

4 Support Services and Special Academic Programs

Academic Advisement

Assistance in developing an educational plan to obtain a certificate, degree, or to transfer to a university is available through contact with the counselor who advises in the student's major field or any general counselor in the Counseling Department.

All regular instructors maintain office hours each week to interact with students. Faculty members are valuable contacts in providing personal information related to a student's career or college choice.

Assessment Center

The Assessment Center administers a variety of tests and surveys to provide current information about student educational preparation, interests and other characteristics. This information is important for the advisement process and for student selection of courses and programs appropriate to their needs, experiences, background, and educational goals. Assessment tests must be completed before registering for English, ENLA, mathematics and Reading courses. Information about scheduling assessment tests is available on the Assessment web page. The Assessment Center is located in the Learning Resource Center, room LR141.

CalWORKs Program

CalWORKs stands for California Work Opportunity and Responsibility for Kids. It is the state's welfare-to-work program for families with children.

The purpose of the CalWORKs program at Rio Hondo College is to provide students who are receiving cash aid/Temporary Aid for Needy Families (TANF) with education, training, and employment skills to become self-sufficient.

The following services are available to students:

- **Counseling** – to provide academic, career, and personal counseling, assist students in assessing planning and implementing their immediate and long-range goals. Assist students in interpreting certificate, associate degree, and transfer related requirements. In addition, counselors help students meet the rules and regulations required by the Department of Social Services. Counselors, complete county forms, provide one-on-one counseling services, help students meet the 20/30/35 hour county requirement, and advocate for students rights.
- **Work Study** – Paid part-time jobs on and off campus (based on funding). Work study does not affect cash aid.
- **Employment Services** – One-on-one assistance with resume writing, interview techniques, and job search assistance.



The CalWORKs program is located in the Student Services Building, room SS220. For more information, please visit the CalWORKs web page or call (562) 463-7311.

Career Counseling

Counselors in the Career Development Center (CDC) offer assistance in clarifying educational and career goals as well as life choices. Utilizing validated career assessments, skilled Career Counselors can help students determine a major and choose a career based on interests, aptitudes and abilities. An extensive collection of resources including books, magazines, pamphlets, software and DVDs are available for career exploration. The EUREKA software program offers career information and assessments for career decisions. A monthly calendar of career-related workshops is available in the CDC and online at the CDC website. For those seeking internship and employment listings, an online database is also available on the CDC website. The Career Development Center is located in the Student Services Building, room SS350.

Child Development Center

The Rio Hondo Child Development Center provides quality pre-school services to the children of Rio Hondo students, staff and community. Children must be between the ages of 3 and 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. For more information, visit the Child Development Center web page or call (562) 908-3494.

Computer Resources

Rio Hondo offers computer access to students at various locations. Visit the Computer Resources web page for more information.

- Career Development Center (SS350)
- Disabled Students Programs and Services (SS330)
- District Computer Lab (B107 and B108)
- First Year Success Center (Student Union)
- Learning Assistance Center (LR114)
- Library (2nd Floor)
- Math and Science Center (S300)
- Student Services Building (1st Floor)
- Transfer Center (SS250)
- TRIO (SS140)
- El Monte Educational Center
- Santa Fe Springs Regional Training Center
- South Whittier Educational Center

Continuing Education & Contract Education Classes

The mission of Continuing Education is to enrich the lives of non-traditional college students by providing lifelong learning opportunities. The high quality instructional programs are a combination of fee-based and non-credit courses, and directly reflect the needs of the community. The courses provide students with an opportunity for career advancement, prepare students for a college education, and enrich their lives through good health and personal fulfillment. While the College offers many of the same opportunities, the Continuing Education department focuses on the personal and professional development of diverse, non-traditional students who are looking for a short-term alternative to credit courses.

The Continuing Education Office brings customized Professional Development business, and short-term training to the community and local businesses. Training programs are designed to meet specific needs of the organization. Professional development courses and workshops are offered on campus, in the community, online, and are available to community members and employees of area businesses. Programs include computer applications, small business workshops, career development, supervision, international business, environmental technology, pharmacy technician, personal development and more. Contract Training can be conducted at a company site or at the college training facilities. Bilingual training programs are also provided.

