Accreditation

Western Association of Schools and Colleges Board of Governors, California Community Colleges
Rio Hondo College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (10 Commercial Blvd., Ste. 204 Novato, CA 94949 (415) 506-0234 Telephone • (415) 506-0238 FAX), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. An additional list of Accreditations and Certifications can be found on page 8.

Statement of Policy
The policy of this district is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the colleges and who meets such prerequisites as may be established pursuant to section 55003 of division 6 of title 5 of the California Code of Regulations.

The College catalog represents official policies of the Rio Hondo Community College District Board of Trustees.

By virtue of Statute, authority is vested in the Rio Hondo Community College District Board of Trustees to add, amend, or repeal any of its regulations, rules, and procedures in whole or in part at such time as it may elect.

The Rio Hondo College staff has worked to assure the accuracy of all information in the catalog. Students are advised, however, that such information may be subject to change without notice. Since the catalog is prepared in advance of the academic year, changes in some programs and rules might occur. An addendum to the catalog is published in the fall. The catalog and accompanying addendum are the final authority in regard to classes and programs offered. The catalog and addenda are also posted on the website at: www.riohondo.edu/catalog. Students are advised to consult a counselor whenever questions or problems pertaining to academic programs arise.
President’s Welcome

Your choice to attend college is one of the most important decisions you will make in your life. I welcome you and encourage you to use this Catalog as your primary guide to your educational future at Rio Hondo College.

Please make sure to get the best start possible: meet with a counselor early to develop an educational plan to guide your progress in the most productive and efficient way. Even if you decide to modify your plan along the way, you will have the advantage of an organized focus as you progress toward your educational goal. Be mindful of new guideposts and requirements that measure student progress. Take advantage of Summer Orientation and “Bridge” Programs designed to help you get started on the right path. We’re here to help you get where you wish to go!

You will find many new associate degree programs, career certificates and courses, as well as general education programs, and continuing education classes. The faculty provide outstanding instruction in all areas of the curriculum. Our classified staff and administrators assist by providing a full range of services to help you achieve.

Administrators

Administration
Superintendent/President..........................Teresa Dreyfuss
Vice President, Academic Affairs.................Kenn Pierson, Ph.D
Vice President, Student Services....................Henry Gee
Vice President, Finance & Business....................Vacant

Division Deans
Arts & Cultural Programs.................................Vacant
Behavioral & Social Sciences .............................Rebecca Green
Business ..................................................................Vacant
Career & Technical Education........................Mike Slavich
Communications & Languages........................Robert Holcomb, Ph.D.
Counseling & Student Development ..............Walter Jones, Ed.D.
Health Science & Nursing .................................Connie Austin
Institutional Research & Planning .................Howard Kummerman
Library & Instructional Support ......................Kats Gustafson, Ed.D.
Mathematics & Sciences ...................................Karen Koos
Physical Education .............................................Steve Hebert
Public Safety ...................................................Ygnacio Flores, Ed.D.
Student Affairs/ ..................................................Dyrell Foster, Ed.D.
District Compliance Officer ..........................Dyrell Foster, Ed.D.

Associate Deans
Public Safety, Interim ........................................Donald Mason
Student Services .............................................Mike Munoz, Ed.D.

Assistant Deans
Student Success & Retention .........................Barbara Salazar

Directors
Accounting .......................................................Chedva Weingart
Admissions & Records ...................................Judy Pearson
Contract Management & Vendor Services .........Timothy Connell
Disabled Students Programs & Services ..........Mark Matsui
Extended Opportunity Programs & Services, Interim ........Cherise Matsui

Facilities Services ...........................................James Poper
Financial Aid ..................................................Elizabeth Coria, Ed.D.
Foundation & Alumni .................................Howard Kummerman
Governmental & Community Relations ..........Vacant
Human Resources ..........................................Yolanda Emerson
Information & Technology Services ............Gary VanVoorhis
Marketing & Communications ........................Susan A. Herney
Police Academy .............................................Vacant
Student Life & Leadership .............................Vacant
Student Support Services (TRIO) ....................Zolita Fisher, Ph.D.

Coordinators
Apprenticeship ...............................................Bruce Noble
Athletics .........................................................Robin Siara
CalWORKs ....................................................Christine Aldrich
Career Development Center .......................Belen Torres-Gil
Chicano Studies ..............................................Juana Mora
Pre-School Laboratory ..................................Sondra Moe, Ph.D.
Evening/Weekend College ............................Vik Hovsepian
Evening/Weekend College ..............................Barry Perea
Fire Technology .............................................Tracy Rickman
Fitness Center ...............................................Jodi Senk
Learning Assistance Center ..........................Jim Chandler
Mathematics & Science Center .....................Elaine Hemenway
Student Health Center ...................................Alfred Forrest, M.D.
Transfer Center .............................................Dianne Holcomb
English as a Second Language (ESL) .............Tyler Okamoto
Virtual College .............................................Mike Javanmard
Speech/Forensic ............................................Libby Curiel
Leadership Academy .....................................Dennys Clarke
Student Learning Outcomes .............................Matt Koutoulis
Flex/Staff Development ..................................Katie O’Brien
Basic Skills .....................................................Sergio Guzman
Veterans Services .........................................Sylvia Duran-Katnik

We are proud of the rich student-centered climate here at Rio Hondo College, and invite you to become involved in the wide array of student government activities, student clubs, and events. In addition, the college fields 16 intercollegiate athletic teams, and offers opportunities to participate in many co-curricular performance activities in dance, theatre, music and visual arts. You might also wish to enroll in the newspaper production class for the student paper and magazine, El Paisano and La Cima, participate in forensics and debate competitions, or submit material for River’s Voice, a journal of art and literature. Look into the Honors Transfer Program for additional academic focus.

Today, thanks to the voters who approved Measure A, a $45 million facilities construction bond measure in 2004, you will learn in a thoroughly modernized campus, with new buildings, educational environment, and state-of-the-art instructional technology.

As we begin our 51st year of service to our local students and communities, I applaud your choice to attend Rio Hondo College. Best wishes to you on your continued success.

As Superintendent/President, I welcome opportunities to guide our students, and look forward to personally greeting you on the Rio Hondo College campus.

Teresa Dreyfuss
Superintendent/President
Division/Department Listing

Admissions & Records
(562) 908-3415 or (562) 463-7639
- International Students Program

Division of Arts & Cultural Programs
(562) 908-3471
- Visual Arts
- Performing Arts
- Animation
- Cultural Programs
- Cultural Events Hotline: (562) 908-3492

Division of Behavioral & Social Sciences
(562) 463-7469
- Anthropology
- Child Development/Education
- Chicano Studies
- Political Science
- Economics
- Philosophy
- Psychology/Drug Studies
- History
- Humanities
- Human Services
- Sociology
- Support Programs
  - Pre-school Laboratory
  - Foster Kinship Care Education and Independent Living Programs

Division of Business
(562) 463-7359
- Accounting
- Business/Management/Marketing
- Computer Information Technology
- International Business
- Logistics

Division of Career & Technical Education
(562) 908-3460
- Automotive Collision Repair & Painting
- Automotive Technology
- Advanced Transportation Technology & Energy Center (ATTEi): (562) 908-3433
- Electronics (Renewable/Green Energy)
- Apprenticeship: (562) 908-3448
- Drafting/Architecture/Civil/Geographic Information Systems
- Heavy Equipment Maintenance
- Honda Pact Program
- Welding/Fabrication

Division of Communications & Languages
(562) 908-3429
- English & Literature
- English as a New Language (ENLA)
- English as a Second Language (ESL)
- Languages (ASL, Chinese, Japanese, French, Spanish)
- Mass Communications/Journalism/Radio
- Reading & Study Skills
- Speech/Forensics
- Study Abroad
- Labs
  - English 30/35 Writing Workshop
  - English 101/201 Writing Center
  - ESL/Language Lab
  - Learning Assistance Center (LAC)
  - Reading Lab

Division of Counseling & Student Development
(562) 908-3410
- Assessment Center: (562) 463-7226
- CalWORKs: (562) 463-7311
- Career Development Center: (562) 908-3407
- Counseling: (562) 908-3410
- EOPS/CARE: (562) 908-3423
- Transfer Center: (562) 463-4619

Division of Health Sciences & Nursing
(562) 908-3421
- Associate Degree Nursing
- Nurse Assistant Pre-Certification Training
- Licensed Vocational Nursing
- Acute CNA
- Home Health Aide

Division of Library & Instructional Support
(562) 908-3417
- Library (562) 908-3417
- Instructional Operations (562) 463-3211
- Virtual College (562) 463-3219
- Office of Student Success and Retention (562) 463-7073

Division of Mathematics & Sciences
(562) 908-3444 or 908-3472
- Biological Sciences Department
- Engineering
- Environmental Sciences
- Mathematics Department
- MESA/TRiO/SSS STEM
- Physical Sciences Department
  - Astronomy
  - Geology
  - Chemistry
  - Physical Science
  - Geography
  - Physics

Division of Physical Education
(562) 908-3409
- Athletics
- Dance
- Fitness Center
- Physical Education

Division of Public Safety
(562) 463-7756
- Administration of Justice
- Corrections
- Police Academy
- Forensics
- Advanced Officer Training (562) 941-4082
- Fire Technology
- Wildland Fire
- Fire Academy
- Emergency Medical Technician
- Homeland Security Training Center

Division of Student Affairs
(562) 908-3498
- Disabled Students Programs & Services: (562) 908-3420
- Financial Aid & Veterans Services: (562) 908-3411
- Student Health Center: (562) 908-3438
- Veterans Service Center (562) 463-3370

Division of Student Services
(562) 463-4693
- Office of Outreach and Educational Partnerships: (562) 463-4693
- Student Life & Leadership: (562) 908-3427
- TRiO (Student Support Services): (562) 463-3216
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     Language Lab
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Summer 2013

Five-Week Session (5-weeks) ............................................. Monday, July 8 – Friday, August 9

Six-Week Session (6-weeks) ................................................ Monday, June 17 – Friday, July 26

Eight-Week Session (8-weeks) ............................................. Monday, June 17 – Friday, August 9
(includes on-site, off-site & online classes)

Fall 2013

Semester Dates (16-weeks) .................................................. Saturday, August 24 - Saturday, December 14

Flex Day (Faculty) ............................................................. Friday, August 23
(Class begins Saturday, August 24)

8-week Modules
• (Module A) .......... Saturday, Aug. 24 – Friday, Oct. 18
• (Module B) .......... Saturday, Oct. 19 – Saturday, Dec. 14

Finals ................................... Monday, December 9 – Saturday, December 14

Spring 2014

Intersession Dates (4-weeks) ............................................. Thursday, January 2 - Thursday, January 23, 2014

Semester Dates (16-weeks) .................................................. Saturday, January 25 – Thursday, May 22

Flex Day (Faculty) ............................................................. Saturday, January 25 – Friday, January 24
(Class begins Saturday, January 25)

Spring Break ................................................................. Monday, March 24 – Friday, March 28
(No weekend classes Saturday, March 29)

8-week Modules
• (Module A) ......... Saturday, January 25 – Friday, March 21
• (Module B) ......... Saturday, March 22 – Thursday, May 22

Finals ................................. Friday, May 16 – Thursday, May 22

Commencement ......................................................... Thursday, May 22
1 General Information About Rio Hondo College

History
Rio Hondo College celebrates its 51st academic year in 2013-2014. The Rio Hondo Community College District was established by election in October 1960, but first classes were not held until 1963-1964. Since the district’s boundaries at that time were identical to those of the Whittier Union High School District, administration of the district was by the high school district Board of Trustees. Creation of the El Rancho Unified School District in 1962 required that Rio Hondo College establish its own Board of Trustees, and an election for that purpose was held in April 1962.

