





2017-2018

RICHLAND COMMUNITY COLLEGE

# STUDENT PLANNER & HANDBOOK

 richlandcommunitycollege  richlandcc  @RCCDecaturIL  richlandcc

engage 

Richland Community College  
Office of Student Engagement 

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Richland Community College reserves the right to change at any time, without notice, tuition, fees, programs, graduation requirements, policies, procedures and other such matters as may be within its control. Visit the website [www.richland.edu](http://www.richland.edu)

# 2017-2018 COLLEGE CALENDAR

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## **Fall Semester 2017**

August 21 .....	Classes Begin
August 26 .....	Saturday Classes Begin
August 29-30 .....	Farm Progress Show (No Classes)
September 4 .....	Labor Day (College Closed)
October 9 .....	Columbus Day (College Closed)
October 17 .....	Midterm*(16-week Classes)
November 6 .....	Registration - Currently Enrolled Students & Veterans
November 10 .....	Veterans Day (College Closed)
November 13 .....	Registration - New/Returning Students
November 22 .....	No Classes after 5:00 p.m.
November 23-25 .....	Thanksgiving (College Closed)
December 12 .....	Last Day for Withdrawal with "W" for 16-week Classes**
December 13-18 .....	Final Exams
December 16 .....	Saturday Finals
December 25-31 .....	Winter Break (College Closed)

## **Spring Semester 2018**

January 1 .....	New Year's Day (College Closed)
January 2 .....	Registration Resumes
January 15 .....	Martin Luther King, Jr., Day Observance (College Closed)
January 16 .....	Classes Begin
January 20 .....	Saturday Classes Begin
February 19 .....	Presidents' Day (College Closed)
February 27 .....	Professional Development Day (College Closed)
March 9 .....	Midterm*
March 12-17 .....	Spring Break (No Classes)
March 30-31 .....	Spring Holiday (College Closed)
April 2 .....	Registration - Currently Enrolled Students & Veterans
April 7 .....	Super Saturday Registration
April 9 .....	Registration - New/Returning Students
May 11 .....	Last Day for Withdrawal with "W" for 16-week Classes**
May 12 .....	Saturday Finals
May 14-17 .....	Final Exams
May 18 .....	Graduation
May 28 .....	Memorial Day (College Closed)

## **Summer Semester 2018**

### **College Closed on Fridays June 1 through July 27.**

June 4 .....	Classes Begin
June 28 .....	Midterm*
July 4 .....	Independence Day (College Closed)
July 24 .....	Last Day for Withdrawal with "W" for 8-week Classes**
July 25-26 .....	Final Exams

For a listing of College activities & events, refer to the online College calendar available at [www.richland.edu](http://www.richland.edu).

\*Certain courses do not fall within the traditional session periods noted in this calendar. Please check the class schedule for other class meeting options.

\*\*For all other classes, contact the Registrar at (217) 875.7211, Ext.6284, for alternate withdrawal dates.

## WELCOME TO RICHLAND FROM DR. VALDEZ

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Dear Student,

Welcome to Richland Community College. On behalf of the faculty and staff, I am pleased that you have enrolled at Richland to continue your education and pursue your dreams.

I have long considered community colleges as a place where students can dream and realize those dreams. As you continue your higher education journey, allow me to provide you with reasons to consider our college. When you choose Richland, I believe your experience will be similar to mine. I have found the college to be extremely welcoming and filled with energy and opportunity. Rich learning opportunities are available and you have the opportunity to become very connected and engaged.

For 45 years Richland Community College has proudly and successfully served the citizens of Central Illinois via a strong mix of transfer education in the liberal Arts and Sciences including a strong and growing post-secondary dual credit options, while providing top quality instruction in traditional and cutting edge workforce education including non-credit courses for training and retraining. Our strong partnerships with the region's communities, business and industry have afforded Richland with pioneering facilities, equipment and technology that benefit you as a student.

We are extremely excited that you have chosen Richland for this next step towards your successful future. Higher education opens doors filled with opportunity. Along this journey, you can expect challenges and you will find a supportive environment at your new college to assist you through those challenges. You will experience new discoveries in and out of the classroom and you have the chance to grow while you learn.

It has been my experience and it is now my - and all of Richland's - commitment to provide you a personal experience, and a rewarding education during your time at Richland. I look forward to shaking your hand and congratulating you on your accomplishments as you accept your diploma. Have a great year!

Sincerely,

A stylized, handwritten signature in black ink, appearing to read 'Cris Valdez'. The signature is fluid and cursive, with a large initial 'C' and a long, sweeping underline.

Cristobal 'Cris' Valdez, President

## WELCOME TO RICHLAND FROM YOUR STUDENT LEADERS

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Fellow Students,

On behalf of the Student Government Association (SGA), we would like to welcome you to the 2017-2018 school year! We are glad that you have chosen to be a part of the Richland Community College family. We hope that you find your time at Richland meaningful and valuable. The mission of Richland is to provide innovative educational environments, opportunities, and experiences that enable individuals, communities, and the region to grow, thrive, and prosper.

We look forward to a productive year serving and representing the student body. We encourage you to be engaged in the campus community; both in the classroom and on campus. There are a variety of ways to get involved! The Office of Student Engagement celebrates the unique talents of all students by enhancing their educational experience through the engagement in social, cultural, intellectual, recreational, and governance programs. We have nearly 20 students clubs and organizations that you can be a part of. We also offer many programs and activities throughout the year to aid in your personal development and to make life on campus fun. We have benefited greatly from the opportunities that Richland has provided.



The entire Richland family is committed to help you be successful in your educational journey. Once again, we welcome you to Richland and we look forward to meeting you!

Sincerely,

A handwritten signature in cursive script that reads "Lee Trimble".

Lee Trimble  
Student Trustee

A handwritten signature in cursive script that reads "Doniquea Luter". There is a small asterisk above the 'i' in "Doniquea".

Doniquea "Dee" Luter  
SGA Senator

## FALL CLASS SCHEDULE

Class	Mon	Tues	Wed	Thurs	Fri	Sat

### Class Information

Class _____	Section _____
Professor _____	Ext. _____
Office Number _____	Office Hours _____
Class _____	Section _____
Professor _____	Ext. _____
Office Number _____	Office Hours _____
Class _____	Section _____
Professor _____	Ext. _____
Office Number _____	Office Hours _____
Class _____	Section _____
Professor _____	Ext. _____
Office Number _____	Office Hours _____
Class _____	Section _____
Professor _____	Ext. _____
Office Number _____	Office Hours _____

## FALL 2017 FINAL EXAM SCHEDULE

The day and time of your final exam are determined by the starting time of the first meeting of your course each week. Find the time of the first weekly meeting inside of the table, and then go to the left and top to find the day and time of your final exam. Example: If your class meets on Mondays, Wednesdays, and Fridays from 9:00 a.m. – 9:50 a.m., the starting time of the first meeting of the week would be Monday at 9:00 a.m. From the table below, your final would be on Wednesday, December 15, from 8:00 a.m. – 9:50 a.m.

Day Time	Wednesday December 13	Thursday December 14	Friday December 15	Monday December 18
8:00 – 9:50 a.m.	Monday 8:00 – 8:59 a.m.	Tuesday 8:00 – 8:59 a.m.	Monday 9:00 – 9:50 a.m.	Tuesday 9:00 – 9:59 a.m.
10:00 – 11:50 a.m.	Monday 10:00 – 10:59 a.m.	Tuesday 10:00 – 10:59 a.m.	Wednesday 9:00 – 10:59 a.m.	All other morning courses or conflicts
12:00 – 1:50 p.m.	Monday 12:00 – 12:59 p.m.	Tuesday 12:00 – 12:59 p.m.	Monday 11:00 – 11:59 a.m.	Tuesday 1:00 – 2:29 p.m.
2:00 – 3:50 p.m.	Monday 2:00 – 3:59 p.m.	Tuesday 2:30 – 4:29 p.m.	Monday 1:00 – 1:59 p.m.	All other afternoon courses or conflicts
5:30 – 7:20 p.m.	Monday 5:00 – 5:59 p.m.	Tuesday 4:30 – 5:59 p.m.	Wednesday 5:00 – 9:59 p.m.	Thursday 4:00 – 9:50 p.m.
7:30 – 9:20 p.m.	Monday 6:00 – 9:59 p.m.	Tuesday 6:00 – 9:59 p.m.	All other evening classes	All evening conflicts

- Final exams for Saturday classes will be held on December 16, 2017, at the regularly scheduled meeting times.
- Students should check with their instructors to confirm the scheduled time above.

## SPRING CLASS SCHEDULE

Class	Mon	Tues	Wed	Thurs	Fri	Sat

### Class Information

Class _____	Section _____
Professor _____	Ext. _____
Office Number _____	Office Hours _____
Class _____	Section _____
Professor _____	Ext. _____
Office Number _____	Office Hours _____
Class _____	Section _____
Professor _____	Ext. _____
Office Number _____	Office Hours _____
Class _____	Section _____
Professor _____	Ext. _____
Office Number _____	Office Hours _____
Class _____	Section _____
Professor _____	Ext. _____
Office Number _____	Office Hours _____

## SPRING 2018 FINAL EXAM SCHEDULE

The day and time of your final exam are determined by the starting time of the first meeting of your course each week. Find the time of the first weekly meeting inside of the table and then go to the left and top to find the day and time of your final exam. Example: If your class meets on Mondays, Wednesdays, and Fridays from 9:00 a.m. – 9:50 a.m., the starting time of the first meeting of the week would be Monday at 9:00 a.m. From the table below, your final would be on Wednesday, May 17, from 8:00 a.m. – 9:50 a.m.

Day	Monday May 14	Tuesday May 15	Wednesday May 16	Thursday May 17
Time				
8:00 - 9:50 a.m.	Monday 8:00 - 8:59 a.m.	Tuesday 8:00 - 8:59 a.m.	Monday 9:00 - 9:50 a.m.	Tuesday 9:00 - 9:59 a.m.
10:00 - 11:50 a.m.	Monday 10:00 - 10:59 a.m.	Tuesday 10:00 - 10:59 a.m.	Wednesday 9:00 - 10:59 a.m.	All other morning courses or conflicts
12:00 - 1:50 p.m.	Monday 12:00 - 12:59 p.m.	Tuesday 12:00 - 12:59 p.m.	Monday 11:00 - 11:59 a.m.	Tuesday 1:00 - 2:29 p.m.
2:00 - 3:50 p.m.	Monday 2:00 - 3:59 p.m.	Tuesday 2:30 - 4:29 p.m.	Monday 1:00 - 1:59 p.m.	All other afternoon courses or conflicts
5:30 - 7:20 p.m.	Monday 5:00 - 5:59 p.m.	Tuesday 4:30 - 5:59 p.m.	Wednesday 5:00 - 9:59 p.m.	Thursday 4:00 - 9:50 p.m.
7:30 - 9:20 p.m.	Monday 6:00 - 9:59 p.m.	Tuesday 6:00 - 9:59 p.m.	All other evening classes	All evening conflicts

- Final exams for Saturday classes will be held on May 12, 2018, at the regularly scheduled meeting times.
- Students should check with their instructors to confirm the scheduled time above.



**JULY 31 – AUGUST 6**

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6 SUNDAY

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8

## Semester Goals



# AUGUST 7 – 13

## 7 MONDAY

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## 8 TUESDAY

*Payment Due For The Fall Semester*

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## 9 WEDNESDAY

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## 10 THURSDAY

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## 11 FRIDAY

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## 12 SATURDAY

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## 13 SUNDAY

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JULY 2017						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## JOIN A STUDENT ORGANIZATION

To learn more about getting involved at Richland Community College, visit:  
[richland.edu/engagement](http://richland.edu/engagement)

# AUGUST 14 – 20

14 MONDAY

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15 TUESDAY

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16 WEDNESDAY

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17 THURSDAY

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18 FRIDAY

*Deadline To Register For 16-Week Fall Courses*

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19 SATURDAY

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20 SUNDAY

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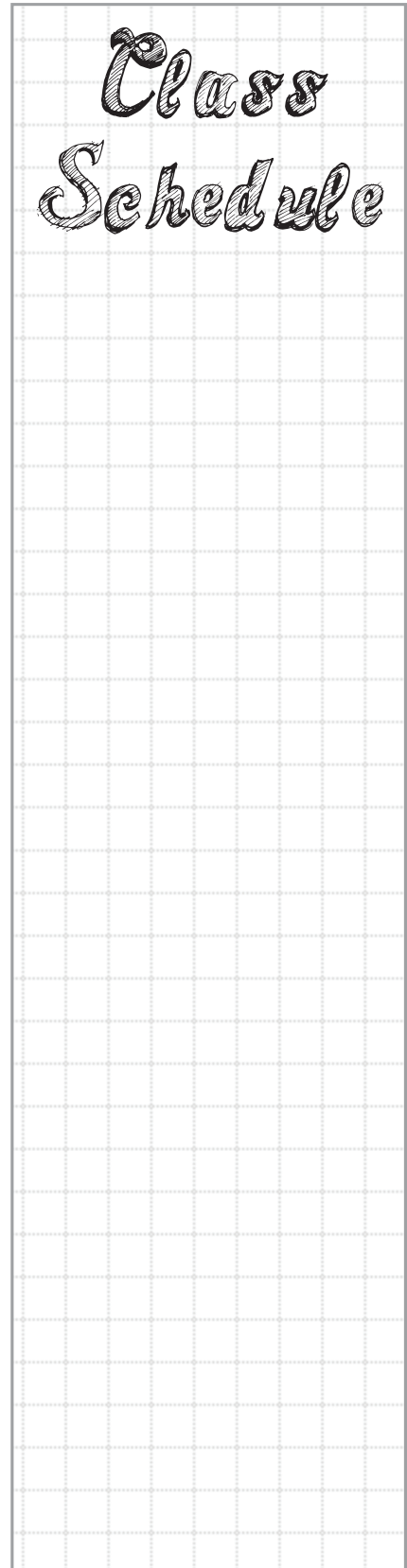
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*Class  
Schedule*



# AUGUST 21 – 27

## 21 MONDAY

*Classes Begin*

## 22 TUESDAY

## 23 WEDNESDAY

## 24 THURSDAY

## 25 FRIDAY

## 26 SATURDAY

*Saturday Classes Begin*

## 27 SUNDAY

JULY 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## CO-CURRICULAR LEARNING

Outside of the classroom, Richland has many learning opportunities—being involved in a student organization, finding an internship, taking advantage of tutoring, exploring your educational journey with your advisor, and utilizing the Library... just to name a few.