Free training is available for companies that qualify through the Employment Training Panel program. Various training programs such as Total Quality Management, Customer Service, Production Techniques, Office Administration, Team Concepts, Statistical Process Control, English-as-a-Second Language, etc. are available. For information, please refer to the Continuing Education Class Schedule, our web page or call (562) 908-4606.

Counseling

The primary responsibility of the counseling staff is to provide counseling support for Rio Hondo students, faculty, and the campus community. Counselors strive to respect individuality, to encourage personal development and to foster a climate in which academic growth will occur. Therefore, counseling and student services are organized to aid each student in establishing, clarifying, and pursuing personal, educational, and career goals.

The Counseling faculty offers courses (COUN 105, 100, 101 and 151) which are designed to aid students in acquiring the skills, information, and personal awareness needed for college and career success.

Counselors are available throughout the year for consultation. Counselors can assist students with a variety of issues: program planning, choosing a major, graduation requirements, transfer requirements to 4-year colleges and universities, personal problems, scholarships and financial aid programs, tutoring, and communication with a professor. Students should make an appointment well in advance of registration to meet with a counselor. More information is available on the Counseling web page or by calling (562) 908-3410. The Counseling Department is located in the Student Services Building, room SS160.

Disabled Students Programs & Services (DSPS)

Rio Hondo College offers both classroom instruction and student support services for students with disabilities. Resource rooms and expert staff are available to students who need disability-related accommodations and support services. A variety of support services are available to qualified students with a disability. Students with professional documentation of a disability, including but not limited to students with a physical, learning or psychological disability, students with a visual impairment, acquired brain injury or who are developmentally-delayed learner.

Services include specialized tutoring, test-taking assistance, sign language interpreters and real-time captionists, Braille and non-Braille transcription services, and disability-related specialized counseling services. Other services include registration assistance, priority enrollment and a variety of assistive computer technologies which promote equal access to college instructional programs and activities for students with disabilities.

For complete information on our programs please contact Disabled Students Programs & Services at (562) 908-3420, via video phone at (562) 364-8433 or visit our web page. The DSPS office is located in the Student Services Building, Rm SS330.

Distance Education: Online Courses

Rio Hondo College offers students the opportunity to take college courses over the Internet through its Virtual College. Online courses offer the same curriculum as traditional classes except students may obtain lectures, class materials, communicate with the instructor, participate in class discussions and complete assignments via the Internet anywhere and at anytime. Rio Hondo's Virtual College offers students a variety of online courses to fulfill general education and transfer requirements for the University of California, California State Universities and other private universities. Online registration, counseling, tutoring and library support services are available. The instruction provided as distance education (Virtual College) is subject to the requirements that may be imposed by the Americans with Disabilities Act (42 U.S.C. §12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. § 794d). For further information check the online Class Schedule, visit the Virtual College web site or call (562) 463-3218.

Extended Opportunity Programs & Services (EOPS/CARE)

The primary function of the Extended Opportunity Programs and Services (EOPS) is to identify and recruit economically and educationally disadvantaged students and assist them with academic supportive services in order to enhance college success, transfer to four-year institutions, and transition to the workplace.

Services include priority registration, outreach, counseling, educational advisement, tutoring, transfer assistance, partial book vouchers, educational supplies, academic achievement grants, and other services.

Cooperative Agencies Resources for Education (CARE) is a supplemental component of the Extended Opportunity Programs and Services (EOPS) that specifically assists low-income single parents who are receiving Temporary Aid for Needy Families (TANF) to succeed in reaching their educational goals.

For more information, please contact the (EOPS/CARE) office at (562) 908-3423 or come visit us in the Student Services Building, room SS240.

Financial Aid Services

Rio Hondo College participates in a variety of federal and state financial aid programs. These programs are designed to assist students with tuition, fees, books, supplies, transportation and room and board.

Most financial aid programs require a student to be enrolled at least half-time in a degree, certificate, or transfer program. Federal aid eligibility is also limited to students who are U.S. citizens, permanent residents, or other eligible non-citizens. Additional eligibility requirements apply to each program and may be obtained from the Financial Aid Office.