The new Board of Trustees appointed Dr. Phil Putnam as the founding Superintendent-President in February 1963. In May 1963, the Board chose Rio Hondo as the name for the college. The name, long associated with the area surrounding the Rio Hondo River, means “deep river.”

College classes were offered for the first time in the late afternoons and evenings in September 1963 at Sierra and El Rancho High Schools. Following selection of the present campus site, a $12 million bond issue to build the college was approved by 80.1 percent of the district voters in October 1963. During 1964 and 1965, Rio Hondo College conducted classes for a limited enrollment at the former Little Lake School in Santa Fe Springs.

The present campus opened in the fall of 1966 with an enrollment of 3,363 day and 2,682 evening students. Measure A, a $245 million bond passed by voters in 2004, now provides new buildings and facilities upgrades campus-wide as well as new off-site educational centers in South Whittier and El Monte. Today, Rio Hondo enrolls approximately 20,000 students per semester.

The Rio Hondo Community College District encompasses a 65.5 square-mile area which includes the cities of Whittier, Pico Rivera, Santa Fe Springs, South El Monte, and portions of Norwalk, La Mirada, Downey, La Puente and Industry, some unincorporated areas of Los Angeles County, and the portion of the City of El Monte, south and east of the Rio Hondo River.

School districts within the college boundaries are the Whittier Union High School District, El Rancho Unified School District, and the El Monte Union High School District.

Students come to Rio Hondo seeking a variety of educational experiences. Rio Hondo’s educational program includes courses for transfer to four-year colleges and universities, general education courses for greater understanding of individual and community life, vocational training in certain areas, and courses for improving academic performance necessary for studying at a higher level.

The Rio Hondo College Foundation was established in 1992. The Foundation assists the college in meeting the needs of its students and community. The Foundation’s focus is to secure financial and community resources to support Rio Hondo College programs and services such as student scholarships, innovative educational projects, teaching and training support, and capital expenditures.

Vision
Rio Hondo College strives to be an exemplary California community college, meeting the learning needs of its changing and growing population and developing a state-of-the-art campus to serve future generations.

Mission
“Rio Hondo College is a collaborative center of lifelong learning which provides innovative, challenging, and quality educational offerings for its diverse students and community.”

Values Statement
As a teaching/learning community, we come together and strive to meet the needs, aspirations, and goals of our changing student population and communities. Since what we value forms the core of who and what we are, the college community—trustees, faculty and staff—recognizes the importance of openly and candidly expressing the college’s values. Rio Hondo College values the following:
1. Quality teaching and learning
The college is dedicated to excellence in instruction and student services to develop the intellectual and personal competence of each student. Rio Hondo College is committed to preparing students to adapt to the demands of a multicultural society.

2. Student access and success
Rio Hondo College recognizes the individual worth and potential of every human being. Accordingly, the college offers an open access, comprehensive educational program to its students including basic skills, vocational education certificates and degrees, general education and transfer courses, and, for its community, economic development opportunities.

At Rio Hondo College, students will have an opportunity to develop ethical values, learn the rights and responsibilities of citizenship, develop career skills, and understand the scientific, artistic and social achievements of various cultures including their own.

3. Diversity & Equity
Rio Hondo College remains committed to the diversity of students, faculty, staff, and management. Diversity can be defined in many ways including ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, learning styles, political beliefs, or other ideologies. Appreciation of diversity means the following:

- Recognizing that each individual is unique and understanding individual differences.
- Recognizing the things that people have in common despite being members of diverse groups.
- Creating a safe, positive, and nurturing environment that cultivates respect for what these differences are.
- Moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity as a way of coming together as a community with a common purpose.

The concepts of educational equity and student learning outcomes are central to the values of the College. Access to education and the opportunity for educational success for all students shall be provided, with particular efforts in regard to those who have been historically and currently underrepresented. Education should prepare students to adapt to the demands of a multicultural society.

4. Fiscal Responsibility
Rio Hondo College recognizes the importance of maintaining a fiscally sound, efficient, and effective college operation. It uses its resources—human, facilities, and financial—to the optimum benefit of its students, community, and staff.

5. Integrity and Civility
We value integrity, honesty and respect in our actions and words.

Goals Statement
With the rapid pace of change and the need to respond in a reasonable, timely, and organized fashion - and keeping the focus on our students - Rio Hondo College recognizes the following goals as important to our collective success:

- to provide quality instruction to enhance the teaching/learning process
- to provide quality student support programs
- to provide quality student services, utilizing a student-centered process
- to meet the changing technological needs required to support the educational process and to enhance student access and success
- to maintain a safe and pleasant environment for students, staff, and community
- to support participatory governance processes through effective communication among and involvement of students, faculty, staff, trustees, and community
- to provide leadership in the academic, cultural, and economic life of the community
- to support the personal and professional growth of trustees, faculty, and staff
- to develop and utilize fiscal resources in an efficient and effective manner.

Code of Ethics
Ethical persons are those who abide by principles and exemplify virtues as understood within a given moral framework. Many believe that virtue is intrinsically rewarding. At the very least, that one be perceived as ethical is instrumental in establishing credibility and trust. The employees of Rio Hondo Community College District are committed to providing a high quality learning environment to help our students successfully achieve their educational goals and objectives. Accordingly, they have interests in, and commitment to, ethical behavior.

To support this commitment, college employees adhere to standards of ethical and professional behavior related to their duties, and have responsibilities to the institution and to individuals they serve. Although one can not “legislate morality” in the sense of mandating virtuous intentions, we can, and do, establish general expectations of conduct.

There are many sources of inspiration and guidance. All employees of Rio Hondo College are subject to official College policies and procedures, applicable regulatory agency requirements, local, state, and federal laws, and professional standards (when applicable). This includes policies such as the Rio Hondo College Policy on Prohibition of Harassment.
(BP 3430), its Policy on Nondiscrimination (BP 3410), and its Policy on Academic Freedom (BP 4030).

In addition, the Board of Trustees is subject to its own Code of Ethics (BP 2715), and most of our employees are members of professional organizations with their own established codes of ethics, such as the CTA, CSEA, and ACCCA. Employees are encouraged to consult their own organizations, when applicable, for further guidance. As constituents of Rio Hondo College, students are likewise encouraged to maintain high Standards of Conduct (BP 5500).

As a further demonstration of commitment to high ethical standards, employees of Rio Hondo College aspire to be guided by the following values statements. They are intended as guidelines and aspirations, to be used for educational rather than enforcement purposes, with our own conscience as the first and most salient means of evaluation.

- This College values open communication, honesty, and truthfulness, and aspires to an “open door” philosophy.
- This College values open inquiry, and honors academic freedom.
- This College strives to protect human dignity and individual freedom.
- This College values clear roles and responsibilities, teamwork, and cooperation (as outlined in AB1725), and therefore aspires to develop a climate of trust and mutual support.
- This College is committed to providing excellent educational opportunities to the community, and the instructional faculty seeks to evaluate students by honest appraisal of student performance against faculty standards.

**Institutional Philosophy**

Recognizing the individual worth and potential of every human being, Rio Hondo College offers an open access, comprehensive educational program to residents of the college district.

The college is dedicated to excellence in instruction and student services to develop the intellectual and personal competence of each individual.

At Rio Hondo College, students will have an opportunity to develop ethical values, learn the rights and responsibilities of citizenship, develop career skills, and understand the scientific, artistic, and social achievements of various cultures.

**Accreditations and Certifications**

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 courses of 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.

- Police Academy – California Commission on Peace Officers Standards and Training (POST) (Certified)
- Fire Academy – California State Fire Marshal (Accredited); Accredited Local Processing for “Fire Officer Certifications” - California State Fire Marshals office
- Regional Homeland Security Training Center - certified by California State Fire Marshal and California Emergency Management Agency (Cal EMA) and certified as a UASI homeland security regional training centers in Los Angeles County.
- Emergency Medical Technician (EMT) – Los Angeles County Health Services EMT / Paramedic Program Approval Section (Accredited)
- Wildland Fire Program – U.S. Forest Service (Certified)
- First Aid and CPR – American Heart Association & American Red Cross (Certified)
- Expanded Scope Practice for EMT’s – LA County Department of Health Services (Certified)
- Drug Studies Program – Accredited by California Association for Alcohol/Drug Educators
- Nursing Program – Approved by the Board of Registered Nursing, State of California and the Board of Vocational Nursing and Psychiatric Technicians, State of California.
- CNA Programs – Approved through the Department of Health Services State of California.
- Automotive Programs: National Automotive Technical Foundation (NATEF) (Certified); California Automotive Business Coalition Automotive Technician Training Standards (ATTS) (Certified); California Smog Check Technician Training Institution (Certified).

**Institutional Affiliation**

Rio Hondo College is a member of the Western Association of Schools and Colleges, the American Association of Community Colleges, and the California Association of Community Colleges. The college is also a member of the San Gabriel/Foothill Association of Community Colleges (SanFACC).
Admissions: Becoming a Rio Hondo Student
Students who are high school graduates or individuals 18 years of age or over who show evidence that they can benefit from instruction may apply and will be admitted to Rio Hondo College. All classes are open to those who meet the necessary prerequisites. No person shall 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 on the basis of race, color, religion, sex, national origin, age, or physical or psychological disability.

Who May Apply
You may be eligible for admission to Rio Hondo College if you are:

- A high school graduate or GED recipient.
- Not a high school graduate but over 18 years of age
- A current high school student who is recommended by the school principal for advanced academic or vocational classes, has the approval of the student’s parent(s) meets the college’s special admissions criteria and is LIMITED TO 7 UNITS or 2 classes of non-remedial coursework (if under 18 years-old).

Student Classification
Students are classified according to the following classifications for the purpose of registration.

New Student: A new student is a student who has never registered at Rio Hondo College.

Returning Student: A returning student is a student who did not register the previous semester but has registered in the past. Students who are returning after an absence of a semester or more (not including summer) must submit an application for admission online.

Continuing Student: A continuing student is a student who attended the previous semester. To be classified as a continuing student with registration priority privileges, a student must maintain continuous enrollment (enrolled in at least one course each semester).

Enrichment Student: An enrichment student is a student who is currently enrolled in grades K-12 or is home schooled.

- Enrichment students younger than 9th grade
  Students younger than 9th grade will be admitted if they meet the exceptional student criteria (highly gifted students with an IQ score above 150). These students may only enroll in college level courses (degree applicable courses), must meet prerequisites, and must show documentation of their gifted status and proof of IQ.

- High School Enrichment Students
  High school students may enroll in classes for college credit. Permission to enroll must be obtained in advance from the high school and a parent or guardian. Interested high school students may obtain information from their counselor and meet with a Rio Hondo counselor to confirm eligibility for courses. Additional information and application are in the office of Admissions and Records. Enrichment students are limited to 7 units or 2 classes of non-remedial coursework.

- International Students
  Students from outside the United States are welcome to pursue higher education at Rio Hondo College. The college values the presence of students from diverse cultures on the college campus.

