

## Catalog Review Outline/Leads Production for 2021-2022

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Page	Description	Reviewers with knowledge	Sent to Dept.	Done
Intro/ Chapter 1	General Information About Rio Hondo College	Committee Lead: Sylvia Viramontes		
1-2	Accreditation, Statement of Policy, and President's Welcome	Ruthie Retana		
3-4	Administrators, Division/Department Listing	Lydia-Distribute to Deans and Secretaries/Lizette Perez		
5-6	Table of Contents	Vendor		
7	Instructional Calendar	Lydia Corrales		
8-9	History, Vision, Mission, Values, Goals	Ruthie Retana		
9-10	Code of Ethics	Cynthia Nunez		
10	Institutional Philosophy, Institutional Affiliation	Ruthie Retana		
10	Accreditations and Certifications	Ruthie Retana/Mike Slavich		
11-12	Art Gallery, Black Box Theatre, Wray Theatre	Grant Linsell		
11	Bookstore, Rio Café	Felix Saroa		
11	Child Development Center/Preschool Laboratory	Shireetha Gethers		
11-12	El Monte Educational Center, Pico Rivera Educational Center, South Whittier Educational Center	Gita Runkle		
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11	Observatory	Vann Priest		
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12	Santa Fe Springs Training Center	Andrew Grzywa		
12	State Smog Center	Mike Slavich/Steve Tomory		
13	Maps	Mike Slavich		
Chapter 2	College Policies & Procedures	Committee Lead: Rachel Garcia		
14	Academic Freedom	Alice Mecom/Michelle Bean		
14	Access to Student Records/Student Records	Mary Becerril/Leigh Ann Unger		
14	Children on Campus	Loy Nashua		
14-15	Computer Usage	Gary Van Voorhis		
15	Student Complaints Grievance Procedures, Hazing	Loy Nashua		
15	Directory Information	Mary Becerril/Leigh Ann Unger		
15-16	Non-Discrimination Policy, Poliza contra la Discriminación	Loy Nashua		
16	Registered Sex Offender Information	Loy Nashua/Campus Security		
16-18	Sexual Harassment, Hostigamiento Sexual	Loy Nashua/Shaina Phillips		
18-19	Sexual Misconduct Information and Title IX Compliance	Loy Nashua/Shaina Phillips/Shawn Smith		
19-21	Standards of Student Conduct	Loy Nashua		
21	Mental Health Clearance, Rio Hondo College's Policy on Drug and Alcohol Abuse	Loy Nashua		
Chapter 3	Admission, Registration & Educational Costs	Committee Lead: Leigh Ann Unger/Mary Becerril		
22	Admissions: Becoming a Rio Hondo Student	Mary Becerril/Leigh Ann Unger		
22	Who may apply	Mary Becerril/Leigh Ann Unger		
22	Student Classification	Mary Becerril/Leigh Ann Unger		
22-23	Residence Requirements	Mary Becerril/Leigh Ann Unger		
23	AB540 Students	Mary Becerril/Melba Castro		
23-24	International Students	Francine Arriaga/Leigh Ann Unger		
24	Open Enrollment Policy	Mary Becerril/Leigh Ann Unger		

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24	Unit Limitations	Mary Becerril/Leigh Ann Unger		
24-25	Adding/Dropping Classes	Mary Becerril/Leigh Ann Unger/Eric Dixon-Peters		
25	Evaluation of Transcripts	Mary Becerril/Leigh Ann Unger		
25	Student Success and Support Program	Melba Castro		
25-26	Five Steps to becoming a Rio Hondo College Student	Melba Castro/Angela Sotelo		
26	Student Success and Support Program Requirement	Melba Castro/Lisa Chavez		
26	College Responsibilities	Melba Castro/Lisa Chavez		
26	Student Responsibilities	Melba Castro/Lisa Chavez		
26	Student Rights	Melba Castro/Lisa Chavez		
26-27	Matriculation Exemptions	Melba Castro/Lisa Chavez		
27	Placement Appeals Procedure	Melba Castro		
27	RHC Prerequisites/Co-Requisite/Advisory Definitions	Dana Arazi		
27	Clearing a Prerequisite	Melba Castro		
27	Prerequisite/Co-Requisite Challenge Procedure	Melba Castro/Lisa Chavez		
28	Educational Costs	Mary Becerril/Leigh Ann Unger		
28	Scholarships	Melba Castro		
28	Enrollment/Fee Refunds	Mary Becerril/Leigh Ann Unger		
Chapter 4	Support Services and Special Academic Programs	Committee Lead: Rachel Garcia		
29	Academic Advisement	Lisa Chavez		
29	CalWORKs Program	Diego Silva		
29	Career Counseling – Center for Career & Re-entry Services	Christine Waugh		
30	Child Development Center/Pre-School Laboratory	Shireetha Gethers		
30	Computer Resources	Gary Van Voorhis		
30	Continuing, Contract & Noncredit Education	Francisco Suarez/Liz Avila		
30	Counseling	Lisa Chavez		
30-31	Disabled Students Programs & Services (DSPS)	Consuelo Gutierrez		
31	Distance Education: Online Courses	Grant Linsell/Jill Pfeiffer		
31	Extended Opportunity Programs & Services (EOPS/CARE)	Heba Griffiths/Laura Verdugo		
31-33	Financial Aid Services	Donald Gordon/Shania Phillips (loans)		
33-34	Gainful Employment	Donald Gordon		
34	Guardian Scholars	Marisela Saenz		
34	Honors Transfer Program	Melissa Rifino-Juarez/David Tieu		
34-35	Labs	Alice Mecom/Catherine Page/Shireetha Gethers		
35	Library	Michael Garabedian		
35	Math Engineering Science Achievement (MESA) and Trio Student Support Services STEM	Vann Priest/Gisela Spieler-Persad		
35	Orientation	Melba Castro		
35	Pathway to Law School	Angelica Martinez/Young Lee		
36	Puente Program	Jorge Huinquez		
36	Rio Success Lab			
36	Student Health and Psychological Services	Denna Sanchez		