To apply, students must complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. The Rio Hondo College Federal School Code is 001269. The priority deadline to apply is March 2 to be eligible for all available aid. However, you may still apply after March 2, although funding may be limited. Visit the Financial Aid Office for further information located in the Student Services Building, room SS130 or visit Financial Aid the web page.

Federal Financial Aid Programs

The federal government offers a variety of grants for students.

Federal Pell Grant - This grant is available to all eligible applicants. Limited eligibility may also be available to less than half-time students.

Federal Supplemental Educational Opportunity Grant - A limited number of grants are available through this program. Priority is given to students who apply by the priority deadline and have exceptional need.

Federal Work Study - This program allows students to seek employment for on-campus jobs. Students generally work up to 20 hours per week.

Federal Direct Loan Program (FDLP) - Students may apply for a Subsidized or Unsubsidized loan from the federal government.

Return to Title IV Funds

In accordance with the Federal Regulations HEA, Section 4848, 34 CFR 668.22, Rio Hondo College will apply a refund policy to all eligible students under the Return to Title IV funds requirements. Students who receive federal financial aid and withdraw from all classes prior to completing at least 60% of the semester will have their financial aid eligibility recalculated and may have to repay any "unearned" portion of financial aid received.

Loans

(Emergency Loans from ASRHC)

The Associated Students of RHC make small, short-term, interest-free loans available to students to assist them in emergency situations and for the purpose of buying books and supplies. Students who have paid the College Services Fee may apply at the Student Life & Leadership Department in the Student Union, during the first 2 weeks of the fall and spring semesters only. Loans are on a first-come, first-served basis.

Scholarships

(Institutional Financial Aid Programs)

There are numerous scholarships available to Rio Hondo College students. These scholarships are funded and sponsored by a variety of on and off campus resources. To view or apply for available scholarships please visit: www.riohondo.edu/scholarships/

State Financial Aid Programs

The state of California offers a variety of grants for students. The California Dream Act of 2011 is the result of two assembly bills (AB130 and AB131). Together these bills allow undocumented and documented students who meet certain provisions of AB540 law to apply for and receive private scholarships funneled through public universities, state-administered financial aid, university grants and community college fee waivers. To apply, students must complete a free California Dream Act application with the California Student Aid Commission each year by March 2nd for priority filing.

Cal Grants - the California Student Aid Commission awards Cal grants. Students must be legal residents of California and have financial need. To be considered, students must complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov, and submit a GPA Verification form by March 2 or September 2.

- **Cal Grant B** - This grant helps students with living expenses, books, supplies, transportation and other non-direct educational expenses.
- **Cal Grant C** - These awards help vocational students with tuition and supplies. Recipients must be in a program of study that is between four months and two years duration.

Board of Governors Waiver - The Board of Governors Waiver (BOGW) helps to pay the per unit enrollment fee for all eligible applicants. If you request a fee waiver, you will be asked to sign a Fee Waiver Application under the penalty of perjury that all statements and information are correct. You must be a California resident in order to apply for these waivers.

- **BOGW A** - If you or your family receive Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), or General Assistance/General

Relief, you may qualify for BOGW A. You may also qualify if you are the dependent of a deceased or disabled veteran. Apply in the Financial Aid Office.

- **BOGW B-** You may be eligible for a fee waiver if you have certification from the appropriate agency that you are a dependent of a deceased or disabled veteran or a recipient or a dependent of a recipient of the Congressional Medal of Honor or a dependent of an individual killed in September 11th terrorist attacks or a dependent of a deceased law enforcement officer or fire protection personnel.
- **BOGW C -** You have qualified for federal or state financial aid, such as a Federal Pell Grant or Cal Grant based on the FAFSA application results.

Honors Transfer Program

The Rio Hondo College Honors Transfer Program is designed to meet the needs of students who seek a challenging educational experience that goes beyond the regular degree program.

The Honors Transfer Program incorporates a more in-depth investigation of topics. Many honors classes are kept intentionally small to facilitate the discussion/ seminar rather than lecture format. A reduced class size also encourages a more collaborative learning experience allowing students to interact more freely with each other and the faculty members who teach these courses.