All international students are subject to non-resident tuition as set by the Board of Trustees. International students must enroll in and complete 12 units each semester and maintain a “C” average in order to remain in acceptable status. An official TOEFL score of 133 on the CBE computer-based exam is required for admission.

Interested students should contact the International Student Specialist in the Admissions and Records Office at (562) 463-7643 for more details.
Residence Requirements

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 (one year and one day prior to the first day of the semester) or 24 months of physical presence. Federal law precludes some visa types 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. 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.

Non-Resident Students – Legal Requirements-

Education Code Section 76140 requires that tuition be charged to students who are not residents of the State of California and who attend public community colleges within the state.

The non-resident/international student fee of $190.00 per unit (subject to change) plus a per unit enrollment fee is charged each semester/summer session. Tuition charges must be paid at the time of registration.

The Admissions and Records Office should be consulted concerning the determination of residence.

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 new 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.
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, and graduated from, 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.
   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 and one day 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.

Open Enrollment Policy

The policy of this district is that, unless specifically exempted by statute or regulation, every course, course selection, or class, reported for state aid, whenever offered or maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to regulations contained in Title V.
**Unit Limitations**

Students are limited to 18 units (15 units for summer sessions) unless they receive approval from a counselor for additional units. Students wishing to enroll in over 18 units (15 units for summer sessions) must meet with a counselor for an unit overload form. High School students are limited 7 UNITS or 2 classes of non-remedial coursework.

**Adding/Dropping Classes**

Students may add classes (including a change of section of the same course) during open registration dates as listed in the online Class Schedule. The class add must be processed through AccessRio, and students who complete this process are officially enrolled in the class.

If the class and waitlist are closed, students must attend class on the first day of instruction and request an add code from the instructor. If the instructor provides an add code, the student can then use the add code to register for the class via AccessRio by the published deadline.

Starting with the Spring 2013 registration, Rio Hondo College has implemented a Drop for Non-Payment procedure. Prior to the start of each semester, there will be a Common Drop Date. After that time students will need to pay-as-they-add. The full procedure including a list of exempt student groups is posted at www.riohondo.edu.

It is the student’s responsibility to officially drop classes prior to the drop deadline in a given semester to avoid receiving failing grades. Please consult the online Class Schedule and click on the CRN number of the course you are trying to drop. There students will find information on critical dates for the course, including drop dates. This section will specifically contain information on the last day to drop classes without receiving a failing grade or the last day to drop classes without receiving a “W” grade.

See Course Withdrawal in Section 5 for additional information.

**Evaluation of Transcripts**

All students enrolled at Rio Hondo College should have official transcripts from their high school on file.

Students with previous college units should have transcripts from all colleges attended sent directly to Rio Hondo College. Hand carried transcripts are no longer accepted. These transcripts can verify completion of prerequisite courses, eliminating the necessity of taking all or part of the assessment tests, and can assist the counselors in working with the student. Official transcripts from other colleges are required for evaluation towards a certificate, associate degree, or meeting general education requirements for transfer.

Transcripts from foreign universities must be evaluated by an approved credential evaluation service. Upon request, transcripts from colleges accredited by one of the regional accrediting associations will be evaluated for students during the first semester of attendance.

Transcripts of military service credits will be evaluated upon request of the student.

All transcripts must be sent directly to the Admissions and Records Office. Transcripts become the property of the college and cannot be returned to the student, copied, or forwarded to another institution.

**Student Success and Support Program (formerly Matriculation)**

Senate Bill 1456 revised and renamed the Matriculation Act of 1986 as the Seymour-Campbell Student Success Act of 2012. Signed by Governor Brown on September 27, 2012, the program began on January 1, 2013 and will be implemented in stages over a five-year period.

The Student Success and Support Program supports the transition of new students into the college by providing them services that promote academic achievement and successful completion of degrees, transfer preparation, career technical education certificates, or career advancement. Based on student responses to the Rio Hondo College Application for Admission, students self-identify as either matriculating or non-matriculating. Students identified as matriculating are referred to core services: assessment, orientation, and counseling. Students must complete assessment and orientation in order to receive priority registration. They also need to develop an educational plan which can be accomplished by enrolling in a counseling course, attending an educational planning workshop, or by scheduling an appointment with a counselor. Non-matriculating students are exempt from participating in core services, but they are advised to access these services if they decide to pursue a degree or certificate.

The Student Success and Support Program is the process responsible for bringing together the college and a student, who enrolls for credit, into an agreement for the purpose of realizing the student’s educational goal through the college’s established programs, policies, and requirements. The primary purpose of the Student Success and Support Program is to enhance a student’s success at the college. A student is expected to participate in these services unless the student requests an exemption from a particular service. Exemption forms may be obtained in the Counseling Department. All students are strongly encouraged to participate in the process.

Military Veteran students must participate in all matriculation components as required by the Veteran Administration (VA).

**Components of Matriculation**

Matriculation is composed of the following steps designed to enhance student success:

- **Assessment:** This component is designed to evaluate a student's skills and determine the appropriate level of coursework.
- **Orientation:** Orientation provides new students with information about the college, its resources, and expectations. It also helps students understand their programs and potential career paths.
- **Counseling:** Counseling services help students plan their academic and career paths, identify relevant courses, and explore potential transfer options.

These components work together to ensure students are well-prepared for success at Rio Hondo College.
Five Steps to Becoming a Rio Hondo College Student

Step 1: Application
Effective in the Spring 2010 semester, Rio Hondo College began utilizing CCC Apply for application processing. To submit an application for admissions log on to www.cccapply.org/Applications/CCCCApply/apply/Rio_Hondo_College.html.

Step 2: Assessment
All new non-exempt students (“non-exempt” refers to students seeking an AA/AS degree, a certificate or transfer) are required to participate in an assessment/orientation/advisement (AOA) process (prior to registration for classes) designed to assist students in reaching their educational and career goals. The purpose of the AOA process at Rio Hondo College is to assess the student’s skill level in English, reading and mathematics and provide the student with the necessary resources for a successful college experience. The student’s reported information, in conjunction with available high school and/or college transcripts are used to determine course placement and the development of a Student Educational Plan (SEP). The assessment information assists the counselor in outlining a useful and clear educational program for the student’s long-range educational plans and the eventual attainment of a chosen career. The AOA process is an effort by Rio Hondo College to provide the student with the finest academic advisement and counseling possible. Students are encouraged to meet with a counselor within the first six weeks of enrollment at the college. The assessment/orientation is available by appointment throughout each semester and during the summer. Non-exempt students who do not complete the AOA process will receive a hold on their registration in the term that follows their first semester at Rio Hondo College. For more information, please contact the Assessment Office at (562) 463-7226 or visit LR-130.

Step 3: Orientation
Orientation to the college is an important part of the matriculation process and should be completed prior to the first semester of coursework. It provides students with information on college services, registration procedures, course placement, and recommended courses to register for in the first semester. Students will be offered to participate in a computerized Orientation during their Assessment Test. Students who do not require an Assessment test can still attend a computerized Orientation in the Assessment Center. Check for dates and times at the Rio Hondo web site: www.riohonondo.edu and click “Assessment Test Information” for the most accurate information regarding walk-in Orientations. The Assessment Center is located in the Learning Resource Center – Room LR130 and the Assessment Office is located in LR141. If you need additional information (562) 463-7226

Step 4: Registration
Upon completing steps 1-3, a student can register online at https://accessrio.riohondo.edu/cp/home/displaylogin on dates specified online under the admissions and records link.

Step 5: Counseling & Advisement
It is important to make an appointment with a counselor to discuss the student’s educational goals and to develop an educational plan before classes begin. For information and/or to make an appointment, please call (562) 908-3410 or go to SS-160.

Student Success and Support Program Requirement
All new students are encouraged to participate in the components of admission, assessment, orientation, and counseling. However, exemptions for these components may be granted if certain criteria are met. (See Matriculation Exemptions.) All new, non-exempt students who are unable to complete the assessment process before their first semester of attendance may enroll; however, they must be assessed prior to registering for their second semester at the college. Students who have not completed the assessment process may be unable to register for certain courses that require prerequisites.

College Responsibilities
In the Student Success and Support Program process, the college has certain responsibilities. The college, to support student success, agrees to provide:
• Processing of applications for admission
• Assessment of basic skills, study skills, and career interests
• Orientation to college programs and services
• Counseling/advising
• Assistance in developing an educational plan
• Follow-up and referral to services
**Student Responsibilities**

In the **Student Success and Support Program** process, the student also has certain responsibilities. The student, to support his/her own success, has the responsibility to:

- Express a broad educational intent upon admission
- Provide high school and/or college transcripts and other supporting documentation to assist the counselor in making the best possible placement recommendations
- Declare a specific educational goal by the time 12 semester units are completed
- Meet with a counselor to develop an educational plan within the same semester
- Participate in counseling/advisement
- Attend class, complete assignments, and maintain progress toward a defined goal
- Drop classes they no longer wish to attend.

**Student Rights**

In accordance with the matriculation agreement, the student has the right to:

- Challenge placement decisions and any prerequisite or corequisite by completing the appropriate form, which can be obtained from the Counseling Department.
- File a complaint of unlawful discrimination if a student feels that assessment, orientation, counseling, or any other matriculation process is being applied in a discriminatory manner. A petition may be obtained from the Office of the Vice President of Student Services. Upon receiving a complaint, the Vice President of Student Services will convene a three-member panel consisting of the Affirmative Action Officer or designee and two members of the Matriculation Coordinating Committee to review the student’s petition. The panel shall meet and provide a written notification to the student within five working days.

**Matriculation Exemptions**

Students who meet one of the following exemption criteria for any of the matriculation components, may obtain an exemption form from the Counseling area. Military students must participate in all matriculation components as required by the VA.

**A. Assessment, Orientation, and Counseling**

- Students who are concurrently enrolled at a four-year college or university,
- Students who have previously participated in a Rio Hondo College orientation.

**B. Assessment**

- Further assessment exemption may be granted according to one of the following criteria:
  - Students who have successfully completed the equivalent of ENGL 035 or ENGL 101 at another community college or university are exempt from taking the English Placement Test.
  - Students who have successfully completed the equivalent of MATH 020 or higher at another community college or university are exempt from taking the Math Placement Test.
  - Students who have taken a Rio Hondo College-approved assessment test at another college are exempt from taking the appropriate assessment tests.

Those students who have not recently completed the equivalent math and/or English courses and/or recently taken an acceptable assessment test at another college are highly recommended to take the assessment tests at Rio Hondo College for appropriate placement in advanced courses.

**C. Orientation**

- All students are encouraged to participate in orientation; an exemption may be granted according to one of the following criteria:
  - Students who are concurrently enrolled at a four-year college or university,
  - Students who have previously participated in a Rio Hondo College orientation.

**Assessment Retest Policy**

English, Reading and Math assessment scores are valid for two years. After two years, students are advised to re-test. For more information, visit the Assessment office located in LR-130.