# AUGUST 28 – SEPTEMBER 3

28	MONDAY
29	TUESDAY
<i>Farm Progress Show- No Classes</i>	
30	WEDNESDAY
<i>Farm Progress Show- No Classes</i>	
31	THURSDAY
1	FRIDAY
2	SATURDAY
3	SUNDAY

*Contact  
information  
for teachers*

## CO-CURRICULAR LEARNING OUTCOMES

**Personal Development** - The understanding of one's self in the pursuit of individual growth.

**Collaborative & Interpersonal Learning** - Engagement, communication, and reasoning with others that allows for the emergence of a diversity of ideas.

**Intercultural Awareness & Inquiry** - Openness to discover, explore, and/or interact within a variety of community and culture-based contexts.

**Knowledge Integration** - The practical application of learning gained through the collegiate experience.

FEEL LIKE  
**YOU DON'T FIT IN?**  
Get involved at Richland!

**JOIN** A  
STUDENT CLUB OR  
ORGANIZATION

**START**  
YOUR OWN CLUB

**ATTEND** THE  
MONTHLY STUDENT ENGAGEMENT  
ACTIVITIES HELD IN THE  
MUELLER STUDENT CENTER

engage 

Richland Community College   
Office of Student Engagement

# SEPTEMBER 4 – 10

**4 MONDAY**

*Labor Day - College Closed*

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**6 TUESDAY**

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**6 WEDNESDAY**

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**7 THURSDAY**

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**8 FRIDAY**

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**9 SATURDAY**

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**10 SUNDAY**

*National Grandparents Day*

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*Places I want  
to visit*

A large grid area for writing places to visit, consisting of a 20x20 grid of small squares.

11 MONDAY

12 TUESDAY

13 WEDNESDAY

14 THURSDAY

15 FRIDAY

16 SATURDAY

17 SUNDAY

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OCTOBER 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

[illegible]



**SEPTEMBER 18–24**

18 MONDAY

19 TUESDAY

20 WEDNESDAY

21 THURSDAY

## Islamic New Year Begins

22 FRIDAY

**23 SATURDAY**

### *First Day of Autumn*

24 SUNDAY

## Books to read

# BEST. COURSE. EVER.

*Taking a fresh  
approach to  
student learning.*

B I S T R O

# FIVE THIRTY SEVEN



The Culinary Arts Institute  
Richland Community College

**SEPTEMBER 25 – OCTOBER 1**

25 MONDAY

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26 TUESDAY

[illegible]

27 WEDNESDAY

[illegible]

28 THURSDAY

[illegible]

29 FRIDAY

## Sundown- Yom Kippur Begins

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30 SATURDAY

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1	SUNDAY
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AUGUST 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

[illegible]

# Doodle Page

## OCTOBER 2 – 8

2 MONDAY

CNA Lottery Opens For Spring 2018

3 TUESDAY

4 WEDNESDAY

5 THURSDAY

6 FRIDAY

7 SATURDAY

8 SUNDAY

*Costume ideas*

## NEED FINANCIAL AID?

On October 1, the 2018-2019 FAFSA becomes available at [www.fafsa.gov](http://www.fafsa.gov). Complete as soon as possible to maximize your potential financial aid.

**Contact the Richland Financial Aid Office for more information.**

**217.875.7211, ext. 6274 / 6277**



# OCTOBER 9 – 15

## 9 MONDAY

*Columbus Day - College Closed*

## 10 TUESDAY

## 11 WEDNESDAY

*National Coming Out Day*

## 12 THURSDAY

## 13 FRIDAY

## 14 SATURDAY

## 15 SUNDAY

## SEPTEMBER 2017

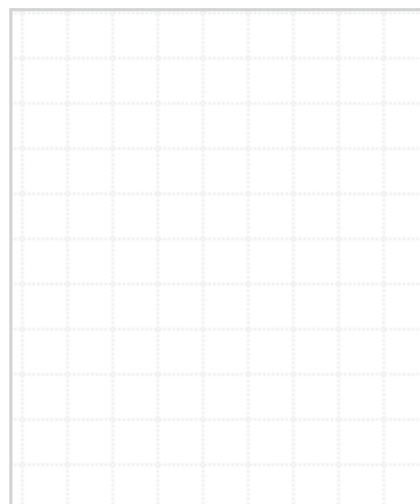
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## OCTOBER 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## NOVEMBER 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



# OCTOBER 16 – 22

**16 MONDAY**

*Boss's Day*

**17 TUESDAY**

*Midterm (16-Week Classes)*

**18 WEDNESDAY**

**19 THURSDAY**

*Diwali Begins (Until October 22<sup>nd</sup>)*

**20 FRIDAY**

**21 SATURDAY**

**22 SUNDAY**

*Playlist*

**LIFE** GETTING  
IN  
THE WAY  
OF YOUR  
DEGREE?

You can do something different.

**CHOOSE** ONLINE  
COURSES

GET  
**CAREER** WITH ONE  
**READY** OF OUR  
CERTIFICATE  
PROGRAMS

**CHANGE**  
**YOUR** AND CHOOSE  
**PATH** FROM OVER  
60 PROGRAMS  
OFFERED



**Richland**  
COMMUNITY COLLEGE



## OCTOBER 23 – 29

23 MONDAY

[illegible]

24 TUESDAY

[illegible]

25 WEDNESDAY

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26 THURSDAY

[illegible]

27 FRIDAY

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28 SATURDAY

29 **SUNDAY**

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SEPTEMBER 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

# OCTOBER 30 – NOVEMBER 5

30 MONDAY

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31 TUESDAY

*Halloween*

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1 WEDNESDAY

*Native American Heritage Month Begins*

*CNA Lottery Closes for Spring 2018*

*Financial Aid Certification (60% of Term)*

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2 THURSDAY

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3 FRIDAY

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4 SATURDAY

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5 SUNDAY

*Daylight Saving Time Ends (Fall Back)*

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*Party  
planner*

# NOVEMBER 6 – 12

**6**

*Spring Registration Begins for Current Students & Veterans*

**7**

**8**

**9**

**10**

*Veterans Day Observed - College Closed*

**11**

**12**

OCTOBER 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



# NOVEMBER 13 – 19

**13 MONDAY**

*Spring Registration Begins for New Students*

**14 TUESDAY**

**15 WEDNESDAY**

**16 THURSDAY**

**17 FRIDAY**

*Scholarship Application 1st Consideration Deadline for  
New/Returning Students for Spring 2018*

**18 SATURDAY**

**19 SUNDAY**

*Classes to take  
in spring*

## LIBRARY HOURS

### FALL/SPRING SEMESTERS

MON - THURS.... 7:30AM - 7:00PM  
FRI..... 7:30AM - 5:00PM  
SAT - SUN ..... CLOSED

**217.875.7211, ext. 6303**  
[askalibrarian@richland.edu](mailto:askalibrarian@richland.edu)



# NOVEMBER 20 – 26

**20 MONDAY**

*Transgender Day of Remembrance*

**21 TUESDAY**

**22 WEDNESDAY**

*College Closed after 5 p.m.*

**23 THURSDAY**

*Thanksgiving- College Closed*

**24 FRIDAY**

*College Closed*

**25 SATURDAY**

*College Closed*

**26 SUNDAY**

*Food*

## NOVEMBER 27 – DECEMBER 3

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OCTOBER 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

A full-page sheet of graph paper. It features a uniform grid of small squares formed by light gray dashed lines. The grid covers most of the page, leaving narrow margins at the top, bottom, and sides. There are approximately 20 columns and 20 rows of squares.

# **STRUGGLING** *IN YOUR CLASSES?*

There's still time to get a better grade!

**WE OFFER**



- Free Tutoring in the ASC  
*ROOM C148*
- Math Enrichment Center  
*ROOM W117*
- Help with study skills and getting  
over test anxiety in the ASC  
*ROOM C148*

**ACADEMIC  
SUCCESS CENTER**



**Richland Community College**  
TESTING • ACCOMMODATIONS • TUTORING



## DECEMBER 4 – 10

4 MONDAY

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5 TUESDAY

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6 WEDNESDAY

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7 THURSDAY

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8 FRIDAY

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9 SATURDAY

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10 SUNDAY

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*Wishlist*

# RICHLAND FITNESS CENTER

Free for registered students.  
Open Monday - Friday

Located in the Workforce  
Development Institute  
217.875.7211, ext. 6324  
[richland.edu/fitness](http://richland.edu/fitness)



Richland Community College  
*Fitness Center*

**DECEMBER 11 – 17**[illegible]

<b>12</b>	<b>TUESDAY</b>
<i>Last Day to Withdraw with "W" for 16-Week Classes</i>	
<i>Hanukkah Begins (until December 20th)</i>	

<b>13</b>	<b>WEDNESDAY</b>
<i>Final Exams</i>	

[illegible]

15	FRIDAY
<i>Final Exams</i>	

<b>16</b>	<b>SATURDAY</b>
<i>Saturday Final Exams</i>	

**17 SUNDAY**

November 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# DECEMBER 18 – 24

**18 MONDAY**

*Final Exams*

**19 TUESDAY**

**20 WEDNESDAY**

**21 THURSDAY**

*First Day of Winter/Winter Solstice*

**22 FRIDAY**

**23 SATURDAY**

**24 SUNDAY**

*Shows to  
binge watch*

# DECEMBER 25 – 31

## 25 MONDAY

*Christmas - College Closed*

## 26 TUESDAY

*College Closed*

## 27 WEDNESDAY

*College Closed*

## 28 THURSDAY

*College Closed*

## 29 FRIDAY

*College Closed*

## 30 SATURDAY

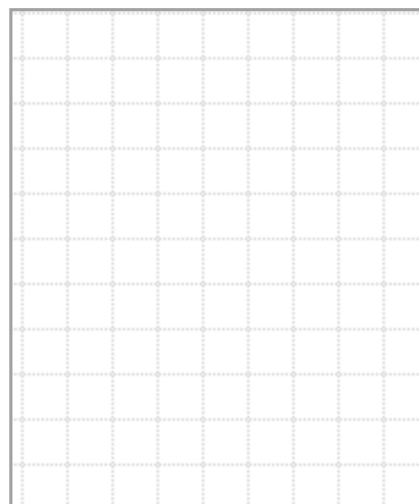
*College Closed*

## 31 SUNDAY

NOVEMBER 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



# JANUARY 1 – 7

**1 MONDAY**

*New Year's Day - College Closed*

**2 TUESDAY**

*Spring Registration Resumes*

**3 WEDNESDAY**

*Payment Due for the Spring Semester*

**4 THURSDAY**

**5 FRIDAY**

**6 SATURDAY**

**7 SUNDAY**

*Goals*

## Academic Success Center

**217.875.7211**

### Accommodations

Room C148 – Ext. 6379  
accom@richland.edu

### Testing

Room S116 – Ext. 6238  
testingcenter@richland.edu

### Tutoring

Room C148 – Ext. 6379  
tutoring@richland.edu

# JANUARY 8 – 14

## 8 MONDAY

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## 9 TUESDAY

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## 10 WEDNESDAY

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## 11 THURSDAY

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## 12 FRIDAY

*Deadline to Register for 16-Week Spring Courses*

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## 13 SATURDAY

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## 14 SUNDAY

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## DECEMBER 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## JANUARY 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## FEBRUARY 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

## CO-CURRICULAR LEARNING

Outside of the classroom, Richland has many learning opportunities—being involved in a student organization, finding an internship, taking advantage of tutoring, exploring your educational journey with your advisor, and utilizing the Library... just to name a few.

# JANUARY 15 – 21

## 15 MONDAY

*Martin Luther King, Jr. Day - College Closed*

## 16 TUESDAY

*Spring Classes Begin*

## 17 WEDNESDAY

## 18 THURSDAY

## 19 FRIDAY

## 20 SATURDAY

*Saturday Classes Begin*

## 21 SUNDAY

*Contact  
information  
for teachers*

## CO-CURRICULAR LEARNING OUTCOMES

**Personal Development** - The understanding of one's self in the pursuit of individual growth.

**Collaborative & Interpersonal Learning** - Engagement, communication, and reasoning with others that allows for the emergence of a diversity of ideas.

