.

LANGUAGE OTHER THAN ENGLISH

(UC REQUIREMENT ONLY)

Proficiency equivalent to two years of high school study in the same language or at Rio Hondo College: At least 1 course from:

ASL 149

CHIN 101, 102

FR 101, 102, 201, 202

ITAL 101, 102

JAPAN 101, 102

LATIN 101, 102

RUS 101, 102, 201, 202

SPAN 101, 102, 130, 131, 201,

201H, 202

All CSU campuses require that a student demonstrate competence in U.S. History, Constitution and American Ideals.

6 units: Chose one course from group 1 and one course from group 2.

1. POLYS 110, 110H

2. HIST 143, 144, 144H, 158,

159, 159H

These units are general education requirements for the UC and CSU systems. Rio Hondo College will certify these courses. We recommend that you complete them before transferring.

For a complete listing of courses and their approval dates, students may log on to www.assist.org

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Rio Hondo College

List of Associate Degrees & Certificates

Arts: Performing & Visual

- Art ❖
- Commercial Art ◆
- Music ◆
- Photography ◆
- Theatre Arts ◆

Business

- Accounting ◆ ▲
- Business Administration ❖
- International Business ▲
- Logistics ●
- Management & Supervision ◆ ▲
- Retail Management ▲
- Small Business/Entrepreneurialism ◆ ▲

Computer Information Technology

- Computer Systems ◆ ▲
- Microcomputer Specialist ◆ ▲

Child Development

- Child Development ◆ ▲
- Pre-School Teacher ▲

General Studies

- Emphasis in Arts & Human Expression ❖
- Emphasis in Science & Mathematics ❖
- Emphasis in Social Behavior & Self-Development ❖
- Emphasis in Social Science ❖

Geographic Information Systems

- Crime Analysis and Mapping ●
- Environmental Technology ●
- Facilities Management ●

Health Science

- Associate Degree Nursing ◆
- Certified Nurse Assistant Acute Care *
- Home Health Aide *
- Nurse Assistant Pre-Certification Training Course *
- Vocational Nursing ◆ ▲

Mass Communications

- Mass Media Specialization ◆ ▲
- Multi-Media Computer Animation Spec. ◆ ▲
- Print Media Specialization ◆ ▲
- Television Specialization ◆ ▲

Physical Education

- Fitness Specialist ▲

Psychology

- Drug Studies ◆ ▲
- Human Services ●

Public Safety

- Administration of Justice ◆ ❖
- Corrections ◆ ❖
- Emergency Medical Technician ●
- Fire Technology ◆ ❖ ▲
- Forensic Identification *
- Police Academy *
- Wildland Fire Technology ◆ ▲

Science

- Environmental Technology ◆ ▲

Social Science

- Chicano Studies ◆

Technology

Automotive Collision Repair & Painting

- Automotive Collision Repair & Painting ◆ ▲

Automotive Technology

- Alternative Energy Technology ●
- Automotive Technology ◆ ▲
- Bosch Automotive Electrical, Fuel & Safety Systems *
- Brake Service *
- Engine Repair *
- Transmission Service *

Drafting/CADD - Architecture

- Architecture ◆
- Architectural Design & Drawing ◆
- Architectural Design & Drawing Technician ▲
- Civil Design and Drawing ▲
- Civil Design Technology ◆ ▲
- Engineering Design Drafting ◆
- Engineering Design Drafting Technician ▲
- Surveying, Mapping & Drawing ▲

Electronics

- Electronics Technology ◆ ▲

Welding

- Welding Technology ◆ ▲

Legend

- ❖ Associate of Arts
- ◆ Associate of Science
- ▲ Certificate of Achievement
- Certificate of Skills Proficiency
- * Career Certificate

Fall 2009 Final Exam Schedule

To determine the final examination dates for your various classes identify the first day and time within any one week that each class meets. Select from the following chart the final examination time allocated for that day and time.

Day Classes

A. Classes which meet for more than one hour and fifteen minutes and/or meet more than two days, will use the first hour and first day in determining the exam schedule. Classes which meet at a time not identified in the exam schedule will use the earliest preceding time that is identified in determining the final exam schedule.

For example, if the class meets on Monday-Wednesday from 8:25-9:30 AM, assume a beginning time of 8:05 AM.

B. In cases where day classes meet only one day each week, the final examination will be scheduled during the period starting, Monday, December 7 through Saturday, December 12, 2009, at the regularly scheduled meeting of the class.

C. Variations from the final exam schedule, and or solutions to conflicts which exist in the final exam schedule must receive approval from the Division Dean.

D. The last day of scheduled instruction (day classes) is Saturday, December 12, 2009.

E. All English 30/35 students will take the *Common Final in December at a date TBA. Specific information will be given in English classes and in the Writing Workshop in November.

*Reservations are required to take the common final.

Evening Classes

A. Final examination for classes which meet at 7:00 PM or after are to be administered during the time period beginning Monday, December 7, 2009, at the regularly scheduled meeting of the class.