**Assessment Placement Appeals Procedure**

All students have the right to appeal any placement decision after going through the assessment process. An assessment placement appeal requires written documentation and an explanation of alternative course work, background, or abilities that adequately prepares the student for the course. An Assessment Placement Appeals form can be obtained from the Counseling Department or the appropriate division office (either Communications and Languages or Math and Sciences). Reasons for appealing an assessment placement may include one or more of the following:

- Students who have already completed an AA/AS degree or higher. Military students must participate in all matriculation components as required by the VA.
• the course recommended is not reasonably available, or

• the student believes the recommended course is not valid or necessary for success in the next course level for which it is required, OR

• the student believes the placement results are discriminatory or are being applied in a discriminatory manner, or

• the student has the documented knowledge or ability to succeed in the next level course without taking the recommended course by the appropriate division office.

Upon filing the Assessment Placement Appeals form, the student may enroll in the desired class. If the appeal is not upheld, the student will be required to drop the class. The district will ensure that the appeal process is finished, and the student is notified in writing within five (5) working days. Students wishing to appeal this decision should contact the Dean of Library and Instructional Support or designee.

### RHC Prerequisite/Corequisite/Advisory Definitions

The college REQUIRES students to meet prerequisite/corequisite requirements before taking the course in question.

**Prerequisites** – A course prerequisite indicates the preparation or previous course work is considered necessary for success in the desired course.

**Corequisites** – A course corequisite indicates another course that must be taken concurrently with the desired course.

**Prerequisites/corequisites** that are listed in the college catalog include:

- Courses for which specific prerequisite/corequisites have been validated,

- Sequential course work in a degree-applicable program, and

- Courses in which a prerequisite/corequisite is necessary for transfer to a four-year college.

Questions about prerequisites/corequisites are best resolved with a counselor or instructor prior to the first day of class. If students are attempting to meet a prerequisite/corequisite through the assessment process, they may appeal (challenge) their assessment placement results.

**Advisories** – A course advisory indicates that if students have the designated preparation or previous course work, they are likely to perform better academically in the course or program in question because of that experience or preparation. Unlike prerequisites or corequisites, advisories do not require that students have the suggested preparation; rather, it is strongly recommended.

### How to Clear a Prerequisite

If a student believes they have met a pre-requisite at another institution, they can see a counselor for a pre-requisite clearance. Students must provide evidence of meeting the pre-requisite using documentation such as an academic transcript. See a counselor for details.

### Prerequisite/Corequisite Challenge Procedure

All students have the right to challenge any prerequisite or corequisite. A prerequisite or corequisite challenge requires written documentation that should include an explanation of alternative course work and/or background or abilities that adequately prepares the student for the course. A Prerequisite/Corequisite Challenge form can be obtained from the Counseling Department and division offices.

Reasons for challenging a prerequisite may include one or more of the following:

1. A prerequisite/corequisite is not reasonably available (must be made prior to the first week of the semester),

2. The student believes the prerequisite/corequisite is not valid or necessary for success in the course for which it is required, or

3. The student believes the prerequisite/corequisite is discriminatory or being applied in a discriminatory manner, OR

4. The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite/corequisite.

Upon filing the Prerequisite/Corequisite Challenge form, the student may enroll in the challenged class. If the challenge is not upheld, the student will be required to drop the class. The district will ensure that the challenge process is finished, and the student is notified in writing within five (5) working days. Students wishing to appeal this decision should contact the Dean, Library & Instructional Support or designee.

### Educational Costs

**Enrollment Fee** – Students who have established legal residence in California must pay the enrollment fee established under state law and subject to change without notice. These fees will be waived at the time of enrollment if the student can demonstrate he/she qualifies under the exempt criteria specified by the State of California. Out-of-state and international students must pay non-resident tuition fees of $190.00 per unit plus the $46.00 a unit fee as required under state law (fees subject to change).

**College Services Fee** – The Associated Students of Rio Hondo College is funded through the college services fee. The fee is $7.00 for day, evening, and off-campus
students during the fall and spring semesters and $4.00 for summer sessions. The fee is automatically assessed at the time of registration. A waiver form is available in the Admissions and Records Office.

**GO RIO Fee**
This fee was approved by the Associated Students of Rio Hondo College to subsidize costs of the GO RIO bus program. The fee is $7.00 for Spring and Fall terms only.

**Student Parking Fee**
Under provision of Education Code 72247, a Student Parking Fee program has been established. This fee provides for the use of student parking lots, better traffic flow during peak hours, parking lot security, and the use of the tram service.

The student parking fee for day and evening students during the fall/spring semesters is $40.00. The fee for summer sessions students is $10.00. Motorcycle parking is $10.50 for fall/spring semesters; $5.50 for summer sessions.

**Student Health Fee**
Rio Hondo College provides a 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 $19 health fee ($15.00 for summer). Antibiotic medication and women-wellness laboratory tests are available for a nominal fee. Fee-exempted students include those who document religious reasons. A full refund will be made only if requested in writing prior to the semester refund deadline.

**Student Representation Fee**
This $1.00 fee provides support for students or representatives who may be stating their positions and viewpoints before city, county, and district government, and before offices and agencies of the state and federal government. Students may refuse to pay this fee on religious, political, or moral grounds by submitting a refusal in writing to the Office of Student Life and Leadership prior to registration.

**Books**
Students are required to purchase all books and supplies needed for their courses. Book costs will vary from semester to semester. Often purchasing used books can reduce this amount.

**Scholarships**
A variety of scholarships are available to Rio Hondo College students. For more information, contact the Financial Aid/Scholarship Office at (562) 908-3411 or go online to www.riohondo.edu to view scholarship opportunities.

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**Student Financial Obligations**
Withholding Grades, Transcripts, etc. for Nonrepayment of Financial Obligations (59410) – The governing board of a community college district may provide by appropriate rules and regulations that grades, transcripts, diplomas and registration privileges, or any combination thereof, shall be withheld from any student or former student who has been provided with written notice that he or she has failed to pay a proper financial obligation due to the district or a college. (BP 5035)

**Enrollment/Fees Refunds**
Resident students reducing their course load or withdrawing from all courses during the first 10% of the fall/spring semester may file for a refund in the Admissions and Records Office. During the summer session, resident students reducing their course load or withdrawing from all courses during the first 10% of the session may file for a refund in the Admissions and Records Office. Please check the Rio Hondo website, under the Admissions and General Information link for specific deadline dates. Any enrollment fee refund request is subject to a once-per-semester service charge of $10.00.

For non-resident students reducing their course load or withdrawing from all courses, a refund may be requested in Admissions and Records during the first 10% of the fall/spring semester in order to receive a full refund of all out-of-state fees. During the summer session, a refund must be requested in Admissions and Records prior to the end of the first 10% of instruction to receive a full refund of all out-of-state fees. The student will receive a 50% refund of out-of-state fees if the request for a refund is received in Admissions and Records during the third or fourth week of the fall/spring semester or during the second week of the summer session. No refunds will be granted after the fourth week of the fall/spring semester or after the second week of the summer session. Please check the Rio Hondo website, under the Admissions and General Information link for specific deadline dates

In the event that law mandates other fees and law does not prescribe the refund policy, the refund of such fees shall be in the same manner as the refund of health, college services, and parking fees.
3 Support Services

Student Services

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 and mathematics courses. A schedule of assessment dates is available on the Assessment web page.

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. CalWORKs replaced the former AFDC program in January 1998.

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 successfully employed.

The following services are available to students:

1. Counseling – The role of the CalWORKs Counselor is to 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 32/35 hour county requirement, and advocate for students rights.

2. Work Study – Paid part-time jobs on and off campus (based on funding). Work study does not affect cash aid.

3. Employment Services – One-on-one assistance with resume writing, interview techniques, and job search assistance.

The CalWORKs program is located in room SS-220. For more information please contact the CalWORKs program at (562) 463-7311.

Career Counseling
Counselors in the Career Development Center offer assistance in identifying personal strengths and in making life decisions about educational and employment opportunities. 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, handouts in career trends, pamphlets, software, videotapes and the Internet are available for career exploration. The EUREKA career information program offers career information and assessments for career decisions. A series of workshops to develop job preparation skills are presented and are listed on a monthly calendar of events available in the Career Development Center and on the Career Development web page.

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 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. Contact the Counseling Department at (562) 908-3410.

Disabled Students

Programs & Services
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 physical, learning or psychological disability or a student with a visual impairment, acquired brain injury or is a 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 promotes equal access to college instructional programs and activities for students with disabilities.

For complete information on our program, please contact Disabled Students Programs & Services at (562) 908-3420, via video phone at (562) 364-8433 or visit us on the web at www.riohondo.edu/dsps/index.

Extended Opportunity Programs & Services
In 1969, the Board of Governors for Community Colleges authorized the implementation of the Extended Opportunity Programs and Services (EOPS) at Community Colleges.

The primary function of the Extended Opportunity Programs and Services 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.

EOPS personnel provide outreach, counseling/educational advisement, and transfer assistance. The program also offers partial book vouchers and academic achievement grants.

In addition, the EOPS Cooperative Agencies Resources for Education (CARE) Program assists single parent individuals on TANF, with dependent children, with additional academic and personal supportive services. For further information, please contact the Extended Opportunity Programs and Services Office, room SS-240, (562) 908-3423.

Honors Program
The Rio Hondo College Honors Program is designed to meet the needs of students who seek a challenging educational experience that goes beyond the regular degree program. The Honors 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 where students from different backgrounds can interact more freely with each other and the faculty members who teach these courses. Honors courses are designated as such on students’ transcripts. Students in the Honors Program will also be eligible for priority transfer to selected colleges and universities. For more information and application forms, please contact the Honors Program at (562) 463-7339 or visit the Honors website at www.riohondo.edu/honors.

Honors Transfer Program
The RHC Honors Transfer Program offers students the opportunity to gain priority admission consideration and other transfer benefits at a number of colleges and universities. 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 (state of 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 all prerequisite work for their major required by the school to which they plan to transfer. Additionally, honors students must schedule two meetings with their honors counselor each semester.

Benefits of the program include small classes, closer contact with professors, interaction with Rio Hondo’s top students, challenging course work, and personalized honors counseling. Interested students should fill out and submit the Honors Transfer Program application published each semester in the Class Schedule. See the Honors Transfer Counselor in the Counseling Department for more information.

Orientation
Orientation familiarizes and acquaints students with important college policies and expectations, as well as the range of services and programs available. It is recommended that all new students participate in orientation. A schedule of orientations is available in the Assessment Center, room LR130 and on the Assessment web page.

PUENTE Program
The Puente project 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 call (562) 908-3467.

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 institutions to students, counseling faculty, and staff, as well as coordinates various activities, resources, and services that support the transfer process. The Transfer Center is designed to assist students with the process of transferring to
For more information visit the Transfer Center in room SS-250 or call (562) 463-4619 or e-mail: transfercenter@riohondo.edu.

**TRiO Programs**

**Student Support Services** – The Student Support Services Program, a federally funded TRIO Program, serves one hundred and sixty students. The purpose of this program is to prepare first-generation, low-income and/or disabled students for graduation/transfer into four-year colleges and universities. Services 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 and various other services. All services are free. For more information call (562) 463-3216.

**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 regard 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 and in the Rio Hondo College Veterans Service Center located in the Student Services Building, Rm SS150.

Satisfactory academic progress of veterans or eligible dependents is measured by the successful completion of the number of units enrolled. Non-punitive grades (W or NC) are not considered making satisfactory progress. The VA does not pay for non-punitive grades. 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. A “C” average or above must be maintained in order to receive an associate degree at Rio Hondo College. Should a veteran fail to make satisfactory progress for two semesters, 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 the Veterans counselor. “The school counselor will recommend a suitable course of study”.