Rio Hondo College has signed honors transfer agreements with UCLA, UC Riverside, UC Irvine, UC Santa Cruz, CSU Long Beach, San Diego State, CSU Fullerton, CSU Stanislaus, Chapman University, Pomona College, Pitzer College, Occidental College, La Sierra University, Loyola Marymount, Pacific University (Oregon) and Whitman College (Washington).

To complete the Honors Transfer Program, students must take six honors courses, achieve at least a 3.2 grade point average for all transferable college courses taken, complete the required general education courses as well as prerequisite work for their major. In addition, honors students must meet with the honors counselor twice a semester. For more information and application forms, visit the Honors Transfer website.

Labs

Labs provide an environment for students to practice and develop their skills in a variety of courses and often with the assistance of Instructors or Instructional Assistants.

Foreign Language/ENLA Lab

The Foreign Language Lab is located on the first floor of the Learning Resource Center and is available for students enrolled in ENLA or foreign language classes that require a lab. Students should check their class schedule for their registered day and time.

Nursing Simulation Center

The Simulation Center is a "safe" place for students to practice their skills in a simulated hospital environment, "Roadrunner General Hospital." It was created in order to support and supplement the clinical component of the nursing program. With the use of high-fidelity patient simulators and clinical scenarios, students are able to practice and experience situations that might not arise in the

clinical setting, thus adding to their clinical expertise. The Simulation Center uses the following types of simulators: 2 adult, 1 birthing, 1 newborn and 1 pediatric, thus offering learning activities covering the full nursing curricula. Our Center is located on the 3rd floor of the L Tower. For more information, visit the Health Science & Nursing web page.

Pre-School Laboratory

Rio Hondo Students from the Child Development/ Education Department, the Behavioral and Social Science Division and Nursing utilize the Pre-school Laboratory to observe the development and behavior of pre-school children and to apply the knowledge that they gained in their courses working directly with children.

Reading Lab

The Reading Lab is located on the first floor of the Learning Resource Center and is available for students enrolled in the lab that supplements Reading 21 or Reading 22. Students should check their class schedule for their registered day and time.

Writing Center

The Writing Center is located on the first floor of the Learning Resource Center and is available for students enrolled in English 30, 35, 101 or 201 courses. Students must go through a Writing Center Orientation that takes place the first week of each semester. Students should check their class schedule for their registered day and time.

Library

The Rio Hondo College Library is the research center of the College. Occupying the second floor of the Learning Resources Center, the library offers a full range of books, periodicals, online databases, electronic books, recordings, and audiovisual materials in support of the college curriculum as well as for general enrichment. Computer workstations, ADA-compliant computers, wireless access, and a self-service copy/print center are also available.

The circulation desk at the entrance to the library serves as the first point of student service. This department also activates library privileges; checks out books, audiovisual items, and a limited number of high-demand course textbooks; loans audiovisual equipment to faculty and staff, and fills requests for campus signage.

Because today's students face an ever-expanding variety and range of information resources, they need to learn the critical thinking and information literacy skills essential to optimizing the use of these resources. College librarians do their part in teaching these skills by providing instruction in conducting effective research, reference assistance, and extended consultation. Library instruction takes the form of classes on general and specialized research topics requested by instructors for their students, one-on-one research guidance, drop-in research workshops, and a 3-unit library research class (LIB 101).

The library's web site (www.riohondo.edu/library) contains many features designed to assist students and faculty in their course assignments. These resources include librarian-annotated subject guides to popular research topics, MLA and APA style sheets for citing print and electronic sources, links to the online catalogs of area libraries, library FAQs, and much more.

Students can make use of the library computers and their personal wireless-enabled laptops to conduct research.

Individual study carrels, group tables, and informal seating areas allow for quiet study. To students who prefer to collaborate on class work, the library offers seven group study rooms that can be reserved for two hours at a time. Listening and viewing stations are available for use with audiovisual resources.

For more information about library services, please check the library's web site at www.riohondo.edu/library

Math Engineering Science Achievement (MESA) and TRiO Student Support Services STEM

The MESA Community College and TRiO SSS STEM Programs support students who plan to graduate from Rio Hondo College with an Associate's degree and transfer to four-year institutions in science, technology, engineering, and mathematics (STEM).