B. The last night of scheduled instruction (evening classes) is Friday, December 11, 2009.

C. All English 30/35 students will take the *Common Final in December at a date TBA. Specific information will be given in English classes and in the Writing Workshop in November.

*Reservations are required to take the common final.

Weekend College Classes

Exams for WEEKEND COLLEGE classes will be given Friday, December 11 and Saturday, December 12, 2009 as arranged by the instructor.

Day Classes Exams

If class meets on: The exam is scheduled:

Monday/Wednesday

6:30 AM	MONDAY, Dec. 7	6:30 - 8:30 AM
9:40 AM	MONDAY, Dec. 7	9:40 - 11:40 AM
12:50 PM	MONDAY, Dec. 7	12:50 - 2:50 PM
4:00 PM	MONDAY, Dec. 7	4:00 - 6:00 PM

Tuesday/Thursday

6:30 AM	TUESDAY, Dec. 8	6:30 - 8:30 AM
9:40 AM	TUESDAY, Dec. 8	9:40 - 11:40 AM
12:50 PM	TUESDAY, Dec. 8	12:50 - 2:50 PM
4:00 PM	TUESDAY, Dec. 8	4:00 - 6:00 PM

Monday/Wednesday

OR Wednesday/Friday

8:05 AM	WEDNESDAY, Dec. 9	8:05 AM - 10:05 AM
11:15 AM	WEDNESDAY, Dec. 9	11:15 AM - 1:15 PM
2:25 PM	WEDNESDAY, Dec. 9	2:25 - 4:25 PM
5:25 PM	WEDNESDAY, Dec. 9	4:45 - 6:45 PM

Tuesday/Thursday

8:05 AM	THURSDAY, Dec. 10	8:05 AM - 10:05 AM
11:15 AM	THURSDAY, Dec. 10	11:15 AM - 1:15 PM
2:25 PM	THURSDAY, Dec. 10	2:25 - 4:25 PM
5:25 PM	THURSDAY, Dec. 10	4:45 - 6:45 PM

(*Friday ONLY)

8:00 AM	FRIDAY, Dec. 11	8:00 AM - 10:00 AM
11:15 AM	FRIDAY, Dec. 11	11:15 AM - 1:15 PM
2:25 PM	FRIDAY, Dec. 11	2:25 - 4:25 PM

*Final will be held at the regularly scheduled meeting of the class.

Special Examination

All-day English 35/30 Classes Common Finals-See "E." on left side column.

Rio Hondo College Parking Rules & Regulations

IMPORTANT NOTICE

Construction related to the Rio Hondo College Building Access and Excellence building program is in progress!

Over the next several years, the College will provide campus maps on a regular basis which show roads and areas closed due to construction, as well as updated tram routes/stops. Please consider planning ahead your route to the campus and your parking plans. Directional signs will be in placed around the campus to ensure safe circulation.

Campus Map updates can be obtained on the web at www.riohondocollege.info

PARKING PERMIT: All vehicles and motorized cycles parked on the Rio Hondo College (RHC) grounds must display a valid RHC parking permit. Temporary parking permits are obtained at the Information Booth on Level 2, and semester student stickers at the Cashier's Office. Bills larger than \$10 are not accepted at Information Booth.

PERMIT PLACEMENT: Affix Parking sticker to non-tinted area of vehicle's windshield or rear window, or display sticker on rear-view mirror with permit holder obtained at the RHC Bookstore. To avoid damaging your electrical defrost wires, do not affix sticker over it. Temporary parking permits must be displayed on the vehicle's dashboard with name/date exposed. Motorcycle stickers must be placed on the motorcycle's front/rear fork or windshield and visible to a security officer.

MOTORCYCLE PARKING: Student motorcycles or motor cycles must be parked in a designated motorcycle parking zone located in Lots B, C, or Level 4. Automobiles parked in a designated motorcycle parking zone shall be cited.

INFORMATION BOOTH HOURS: Booth hours are Mon. - Thurs. 6:30 a.m. to 9:00 p.m. and Fri. - Sat. 6:30 a.m. to 3:00 p.m. Parking permits are not required after booth hours.

WEEKEND PARKING: Free student parking is available, in student lots only, Fridays after 3:00 p.m. and all day Saturdays and Sundays.

TRAM SERVICE: For Tram service, hours, or concerns, contact Security at (562) 908-3490.

STUDENT/VISITOR PARKING: Student and visitors parking is located only in lots 1, 2, 2a, 2B, 3 (north side), 4, 5, 6, A, and C.