Upon satisfactory completion of one semester of approved courses, 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, Rm SS-150 for details and application forms. Information is also available on the Rio Hondo College Veterans Services web page.

**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. 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. Rio Hondo College Federal School Code is 001269. The priority deadline to apply is March 2; funding may be limited. Visit the Financial Aid Office for further information located in the Student Services Building, SS150 or visit: www.riohondo.edu/students/financialaid.

**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**

Program (FDLP) – Students may apply for a Subsidized or Unsubsidized loan from the federal government.
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.edu.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.

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 – You may be eligible for a fee waiver if you have certification form 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.

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.

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/students/financialaid.

Loans
(Associated Student Body Loans)
The Associated Students 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 Office of Student Life and Leadership rm SS201 during the first 10 days of the fall and spring semesters only. Loans are on a first-come, first-served basis.

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.

Health Support Services
Student Health Center
The Student Health Center is located in the Student Services Building, room SS230. A registered nurse is on duty during scheduled hours. A medical doctor is available during scheduled hours to see and treat ill and/or injured students. Appointments are given with the school physician on a first requested basis; non-appointment clients are seen as time permits. Service hours are posted at the Student Health Center, and on their web page. Services include:
- First aid care of illness and accidents
- Diagnosis and prescriptions
- Immunization against diphtheria, tetanus, and hepatitis B
- 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 the examination.

Psychological Services
A clinical psychologist is available for day and evening appointments in the Student Services Building, room SS230. The following confidential services are available to students who are experiencing personal problems:
- Individual psychotherapy
- Stress management training
Effects of 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
- ulcers or gastritis
- delirium tremens
- 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.

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:

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>LOCATION</th>
<th>EXT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Health Center</td>
<td>SS230</td>
<td>3438</td>
</tr>
<tr>
<td>Psychological Services</td>
<td>SS230</td>
<td>7302</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>SS104</td>
<td>3410</td>
</tr>
</tbody>
</table>

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

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

Academic Support Services

Student 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.

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. Learning Assistance Center 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 online at: http://www.riohondo.edu/commlang/workshop/LAC.htm

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. The Mathematics & Science Center is open Monday through Thursday and Saturday, including some evenings. Hours are listed for each semester on the MSC web page.

**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 underrepresented 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 S205 (562)-463-3222 or visit www.riohondo.edu/mesa.

Program eligibility requirements apply.

**Language Lab**

The Language lab is located in the first floor of the Learning Resource Center and is available for students enrolled in ESL or foreign language classes that require a lab. Lab hours are listed each semester in the Class Schedule.

**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 ([http://library.riohondo.edu/](http://library.riohondo.edu/)) 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 [http://library.riohondo.edu/](http://library.riohondo.edu/).
Alternative/Nontraditional Classes

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, Salamanca, 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 the United States. For more information, visit the college web site: www.riohondo.edu/commlang/studyabroad/

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 Class Schedule, visit the Virtual College web site at http://online.riohondo.edu or call (562) 463-3218.

Continuing Education & Contract Education Classes
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 Automation, 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 http://www.riohondo.edu/Continuing Education, or call (562) 908-4606.

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 Class Schedule for further information.

Mathematics & Sciences Center (MSC)
The Mathematics & Science Center (MSC) offers coursework in MATH 020, MATH 030, MATH 050, and MATH 070. Courses are divided into modules and students work on one module at a time. Courses are sequential and are equivalent to classes offered in lecture format. This format allows for differences in the pace at which a student may complete a course.

Intensive English Language Academy
The Intensive English Language Academy (IELA) at Rio Hondo College provides immersion-based, learner-centered English language instruction to students from diverse backgrounds. The IELA is primarily geared toward International students with TOEFL scores below 450, preparing to enter college level instruction. However, all English language learners are welcome to enroll.

Four sequential levels of instruction are offered: Beginning, Intermediate Low, Intermediate High and Advanced, in eight-week sessions. Students are initially placed based on their TOEFL score and can possibly progress through the entire program sequence in one academic year, from September through May. Summer instruction may also be available.
**Student Activities & Athletics**

**How to Get Involved In Student Activities**
Getting involved in activities at the college enriches the college experience for the student. Rio Hondo college has a variety of ways in which a student may get involved, including student government, athletics, and clubs.

**Associated Students of Rio Hondo College Membership**
The Associated Students of Rio Hondo College (ASRHC) is a self-sustaining organization. Student activity programs are supported by proceeds from students paying the College Services Fee. The Associated Students of Rio Hondo College Body’s objective is to encourage active participation in college events and activities by all students.

**Student Clubs**
Students may pursue a special interest through participation in one of the campus clubs or organizations. Those who choose to participate in this phase of college life may derive valuable social and educational experiences. Each club has individual service projects and tradition, and is sponsored by one or more members of the permanent faculty or staff. Contact the Office of Student Life & Leadership at (562) 908-3427 for more information.

**ASRHC Sponsored Events**
The Associated Students of Rio Hondo College sponsors a variety of activities including open forums, entertainment and a variety of multicultural programs. Depending on the type of programs and expected audiences, they will be held on or off campus.

**College Services Fee**
When a student enrolls in the college they pay a college services fee. This fee entitles students to the following:
- Competition for ASRHC sponsored scholarships
- Emergency Loans
- Free photo I.D. Card for first I.D. only. (Additional or replacement I.D.’s cost $5.00 each.)
- Various campus activities and events
- Free use of the EUREKA computer in the Career Development Center
- Free admission to some athletic events and theatre productions
- Discount tickets to AMC Theaters, some amusement parks and more!
- Membership in campus clubs and organizations
- Opportunities to be elected to student senate.

**Student Government**
The student government organization is the Associated Students of Rio Hondo College Senate. This body and its officers establish and maintain student body policies and administer student co-curricular activities with the sponsorship and advice of the college administration.

**General Student Information**
Students are urged to consult the Rio Hondo College Catalog, and the Rio Hondo College web site (www.riohondo.edu) for specific information about programs of study and other items of interest. The General Student Information is important for all students. It contains vital orientation and registration information as well as a comprehensive guide to the variety of student services available to all students.

**Student Publications**
El Paisano is the Rio Hondo College newspaper, published biweekly in print and online (www.elpaisanonline.com). La Cima is the student magazine. These publications serve as voices of the campus and training opportunities for the college’s journalism program. Students enrolled in journalism classes form the publication staff of El Paisano and La Cima.

**Athletics – Men’s & Women’s Intercollegiate Sports**
Rio Hondo College is a member of an athletic conference formed by the California Community College Athletic Association (CCCAA).

Conference competition is scheduled in the following sports for men: baseball, basketball, cross country, swimming, soccer, water polo and wrestling; and for women: soccer, softball, basketball, volleyball, tennis, water polo, swimming and cross-country.

Male or female students who wish to become members of a team should check the class schedule online at: www.riohondo.edu for the current offerings.
for both men and women’s intercollegiate athletic teams; contact the coach of that team in the Physical Education Department for details; and enroll in that class during registration. Prior to registration, students should see the Athletic Academic Counselor. Appointments can be made by contacting the Physical Education Department at (562) 908-3409. Additional information is also available on the Athletics webpage.

**Athletic Eligibility for California Community College Intercollegiate Teams**

Male and female students may represent the college in athletic contests upon verification of their status as amateur athletes in the sports in which they wish to compete.

If a Rio Hondo student is a first-time participant on any intercollegiate athletic team, the student may participate regardless of past academic record. (A first-time participant means the student HAS NOT PLAYED in any scheduled game, meet, or match in any institution above the high school level during a season.) In order to be eligible to participate, student athletes MUST BE actively enrolled in a minimum of 12 units at his/her community college during the competition in the sport. Nine of the 12 units must be in academic subjects, and 3 units may be physical education activity courses.

To be eligible for the second season of a sport, the student athlete MUST COMPLETE and PASS 24 SEMESTER UNITS AT A MINIMUM G.P.A OF 2.0 BETWEEN SEASONS OF COMPETITION. Eighteen of these units must be in academic classes and 6 units may be physical education activity courses. These units must be completed PRIOR to the beginning of the semester of the second season of sport. Units completed and passed during the first season of sport shall be included in the calculation of the 24-semester unit requirement.

A student transferring to Rio Hondo College who has previously PARTICIPATED in intercollegiate athletics at another California community college MUST COMPLETE 12 units at Rio Hondo College PRIOR to the beginning of the semester of competition.

Students are NOT ALLOWED more than TWO SEASONS of athletic competition in any one sport. Students who have questions concerning athletic eligibility should check with the Athletic Director by calling the Physical Education Department at (562) 908-3409. All student athletes are expected to comply with the Decorum policy in the State Constitution for Athletics.

### Student Conduct at College-Sponsored Events

**A. Basic Responsibilities at Conferences:**
1. Participants, students and advisors shall be fully informed concerning their responsibilities for proper conduct during a trip and at the conference.
2. Advisors shall recognize and accept responsibility for the actions of students. Students will be directly responsible to the advisor.
3. Rules established by the host school on location must be observed.
4. Prior to the conference, student participants and advisors shall read the code of conduct.
5. Attendance at all meetings including meals is considered part of the participant’s responsibility while at a conference unless first excused by the advisors.
6. Students may not represent Rio Hondo College at any event away from the campus without an advisor unless they are given special permission to do so by the college administration.

**B. Regulation of Conduct**
1. It is contrary to California State Law to possess, serve, or consume alcoholic beverages at any college function including regional or state conferences, regardless of the age of those participating. Anyone who appears under the influence of alcoholic beverages shall be subject to disciplinary action by the conference and Rio Hondo College.
2. All participants at conferences or on trips are expected to show proper consideration for the rights and welfare of others. Undue noise and disturbances shall be considered violations of this regulation.
3. No firearms will be permitted on any trip. College-approved pistol and rifle matches are excepted.

**Social Functions**
1. The college must sponsor any club or organization recruiting Rio Hondo College students.
2. All social functions on campus must be cleared through the Office of Student Life and Leadership.
3. Students attending social functions on campus are under the jurisdiction of the college and must assume individual responsibility for the accepted standards of behavior.
4. Guests of Rio Hondo College students shall be the responsibility of the student. Guests are expected to behave as students and, as such, abide by college regulations.
5. Students shall be responsible for all property damage incurred by guests during any activity sponsored on campus.
Academic Guidelines

Student Learning Outcomes (SLO)
Statements of Student Learning Outcomes (SLOs) are an integral part of the curriculum developed for programs of study and individual courses. Student Learning Outcomes are housed at the SLOlutions website (www.rio.slolutions.com) maintained by the Student Learning Outcomes Coordinator. Specific Student Learning Outcomes appear in course syllabi.

Academic Honesty

Academic Dishonesty
Academic dishonesty is defined as cheating, plagiarism, or obtaining or attempting to obtain credit for work by the use of any dishonest, deceptive, fraudulent, or unauthorized means or helping someone else to commit an act of academic dishonesty.