Program Objectives:

- Increase college retention and transfer rates to four-year institutions for STEM majors.
- Increase the number of under-represented students who graduate with degrees in STEM majors.
- Provide academic and personal support for STEM majors.

Program Components

- MESA Center for tutoring and group study
- Academic Excellence Workshops designed to reinforce concepts and topics learned in chemistry, mathematics, and physics courses
- Academic advisement and educational plans through transfer
- Assistance with study skills and time management
- Support with application and transfer to four-year institutions
- Exposure to information about internships, research opportunities, and other enrichment programs
- Information about financial aid, scholarships, and money management
- Mentoring with peers, professors, and professionals
- Leadership training
- Professional and academic conferences
- Networking opportunities
- Career information

For complete program information about the MESA/TRiO SSS STEM Programs, please contact us in room S205 (562)-463-3222 or visit www.riohondo.edu/ mesa
Program eligibility requirements apply.

Orientation

Orientation familiarizes and acquaints students with important college policies and expectations, as well as the range of services and programs available. The new "My Online Orientation" is now available via the AccessRio portal. The completion of an Online or In-person Orientation is mandatory for all New Students. In compliance with SSI statewide regulations, New Students who do not complete an Online or In-person Orientation may have a hold placed on their registration. New and Continuing Students may access their "My Online Orientation" by logging onto AccessRio.>>Click on the Student Tab and then >>Click on the My Online Orientation Tab.

Psychological Services

A full-time clinical psychologist and psychology graduate student are available for students who would like help with personal problems. We offer short-term counseling for students who are struggling with issues such as family and

social relationships, romantic relationships, life transitions, sexuality, grief, stress, trauma, anxiety, or depression. The following confidential services are available to students who are experiencing personal problems:

- Individual Counseling
- Group Counseling
- Crisis Intervention
- Stress Management
- Consultations and referrals

Psychological Services is located in the Student Services Building, room SS230. For more information, visit the Student Health Services web page.

Puente Program

The Puente program is a one-year writing, counseling and mentoring program. The emphasis is on Chicano/Latino writers and authors. The goal of the program is to increase the number of students who transfer to four-year colleges and universities. For more information, visit the Puente web page.

Student Health Center

The Student Health Center helps keep students physically and emotionally healthy so they can perform at their best. Professionals available include physicians, a psychologist, psychology interns, nurses and clerical support staff. The licensed professionals evaluate and treat minor, temporary physical and emotional conditions that require short-term care. If more intensive treatment is needed, referrals to outside resources are provided.

Services include:

- First aid care of illness and accidents
- Diagnosis and treatment of short-term medical problems
- Medication dispensed and/or prescriptions ordered by M.D. or NP
- Low cost immunizations
- Physical examinations at minimal cost
- Limited laboratory tests at cost
- Women's Health Clinic
- Health counseling and education
- Vision and hearing testing
- Blood pressure monitoring
- Tuberculin skin testing

Whenever there is a reason to believe that the health of a student may be a factor affecting progress, or that an individual's health might endanger that of other students, the administration may require that the student obtain a physical examination by a district-selected doctor. In such cases, the college pays for the examination. The Student Health Center is located in the Student Services Building, room SS230. For more information, visit the Student Health Services web page.

Study Abroad

Rio Hondo College is a member of the Southern California Foothill Consortium that currently offers two study abroad experiences each year that provide students with a unique opportunity to enrich their education. In fall, students study in London, England and in spring Spain. Students enroll in classes, receive transferable general education units and can apply for financial aid and scholarships to help with the costs. Program courses and activities are geared toward taking advantage of the international location, and students gain invaluable multi-cultural experience by living and learning outside of the United States. For more information, visit the Study Abroad web page.

Transfer Center

The primary responsibility of the Transfer Center is to ensure a transfer culture by providing comprehensive support services and resources as well as counseling services to empower students seeking to transfer to four-year colleges and universities.

The Transfer Center provides up-to-date information about transferring to four-year colleges or universities and public, private and out-of-state institutions. The Transfer Center assists students, counseling faculty and staff, with the transfer process of as well as coordinates various activities, resources, and services that support the transfer process. For more information visit the Transfer Center in the Student Services Building, room SS250, call (562) 463-4619 or visit the Transfer Center web page.