**Intercultural Awareness & Inquiry** - Openness to discover, explore, and/or interact within a variety of community and culture-based contexts.

**Knowledge Integration** - The practical application of learning gained through the collegiate experience.



## JANUARY 22–28

22 MONDAY

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23 TUESDAY

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24 WEDNESDAY

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25 THURSDAY

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26 FRIDAY

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27 SATURDAY

28 **SUNDAY**  
*Chinese New Year Begins*

28 SUNDAY

## Chinese New Year Begins

DECEMBER 2017						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2018						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2018						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

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**JANUARY 29 – FEBRUARY 4**

29 MONDAY

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30 TUESDAY

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31 WEDNESDAY

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## 1 THURSDAY

## Black History Month Begins

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## 2 FRIDAY

## Groundhog Day

*Scholarship Application 1st Consideration Deadline for  
High School Seniors for Fall 2019*

Scholarship Application 1st Consideration Deadline for High School Seniors for Fall 2019

### 3 SATURDAY

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## 4 SUNDAY

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# Brain Dump

# Doodle Page

engage



Richland Community College  
Office of Student Engagement

# FEBRUARY 5 – 11

5 MONDAY

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6 TUESDAY

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7 WEDNESDAY

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8 THURSDAY

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9 FRIDAY

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10 SATURDAY

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11 SUNDAY

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*Save the date*

## SCHOLARSHIP OPPORTUNITIES

In 2016, our Foundation awarded over \$723,000 in scholarships to both full time and part time students.

**Call today to see if you qualify!**

**Tricia Cordulack**  
217.875.7211, ext. 6203

# FEBRUARY 12 – 18

**12 MONDAY**

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**13 TUESDAY**

*Mardi Gras*

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**14 WEDNESDAY**

*Valentine's Day*

*Ash Wednesday*

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**15 THURSDAY**

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**16 FRIDAY**

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**17 SATURDAY**

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**18 SUNDAY**

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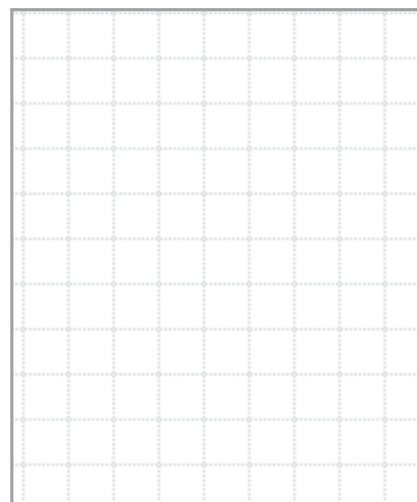
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JANUARY 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2018						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



## FEBRUARY 19 – 25

19 MONDAY

*Presidents' Day - College Closed*

20 TUESDAY

21 WEDNESDAY

22 THURSDAY

23 FRIDAY

24 SATURDAY

25 SUNDAY

*Workout  
Plan*

### Did you know?

A Richland Fitness Center  
Membership is included in  
your tuition.

Located in the Workforce  
Development Institute  
217.875.7211, ext. 6324  
[richland.edu/fitness](http://richland.edu/fitness)

# FEBRUARY 26 – MARCH 4

## 26 MONDAY

*CNA Lottery Opens for Summer and Fall 2018*

## 27 TUESDAY

*Professional Development Day - College Closed*

## 28 WEDNESDAY

## 1 THURSDAY

*Women's History Month Begins*

## 2 FRIDAY

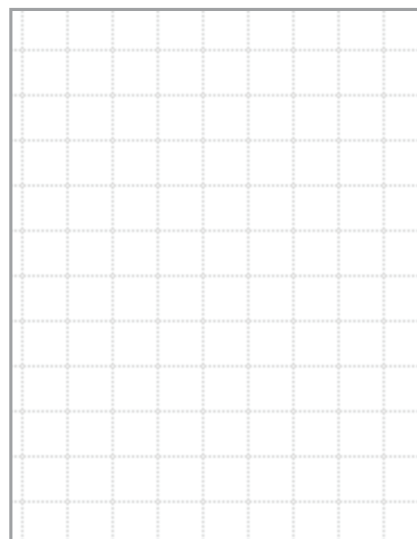
## 3 SATURDAY

## 4 SUNDAY

JANUARY 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



# Budget

## Financial Aid & Income

	Actual	Expected	Difference
• FIN. AID			
• JOB			
• EXTRA			

## Expenses

• TUITION			
• FEES			
• HOUSING			
• DINING			
• HEALTH			
• PHONE			
• CAR/BUS			
• FUEL			
• INSURANCE			
• OTHER			



# MARCH 5 – 11

**5 MONDAY**

*Casimir Pulaski Day*

**6 TUESDAY**

**7 WEDNESDAY**

**8 THURSDAY**

**9 FRIDAY**

*Midterm (16-Week Classes)*

**10 SATURDAY**

**11 SUNDAY**

*Daylight Saving Time Begins (Spring Forward)*

*Spring  
Break*

# MARCH 12 – 18

## 12 MONDAY

*Spring Break*

## 13 TUESDAY

*Spring Break*

## 14 WEDNESDAY

*Spring Break*

## 15 THURSDAY

*Spring Break*

## 16 FRIDAY

*Spring Break*

## 17 SATURDAY

*Spring Break*

*St. Patrick's Day*

## 18 SUNDAY

## FEBRUARY 2018

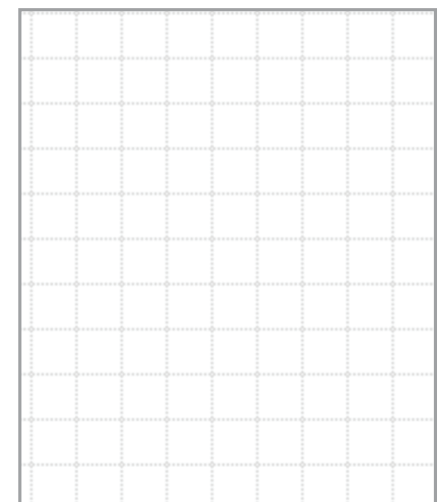
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

## MARCH 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## APRIL 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



**MARCH 19–25**

19 MONDAY

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20 TUESDAY

### *First Day of Spring*

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21 WEDNESDAY

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22 THURSDAY

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23 FRIDAY

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24 SATURDAY

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25 SUNDAY

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FEBRUARY 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

A blank sheet of graph paper featuring a uniform grid of dashed lines. The grid consists of 10 columns and 10 rows, creating a total of 100 small squares. The entire grid is enclosed within a solid black rectangular border.

# MARCH 26 – APRIL 1

## 26 MONDAY

*CNA Lottery Closes for Summer and Fall 2018*

## 27 TUESDAY

## 28 WEDNESDAY

## 29 THURSDAY

## 30 FRIDAY

*Passover Begins (through April 7th)*

*Spring Holiday- College Closed*

## 31 SATURDAY

*Spring Holiday- College Closed*

## 1 SUNDAY

*Easter Sunday*

### FEBRUARY 2018

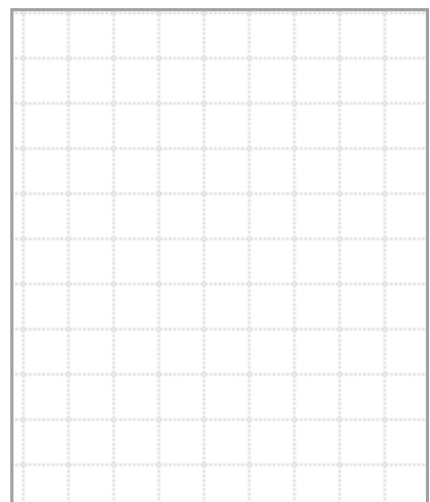
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

### MARCH 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### APRIL 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



## APRIL 2 – 8

**2 MONDAY**

*Summer/Fall Registration Begins for Current Students & Veterans*

*Financial Aid Certification (60% of Term)*

**3 TUESDAY**

**4 WEDNESDAY**

**5 THURSDAY**

**6 FRIDAY**

**7 SATURDAY**

**8 SUNDAY**

*Music*

# APRIL 9 – 15

## 9 MONDAY

*Summer/Fall Registration Begins for New Students*

## 10 TUESDAY

## 11 WEDNESDAY

## 12 THURSDAY

## 13 FRIDAY

## 14 SATURDAY

## 15 SUNDAY

## MARCH 2018

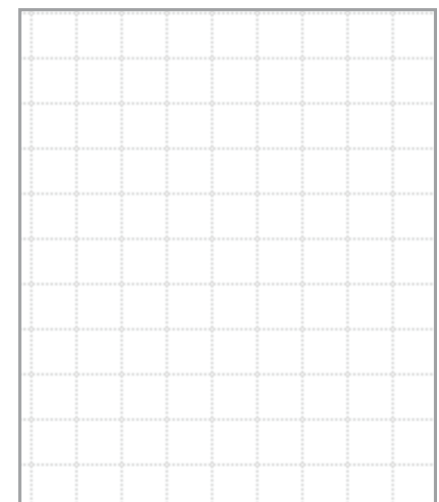
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## APRIL 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## MAY 2018

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



**APRIL 16–22**

16 MONDAY

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17 TUESDAY

## Tax Day

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18 WEDNESDAY

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19 THURSDAY

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20 FRIDAY

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21 SATURDAY

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22 SUNDAY

## Earth Day

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MARCH 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2018						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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## APRIL 23 – 29

23 MONDAY

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24 TUESDAY

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25 WEDNESDAY

*Administrative Professionals Day*

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26 THURSDAY

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27 FRIDAY

*Arbor Day*

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28 SATURDAY

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29 SUNDAY

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*Summer  
Plans*

A large vertical grid area for writing summer plans, with the title 'Summer Plans' at the top.



30 MONDAY

## MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

## SATURDAY

## SUNDAY

MAY 2018						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

A full page of graph paper with a uniform grid of small squares. The grid consists of 20 columns and 20 rows of squares, creating a total of 400 small square units. The lines are thin and gray, forming a standard coordinate plane background.

## MAY 7-13

## 7 MONDAY

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## 8 TUESDAY

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9 WEDNESDAY

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## 10 THURSDAY

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11 FRIDAY

*Last Day to Withdrawal with “W” for 16-Week Classes*

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12 SATURDAY

### Saturday Final Exams

13 SUNDAY

Mother's Day

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APRIL 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2018						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

A full page of graph paper with a uniform grid of small squares. The grid consists of 20 columns and 20 rows of squares, creating a total of 400 small square units. The lines are thin and light gray, typical of standard graph paper used in mathematics or science classes.

# MAY 14 – 20

## 14 MONDAY

*Final Exams*

## 15 TUESDAY

*Final Exams*

*Ramadan Begins (Through June 14th)*

## 16 WEDNESDAY

*Final Exams*

## 17 THURSDAY

*Final Exams*

## 18 FRIDAY

*Commencement*

## 19 SATURDAY

## 20 SUNDAY

## APRIL 2018

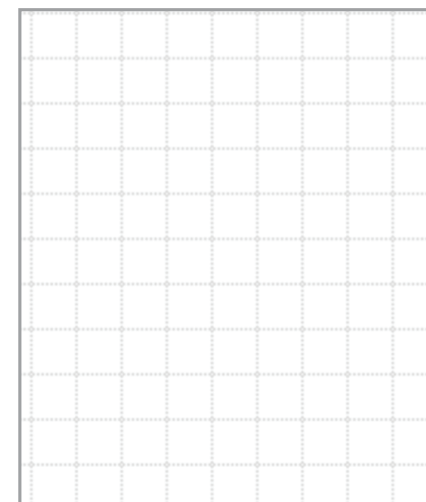
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## MAY 2018

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## JUNE 2018

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



# MAY 21 – 27

**21 MONDAY**

*Payment Due for Summer Semester*

**22 TUESDAY**

**23 WEDNESDAY**

**24 THURSDAY**

**25 FRIDAY**

*Scholarship Application 1st Consideration Deadline for  
New/Returning Students*

**26 SATURDAY**

**27 SUNDAY**

A large vertical grid of small squares, likely for a calendar or planning page. The grid is composed of many small squares arranged in a regular pattern, spanning the right side of the page.