Definition of Cheating
Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive, fraudulent, or unauthorized means. Helping someone commit an act of academic dishonesty is also considered cheating. The following are only some of the many forms cheating may take:

• Copying another’s work on an exam, paper, or project; any behavior that defeats the intent of an exam
• Possessing or using unauthorized materials during an exam; or collaborating on a project, homework, or other assignment to be turned in for credit where the instructor expressly forbids such collaboration
• Communicating with fellow students during an exam, taking an exam for another student, purposely allowing another student to copy during an exam, or providing coursework for another student to turn in as his or her own effort
• Fabricating, falsifying or misrepresenting data or results from experiments, interviews or surveys
• Submitting the same work in more than one class for credit without permission from the instructor
• Knowingly furnishing false information to the college including forgery, altering of campus documents or records, tampering with grading procedures, fabricating lab assignments, or altering medical excuses

Definition of Plagiarism
Plagiarism is defined as representing the words, ideas, or work of another as one’s own in any academic exercise. Plagiarism consists of taking the words or substance of another work and either copying or paraphrasing without giving credit to the source whether that material is paraphrased or copied verbatim or near verbatim form. Plagiarism is applicable to written, oral, and artistic work. The following examples are only some of the many forms plagiarism may take:

• Word-for-word copying of work written by someone else
• Failure to give proper credit for ideas, statements of facts, or conclusions derived by another, including undocumented Web source usage
• Failure to use quotation marks when quoting directly from another, whether a paragraph, sentence, or phrase
• Close and extended paraphrasing of another work without acknowledging the source
• Submitting a paper purchased from a research or term paper service, including the internet

Other Specific Examples of Academic Dishonesty

• Purposely allowing another student to copy from your paper during a test
• Giving homework, term paper or other academic work to another student to plagiarize
• Having another person submit any work in your name
• Lying to an instructor or college official to improve your grade
• Altering graded work after it has been returned, then submitting the work for re-grading
• Stealing tests
• Forging signatures on college documents, altering campus documents or records, tampering with grading procedures, fabricating assignments, or altering medical excuses
• Collaboration without permission of instructor
• Gaining unlawful or unauthorized access to college or district computers or servers

Academic Dishonesty and its Consequences

Faculty members have the right to choose whether or not to pursue suspected cases of plagiarism and cheating.
• When addressing plagiarism or cheating with reasonable evidence, the faculty member should meet with the student to discuss the concern. The student shall have the opportunity to share their side of the story and explain their behavior.

• Faculty members may consult with their Division Dean or Dean of Student Affairs when determining whether academic dishonesty has occurred.

• In situations where cheating or plagiarism has occurred, the faculty member is to determine the academic consequence in compliance with Ed Code, and board policy and procedures, which prohibit dropping a student from a course. Faculty members shall inform students of the grade penalty that will be assessed. The consequences may be any of the following options:
  o Receive an “F” in the course
  o Receive a “0” on that assignment
  o Be referred to the Dean of Student Affairs for further disciplinary action

• In situations where academic dishonesty has occurred, the faculty should also notify their Division Dean. Faculty members are also encouraged to submit a Student Misconduct Form to report the violation to the Dean of Student Affairs. All pertinent information such as exams, plagiarized sources, and/or other possible evidence should be attached and submitted with the form.

• Students will meet with the Dean of Student Affairs and receive due process; students have the right to grieve an action they feel violates their student rights.

• The Dean of Student Affairs will address the behavior reasonably through the procedures outlined in AP 5520.

• The Student Affairs Office will maintain records related to violations of academic dishonesty and other violations of the college Standards of Conduct policy.

### Attendance
All registered students should be present at the first meeting of the class unless other arrangements have been made with the instructor. The instructor may drop students who are not present by the end of the first class. However, it is the students’ responsibility to officially drop any class that they no longer wish to attend to ensure their record is clear.

### Auditing
Students are not permitted to audit courses and may not attend classes in which they are not officially enrolled.

### Absences
Students are expected to attend all meetings of each course in which they are enrolled. The instructor of each class determines the attendance policy.

After an absence, it is the responsibility of the student to check with their instructors about the completion of all missed assignments.

### Classification of Students

**Freshman:** 0 to 29 units completed.

**Sophomore:** 30 to 59 units completed.

**Full-time:** Students enrolled for 12 or more units in fall and spring (4 or more units in summer).

**Part-time:** Students enrolled for less than 12 units in fall and spring (less than 4 units in summer).

### Work Hours/Class Guidelines
For each hour spent in a lecture class, a student should plan to spend about two hours a week in study and homework. Thus a load of 15 units plus study time may require 45 hours a week– more than a full-time work week. Following are suggested work hours versus class load guidelines:

<table>
<thead>
<tr>
<th>Working Hours/Week</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>12 – 16</td>
</tr>
<tr>
<td>10</td>
<td>10 – 11</td>
</tr>
<tr>
<td>20</td>
<td>7 – 9</td>
</tr>
<tr>
<td>30</td>
<td>3 – 6</td>
</tr>
<tr>
<td>30+</td>
<td>1 – 3</td>
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</tbody>
</table>

In order to maintain an academic balance, the following information should be considered:

1. Students can expect to spend at least three hours (one in class and two outside of class) each week for every unit taken. A student with 12 units will need 24 hours of study time for a total of 36 hours needed for school each week.

2. Employment time and college time combined should not exceed 60 hours weekly.

3. Students should distribute study time appropriately for each class – often preparation for a lecture class differs from preparation for a laboratory class.

4. Students should consult frequently with their instructors – their office hours are designed for that purpose.

5. To assist in their academic success, students should use the tutoring services, the library, counselors, and other support services.
**Academic Standards**

**Units** – The conventional unit of measurement of college work is called the semester hour or unit of credit. A unit consists of 18 lecture hours of class time per semester (together with 36 hours of study outside of class per semester). Laboratory work is ordinarily valued at one unit for 54 hours of class time per semester. Twelve units or more is considered a full-time load. No student will be permitted to carry more than 18 units without special permission of a counselor. In the case of probationary students the maximum load is 12 units.

**Grades and Grade Change** – The instructor of the course shall determine the grade to be recorded for each student. The determination of the student’s grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. The removal or change of an incorrect grade from a student’s record shall only be done upon authorization by the instructor of the course. A student has one year from the end of the term in question to request a grade change. In the case of fraud, bad faith, clerical error, incompetence, or unavailability of instructor or death of instructor, the final determination concerning removal or change of grade will be made by the Vice President of Academic Services with the appropriate involvement of faculty from the discipline and the Academic Senate. All returned work must be retained by the student as documented evidence in order to pursue a request for a grade change. (RHC AP 42331)

Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student’s grade-point average (GPA). The highest grade shall receive four points, and the lowest grade shall receive 0 points, using only the following evaluative symbols:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Received a letter grade of “A”</td>
</tr>
<tr>
<td>B</td>
<td>Received a letter grade of “B”</td>
</tr>
<tr>
<td>C</td>
<td>Received a letter grade of “C”</td>
</tr>
<tr>
<td>D</td>
<td>Received a letter grade of “D”</td>
</tr>
<tr>
<td>F</td>
<td>Failing (in a letter graded course)</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass</td>
</tr>
<tr>
<td>I*</td>
<td>Incomplete where “*” indicates the default grade to be received by the student if the incomplete is not completed within one year.</td>
</tr>
<tr>
<td>IPP</td>
<td>Incomplete Pass – Mandatory in Fall 2009</td>
</tr>
<tr>
<td>INP</td>
<td>Incomplete No Pass – Mandatory in Fall 2009</td>
</tr>
<tr>
<td>IP</td>
<td>In progress</td>
</tr>
<tr>
<td>RD</td>
<td>Report Delayed</td>
</tr>
<tr>
<td>UG</td>
<td>Ungraded (Non-Credit)</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
</tr>
<tr>
<td>MW</td>
<td>Military Withdrawal</td>
</tr>
</tbody>
</table>

**I: Incomplete** – An incomplete grade, “I,” may be assigned for academic work not completed for unforeseeable emergencies and justifiable reasons at the end of the term. The condition for removal of the “I” shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the “I” and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has passed.

The “I” may be made up no later than one year following the end of the term in which it was assigned. Under unusual circumstances, a student may petition for an extension of the one-year period.

The “I” symbol shall not be used in calculating units attempted or for grade points.

**IP: In Progress** – An in-progress grade, “IP,” shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is in progress but that assignment of a substantive grade must await completion of the course. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit of credit shall be assigned and appear on the student’s record for the term in which the course is completed. The “IP” shall not be used in calculating grade-point averages.

**RD: Report Delayed** – The report delayed grade, “RD,” may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade-point averages.

**W: Withdrawal** – A withdrawal or drop from class during weeks one and five of the fall and spring semesters will not appear on a student’s permanent record.

A student who withdraws from class during week six through the drop deadline of the fall and spring semesters will receive a “W” grade. The record of enrollment will appear on the student’s permanent record. Short-term and summer classes will have different drop deadlines than semester-length classes. Check the current notice of Important Dates on the RHC web site (www.riohondo.edu/admissions/calendar) or with the Admissions and Records Office for specific deadlines.

A student may drop any class WITHOUT the instructor’s signature. The class instructor may drop a student for non-participation before the drop deadline. However, it is the students’ responsibility to officially drop any class that they no longer wish to attend.

After the drop deadline, a “W” may be granted only in cases of extenuating circumstances. In such cases, a petition may be obtained in the Admissions and Records Office and will be acted upon by the Director of Admissions & Records.
Honors Scholar

Honors Scholars are students who have completed any six honors courses, completed all general education transfer requirements, achieved a grade-point average of 3.2, and completed all lower division major prerequisites. All honors courses have an “H” designation.

Military Service

Rio Hondo College may grant credit for service courses as described in the Guide to the Evaluations of Educational Experiences in the Armed Forces by the American Council on Education. Course work from the Community College of the Air Force will be granted credit on the basis of similarity to Rio Hondo programs.

Veterans desiring credit for military service must request such credit and present authentic military service and training records, including a copy of the discharge papers (DD214) to the Admissions & Records Office. Upon the presentation of the DD214, two P.E. requirements may be waived for the A.A. or A.S. degree. Requests for military credit will be evaluated upon the presentation of proper documents, and the completion of 12 units of work at Rio Hondo College.

Those veterans planning on applying for veterans benefits while attending classes must submit proper documentation of military service, schools, and any postsecondary credits prior to enrolling at Rio Hondo. These documents are to be sent to the Veterans Office at Rio Hondo College. Records will be reviewed and evaluated prior to enrollment and development of an educational plan. Under some conditions, students may be allowed to enroll and have their military and educational records submitted prior to the end of the first semester of attendance.

American Council on Education Credit

Credit may be granted for those courses listed in the American Council on Education source book. The courses listed may be treated as lower-division transfer courses by Rio Hondo College and may be acceptable for units towards graduation requirements for the associate degree provided all other graduation requirements are fulfilled.

Before any course is applied to a departmental major and/or to a certificate, the course is subject to departmental approval of equivalencies and for prerequisites. Otherwise, the course shall be applied for elective credit only.

Students are to be apprised of the fact that although Rio Hondo accepts such a course as a transfer course and applies units toward the degree, transfer of said course to a specific four-year institution is subject to current articulation agreements with that institution.
Upper-Division Credit
Upper-division credit from U.S. regionally accredited institutions may be used to fulfill Rio Hondo graduation requirements. Please see a counselor for more information.

Credit by External Examination
A student in good standing who has completed at least 12 units in residence at Rio Hondo College may petition to receive Credit by External Examination from the Advanced Placement (AP) examinations of the College Entrance Examination Board and College Level Examination Program (CLEP).