TRiO Programs

The Student Support Services Program, a federally funded TRiO Program, prepares first-generation, low-income and/or disabled students for graduation or transfer into four-year colleges and universities.

Services are free to eligible students and include:

- Academic advisement
- Transfer and career information
- Tutoring
- Priority registration
- Student success workshops
- Educational and cultural activities
- Financial aid and scholarship information
- Cash-aid stipends

The TRiO Program is located in the Student Services Building, room SS140. For more information, visit the TRiO/SSS web page or call (562) 463-3216.

Tutoring Support

Tutoring services are available free to Rio Hondo College students at two locations on campus, the Learning Assistance Center and the Mathematics & Science Center. Tutoring is also available to students enrolled in specialized programs. For more information, visit the Tutoring web page www.riohondo.edu/tutoring/.

Learning Assistance Center (LAC)

The Learning Assistance Center provides one-to-one tutoring and organized study groups to assist students in reviewing and reinforcing course-related concepts through a variety of instructional aids and materials. LAC services are available to all Rio Hondo College students at no charge. Students may schedule tutoring appointments or study group sessions at the LAC desk on the first floor of the Learning Resource Center. Hours are listed on the LAC web page.

Mathematics & Sciences Center (MSC)

The Mathematics & Science Center located in the Science Building, room S300, provides free math tutoring for all Rio Hondo College students. In addition, four math courses are offered through the MSC. Other resources available to MSC students include computers, mathematics interactive software, and multi-media study aids. An assigned instructor, instructional assistants and tutors are available to assist students. Hours are listed for each semester on the MSC web page.

Veterans Services

Veterans and Veteran Dependents are encouraged to take advantage of the counseling services and educational programs offered by Rio Hondo College. Rio Hondo College cooperates with the Veterans Administration and with the California State Bureau of Vocational Rehabilitation in helping veterans and their dependents to obtain the education necessary to realize their academic and vocational goals. Rio Hondo College has been approved for the training of veterans and eligible dependents. Veterans and dependents are required to comply with Veteran Regulations Sections 21.4135, 21.4235 and 21.4277 in regards to required attendance and progress that the student-veteran or dependent must meet in order to receive educational benefits under Title 38, United States Code.

The Veterans Administration requires all entering students to be formally evaluated in writing for possible award of credit for previous training and experience. This applies to all students, full-time and part-time, degree and non-degree candidates. To prevent possible future interruption of educational benefits, it is essential that an official copy of all previous course work (college or service) be on file at Rio Hondo College Admissions & Records office and in the Rio Hondo College Veterans Service Center located on the first floor of the Student Services Building.

Satisfactory academic progress of veterans or eligible dependents is measured by the successful completion of the number of units enrolled. Non-punitive grades (W NP or NC) are not considered making satisfactory progress. Benefits will be retroactively terminated effective the first day of the semester for any non-punitive grade received. If the veteran submits to the VA mitigating circumstances, overpayments may or may not be waived. Should a veteran fail to make satisfactory progress for two semesters, cumulative GPA of 2.0 or better, benefits will be terminated. The veteran must contact the RHC Veterans Service Center to set up an appointment for his/her case to be reviewed by a Veterans counselor. The Veterans counselor will recommend a suitable course of study. Upon satisfactory completion of one semester of approved courses, where the cumulative GPA reaches a minimum of a 2.0, benefits will be reinstated.

The veteran or dependent has the responsibility to adhere to these standards of attendance and progress and to notify the Rio Hondo College Veterans Service Center of any change in status that would affect the collecting of veteran's benefits. Additions, drops, withdrawals and last day of attendance MUST BE REPORTED AT ONCE.

Monthly attendance reporting is required of veterans and dependents. The Department of Defense is now giving educational benefits for the National Guard and all of the Reserves, except for National Oceanographic and Atmospheric Administration and Public Health Service.

Please visit the Rio Hondo College Veterans Service Center, in the Student Services Building, Rm SS150 for details and application forms. Information is also available on the Rio Hondo College Veterans Service Center web page.

Weekend College

The Weekend College is designed for working adults who wish to take classes towards a degree, transfer, or personal enrichment and improvement. Saturday classes are scheduled each semester. Refer to the online Class Schedule for further information.