# MAY 28 – JUNE 3

## 28 MONDAY

*Memorial Day- College Closed*

## 29 TUESDAY

*Financial Aid Priority Deadline for Summer 2018 Semester*

## 30 WEDNESDAY

## 31 THURSDAY

## 1 FRIDAY

*LGBT Pride Month Begins*

*College Closed on Fridays from June 1 through July 27*

## 2 SATURDAY

## 3 SUNDAY

## APRIL 2018

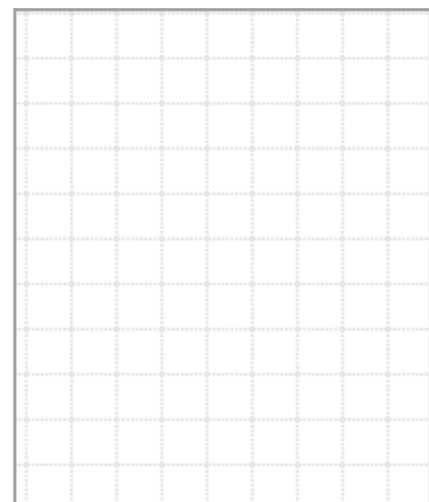
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## MAY 2018

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## JUNE 2018

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



## JUNE 4–10

## 4 MONDAY

## Summer Semester Classes Begin

**5 TUESDAY**

6 WEDNESDAY

## 7 THURSDAY

8 FRIDAY

## 9 SATURDAY

**10 SUNDAY**

[illegible]

# STUDENT TECH SUPPORT

## Get the help you need!

- **Computer Problems**
- **Mobile Support**
- **E-mail, Account Activation, etc.**

Visit the Online Learning Center  
help desk in room W143.  
ochelp@richland.edu  
217.875.7211, ext. 376

**Online**  **LEARNING**  
Richland Community College

**JUNE 11 – 17**

11 MONDAY

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**12 TUESDAY**

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13 WEDNESDAY

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## 14 THURSDAY

### Flag Day

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## 15 FRIDAY

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16 SATURDAY

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17 SUNDAY

## Father's Day

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MAY 2018						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

A full page of graph paper featuring a uniform grid of dashed horizontal and vertical lines intersecting at small circular dots. The grid covers most of the page, leaving margins at the top, bottom, and sides.

**JUNE 18 – 24**

18 MONDAY

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19 TUESDAY

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20 WEDNESDAY

## First Day of Summer

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21 THURSDAY

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22 FRIDAY

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23 SATURDAY

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24
**SUNDAY**

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A full-page sheet of white graph paper featuring a light gray grid. The grid consists of small squares formed by thin horizontal and vertical lines. There are no margins or additional markings on the page.



**JUNE 25 – JULY 1**

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MAY 2018						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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## JULY 2-8

## 2 MONDAY

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### 3 TUESDAY

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## 4 WEDNESDAY

*Independence Day- College Closed*

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## 5 THURSDAY

Financial Aid Certification (60% of Term)

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## 6 FRIDAY

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## 7 SATURDAY

8 SUNDAY

8 SUNDAY

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**It's not too late to register  
for fall classes!**

Call us at 875-7211, ext. 6267  
or visit us in person at the  
Student Success Center.

**JULY 9–15**

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[illegible]

15 **SUNDAY**

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63

JUNE 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

A full page of blank graph paper with a uniform grid of small squares. The grid consists of 20 columns and 20 rows of squares, creating a total of 400 small square units. The lines are thin and light gray, typical of standard graph paper used in mathematics or science classes.

**JULY 16 – 22**

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22 SUNDAY

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64

JUNE 2018						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY 2018						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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**JULY 23 – 29**

23 MONDAY

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24 TUESDAY

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25 WEDNESDAY

## Final Exams

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26 THURSDAY

## Final Exams

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27 FRIDAY

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28 SATURDAY

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29 SUNDAY

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JUNE 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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**JULY 30 – AUGUST 5**

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SUNDAY

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33

JUNE 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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# **RICHLAND STUDENT PROFILE**

(Based on 3368 enrolled students in Fall 2015)

## **Gender**

Female: ..... 62.7%

Male: ..... 37.2%

## **Age**

19 and Under..... 32.9%

20-24 ..... 20.7%

25-29 ..... 13.7%

30+ ..... 32.0%

## **Ethnic Group**

White: ..... 72.0%

African American: ..... 16.7%

Hispanic:..... 1.3%

Asian: ..... 0.9%

American Indian: ..... 0.5%

Unknown: ..... 8.1%

## **Student Enrollment**

Part-time:..... 71.6%

Full-time:..... 28.3%

## **Typical Student Costs**

The following are estimated costs for educational expenses for two semesters for in-district, independent students attending Richland Community College.

Tuition & Fees (12 hours per semester).....\$3528\*

Estimated Book & Supply Costs .....\$1,320

Additional Costs (i.e., transportation, personal expenses, room & board) .....\$8,550

Total: .....\$13,398

\*Tuition and fees subject to change without notice. Tuition rates for online courses and Health Professions courses are different from standard tuition rates. See fee schedule for general and course specific fees posted on the Richland website, [www.richland.edu](http://www.richland.edu), or visit the Cashier Window in the Workforce Development Institute.

# **STATEMENT OF NONDISCRIMINATION AND EQUAL OPPORTUNITY**

Richland Community College policy prohibits discrimination on the basis of race, color, religion, sex, marital or parental status, national origin or ancestry, age, mental and/or physical disabilities (except where they are bona fide occupational qualifications), sexual orientation, gender identity, military or veteran status, or other legally protected characteristics or conduct.

The College's nondiscrimination policy applies to the admission and retention of students; recruitment, employment, and retention of faculty and staff; and access to and treatment in the College's programs and activities.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Kristen Robinson, Title IX Coordinator

Leanne R. Brooks, Section 504 Coordinator

Address: One College Park, Decatur, IL 62521, 217-875-7200

# CAMPUS DIRECTORY | College Personnel | 217.875.7211 | Extensions

<b><u>President</u></b> .....	Dr. Cristobal Valdez .....	6200
<b><u>Vice Presidents</u></b>		
Academic Services .....	Dr. Denise Crews .....	6282
Finance and Administration .....	Greg Florian .....	6214
Student Success .....	Dr. Marcus Brown .....	6253
<b><u>Executive Directors</u></b>		
Foundation and Development .....	Julie Melton .....	6209
Chief Information Technology Officer .....	Joe Feinstein .....	6248
<b><u>Deans</u></b>		
Enrollment and Career Development .....	TBD .....	6284
Liberal Arts .....	Dr. John Cordulack, Interim .....	6342
Health Professions .....	Ellen Colbeck .....	6751
Mathematics, Science, and Business .....	Andrew Hynds .....	6384
<b><u>Directors, Supervisors, Coordinators</u></b>		
Academic Success Center .....	Leanne Brooks .....	6362
Advising & Registration .....	Meredith Johnson-Palmer .....	6438
Interim Adult Education/Continuing & Professional Education .....	Jeff Davison .....	6489
Career Services & Student Employment .....	John Oliver .....	6305
Controller .....	Megan Moore .....	6244
Criminal Justice .....	Amy Cleary .....	6344
Culinary Arts .....	Brian Tucker .....	6291
Database Systems .....	Sally Anselmo .....	6247
Extension Centers .....	Allison Shuppara .....	935-6791
Facilities .....	Clay Gerhard .....	6300
Farm .....	Deanna Koenigs .....	6442
Financial Aid and Veterans' Affairs .....	Carmin Ross .....	6285
Fire Science .....	Tony Vespa .....	6327
Fitness Center .....	Scott Broyles .....	6290
Healthcare Documentation .....	Crystal Kitchens .....	6446
Health Information Technology .....	Crystal Kitchens .....	6446
Human Resources .....	Robin Bollhorst .....	6246
Institutional and Academic Planning .....	Teena Zindel-McWilliams .....	6364
Library Services .....	Louise Greene .....	6302
Library Access Services .....	Gavena Dahlman .....	6301
Marketing & Public Relations .....	Tracy Withrow .....	6212
Mathematics Enrichment Center .....	Karen Lockhart .....	6383
Nursing Program .....	Shelly Baldwin .....	6393
Online Learning .....	Kona Jones .....	6385
Perkins Program .....	TBD .....	6284
Project READ .....	Julie Pangrac .....	423-7323
Radiography Program .....	Matthew Cardinal .....	6759
Safety & Contract Training .....	Barry Schwalbe .....	6219
Scholarships & Alumni .....	Tricia Cordulack .....	6203
Sequestration Program .....	Dr. David Larrick .....	6175
Student Engagement .....	Alex Berry .....	6314
Student Retention .....	Yolanda Mabry .....	6572
Student Support Services/TRiO .....	Laquitta Ford .....	6441
Surgical Technology Program .....	Katherine Lee .....	6763
Veterans' Affairs .....	TBD .....	6205
Counseling Services		
Counselor .....	Gary O'Connor .....	6283



# COLLEGE OFFICE LOCATIONS AND EXTENSIONS

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Hours may vary when classes are not in session, during summer term, or at high demand times. Contact the appropriate office for specific hours of operation.

Offices may move when the Student Success Center relocates to the renovated north wing and when the Carroll Center for Innovative Learning opens on the second floor.

Office	Location	Extension
Academic Advising .....	WDI 107 .....	6267
Academic Services .....	W141 .....	6292
Academic Success Center .....	C148 .....	6379
Accommodations (Academic Success Center) .....	C148 .....	6379
Adjunct Faculty Office .....	S144 .....	6564
Adult Education & Literacy Program .....	W121 .....	6355
Bookstore .....	C145 .....	6231
Cashier's Office .....	WDI 105 .....	6227/6227
Career Services .....	C133 .....	6305
Clinton Higher Education Center .....	140 Sunrise Court, Clinton, 61727 .....	935-6791
Computer Open Lab .....	C150 .....	6510
Continuing & Professional Education Division .....	SC08 .....	6240
Fairview Park Plaza Center .....	1485 West King Street .....	462-0480
Financial Aid .....	WDI 147 .....	6271
Fitness Center .....	WDI 116 .....	6324
Foundation, Richland .....	E183 .....	6350
Health Professions Division .....	S162 .....	6750
Human Resources .....	E111 .....	6218
Learning Resources Center (Library) .....	C155 .....	6303
Liberal Arts Division .....	C162 .....	6386
Marketing/Creative Center .....	W144 .....	6212
Mathematics, Science, and Business Division .....	S119 .....	6344
Mathematics Enrichment Center .....	W117 .....	6383
Online Learning Help Desk .....	W143 .....	6376
Perkins Program .....	WDI 107 .....	6284
President's Office .....	E182 .....	6200
Project READ .....	Decatur Public Library .....	423-7323
Security .....	E134A .....	6555
Shilling Community Education Center .....	SC08 .....	6240
Student Employment .....	C133 .....	6305
Student Engagement .....	C133 .....	6243/6314
Student Success .....	WDI 103 .....	6267
Student Records Office .....	WDI 103 .....	6255/6257
Testing (Academic Success Center) .....	S117 .....	6238
Tutoring (Academic Success Center) .....	C148 .....	6379
Transfer Center .....	WDI 103 .....	6252
Veterans' Affairs .....	WDI 147 .....	6271

# PROGRAM AREAS, FULL-TIME FACULTY

Faculty may relocate when the Student Success Center relocates to the renovated north wing and when the Carroll Center for Innovative Learning opens on the second floor.

Full-Time Faculty	Location	Extension
<b>Accounting:</b>		
Carol Hood.....	E197 .....	6456
Sara Richardson .....	W128 .....	6444
<b>African-American Studies:</b>		
Evyonne Hawkins .....	C222 .....	6432
<b>Agriculture:</b>		
David McLaughlin .....	Ag/Hort Bldg. ....	6562
<b>American Sign Language</b>		
Liberal Arts Office .....	C160 .....	6342
<b>Archaeology/Anthropology:</b>		
Mathematics, Science, and Business Office.....	S120 .....	6384
<b>Arabic:</b>		
Liberal Arts Office .....	C160 .....	6342
<b>Art:</b>		
Gil Rocha .....	W209 .....	6391
<b>Automotive:</b>		
Curt Happe .....	WDI 134 .....	6360
<b>Biofuels/Bioprocessing:</b>		
Dr. David Larrick .....	Ag/E197.....	6730
<b>Biology:</b>		
Dr. Srinivasan Durairaj.....	E108 .....	6357
Jill Feinstein.....	S128 .....	6498
Dr. Gordon Gurley .....	S129 .....	6398
Dr. Christopher Merli.....	S124 .....	6395
Carol Stokes .....	S121 .....	6389
<b>Business:</b>		
Steven Gilbertz .....	E117B.....	6458
Maureen Ruski.....	E117C.....	6464
<b>Career Development:</b>		
John Oliver.....	C138 .....	6305
<b>Chemistry:</b>		
Craig Lucas.....	S126 .....	6399
Dr. Christopher Merli.....	S124 .....	6395
<b>Chinese:</b>		
Liberal Arts Office .....	C162 .....	6386
<b>Collision Repair Technology:</b>		
Kent Mears .....	WDI 127 .....	6461
<b>Communication:</b>		
Michelle Stephens .....	W154 .....	6215
<b>Criminal Justice:</b>		
Amy Cleary .....	E158 .....	6344
<b>Culinary Arts:</b>		
Brian Tucker .....	SC05.....	6291
Ryan Rogiers .....	SC07 .....	6297
<b>Dance:</b>		
Liberal Arts Office .....	C162 .....	6386
<b>Diesel Medium/Heavy Truck Technology:</b>		
Curt Happe .....	WDI 134 .....	6360