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36	Student Success and Dream Center	Melba Castro		
36	Study Abroad	Dana Vazquez		
36	Transfer Center	Jose Lara		
36	TRIO Student Support Services Program			
37	Tutoring Support	Vann Priest		
37	Veterans Services	Arely Castaneda		
37	Weekend College	Alice Mecom		
Chapter 5	Student Life & Leadership	Committee Lead:		
38	How to Get Involved In Campus Activities, Student Government, Student Clubs, ASRHC Sponsored Events, Student Leadership Institute, College Service Fee	Shaina Phillips		
38	Student Publications	Wendy Carrera		
38-39	Athletics-Men's & Women's Intercollegiate Sports, Athletic Eligibility for California Community College Intercollegiate Teams	Yolanda Emerson		
39	Student Conduct at College - Sponsored Events	Loy Nashua		
Chapter 6	Academic Guidelines	Committee Lead: Dana Arazi		
40	Attendance/Absences	Mary Becerril/Leigh Ann Unger		
40-41	Academic Dishonesty	Alice Mecom		
41	Academic Honors	Mary Becerril/Leigh Ann Unger/Viviana Villanueva		
41-43	Academic Standards	Dana Arazi/Mary Becerril/Leigh Ann Unger		
43	Final Examinations	Mary Becerril/Leigh Ann Unger/Mike Slavich		
41	Honors Transfer Program/Scholar	Melissa Rifino-Juarez/David Tieu/Mary Becerril/Leigh Ann Unger		
43	Probation Standards	Leigh Ann Unger/Mary Becerril/Lisa Chavez		
43-44	Repetition of Courses Guidelines	Dana Arazi/Mary Becerril/Leigh Ann Unger		
43	Outcomes Course-Level - Student Learning Outcomes (SLO) and Program Level Outcomes (PLO)	Alyson Cartagena		
44	Transcripts	Mary Becerril/Leigh Ann Unger/Rose Sanceda		
44-45	Work Hours/Class Guidelines	Dana Arazi		
45	Alternative Credit, Credit by External Examination, Credit by Examination	Elizabeth Ramirez/Mary Becerril/Leigh Ann Unger		
45	American Council on Education Credit	Dana Arazi		
45	Credit for Military Service	Mary Becerril/Leigh Ann Unger/Arely Castaneda		
46	Non-Collegiate Registered Nursing Training Credit	Mary Becerril/Leigh Ann Unger/Catherine Page		
46	Upper Division Credit	Elizabeth Ramirez/Rose Sanceda		
47-54	AP, CLEP and IB Charts	Elizabeth Ramirez/Rose Sanceda		