Advanced Placement (AP) Examination Program
Credit may be granted for the College Entrance Examination Board Advanced Placement tests which have been satisfactorily passed with a score of 3, 4, or 5. Credit will be awarded after at least twelve units of work have been completed at Rio Hondo College.

Guidelines for receiving credit:
1. A request form must be completed and returned to the Admissions and Records Office.
2. An official transcript of the test scores must be sent to the Admissions & Records Office to be kept as part of the official record.

College Level Examination Program (CLEP)
Rio Hondo College will award CLEP credit toward the Associates Degree in the selected areas. (See page 33). However, course credit can not be granted if it duplicates previous course work completed. Official CLEP scores must be sent directly to Rio Hondo’s Office of Admissions and Records. A student must be actively enrolled and have completed 12 units in residence at Rio Hondo College when applying for credit by CLEP Exam. CLEP credit may not be used to meet any residency requirement. A request form must be completed and returned to the Admissions and Records Office.

Credit by Examination
The Board of Trustees of Rio Hondo College, in accordance with provisions of Title V (55753), authorizes the college to grant appropriate semester unit credit to any student who is currently enrolled and successfully passes an examination administered by appropriate staff.

Individual departments and/or specialty areas may elect to grant course credit to enable students who can demonstrate proficiency in specific bodies of subject matter, to plan a relevant educational program that will exclude courses in which essential levels of mastery of subject matter material have been previously attained.

Students shall be given course credit to a limit of 12 Rio Hondo College units upon the successful completion of examinations. (Not to count as units in residence.) The student’s transcript will denote credit earned by credit by exam.

Each department identifies courses that are eligible for challenge. Students will receive a grade for each course challenged based on the written guidelines developed by the individual department.

To challenge a class and receive credit by examination, a student must be registered but not enrolled in the class to be challenged.

Non-Collegiate Registered Nursing Training Credit
Credit may be granted to a student who has a valid California RN license for nursing courses taken at an accredited non-collegiate RN nursing program toward the Associate of Science Degree in Nursing. Credit granted may not exceed the total number of nursing units required for the Associate Degree in Nursing at Rio Hondo College.

Probation Standards
Disciplinary Probation – A student may be placed on disciplinary probation for infraction of state law, education code, board policy, student government regulations, or behavior unbecoming a student at Rio Hondo College.

Students on disciplinary probation may not represent the college in any activity, conference, or field trip, nor can they hold office in the Associated Student government or in any student body sponsored club.

Academic Probation – A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if the student has earned a grade-point average below 2.0 in all units which were graded on the basis of the grading scale described in the section Academic Standards–Grades. If a student is placed on academic probation for two consecutive semesters, the student must receive approval by a counselor prior to registering for classes in the following semester.

Removal from Academic Probation – A student on academic probation for a grade-point deficiency shall be removed from probation when the student’s accumulated grade-point average is 2.0 or higher.

Progress Probation – A student who has enrolled in a total of at least 12 semester units as shown by the official academic record shall be placed on progress probation when the number of all units in which a student has enrolled and for which entries of “W” and “NP” “are recorded reaches or exceeds the number of units with other grades. If a student is placed on progress probation the student must receive approval by a counselor prior to registering for classes in the following semester.
A student on progress probation because of an excess of units for which entries of "W" and "NP" are recorded shall be removed from probation when the total number of units in this category drops below the number of those with other grades.

Dismissal – A student shall be dismissed from the college for a period of one semester (excluding summer session) when his/her grade-point average in three consecutive semesters is less than 2.00 in all units attempted or when 50% or more of all units attempted have entries of "W" and "NP". Before reinstatement to the college, the student must meet with a counselor.

Notice – Students will be notified by mail if they are on academic probation or progress probation and will also be notified that they need to meet with a counselor prior to reinstatement to the college. Probation and dismissal status may be appealed to the Dean of Counseling & Student Development.

Repetition of Courses Guidelines
Course repetition occurs when a student who has previously received an evaluative symbol (A, B, C, D, F, P/NP, W) in a credit course, re-enrolls in the course and receives an evaluative symbol. Students may be permitted to enroll more than one time in the same credit course if they or the course meets certain criteria. Students will not be permitted to enroll in the same credit course more than three times, except in special circumstances or when the course is designated as repeatable and allow a greater number of repetitions as established in Title 5. All attempts to take a course that result in the student earning an evaluative symbol (A, B, C, D, F, P/NP, W) on their record will be counted for the purposes of calculating the total number of times a student has enrolled in a course.

Course repetition may occur under the following circumstances:

I. The course is designated as a “repeatable course” consistent with the requirements of Title 5 §§55041.
   Courses that may be repeated without a petition are identified as such in the college catalog and fall within the following categories:
   a. The course repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree.
   b. The Course is designated as Intercollegiate Athletics.
   c. The Course is designated as Intercollegiate Academic or Vocational Competition.

II. To alleviate substandard work
   Students may repeat courses in which substandard grades ("D", "F", "NP") were awarded. A course in which a student grade of a "D" or "F" or "NP" has been recorded may be repeated twice. Students must complete a “Petition for Course Repetition with Previous Substandard Grade” form available in Admissions and Records in order to remove the effects of the "D" or "F" or "NP" grade from the GPA. When a student repeats a class to alleviate substandard academic work, the previous grade and credit shall be disregarded in the computation of grade point averages. Students may use course work from any accredited college to replace Rio Hondo College coursework in which a "D" or "F" or "NP" was recorded provided the courses are articulated as being equivalent.

III. To enroll in a class from which a student has previously withdrawn
   Students may repeat courses that result in withdrawal with a "W" symbol being assigned. Students may have a maximum of two withdrawals from a course prior to receiving a grade, excluding military withdrawals and withdrawals due to extenuating circumstances. The "W" shall not be used in calculating a student’s GPA, but must be used in determining probation and dismissal.

IV. Student meets the criteria for special circumstances

A. Extenuating circumstances
   A student may repeat a course when he/she demonstrates that the previous grade was due to extenuating circumstances. Extenuating circumstances are verified cases of illness, accidents or other circumstances beyond the control of the student. Student’s wishing to repeat a course due to extenuating circumstances must complete a “Course Repetition with Previous “P/C” Grade or Better” form available in Admissions and Records and submit it with documentation of the extenuating circumstances and appropriate signatures and approvals to Admissions and Records. A course repeated due to extenuating circumstances may only be repeated once, but the previous grade and credit may be disregarded in computing the student's GPA.

B. Significant lapse of time
   Students may repeat a course in which they previously received a satisfactory grade due to a significant lapse of time, comprised of no less than 36 months or as required by specific program mandates.

C. Variable unit, open-entry/open-exit courses
   Student may enroll in a variable unit open-entry/open-exit course as many times as necessary to complete the entire curriculum of the course.

D. Occupational Work Experience
   Students may petition to enroll more than once, even if the student received a
There are three types of course withdrawal. Enrollment is limited to 16 credit hours of cooperative work experience (CWE) or 6 hours of general work experience (GWE) in a given field during the enrollment period.

E. Legally mandated training
Students may re-enroll in courses that are required by statute or regulation as a condition of paid or volunteer employment. Students must certify or document that the course repetition is legally mandated.

F. Special courses for student with disabilities
Students may enroll multiple times in classes designated as “special classes” if it is determined that such repetition is required for that person as a disability-related accommodation.

G. Significant change in industry or licensure standards
Students may petition to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Students must certify or document that there has been a significant change in industry or licensure standards necessitating course repetition.

Enrollments in active participatory courses in physical education, visual arts or performing arts that are related in content are limited to 4 times. This limitation applies even if a student receives a substandard grade or “W” during one or more of the enrollments or petitions for repetition due to extenuating circumstances.

A student’s permanent academic record will indicate any courses repeated using an appropriate symbol and will be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Course Withdrawal Policy
For the purpose of this policy, a “W” is viewed as an indication that the student has withdrawn from a course without affecting the student’s grade-point average. Failure by the student to officially withdraw by the established deadline date may result in the assignment of an “F” grade for the course.

There are three types of course withdrawal.

1. Withdrawal without receiving a “W”
Student’s who withdraw from a course before the listed “last day to drop without a “W” deadline (20% of term length) will receive no grade on their student record (transcript) for the dropped course.

2. Withdrawal with a “W”
Student’s who withdraw after the “last day to drop without a “W” deadline and before the deadline to drop a class (60% of term length) will receive a “W” grade on their student record (transcript). The “W” grade is not used to calculate a student’s grade-point average but may affect academic progress and result in probation/dismissal.

3. Military Withdrawal
A student serving as an active or reserve U.S. military serviceperson who receives orders compelling a withdrawal from courses may request a military withdrawal. 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.

A student who withdraws from all classes prior to the “drop without a ‘W’” deadline, excluding “MW” will no longer be classified as a continuing student.

Student-Initiated Withdrawal – While an instructor officially may withdraw a student with poor attendance, it is the student’s responsibility to withdraw if the student is no longer attending the class. To drop a class, the students should consult with the instructor, and go to Access Rio website to drop the class by the established deadline. Failure to follow through with dropping a course that the student is no longer attending may result in the student’s receiving a failing grade.

Instructor-Initiated Withdrawal – A student may be withdrawn through the fourteenth week by the instructor of the course if the student is no longer participating in the course. Definitions of non-participation shall include, but are not be limited to, excessive unexcused absences. While an instructor officially may withdraw a student from class for poor attendance, it is the student’s responsibility to withdraw if the student is no longer attending the class.

Challenge of Educational Records – Education Code 76232 allows a student to challenge the contents of his educational records in order to correct or remove information which the student alleges to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference; (3) a conclusion or inference outside the observer’s area of competence; or (4) not based on the personal observation of a named person with the time and place of the observation. See the Director of Admissions & Records for more information.

Academic Renewal Guidelines – The academic renewal procedure permits the alleviation of a student’s previously recorded substandard academic performance that is not reflective of a
student’s present demonstrated ability and level of performance. Academic renewal may gain for students the benefits of their current level of ability and performance and not permanently penalize them for poor performance in the past.

Therefore, within the regulations listed, Rio Hondo College may disregard particular, previously recorded substandard work from a student’s cumulative grade-point average.

1. The student may petition through the Admissions and Records Office to remove previous substandard work (any course in which a grade below 2.00 has been recorded) taken at Rio Hondo College. The district superintendent or designee may grant permission.

2. Up to 30 units may be alleviated.

3. A student’s current demonstrated ability may be the basis for alleviating previous substandard work.

4. From the last substandard work to be alleviated, the following 30 consecutive undergraduate units from any accredited college or university must average at least a 2.00 GPA in order to qualify.

5. Two years must have elapsed since the most recent work to be alleviated.

6. Academic renewal may occur only once at Rio Hondo College.

7. The student’s academic record will be appropriately marked indicating those courses that have been alleviated.

When academic work is alleviated, grades are not removed; they are noted and subtracted from the grade point average. All entries remain legible so that a true and complete record is maintained. There is no assurance that alleviated courses will be treated similarly by other educational institutions outside the district.

Basic Skills Enrollment
The California Education Code limits students to no more than 30 semester units of pre-collegiate basic skills units. Basic skills courses are defined as courses “in reading, writing, computation, and English As A New Language which are designated by the community college district as non-degree credit courses pursuant to Section 55002(d) of Title V.” Rio Hondo College defines basic skill courses as courses in reading, writing, computation and English As A New Language with a course number less than 40. ENLA 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 Director of Admissions & Records.