Full-Time Faculty	Location	Extension
<b>Drafting (CAD):</b>		
William Mertell.....	E193 .....	6435
<b>Early Childhood Education:</b>		
Jeanne Helm.....	C226 .....	6496
<b>Earth Science:</b>		
Mathematics, Science, and Business Office .....	S120 .....	6384
<b>Economics:</b>		
Bradley Hemenway .....	S146A .....	6278
<b>Education:</b>		
Evyonne Hawkins.....	C222 .....	6432
Jeanne Helm.....	C226 .....	6496
<b>Emergency Medical Services:</b>		
Health Professions Office.....	S162 .....	6750
<b>Engineering:</b>		
Jason Smith .....	C225 .....	6439
<b>Engineering Technology:</b>		
John Daum.....	E152A .....	6447
Christopher Senger .....	E154A .....	6406
<b>English:</b>		
Gail Bauer .....	W137 .....	6273
Dr. Sean Gallagher .....	W131 .....	6365
Robert Grindy.....	W132 .....	6367
Dr. Laurie Hughes.....	W135 .....	6373
Rosemarie King.....	C163 .....	6349
Dr. Jarmese Sherrod .....	C220 .....	6369
Dr. Rick Tomlinson.....	W134 .....	6371
Deborah Yaden .....	W129.....	6361
<b>Environmental Studies:</b>		
Mathematics, Science and Business S120 .....	6384	
<b>French:</b>		
Liberal Arts Office .....	C162 .....	6386
<b>Fire Science:</b>		
Tony Vespa .....	S130 .....	6327
<b>GED/ESL:</b>		
Jeff Davidson .....	W121.....	6489
<b>German:</b>		
Liberal Arts Office .....	W162.....	6386
<b>Graphic Arts:</b>		
Gil Rocha .....	W209.....	6391
<b>Health:</b>		
Health Professions Office.....	S162 .....	6750
<b>Health Information Technology:</b>		
Brenda Hubner.....	SC07 .....	6405
<b>Healthcare Documentation:</b>		
Crystal Kitchens .....	C141 .....	6446
<b>HVACR:</b>		
Karl Evans.....	E168A .....	6457
<b>History:</b>		
Steve Austin .....	S145C .....	6392
Janilyn Kocher.....	S127 .....	6431

## PROGRAM AREAS, FULL-TIME FACULTY (CONTINUED)

Full-Time Faculty	Location	Extension	Full-Time Faculty	Location	Extension
<b>Horticulture:</b>			<b>Pre-Law:</b>		
David McLaughlin	Ag./Hort Bldg.	6562	Liberal Arts Office	S120	6344
<b>Hospitality Management:</b>			<b>Psychology:</b>		
Brian Tucker	SC05	6291	Pixie Fennessey	S122	6409
<b>Desktop Support/Networking/Programmer:</b>			Kristine Palmer	S125	6556
Faith Brenner	E161A	6541	Dr. Mary Beth Wade	S123	6397
David Kirby	W210	6494	<b>Radiography:</b>		
<b>Mathematics:</b>			Matthew Cardinal	S165	6759
Marcella Cremer	C217	6482	Susan Grimm	S166	6758
James Jones	C223	6490	<b>Reading:</b>		
Travis White	C224	6754	Gail Bauer	W137	6273
<b>Media:</b>			<b>Service Learning and Leadership:</b>		
Dr. Jarmese Sherrod	C220	6369	Student Success	WDI 104	6252
<b>Music:</b>			<b>Sociology/Social Work:</b>		
Liberal Arts Office	C162	6384	Pixie Fennessey	S122	6409
<b>Nurse Assistant:</b>			Kristine Palmer	S125	6556
Judy Miller	S170	6766	<b>Spanish:</b>		
<b>Nursing:</b>			Dr. Sean Gallagher	W131	6365
Shelly Baldwin	S171	6393	<b>Surgical Technology:</b>		
Joyce Clay	S168	6757	Kathy Lee	S173	6763
Rick Harmon	S111	6412	Brooke Oliver	S174	6756
Karen Hartman	S172	6755	<b>Theatre:</b>		
Lizabeth Hernandez	S145B	6534	Liberal Arts Office	C162	6386
Judy Maloney	S169	6761	<b>Welding Technology:</b>		
Vicki McMahon	W130	6762	Richard Carter	E125	6408
Virginia Ostermeier	E107	6536	Joe Draeger	E117B	6452
Mary Ann Riedell	E105	6532			
Karen Vercellino	S146B	6359			
Peter Wetzell	W133	6547			
<b>Office Technology:</b>					
Sara Richardson	W128	6444			
<b>Personal Development:</b>					
Student Success	WDI 104	6252			
<b>Philosophy:</b>					
Liberal Arts	C161	6386			
<b>Pharmacy Technology:</b>					
Health Professions Office	S162	6750			
<b>Physical Education:</b>					
Scott Broyles	WDI 116	6290			
<b>Physics:</b>					
Jason Smith	C225	6439			
<b>Physical Science:</b>					
Jason Smith	C225	6439			
<b>Political Science:</b>					
Liberal Arts Office	S120	6386			
<b>Power Generation-Nuclear:</b>					
Mathematics, Science & Business Office	S120	6384			

## **FACILITIES-MAIN CAMPUS**

Richland moved into its permanent location during the fall of 1988. The main campus building houses 54 classrooms and 39 laboratories, located on a site of 155 acres.

### **Academic Success Center**

Located in Room C148 of the main campus building, the Academic Success Center includes tutoring, accommodations, the Testing Center, and the Mathematics Enrichment Center (MEC is located in W117). The Academic Success Center is open Monday through Friday from 8:00 a.m. – 5:00 p.m. Summer office hours may vary. Tutoring hours will vary each semester. Evening tutoring hours are available by arrangement. Walk-in tutoring is available for English, biology, and mathematics, but appointments are required for other subjects and encouraged for English. Please use the “Tutoring” link under the My Student Info tab in myRichland to schedule appointments. If you need further assistance, please visit the Academic Success Center, or call 217.875.7211, Ext. 6379.

### **Bistro Five Thirty Seven**

Bistro Five Thirty Seven is a full-service restaurant located on the Richland Community College campus in the Shilling Community Education Center. Fully operated by the Richland Culinary Arts Institute, the restaurant is a working laboratory for students seeking national certification by the American Culinary Federation. The menu selections at Bistro Five Thirty Seven will change regularly incorporating unique cuisine and comprehensive cooking techniques. This entrepreneurial student experience is the capstone course of the Culinary Arts Institute and ensures that graduates have the competencies and skills necessary to be successful in the culinary field.

Bistro Five Thirty Seven is open Tuesdays and Thursdays for lunch from 11:00 a.m. – 1:00 p.m. and dinner from 6:00 p.m. – 8:00 p.m. Reservations are preferred and can be placed by calling 875.7211, Ext. 6537.

### **Center for Sustainability and Innovation**

Located north of the Main Campus, the Center for Sustainability and Innovation is a facility designed and constructed to achieve the U.S. Green Building Council Leadership in Energy and Environmental Design (LEED) platinum designation. The facility is a full demonstration of sustainable building technologies and methodologies that reduce Richland’s carbon footprint. The University of Illinois Extension is located on the first floor. The second floor is home to Richland’s Innovations Lab. The Lab’s unique learning environment was designed to support applications of innovative thinking, entrepreneurial exploration and discovery, and creative problem solving.

### **Computer Labs**

Access to the Internet and to software required for classes is available in several areas on the main campus for computer labs that allow printing.

#### **Main Computer Open Lab**

The main hub for workstations is located in the LRC (Library). Hours are the same as the Library open hours. Black and white and color printing is available (print card).

#### **Clinton Higher Education Center**

This facility has an open computer lab for student use. Black and white printing is available for \$.10 per page.

#### **Computer Lab (Room C150)**

This quiet lab is also available in the Library during Library open hours. This lab is meant for students who require complete quiet to concentrate. Because this lab is occasionally reserved for library instruction and some classes, students should read the schedule outside the lab to verify its availability. Black and white and color printing is available (print card).

#### **Fairview Park Plaza Center**

This facility has an open computer lab for student use. Black and white printing is available for \$.10 per page.

#### **Schrodt Wing Mini-lab (Room S163)**

This computer lab is open to all students but is frequently occupied by students in health professions classes. Printing is not available.

### **Academic Success Center (Room C148)**

Students may use the computers in the ASC when the Center is open. Black and white printing is available for \$.10 and requires a print card. Print cards can be purchased in the Library or at the Cashier's window In the Workforce Development Institute (WDI) in denominations of \$.50, \$1.00, \$2.00 and \$5.00.

### **Dwayne O. Andreas Agribusiness Education Center**

Located in the east wing of the main campus and consisting of 17,861 square feet, the Dwayne O. Andreas Agribusiness Education Center contains an agribusiness and biotechnology lab, an instrumentation lab, a lab for conducting workshops for business and industry, three classrooms, a conference room, faculty offices and a student study area.

### **David Erlanson Art Gallery**

Located near the Mueller Student Center, the David Erlanson Art Gallery was established in the fall of 2000 to provide an opportunity for students, staff and community members to see the work of some of the state's leading professional artists along with annual Richland student and faculty shows. The Gallery offers an important laboratory experience for Richland students studying the visual arts and is an important asset to Richland Community College's art program.

### **Fitness Center**

Located in the Workforce Development Institute, the Richland Fitness Center features free fitness assessments and aerobic conditioning equipment such as elliptical trainers, bicycles, treadmills, and stair climbers. Free weights and various upper/lower body and core weight machines provide additional equipment for muscle-toning workouts. The Fitness Center is available for FREE use to all registered students. Physical Education courses are also available. More information, including hours of operation, is available at <http://www.richland.edu/fitness>.

### **Horticulture/Agriculture/Maintenance Facility**

Located northeast of the main campus building, the 12,000-square-foot Horticulture/Agriculture/Maintenance Facility was completed during the summer of 1990. Through the generous donation of Paul Weidenbacher, an 800-square-foot greenhouse was added to the Agriculture building during the spring of 1991.

### **Kitty Lindsay Learning Resources Center (Library)**

Located west of the Mueller Student Center, the Kitty Lindsay Learning Resources Center (Library) provides a wide variety of resource materials, wi-fi access, and a professional staff to help students locate and use materials. Materials available in the Library are chosen to meet the needs of students and instructors. Computers are available for student use. The Library provides a quiet place to study or relax and read a wide selection of current newspapers and magazines.

The Library is open Fall/Spring Semesters Monday-Thursday, 7:30 a.m. -- 7:00 p.m. and Friday 7:30 a.m. -- 5 p.m. During semester breaks the Library is open 8:00 a.m. -- 5 p.m. when the College is open. The Library is closed on Saturday. Summer hours are posted.

### **Mueller Student Center (MSC)**

The Mueller Student Center is the hub for student activities at Richland Community College. Regular activities include speakers, entertainers, information tables, fairs, student elections, fund-raising events, games, and shows. The MSC is located in the center core of the Campus main building just inside the main entrance.

### **National Sequestration Education Center**

The National Sequestration Education Center (NSEC) is funded through a grant from the U.S. Department of Energy. It is a training and demonstration site for a joint project of the U.S. Department of Energy, the Illinois Geological Survey, Archer Daniels Midland Co., and Richland Community College. NSEC is located on Howard Brown Boulevard north of the main campus building.

### **Richland Bookstore**

Located south of the Mueller Student Center, the Richland Bookstore, operated by Follett Higher Education Group, carries textbooks and materials for all Richland courses and a variety of school supplies, sundry goods, and Richland apparel. Regular fall-spring hours are Monday and Tuesday, 7:30 a.m. -- 6:00 p.m., Wednesday and Thursday, 7:30 a.m.-5:00 p.m., and Friday 7:30 a.m. -- 2:00 p.m. There are extended hours at the beginning and end of each semester. Summer hours are posted at the

Bookstore. Call the Bookstore at 217.875.7211, Ext.6233, for more information. Textbook information can be accessed on the Bookstore's website, [www.richlandccshop.com](http://www.richlandccshop.com), with options for purchase or rental. American Express, Visa, MasterCard, and Discover are accepted by the Bookstore.

### **Richland Coffee House**

The Richland Coffee House, opened in September 2011, is a student-operated laboratory for the Culinary Arts Institute. The Coffee House offers beverages and pastries produced by students. With advance notice, beverages and pastries may be purchased for groups on campus. Hours are posted.

### **Scherer Industrial Technology Center**

The Scherer Industrial Technology Center is the location of many technology programs including CAD/Drafting, HVACR, and Engineering Technology. State-of-the-art equipment allows integrated training opportunities for students in these programs. The Scherer Center is located east of the Mueller Student Center.

### **Schrodt Health Education Center**

Located at the south end of the main campus, the Schrodt Health Education Center offers training opportunities for health professions through realistic replications of hospital rooms and surgical rooms. General classrooms, laboratories, and computer labs are also located in this center.

### **Shilling Community Education Center**

Located at the west end of the Main Campus, the Shilling Community Education Center features a 325-seat auditorium, banquet room, conference rooms, and classrooms. This facility is designed to provide services to both College and non-College groups concerned with planning and presenting meetings, programs, performances, and cultural events. The Culinary Arts Institute is also located in the Shilling Center.

### **Student Success Center**

Located temporarily in the Workforce Development Institute, the Student Success Center offers many services including Financial Aid and Veterans' Affairs, Admissions, Student Records, Counseling, Academic Advising, Transfer Center, and the Cashier's Office.