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Chapter 7	Degree & Certificate Guidelines	Committee Lead: Elizabeth Ramirez		
55-56	Degree Programs, AA and AS Degree Concept, AA and AS Degree Requirements, AA-T or AS-T Requirements, Associate Degree for Transfer-Reciprocity Policy	Dana Arazi//Elizabeth Ramirez/Rose Sanceda		
56-57	Rio Hondo Degree General Ed and Proficiency Requirements	Elizabeth Ramirez/ Dana Arazi/Rose Sanceda		
57	Multiple Majors, Second Assoc. Degrees	Mary Becerril/Leigh Ann Unger/Rose Sanceda		
57	Catalog Rights	Dana Arazi//Mike Slavich		
57	Continuous Enrollment, Graduation	Rose Sanceda		
57-58	Certificate Programs, Certificate of Achievement, Certificate of Skill Proficiency, Career Certificate, Exceptions to Graduate/Certificate of Achievement Requirements	Mike Slavich/ Mary Becerril/Leigh Ann Unger		
Chapter 8	Transfer	Committee Lead: Elizabeth Ramirez		
59-60	Transfer Programs, Planning a Transfer Program, Transferring to a CSU, CSU Impaction, Local Definition, Re-Direct Process and Certification, CSU Application, CSU Application Filing Periods	Jose Lara		
61	CSU GE Breadth Course Requirements	Elizabeth Ramirez		
62-63	Transferring to UC, Community College Transfer Priority Admission, IGETC GE Certification, TAG, UC Application, UC Application Filing Periods	Jose Lara		
63-64	IGETC for CSU and UC	Elizabeth Ramirez		
64	Transferring to Independent Colleges and Universities, Transfer Web Sites	Elizabeth Ramirez		
Chapter 9	Degree & Certificate Programs	Committee Lead: Dana Arazi		
65-67	List of Degrees and Certificates	Dana Arazi/Elizabeth Ramirez		
68-73	Majors and Programs Chart	Dana Arazi/ Elizabeth Ramirez		
74-258	All degrees and certificates detail	Kathy Burdett/Dana Arazi		
Chapter 10	Program Level Outcomes	Committee Lead: Alyson Cartagena		
259-280	Degree, Certificate and General Education	Alyson Cartagena		
Chapter 11	Courses of Instruction	Committee Lead: Dana Arazi		
281-308	Course Numbering System (CID) and Course Schedule Frequency	Kathy Burdett/Dana Arazi/Elizabeth Ramirez		
309	Courses of Instruction - Table of Contents	Kathy Burdett		
310—481	Course Descriptions	Kathy Burdett/Dana Arazi/Elizabeth Ramirez		
Chapter 12 482-483	Administrators	Lizette Perez/Angie Tomasich		
Chapter 13 484-489	Faculty	Lizette Perez		
Chapter 14 491-493	Maps	Mike Slavich		
Chapter 15 494-497	Index	Vendor		

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OTHER	Photos	Sylvia Viramontes/Ruthie Retana		

REVISED 3/24/2021

**From:** Lydia Corrales

**Sent:** Thursday, March 25, 2021 1:24 PM

**To:** Sylvia Viramontes <[SViramontes@riohondo.edu](mailto:SViramontes@riohondo.edu)>; Ruthie Retana <[rretana@riohondo.edu](mailto:rretana@riohondo.edu)>; Cynthia Nunez <[CNunez@riohondo.edu](mailto:CNunez@riohondo.edu)>; Mike Slavich <[MSlavich@riohondo.edu](mailto:MSlavich@riohondo.edu)>; Grant Linsell <[glinsell@riohondo.edu](mailto:glinsell@riohondo.edu)>; Felix G. Sarao <[FSarao@riohondo.edu](mailto:FSarao@riohondo.edu)>; Shireetha Gethers <[sgethers@riohondo.edu](mailto:sgethers@riohondo.edu)>; Gita Runkle <[grunkle@riohondo.edu](mailto:grunkle@riohondo.edu)>; Yolanda Emerson <[YEmerson@riohondo.edu](mailto:YEmerson@riohondo.edu)>; Vann Priest <[VPriest@riohondo.edu](mailto:VPriest@riohondo.edu)>; Mario Gaspar <[MGaspar@riohondo.edu](mailto:MGaspar@riohondo.edu)>; Andrew Grzywa <[AGrzywa@riohondo.edu](mailto:AGrzywa@riohondo.edu)>; Steve Tomory <[STomory@riohondo.edu](mailto:STomory@riohondo.edu)>

**Cc:** Kathy Burdett <[KBurdett@riohondo.edu](mailto:KBurdett@riohondo.edu)>

**Subject:** Catalog Review - Edits for 2021-2022 Catalog Intro/Table of Contents/Chapter 1

Good Afternoon:

You have been assigned to review and make edits for the new 2021/2022 Catalog. Your assigned pages/sections for Intro/Contents/Chapter 1 are listed below. If you are not the person who should be editing this section please let me know who is and I will forward the information to them. Please review and correct all typos, title changes, and additions to content. If you are able to make changes on Adobe please do so in red. If you cannot make changes, please make all changes on a hard copy in red (please make legible) and **forward all changes to the Committee Lead for this section so that duplicate changes are not submitted. All edits/changes are due to IO by May 3, 2021 or sooner if you can.** Thank you.

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