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

Emergency/Rush transcript requests will be accepted on a case by case basis. Date sensitive documentation to support the need for a rush must be submitted with the transcript request.

Transcripts may also be ordered online via AccessRio or directly on the Credentials website. Details are provided on the Admissions and Records web page.
Credit By External Examination: College Credit For Advanced Placement (AP) Tests

Students must have the College Board send AP exam results to the Office of Admissions and Records (hand carried copies will NOT be accepted) for use on the A.A. or GE patterns. To request Scores, call 1(888) 225-5427. Course credit and units granted at Rio Hondo College may differ from course credit and units granted by a transfer institution. Students may earn credit for Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU GE and A.A. general education (GE) and/or major requirements.

<table>
<thead>
<tr>
<th>EXAM</th>
<th>RHC AA (MAJOR AND/OR GE)</th>
<th>CSU GE</th>
<th>CSU - UNITS EARNED TOWARD TRANSFER</th>
<th>IGETC</th>
<th>UC - UNITS EARNED TOWARD TRANSFER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>ART 105, 106</td>
<td>Area C1 or C2</td>
<td>6 semester units</td>
<td>Area 5A or 3B</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Art (Studio)</td>
<td>N/A</td>
<td>N/A</td>
<td>3 semester units</td>
<td>N/A</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Biology</td>
<td>BIOL 101</td>
<td>Area B2 and B3</td>
<td>4 semester units</td>
<td>Area 5B (with lab)</td>
<td>4 quarter/2.7 semester units**</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>Communication &amp; Analytical Thinking</td>
<td>Area B4</td>
<td>3 semester units*</td>
<td>Area 2A</td>
<td>4 quarter/2.7 semester units*</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>Communication &amp; Analytical Thinking</td>
<td>Area B4</td>
<td>3 semester units*</td>
<td>Area 2A</td>
<td>8 quarter/5.3 semester units**</td>
</tr>
<tr>
<td>AP CALCULUS EXAM LIMITATIONS</td>
<td></td>
<td>Only one exam may be used toward transfer</td>
<td></td>
<td>Maximum credit 8 quarter/5.3 semester units for both</td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td>Score of 3 – Chemistry 120</td>
<td>Areas B1 and B3</td>
<td>6 semester units</td>
<td>Area 5A (with lab)</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Chinese Language &amp; Culture</td>
<td>Humanities</td>
<td>Area C2</td>
<td>6 semester units</td>
<td>Area 3B and 6A</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>N/A</td>
<td>N/A</td>
<td>3 semester units**</td>
<td>N/A</td>
<td>2 quarter/1.3 semester units***</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>N/A</td>
<td>N/A</td>
<td>6 semester units**</td>
<td>N/A</td>
<td>4 quarter/2.7 semester units**</td>
</tr>
<tr>
<td>AP ENGLISH EXAM LIMITATIONS</td>
<td></td>
<td>Only one exam may be used toward transfer</td>
<td></td>
<td>Maximum 8 quarter/5.3 semester units for both</td>
<td></td>
</tr>
<tr>
<td>Economics - Macroeconomics</td>
<td>Social &amp; Behavioral Science</td>
<td>Area D2</td>
<td>3 semester units</td>
<td>Area 4B</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Economics - Microeconomics</td>
<td>Social &amp; Behavioral Science</td>
<td>Area D2</td>
<td>3 semester units</td>
<td>Area 4B</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>English - Language &amp; Composition</td>
<td>ENGL 101</td>
<td>Area A2</td>
<td>3 semester units</td>
<td>Area 1A</td>
<td>8 quarter/5.3 semester units*</td>
</tr>
<tr>
<td>AP ENGLISH EXAM LIMITATIONS</td>
<td></td>
<td>Maximum one exam toward transfer</td>
<td></td>
<td>Maximum 4 quarter/2.7 semester units for both</td>
<td></td>
</tr>
<tr>
<td>Environmental Science</td>
<td>Natural Science w/Lab 4 semester units</td>
<td>Area B2 and B3 (if taken prior to Fall 2009) or Area B1 and B3 (regardless of when taken) 4 semester units</td>
<td>4 semester units</td>
<td>Area 5A (with lab) 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>French Language</td>
<td>Humanities</td>
<td>Area C2</td>
<td>6 semester units</td>
<td>Area 3B and 6A</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>French Literature</td>
<td>Humanities</td>
<td>Area C2</td>
<td>6 semester units</td>
<td>Area 3B and 6A</td>
<td>8 quarter/5.3 semester units</td>
</tr>
</tbody>
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Continued on next page.
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</thead>
<tbody>
<tr>
<td>German Language - Comparative</td>
<td>Humanities 3 Semester Units</td>
<td>Area C2</td>
<td>6 semester units</td>
<td>Area 4H</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Government and Politics - U.S.</td>
<td>Social &amp; Behavioral Science 3 semester units</td>
<td>Area D8</td>
<td>3 semester units</td>
<td>Area 4H</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td></td>
<td>FOLS 110 3 semester units</td>
<td>Area D8</td>
<td>3 semester units</td>
<td>Area 4H</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td></td>
<td>*Does not fulfill AHI California Government requirement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student can satisfy the AHI requirement after transfer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>**Maximum 4 semester units toward GE and 6 semester units</td>
<td></td>
<td></td>
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Credit by External Examination
College Level Examination Program (CLEP)

Rio Hondo College will award CLEP credit toward the Associates Degree and transfer to the CSU system accordingly. UC does not accept CLEP exams. Course credit cannot be granted if it duplicates previous coursework completed. Official CLEP scores must be sent directly to Rio Hondo’s Office of Admissions and Records. A student must be actively enrolled and have completed 12 units in residence at Rio Hondo College when applying for credit by CLEP exam. CLEP credit may not be used to meet any residency requirement.

<table>
<thead>
<tr>
<th>CLEP EXAM</th>
<th>PASSING SCORE FOR CLEP CREDIT</th>
<th>MIN. SEM. UNITS EARNED FOR ADMISSION</th>
<th>CSU-GE AREA/ CERTIFICATION UNITS</th>
<th>RIO HONDO GE AREA CREDIT</th>
<th>PASSING SCORE FOR RIO HONDO CREDIT</th>
<th>RIO HONDO EQUIVALENT COURSE (FOR ASSOCIATE DEGREE)</th>
<th>RIO HONDO SEMESTER UNITS AWARDED</th>
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<tbody>
<tr>
<td>American Government</td>
<td>50</td>
<td>3 units</td>
<td>D8</td>
<td>Social/Behavioral Sciences</td>
<td>50</td>
<td>NA</td>
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<tr>
<td>American Literature</td>
<td>50</td>
<td>3 units</td>
<td>C2</td>
<td>Humanities</td>
<td>50</td>
<td>LIT 112A/8</td>
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<tr>
<td>Analyzing and Interpreting Literature</td>
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<td>C2</td>
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<td>50</td>
<td>LIT 102</td>
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<td>Biology</td>
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<td>B2</td>
<td>Natural Sciences</td>
<td>50</td>
<td>NA</td>
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</tr>
<tr>
<td>Calculus</td>
<td>50</td>
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<td>B4</td>
<td>Language &amp; Rationality</td>
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<td>NA</td>
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<tr>
<td>Chemistry</td>
<td>50</td>
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<td>B1</td>
<td>Natural Sciences</td>
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<td>NA</td>
<td>3 units</td>
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<tr>
<td>College Algebra</td>
<td>50</td>
<td>3 units</td>
<td>B4</td>
<td>Language &amp; Rationality</td>
<td>50</td>
<td>NA</td>
<td>3 units</td>
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<tr>
<td>College Algebra- Trigonometry</td>
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<td>3 units</td>
<td>B4</td>
<td>Language &amp; Rationality</td>
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<td>College Comp.</td>
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<td>NA</td>
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<td>Language &amp; Rationality</td>
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<td>College Comp. Modular</td>
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<td>NA</td>
<td>Language &amp; Rationality</td>
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<td>ENGL 101</td>
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<td>English Comp. (no essay)</td>
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<td>Language &amp; Rationality</td>
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<td>ENGL 101 (if taken before July 10)</td>
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<td>English Comp. (with essay)</td>
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<td>Language &amp; Rationality</td>
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<td>English Literature</td>
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<td>German Level II</td>
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<td>C2</td>
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<tr>
<td>History, US I</td>
<td>50</td>
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<td>D6+US-1 3 units</td>
<td>Social/Behavioral Sciences</td>
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<td>D6+US-1 3 units</td>
<td>Social/Behavioral Sciences</td>
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<tr>
<td>Human Growth &amp; Development</td>
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<td>Social/Behavioral Sciences</td>
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<td>C2</td>
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<td>Information Systems &amp; Comp. Applications</td>
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<td>Introductory Psychology</td>
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<td>Introductory Sociology</td>
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<td>Natural Sciences</td>
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<td>3 units</td>
<td>B1 or B2 3 units</td>
<td>Natural Sciences</td>
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<th>CSU-GE AREA/ CERTIFICATION UNITS</th>
<th>RIO HONDO GE AREA CREDIT</th>
<th>PASSING SCORE FOR RIO HONDO CREDIT</th>
<th>RIO HONDO EQUIVALENT COURSE (FOR ASSOCIATE DEGREE)</th>
<th>RIO HONDO SEMESTER UNITS AWARDED</th>
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<tbody>
<tr>
<td>Pre-Calculus</td>
<td>50</td>
<td>3 units</td>
<td>B4 3 units</td>
<td>Language &amp; Rationality</td>
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<td>Principles of Accounting</td>
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<tr>
<td>Principles of Macroeconomics</td>
<td>50</td>
<td>3 units</td>
<td>D2 3 units</td>
<td>Social/Behavioral Sciences</td>
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<td>NA</td>
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<tr>
<td>Principles of Microeconomics</td>
<td>50</td>
<td>3 units</td>
<td>D2 3 units</td>
<td>Social/Behavioral Sciences</td>
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<td>NA</td>
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<td>Principles of Management</td>
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<td>NA</td>
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<td>SPAN 101/102</td>
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<tr>
<td>Spanish Level II</td>
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<td>Humanities</td>
<td>63</td>
<td>SPAN 101/102/ 201</td>
<td>12 units</td>
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<tr>
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<td>50</td>
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<td>B4 3 units</td>
<td>Language &amp; Rationality</td>
<td>50</td>
<td>NA</td>
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<tr>
<td>Western Civilization I</td>
<td>50</td>
<td>3 units</td>
<td>C2 or D6 3 units</td>
<td>Humanities or S/B Sciences</td>
<td>50</td>
<td>NA</td>
<td>3 units</td>
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<tr>
<td>Western Civilization II</td>
<td>50</td>
<td>3 units</td>
<td>D6</td>
<td>Social/Behavioral Sciences</td>
<td>50</td>
<td>NA</td>
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**AA:** Students will get specific course credit only where a Rio Hondo equivalent course has been designated. A student who receives CLEP credit and then takes the equivalent RHC course will have the unit credit for such duplication deducted prior to being awarded the AA degree.

**CSU:** All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated CSU-GE area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than specified toward completion of the CSU General Education-Breadth requirements.

**IGETC:** CLEP exams cannot be used to certify IGETC.

Please see a counselor for assistance in determining CLEP credit for graduation and/or transfer.