### **Wind Turbine**

The wind turbine is the sole source of electrical power for the Center for Sustainability and Innovation. Standing at 125 feet high and resting on a 10-foot-round base of concrete poured 16 feet into the earth, the Northwind 100 wind turbine is the first on any Illinois community college campus. The tower was installed in 3 sections, each weighing 13,000 pounds. Each of the three blades weighs 850 pounds. The wind turbine will generate approximately 200,000 kwh per year. Three smaller wind turbines are located near the National Sequestration Education Center and are used for training in the Renewable Energies program.

### **Workforce Development Institute**

Open in fall 2014, the Workforce Development Institute, located east of the main campus houses technical programs including automotive technology, diesel mechanics, and collision repair. In addition, the Richland Fitness Center is located in this facility. The Student Success Center is temporarily located in the WDI until renovation of the Student Success Center in the main campus building is completed.

## **OFF-CAMPUS FACILITIES**

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### **Clinton Higher Education Center**

Located at 140 Sunrise Court, Clinton, the Clinton Higher Education Center offers admissions, advising, registration, placement testing, financial aid, tuition payments, a satellite location of the Mathematics Enrichment Center, and many other services. Credit classes and public programming workshops are scheduled in Clinton and other communities throughout Richland's District. General Educational Development (GED) classes are also provided. Open computer lab space is also available for student use. For more information, please call 217.935.6791. Hours may vary by semester, call for more information.

## **Fairview Park Plaza Center**

Located at 1485 W. King Street, Decatur, the Richland Fairview Park Plaza Center offers admissions, advising, registration, placement testing, financial aid, Mathematics Enrichment Center, and many other services. Credit classes and public programming workshops are scheduled. General Educational Development (GED) and English as a Second Language (ESL) are also provided. Open computer lab space is also available for student use. For information, please call 217.462.0480. Hours may vary by semester; call for more information.

## **Project READ**

Project READ is located at the Decatur Public Library, 130 N. Franklin, Decatur. The goal of Project READ is to provide educational services for adult students reading below the ninth-grade level. Services included recruiting, training and placing volunteers in locations where they can be effective tutors for those adult students. For information, please call 217.423.7323.

## **RESOURCES & SERVICES**

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### **Academic Advising, WDI 107, Ext. 6267**

Assistance with program and course selection is provided by faculty, counselors, academic advisors, and associate advisors. Students may contact the Student Success Center, WDI 107, call 217.875.7211, Ext. 6267, or chat online at <http://www.richland.edu/webchat>. Appointments or walk-in assistance is available. Information about academic advisement is available on Richland's website.

### **Academic Success Center, C148, Ext. 6379**

Students may contact the Academic Success Center, Room C148, or call 217.875.7211, Ext.6379. Appointments or walk-in assistance is available. Information about tutoring, testing, accommodations for students with disabilities, and the Mathematics Enrichment Center can be accessed at [www.richland.edu/asc](http://www.richland.edu/asc)

**Tutoring** – Walk-in tutoring is available for English, biology, and mathematics, and appointments are required for other subjects and encouraged for English. All tutoring is free. Computer access is also available for papers, research, and other class support. To schedule tutoring appointments, please follow these steps:

1. Sign into [my.richland.edu](http://my.richland.edu)
2. Hover over My Student Info
3. Click on "Tutoring Center"
4. Click on "View, Add or Cancel Tutoring Appointments"
5. Read our guidelines and check the accept box
6. Check the appropriate box (paper review, computer help, or classwork) then press continue
7. Select the day(s) you need tutoring then press continue
8. Click "Find Tutor" for the class needed
9. All available times will be shown in YELLOW. Scroll down to find the time you would like to meet the tutor. Click the YELLOW box and it becomes GREEN. You have an appointment. An email confirmation will be sent to your RCC email.

**Accommodations** – The Academic Success Center offers support and accommodations to students with documented disabilities by providing adaptive equipment and materials, volunteer note-takers, interpreters and testing accommodations, as well as many individualized services. All campus facilities are accessible. To apply for Accommodation services, please follow these steps:

1. Hover over My Student Info
2. Select "Accommodations"
3. Select the term that you are applying for and click on "Go to Accommodation Application"
4. Complete application and submit
5. Provide documentation to the ASC by faxing to 875-2762, e-mail to [accom@richland.edu](mailto:accom@richland.edu) or delivering to room C148
6. The Academic Success Center will contact you to schedule an appointment with the Accommodations Specialist



**Testing** – The Academic Success Center offers testing services for placement in English, mathematics, and health courses. The Constitution, GED, ILTS test, exams from other universities and make-up tests can be completed at the Center. Students completing tests for other universities or for CLEP and DSST testing will pay an additional fee. Students may contact the Testing Center, Room S117, or call 217.875.7211, Ext. 6238. [www.richland.edu/testing](http://www.richland.edu/testing) .The following guidelines apply to the Testing Center:

1. Students must present a valid picture ID.
2. All cell phones must be silenced and given to staff until after the test. Students are forbidden from bringing any other electronic devices into the Center, unless they have accommodations.
3. All backpacks, books, purses and other items unrelated to the test must be stored in the cabinet located in the Testing Center.
4. Students must remove all hoodies, sunglasses, and anything else unrelated to the test.
5. No test can be started 30 minutes before closing.

Students may contact the Academic Success Center/Testing, Room S117, or call 217.875.7211, Ext. 6238.

### **Adult Education, W121, Ext. 6355**

Adult Education offers a variety of courses to help meet the diverse needs of the community. Adult Secondary Education courses prepare students for passing the GED test. Passing the test demonstrates eligibility for a high school equivalency certificate. Adult Basic Education courses are available to students who need to review basic skills in reading, writing, and mathematics for personal development or advancement to higher level courses. Job skills courses help students improve opportunities for employment, and parenting classes are provided at selected sites.

To enroll in the program, students must first attend an orientation, or an appointment can be arranged. The session is free and lasts about an hour. Individuals interested in enrolling in the program must be at least 16 years of age. All classes and textbooks for the program are free to students.

### **ATM**

ATMs are located across from the Coffee House and next to Student Engagement (C133) to provide quick banking services to Richland students.

### **Barter Board**

A Barter Board located across from the Erlanson Art Gallery near the Mueller Student Center allows students to advertise items for sale or trade. All postings will be removed after two weeks.

### **Bulletin Boards**

Bulletin boards are provided throughout the College for use in publicizing College events and programs. Students and the general public may not use these boards; they are reserved for use by faculty, College personnel, and the Student Engagement Office. The Community Information Board is available for limited use to advertise community events. Items to be placed on these boards must be approved by the Office of Student Engagement and removed after two weeks.

### **Bookstore Refund**

When returning books for a refund, books must be clean, unmarked, and in the same condition as when purchased. Returns must also be accompanied by a receipt and photo ID. The Bookstore follows the same refund schedule for 16-week courses. If a class is not 16 weeks, call for refund policy. Check with the Book Store staff in Room C145, or at 217.875.7211, Ext. 6233, for the complete policy.

### **Campus Vision**

A series of television monitors mounted throughout the College offers access to information concerning student activities, registration and scheduling updates, meeting times, daily events, seminars and workshops, and special announcements. Contact Marketing, Room W118A, for additional information.



### **Career Services, C133, Ext. 6305**

Career Services can assist individuals in exploring career interests, connecting with area employers, identifying internship opportunities, conducting a job search and preparing for the world of work. Suits 4 Students allows students to receive professional interview clothing from Career Services for interviewing or attending Career Fairs.

College Central Network (CCN) is an online tool that facilitates connections between job seekers and employers. Job seekers (students, alumni and community members) can access this FREE tool by creating an account at [www.collegecentral.com/richlandcc](http://www.collegecentral.com/richlandcc). Job seekers can use the résumé builder, post a résumé, search jobs and obtain job search advice through articles and podcasts. Students are also encouraged to utilize **Career Coach**: [www.richland.emsicc.com](http://www.richland.emsicc.com).

Students who are looking for information on the job search and application process, résumé review and preparing for interviews can schedule an appointment during regular business hours or attend one of the regularly scheduled workshops. To schedule an appointment go to [https://jics.richland.edu/ICS/My\\_Student\\_Info/Career\\_Services](https://jics.richland.edu/ICS/My_Student_Info/Career_Services), or call 217.875.7211, Ext. 6305.

### **Cashier's Office, WDI, Ext. 6227**

The Cashier Window is located in the Workforce Development Institute for the payment of tuition and fees.

### **Changing Program of Study**

All program changes should be processed through myRichland. Students who want to change their program of study are encouraged to discuss their plans with a counselor, advisor, and/or other staff member (such as an instructor in the program) and to use the various resources in Career Services.

### **Counseling Services, WDI 107, Ext. 6267**

Counselors are professionally trained and experienced in working with students of different ages and backgrounds, good listeners, and committed to students' well-being and development. Individual and group counseling is available on a short-term basis. The purpose of short-term counseling is to focus on personal issues that may prevent a student from achieving academic success at Richland. Counselors can also help students make contact with appropriate community agencies.

## **Emergency Procedures**

### **Medical**

If a student becomes ill or is injured while at Richland, the following steps are taken:

- Contact College personnel: switchboard "0" or Security, Ext. 6555.
- If a person is conscious, College personnel will ask for the name of a family member/friend to call, or they will call an ambulance/paramedics.
- If a person is unconscious, College personnel will call paramedics.
- If a person is injured, in addition to the above, a Victim Statement Form must be completed. Contact Campus Safety at Ext. 6557 or Security, Ext. 6555, for this form.

### **Severe Weather Response**

- When a tornado warning is issued, proceed to any first floor location away from doors, windows, and high ceiling areas.
- Emergency hall lights will come on in 10 seconds if power should fail.

### **When Fire, Police, Ambulance are needed**

- Call the College switchboard by dialing "0." If no answer, dial Ext. 6555 for Security. You may also call 911 or 9911 from any campus phone. Please notify Security if you call 911.
- Tell them the room number and the nature of the emergency.
- If dialing the College switchboard or Security, tell them to dial 911 and report the emergency and its location.

### **Fire Alarm**

- When the fire alarm sounds, exit the building by the nearest available door. The elevator is deactivated by the fire

alarm and cannot be used. Disabled individuals are to make their way to the stair towers and wait in those “safe zones” for assistance.

- An emergency callbox is located at the top landing of each stairwell.
- Instructors are responsible for the evacuation of their students and for closing any doors when exiting. Instructors are to notify emergency personnel of any disabled individuals who are in stair towers.
- Move 500 feet away from the building and all entryways until the “all clear” is given.

### **English as a Second Language, W115, Ext. 6355**

English as a Second Language (ESL) courses are offered to individuals who are native speakers of another language and who need to improve their English speaking, reading, and writing skills for academic or employment purposes. Courses are offered at the pre-beginning, beginning, intermediate, and advanced levels. Persons interested in enrolling in these classes should contact the Adult Education Office. All classes and textbooks for this program are free.

### **Financial Aid, WDI 147, Ext. 6271**

To apply for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). Computers are available for students to complete the FAFSA in the Workforce Development Institute. When completing the FAFSA, be sure to include Richland’s federal school code (010879). After your FAFSA is processed (approximately 3-5 business days), an electronic copy will be sent to Richland Community College. Please allow time for your FAFSA to be evaluated. The Financial Aid Office will contact you via the e-mail address listed on your FAFSA and your Richland e-mail address, if applicable, to instruct you on what additional information and/or forms to submit to the Financial Aid Office.

Once your financial aid file is complete and eligibility is determined, you will be notified via your Richland e-mail address and will be able to view your award letter on myRichland. You can find more information about financial aid in the College Catalog.

**Grants** – Grants are gift aid that does not have to be repaid and are usually based on financial need. Richland administers the Federal Pell Grant, the Supplemental Educational Opportunity Grant, and the State of Illinois Monetary Award Program (MAP).

**Loans** – Loans are financial aid that must be repaid. It is important to borrow only what you need for your education. Students can find the loan request form at [www.richland.edu/finaid/1718](http://www.richland.edu/finaid/1718) “Federal Direct Loan Request Form.” Entrance Counseling and a Master Promissory Note must be completed, and a Loan Request Form must be submitted to the Financial Aid Office. A FAFSA must be completed and your financial aid file must be complete in order to request a student loan.

**Federal Work-Study** – The Federal Work Study program consists of part-time work for which the student is paid at least federal minimum wage. Eligibility is based on financial need and is determined by the Financial Aid Office. Students can complete the student employment application in myRichland.

**Title IV** (Federal Pell, Federal SEOG, Federal Direct Loans) – Students who withdraw prior to completing 60% of the semester will earn financial aid based on the number of days the student attends classes. This calculation may affect the balance of tuition and fees a student owes the College. It may also result in the student owing a repayment to the federal government of federal funds previously awarded to the student. Only eligible students who complete 60% of the semester are entitled to receive their full financial aid award. For more information, contact the Financial Aid Office.

### **The formula determining a student’s level of financial needs includes**

Cost of Attendance (available on myRichland) minus Expected Family Contribution (EFC) = Financial Need

### **Financial Aid Advances and Refunds**

All financial aid applicants are first considered for available Federal & State funds, grants and scholarships before work opportunities and loans. Some students, unfortunately, are not able to receive financial aid packages that meet their full financial need.