NO STOPPING, STANDING, OR PARKING: No person shall park, stop, or leave standing, whether attended or unattended, any vehicle or motorized bike within an intersection, on a crosswalk, in front of public/private driveway, on any portion of a sidewalk, alongside curb space utilized for loading/unloading, in a tube/tunnel, within 3 feet from a disabled person access ramp, within 15 feet of a fire hydrant, fire lane, North Drive adjacent to Bookstore and Administration Building, over a marked stall, no parking zones, unmarked or unpaved areas, landscape area, in front of walkway/doorway of a building, at entrances/exits to parking lots, carpool or reserved stalls, or in a stall occupied by another vehicle or motorized bike.

PROHIBITED PARKING: No person shall park, stop, or leave standing any vehicle or motorized cycle in, but not limited to, North Drive adjacent to Bookstore and Administration Building, over a marked stall, no parking zones, unmarked or unpaved areas, landscape area, in front of walkway/doorway of a building, at entrances/exits to parking lots, or in a parking stall already occupied by a vehicle/motorized bike.

PARKING STICKER (NON-RECEIPT): If you have purchased a parking sticker and have not received it, contact Admissions & Records at (562) 908-3415 before the Free Student Parking deadline date indicated above.

DISABLED PERSON (DP) PARKING: The law prohibits any person from leaving parked or standing any vehicle in a stall designated for a DP, to block, obstruct, or bar access to stall/spaces, to park/leave standing any vehicle, including vehicles displaying a DP placard/license plate, in lines marking boundaries of DP stall or cross-hatch lines next to DP stall.

Disabled students/visitors displaying a DP placard/license plate on vehicle while parked on a student or staff lot, except lot B, must also have displayed in vehicle a current student parking permit.

FREE STUDENT STALL PARKING August 15-September 7, 2009

LOST PERMITS: If you lost your parking sticker, you may purchase a new permit at the Cashier's Office or obtain a free temporary daily permit at the Information Booth by presenting proof parking has been paid. Proof of payment must be in the form of a current RHC payment receipt or student I.D. card. The semester/year must be embedded on the student I.D. card. Self-stick label indicating semester/year on I.D. card is not accepted.

PARKING STICKER REFUND/WAIVER: Parking sticker refunds/debt waivers are obtained at the Cashier or Admission's office and honored only before the refund deadline date indicated in the class schedule.

INVALID PERMITS: An student parking permit is invalid when it has expired, altered or duplicated, ner, not visibly displayed, not used for the current semester, or is illegible.

STICKER REPLACEMENT: If your student sticker is affixed to a vehicle you are no longer using, scrape sticker off windshield and present entire sticker pieces to the Cashier's office for a replacement with proof you paid for parking.

PARKING CITATIONS: To contest a parking citation, you must mail your written appeal to RHCC P.O. Box 2081, Tustin, CA no later than 21 calendar days from the issuance date of a Notice of Parking Violation or 14 calendar days from the mailing of the Parking Violation Reminder Notice. Appeal results are mailed within 15 calendar days from the date your appeal is received by Parking Services. Late appeals are not accepted!!

PARKING CITATION PAYMENTS: Parking citation payments can be mailed to RHC, P.O. Box 2081, Tustin California 92781, by MasterCard/Visa at Pticket.com, or by telephone at (800)553-4412, agency #7464. Parking citation payments are not accepted at Rio Hondo College. There is a \$3 service fee for online or telephone payments.

PARKING ENFORCEMENT: By the authority given under Section 21113 of the California Vehicle Code, Rio Hondo College District has adopted these parking rules/regulations to facilitate the flow of traffic and parking and to provide for the safety of all individuals utilizing the RHC grounds. These rules/regulations shall be enforced 24-hours a day, seven days a week. The Whittier Municipal Court has jurisdiction over all citations issued on the college grounds. Any person operating a vehicle on the RHC campus shall abide all RHC rules/regulations and California Vehicle Codes.

LIABILITY

All person operating a vehicle on the RHC grounds shall obeying all posted traffic signs, signals, traffic controls and the directions of the RHC campus security.

Citations not paid are subject to legal penalties and DMV registration hold. Five or more unpaid parking citations shall result in the impoundment of vehicle at vehicle owner's expense. Persons using the parking facility do so at their own risk. The college assumes no responsibility for any loss and/or damage to any vehicle or contents.

No person shall abandon, or leave standing, any vehicle or motorized cycle overnight for 72 or more consecutive hours without the permission of the RHC Parking Services Manager or Director. Vehicle is subject to towing for noncompliance.

All vehicles utilizing the RHC parking facility must have displayed a valid license plate or Vehicle Identification Number (VIN.) Attempts to cover license plate or VIN to prevent citing while in violation of any of the college's parking rules and regulations or California Vehicle Code shall result in the towing of vehicle at owner's expense.

To arrange overnight parking, contact George Lopez at (562) 463-7594 before 2:00 p.m. Monday - Friday. Unauthorized overnight parking is subject to towing at vehicle owner's expense.

Any person possessing a duplicate, counterfeit, altered, defaced parking permit, or utilizing a student or staff sticker not intended for him/her shall be cited and subject to disciplinary action.

Parking Rules and Regulations are subject to change without notice.