Richland Community College partners with Bank Mobile to manage and disburse refunds to students. Richland must have a

student's current mailing address for correspondence. Students can update their address on myRichland under "Personal Info Update" or contact the Student Success Center. Students may choose to utilize a Bank Mobile Checking Account and will be mailed a debit card or have funds deposited into an existing account. Visit [www.myRichlandCard.com](http://www.myRichlandCard.com) for more details and to learn about the different refund options. For questions regarding the Bank Mobile card, please contact the Cashier's office at 217.875.7211, Ext. 6227.

Please note that students utilizing a Bank Mobile account will receive funds on the published refund dates, while students opting to have funds direct deposited into an existing account can expect funds 1-3 business days after the published refund dates.

## **2017-2018 Financial Aid Advance/Refund Dates**

Semester	Book Advance	Pell Refund	Direct Loan Refund
Fall 2017	August 14, 18, and 23	October 11 November 3 (for students with only late-start classes)	September 29  October 20 (second disbursement of fall only loan)
Spring 2018	January 9, 12, and 18	March 9 March 29 (for students with only late-start classes)	February 28  March 23 (second disbursement of spring only loan)
Summer 2018	May 29, June 5 and 8	June 28	July 12  July 19 (second disbursement of summer only loan)

## **Satisfactory Academic Progress for Financial Aid Recipients**

The Richland Community College Financial Aid Office is required by federal regulations to monitor academic progress toward a degree or certificate for all financial aid recipients. In order to receive financial aid at Richland, a student's total academic record, including transfer work, dual credit classes, and classes for which aid was not received, must be evaluated. While developmental class hours are not counted in the College cumulative grade point average calculation, they will be reviewed for semester GPA and successful completion for financial aid purposes.

Failure to meet any Satisfactory Academic Progress conditions will result in a student being placed on Financial Aid Warning or Suspension. A student who was formerly in good standing who fails to meet any condition listed below will be placed on Warning. A student on Warning who fails to meet any condition will be placed on Suspension. Financial Aid Warning and Suspension are not the same as Academic Probation and Suspension.

Students on Warning may receive financial aid (including grants, loans, veterans' benefits, etc.). Students on Suspension are not eligible to receive financial aid (including grants and loans). The Illinois Veteran Grant, the Illinois National Guard Grant, and the MIA/POW scholarship require students to maintain a 2.0 cumulative GPA with one warning semester to return to that standard. Students who have not returned to the 2.0 GPA minimum after one semester lose the benefit until the GPA returns to the standard.

Students on Suspension may attempt to appeal their suspension. Students must submit a Financial Aid Appeal that includes an explanation of the unusual circumstances that led to their failure to meet the Satisfactory Academic Progress Conditions (severe or prolonged personal illness or injury, death in the immediate family, extreme family emergency, etc.) along with an explanation of what has changed in the student's situation that will now allow the student to succeed in his or her courses. Documentation of the explanation must be included for the appeal to be considered. Students will be notified in writing of the appeal decision. If approved, students must complete an academic plan with their advisor before they will be eligible for aid. Financial Aid Appeal

forms are available in the Financial Aid Office or online at [www.richland.edu/finaid/1718](http://www.richland.edu/finaid/1718). Students who are attempting to receive aid once they have attempted 150% of the credit hours for their required certificate/degree program must also submit a Financial Aid Appeal.

Progress will be checked at the end of each semester. Students who are on Warning or Suspension will be notified by Richland e-mail.

The following three conditions must be met each semester in order to receive financial aid:

### **Condition I. Cumulative Grade Point Average Standard**

The following cumulative grade point average must be maintained:

<u>Cumulative Hours Attempted</u>	<u>GPA Required</u>
1 - 15 hours .....	1.70
16 - 30 hours .....	1.85
31+ hours .....	2.00

Students who do not earn the above overall grade point average will be placed on Warning. Students on Warning status must raise their GPAs to meet the requirements, or they will be placed on Suspension. Students must also receive a 2.0 semester GPA or they will be placed on Financial Aid Warning or Suspension.

### **Condition II. Completion of Hours Standard**

Based on the student's enrollment status as of the "Last day to drop with refund" date a student must complete 67% of the credit hours each semester and cumulatively. See the Refund Policy section for dates or contact Cashier's office for more information.

Grades of A, B, C, and D are considered successful completion for the Credit Hour Completion Standard. Grades of F, W, or I do not count as completed classes; however, they will be reviewed for attempted completion. A student with an incomplete class at the end of the term that prevents him/her from complying with the above conditions will be placed on Warning or Suspension until the class is completed and a grade is posted.

### **Condition III. Maximum Credit Hour Standard**

Students who have not completed a degree or certificate must be terminated from financial aid once they have attempted 150% of the required credit hours needed to complete their program. This percent includes all attempted, completed, failed, developmental, withdrawn, dual credit and transfer hours whether or not aid was received for those hours. The Federal maximum time frame allowed for all credit hours attempted is 150%. For example: an AA or AS degree is a 60-credit-hour program x 150% = 90 maximum credit hours for completion.

Students who have completed coursework for a degree but have not received the degree will not be eligible for financial aid until the degree is awarded.

### **Other Financial Aid Information**

For more information about financial aid go to [www.richland.edu/finaid](http://www.richland.edu/finaid) or review the Financial Aid Policies and Procedures Statement provided to all students who have applied for aid through myRichland or online at [www.richland.edu/finaid/1718](http://www.richland.edu/finaid/1718).

## **Registration, WDI 103, Ext. 6267**

Registration for classes takes place at scheduled times before the beginning of each semester. Class schedules, including a list of all courses offered and registration dates, are available online at [www.richland.edu/registration](http://www.richland.edu/registration) before the start of the term. Students are encouraged to register early.

## **Richland Foundation Scholarships, WDI 103, Ext. 6203**

Over 100 named scholarships in the Foundation provide tuition and textbook assistance to more than 600 students each year. The Foundation is a not-for-profit arm of the College reaching out to individuals, businesses, and organizations in the communities served by Richland. Each year the Foundation seeks additional support from these groups for the benefit of students, faculty and programs at Richland. Scholarships are available for both full-time and part-time students. Some are need-based, while other are based on GPA, merit, declared major, or other criteria.

Being awarded a scholarship at Richland is an honor. Not only does it help the student financially, it also is an important addition to résumés when seeking employment. Applications for Foundation Scholarships are available online at [www.richland.edu/foundation/scholarships](http://www.richland.edu/foundation/scholarships) or on myRichland under “My Student Information.”

### **Trustees Scholars’ Honors Program, C162, Ext. 6373 or 6349**

Students receiving a Trustees Scholarship become members of the Trustees Scholars’ Honors Program. The Program is designed to offer students an added dimension to their studies through small class seminars, special lectures, programs, and field trips.

Students must take one Honors-designated class per semester or, under specially determined circumstances, complete an Honors project in a non-Honors course. For all details contact one of the Directors of the Honors Program: Dr. Laurie Hughes at 217.875.7211, Ext. 6373, [lhughes@richland.edu](mailto:lhughes@richland.edu), or Professor Rosemarie King at 217.875.7211, Ext. 6349, [rking@richland.edu](mailto:rking@richland.edu).

### **Kitty Lindsay Learning Resources Center (Library), C155, Ext. 6303**

The Library supports and expands classroom instruction. It is viewed as a learning commons where students develop research, communication and study skills to be used not only now but later, either in advanced study or in their occupational life.

The Library also includes a wide range of materials, both print and digital, for circulation and use by instructors in a classroom setting. Professional staff are available to provide reference and informational services for all patrons.

A Richland student photo ID card is needed to check out materials from Richland’s library. The card also enables a student to borrow books from nearly 100 other academic libraries in Illinois. The library houses tables, reading chairs, individual study cubicles, quiet study areas, reservable rooms, and access to the Internet -- all for student use.

Fax, scanner, printing and photocopying services are available in the Library. Punch passes for printing and photocopying can be purchased in the Library or at the Cashier’s Window in the Workforce Development Institute (WDI) in denominations of \$.50, \$1.00, \$2.00 and \$5.00. For printing and photocopying, the cost is \$ .10 per page; fax is \$.25 per page.

The Library is open Fall/Spring Semesters Monday-Thursday, 7:30 a.m. – 7:00 p.m. and Friday 7:30 a.m. – 5 p.m. During semester breaks the Library is open 8:00 a.m. – 5 p.m. when the College open. The Library is closed on Saturday. Summer hours are posted.

Visit the Richland Kitty Lindsay Learning Resources Center at [www.richland.edu/lrc](http://www.richland.edu/lrc).

### **Lost and Found, E134A, Ext. 6555**

Information regarding all lost and found articles may be directed to the Security Office, Room E134A, in the east wing of the building. Only the owner with proper identification may claim a lost item. Because of limited space, unclaimed items are discarded at the end of each month.

### **Mathematics Enrichment Center, W117, Ext. 6383**

The Mathematics Enrichment Centers are available to provide math tutoring for Richland students and/or community members age 16 and over. Richland instructors, adjunct instructors, faculty tutors, and staff assist students in mathematical concepts, exam preparation, and study skills in mathematics classes, as well as, any courses that use mathematics. Students may use the Mathematics Enrichment Centers to work independently on their assignments with access to assistance when needed. Students who need additional help may be recommended for tutoring appointments, as schedules permit. Learn more at [www.richland.edu/mec](http://www.richland.edu/mec) or visit one of three locations:

#### **Richland Main Campus, Room W117**

Fall and Spring Semester Hours

Please contact the center for availability for fall and spring semesters

Mondays-Thursdays..... 9:00 a.m. – 7:00 p.m.

Fridays..... 9:00 a.m. – 3:00 p.m.

Summer hours vary; .Please visit the main campus MEC.

Closed during holiday breaks according to the College calendar.

**Richland Fairview Park Plaza Center. 217.462.0480**

Fall and Spring Semester Hours

Please contact the center for availability for fall and spring semesters

Tuesdays & Thursdays..... 12:30 p.m. – 6:00 p.m.

Summer hours: Please visit the main campus MEC.

Closed during holiday breaks according to the College calendar.

**Clinton Higher Education Center. 217.935.6791**

Fall and Spring Semester Hours

Please contact the center for availability for fall and spring semesters

Mondays & Wednesdays..... 3:30 p.m. -- 6:00 p.m.

Summer hours: Please visit the main campus MEC.

Closed during holiday breaks according to the College calendar.

**myRichland (<http://my.richland.edu>)**

myRichland is Richland's campus information portal for students, faculty, staff, and alumni. Students log in to myRichland with their NetID and password. Once logged in, students can access the services listed below:

**Technology Access**

- Student NetID Account Activation – required for e-mail/computer access
- Student NetID Account Password Change
- Student e-Mail
- Canvas Learning Management System
- Library electronic databases

**Course Schedule and Registration**

- View the entire list of courses offered for a particular semester – searchable by program, title, day of the week, instructor, type of class, etc.
- Download the printable course schedule for the upcoming semester
- Register for courses (if eligible to self-register)

**Academic Information**

- Student schedule (current and past class schedules)
- Course history
- Student grades – only on myRichland. Grades will not be mailed to students unless requested.
- Unofficial transcripts
- Grade point average projection
- Degree audit (to evaluate degree completion progress)
- Application for graduation
- Exam records
- Enrollment certifications & verification
- Transcript request
- FERPA waivers
- Apply for Health Professions programs

**Financial Aid Information**

- Financial aid awards
- Document tracking (review documents needed or received by Financial Aid)
- Cost of attendance

- Financial aid forms
- Advance/refund dates

### **Cashier/Student Billing Information**

- Current account balance
- Online payment services
- Tax information (1098T forms)

Students with a “hold” placed on their records due to a financial obligation to the College or other unmet requirement will be unable to view academic records.

### **NetID (Network ID) Account Activation and Password Change/Reset**

Students use their NetID and password to access technology resources at Richland Community College, including computers on the Richland network and services such as myRichland, student e-mail, and Canvas. When a student registers for a credit course at Richland, a NetID is automatically generated but is not activated. Students must activate their account to obtain their NetID.

To activate the NetID, go to the myRichland homepage (<https://my.richland.edu>) and click on the Activate Account (Student) link under Quick Links located on the left side of the page. Once an account is activated, students can access Richland e-mail and log in to the network using their NetID and password. Students can also use the Reset Password (Student) link under Quick Links to reset their password if it is forgotten.

### **Online Learning**

Richland uses the Canvas Learning Management System for online, hybrid and Web-enhanced courses. A learning management system (LMS) is a software application that allows for the delivery and management of course content.

In Canvas, students can

- Get assignments, readings, videos and presentations
- Participate in discussions
- Communicate with other students and their instructor through messages and Chat
- Submit assignments
- Take quizzes or exams
- Check their grades

### **Online Student Orientation to the Canvas Learning Management System**

Students enrolling in a course that uses Canvas, Richland's online Learning Management System, need to become familiar with the program and how to use it effectively. To ensure success, all students enrolled in a course utilizing Canvas are required to complete a one-time online introduction to Canvas. This self-paced orientation is available in Canvas within 24 hours of a student registering for a course and is available throughout the semester. On average the orientation should take between 1-2 hours. Students can access their courses that use Canvas on the first day of class if orientation has been completed and passed. After the start of the semester, students will not be able to access their courses in Canvas until the orientation has been completed and passed.

### **Accessing Canvas Online Orientation**

NetID/Password – To log in to Canvas you will need to know your NetID and password. If you don't know your NetID and/or password, go to myRichland and follow the directions to activate your account.

Log in to Canvas from myRichland or by going to <https://richland.instructure.com> – use your NetID for your Canvas username and your password as your Canvas password.

Start Canvas Orientation – To learn how to find and proceed through the Canvas Orientation, please review the Canvas Orientation information on the Orientation page. The page can be found on the Online Learning Orientation page at [www.richland.edu/online/orientation](http://www.richland.edu/online/orientation).



Some of the topics covered in the Online Orientation include information on how to be successful in an Online Learning course and how to get your computer ready for an Online Learning course, as well as navigating and using Canvas for your coursework, and important Richland services for students. Upon successful completion of this orientation, you will not need to repeat the training in a future semester.

For additional information or questions, please contact the Online Learning Help Desk at [ochelp@richland.edu](mailto:ochelp@richland.edu) or call 217.875.7211, Ext. 6376.

### **Online Learning Help Desk**

The Online Learning Help Desk staff assist students with a variety of technical queries such as login questions, e-mail account sign-in, navigation in Canvas courses, myRichland access and navigation, and technical questions regarding personal computer system requirements and troubleshooting. Staff members provide technical support through e-mail, walk-in assistance, appointments, and telephone.

### **E-mail**

The quickest way to get technical help from the Online Learning Help Desk is to e-mail the Help Desk at [ochelp@richland.edu](mailto:ochelp@richland.edu). The Help Desk e-mail is monitored throughout the workday, as well as evenings and on weekends. A Help Desk staff member will contact you within 12 hours of your submission, with a quicker response time during normal business hours of 7:30 a.m. – 4:30 p.m. Monday through Friday.

### **Walk-In Assistance**

If you are on campus and require technical assistance, the Online Learning Help Desk personnel are available during normal business hours of 7:30 a.m. – 4:30 p.m. Monday through Friday. The Help Desk is located in Room W143.

### **Make an Appointment**

If normal business hours do not fit into your schedule or you need additional help beyond walk-in assistance, contact the Online Learning Help Desk at [ochelp@richland.edu](mailto:ochelp@richland.edu) or 217.875.7211, Ext. 6376, to set up an appointment with a member of the Help Desk staff.

### **Call the Help Desk**

The Help Desk may be reached at 217.875.7211, Ext. 6376, Monday through Friday from 7:30 a.m. – 4:30 p.m. If no one is available to take your call, please leave a message and your call will be returned no later than the next business day.

### **Canvas Technology Requirements**

#### **Internet Access**

You need to be signed up with an Internet Service Provider (ISP) in order to access the Internet from home. The preferred Internet browsers to use with Canvas are Mozilla Firefox, Google Chrome, and Safari. Internet Explorer and Edge do not work with Canvas.

#### **If you do not have home Internet access**

For persons without home Internet access, computers are available on Richland's campus in many locations:

- Learning Resource Center (Library)
- Computer Open Lab (Room C150)
- Academic Success Center (Room C148)

Computers are also available for public use at the Decatur Public Library and other community libraries. Wireless Internet access (Wi-Fi) is available in many locations.



### **Home Computer Requirements:**

Before beginning your online course(s), your computer needs to be up to date with the appropriate hardware and software requirements. Your home computer needs to have the following:

#### Operating System

- Windows 7 and newer (users on Windows 10 need to download the Windows 10 Anniversary Update to submit Canvas assignments)
- Mac OSX 10.6 or higher
- Linux - ChromeOS

#### Mobile Operating System Native App Support

- IOS 7 and newer (versions vary by device)
- Android 4.2 and newer

#### Computer Speed and Processor

- Use a computer 5 years old or newer when possible
- 1GB of RAM (minimum)
- 2GHz processor

#### Internet Speed

- Along with compatibility and Web standards, Canvas has been carefully crafted to accommodate low bandwidth environments.
- Minimum of 512kbps

### **Browser Plug-ins:**

- Adobe Acrobat Reader
- Flash
- JavaScript enabled

### **Anti-virus Software:**

- Keep virus definitions updated and scan your computer on a regular basis.
- Note: It is strongly recommended that only one anti-virus program be used on your computer; if more than one is used, they may conflict with each other and cause problems.

### **Spyware Removal Software:**

- Keep spyware/malware/adware definitions updated and scan your computer on a regular basis.
- Note: It is strongly recommended that more than one spyware removal program be used on your computer; sometimes one application may detect a new threat that another program may not.

### **Application Software:**

- Richland Community College uses Microsoft Office 2016, which includes Word, Excel, PowerPoint, and Access.
- Office 2016 documents are not compatible with older versions of Office (2000, XP, or 2003). However, a free "Compatibility Pack" is available from Microsoft that, once installed on your home computer, will allow you to open older Office documents.

### **Microsoft Office Student Advantage Program:**

The Microsoft Student Advantage program allows Richland Community College students to download and install the Microsoft Office ProPlus software on their personal computer, tablet, or phone AT NO ADDITIONAL COST. This program is part of the College's software licensing agreement with Microsoft and is offered to all Richland students currently enrolled in courses that earn college credit. To register for the Microsoft Office Student Advantage Program, go to <https://jics.richland.edu/MicrosoftStudentAdvantage/>.

Note: Your computer's operating system must be Windows 7, 8, or 10, or Mac OSX or higher.

### **Parking, E131, Ext. 6551**

Parking is available in any of the four parking lots in the marked spaces only. No parking will be allowed along drives or next to the building for any reason. Handicapped parking is available in the marked spaces by State of Illinois permit only. Permits are available from the Secretary of State Driver's License Facility. City police will ticket offenders.

### **PASSport Workshops**

Pathway to Achieving Student Success Workshops are designed to familiarize students with the resources available at Richland Community College and to help participants learn how to be a successful student. Workshops are free for all students, but space is limited. Workshop schedules are available on myRichland. Please see your advisor to register.

### **Perkins Program, WD107, Ext. 6284**

The Perkins Program is a federally funded program designed to assist students in becoming academically successful. For a student to be eligible for the Perkins Program, he or she must be enrolled in an occupational program and meet one of the following requirements:

- Student is enrolled in a non-traditional field for his or her gender (i.e., female in welding or male in child care).
- English is the student's second language.
- Student is considered low income.
- Student has a disability.
- Student has taken or is required to take a developmental math or English course.
- Student is a single parent (including single pregnant women).
- Student has other barriers to educational achievement.

Perkins support must match the need of the students based on the criteria under which they were eligible.

Students enrolled in an occupational area are automatically enrolled in the Perkins Program.

### **Printing**

Students have access to a printer in the Library and in the Academic Success Center. Printing is also available at the Clinton Higher Education Center and the Fairview Park Plaza Center. Printing costs and processes are posted in each location.

### **Safety/Security, E134A, Ext. 6555**

A staff of professional security officers is on hand 24 hours a day to assist students and staff. Campus Security has the primary purpose of protecting life and property, preventing crime, and preserving peace and order. Emphasis is on campus security, availability for special events, and traffic control. A student must complete a Victim Statement Form in order for the College to take action concerning any of these situations:

- Vehicle Damage
- Lost Property
- Stolen Property
- Property Damage
- Personal Injury
- Fights/Threats
- Illness
- Other

Victim Statement Forms are available in the Campus Security Office in Room E134A. For students' protection, video surveillance cameras have been installed throughout the campus.

### **Crime Statistics 2014-2016**

Crime Statistics are compiled using the uniform crime reporting procedures in accordance with the provisions of the Jeanne Clery Security Act. Richland Community College information can be found [www.richland.edu/info/stats](http://www.richland.edu/info/stats). A paper copy is available upon request in the Student Success Center, WDI 103.

## **Scholarship Bulletin Board**

Scholarships from outside organizations are posted on the Scholarship Bulletin Board, located near the Coffee House. Scholarships are updated as information is received. Students can visit the Financial Aid Office for more information about these opportunities and to obtain applications when applicable.

## **Student E-mail**

Richland Community College provides a free student e-mail account to currently registered students. When a student registers for any credit course at Richland, the account is automatically created. Students then need to visit the myRichland page (<http://my.richland.edu>) to activate their NetID and password, which is used to access student e-mail.

Students should use their Richland e-mail account for communication with the College and their instructors. Official communications from the College will be sent to student e-mail accounts.

Student e-mail accounts remain active as long as the student is enrolled at Richland and are not normally deactivated during breaks or over the summer. However, once a student is no longer enrolled in credit courses, student e-mail accounts are deactivated.

For questions or assistance with Richland student e-mail, contact the Online Learning Help Desk by e-mail at [ochelp@richland.edu](mailto:ochelp@richland.edu), phone 217. 875.7211, Ext. 6376, or in person at the Online Learning Office, Room W143.

## **Student Employment, C133, Ext. 6305**

### **Federal Work Study**

This financial aid program authorizes part-time employment for eligible students who are enrolled at least half time (6 semester hours or more) and are in good standing as defined by the College's Academic Standards Policy. Students are limited to 20 hours per week. Eligibility is determined by filing the Federal Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov).

### **Institutional Student Employment**

The College offers part-time, on-campus employment for students who are enrolled at least half time (6 semester hours or more) and are in good standing as defined by the Academic Standards Policy. Students are limited to 20 hours per week while classes are in session and 30 hours per week during the semester breaks. Student Employment Applications can be completed and submitted through myRichland.

### **Off-Campus Employment**

College Central Network (CCN) is an online tool that facilitates connections between job-seekers and employers. Job-seekers (students, alumni and community members) can access this FREE tool by creating an account at [www.collegecentral.com/richlandcc](http://www.collegecentral.com/richlandcc). Job seekers can use the résumé builder, post a résumé, search jobs and obtain job search advice through articles and podcasts. Students are also encouraged to utilize [www.IllinoisJobLink.com](http://www.IllinoisJobLink.com). For more information, please see Career Services section.

## **Student Engagement, C133, Ext. 6243**

Student Engagement celebrates the unique talents of all students and enhances their educational experience through engagement in social, cultural, intellectual, wellness, leadership, service and governance programs. These experiences include regularly scheduled student activities, leadership development programs and conference opportunities, Safe Zone, student clubs and organizations including the Student Government Association, student awards and recognition, and support for service learning.

Student Engagement promotes a safe and welcoming atmosphere for students that fosters personal development, an engaged community, and a sense of connection to Richland. For a current list of student clubs and organizations or information on how to start a new club, contact the Office of Student Engagement, Room C133, or visit [www.richland.edu/campuslife](http://www.richland.edu/campuslife).

For an updated listing of College activities and events, refer to the online College calendar available at [www.richland.edu](http://www.richland.edu).

## **Clubs and Organizations**

A variety of professional, honorary, and social clubs and organizations are part of Richland Community College.

- **Nursing Club** – The Nursing Club promotes interest and provides information about nursing and other health careers. Meetings are scheduled monthly throughout fall and spring semesters at a time convenient for the majority of the members. The club sponsors educational and community service programs both on and off campus.
- **Alpha Delta Nu** – This Honor Society recognizes the academic excellence of students in the study of Nursing. The society encourages the pursuit of advanced degrees in the profession of Nursing as well as continuing education as a life-long professional responsibility.
- **Anime Club** – The purpose of the Anime Club is to create a group of students that are artists or investors of animation, manga, or computer generated images that would give back to the community.
- **Black Student Association (BSA)** – The purpose of the BSA is to create unity among African-American students by promoting political, social, and economic awareness among Black students at Richland Community College and within the Black community. Some goals are to help African-American students become better acquainted with the social and academic activities of the College; to sponsor educational and political forums and activities; to sponsor cultural and recreational activities; to promote self-reliance among African-American students; to promote academic success among African-American students at Richland Community College.
- **Communicatur** – The Communicatur is the student newspaper at Richland Community College. Funded by student auxiliary fees, the paper is published four to six times a semester and is staffed by student reporters, photographers, and students from Richland's journalism classes. Story and picture ideas and contributions in the form of commentaries and/or letters to the editor are always welcome. The newspaper is distributed at various locations on and off campus.
- **Delta Alpha Pi** – Delta Alpha Pi is an academic honor for students with disabilities. The organization's goals are to encourage academic excellence for students with disabilities and to broaden the understanding of and support for students with disabilities.
- **H.O.P.E. (Helping Out People Everywhere)** – The purpose of H.O.P.E. is to provide a forum to discuss the social, educational, and developmental needs of people around the global community. Students will work on projects and perform volunteer work to help make an impact.
- **Intervarsity Christian Fellowship** – The purpose of Intervarsity Christian Fellowship is to establish and advance witnessing communities of students and faculty who follow Jesus Christ as Savior and Lord; growing in God's love, strengthened in unity, encouraging fellowship, promoting a basic understanding of God's Word and the Biblical truths which provide the foundation of Christianity to people of every ethnicity and culture, and pursuing God's purposes in the world through spiritual, intellectual, physical, and social activities.
- **Media Club** – The purpose of the Media Club is to expose students who are interested in media and/or media careers to various aspects of media including television, radio and journalism. Students will gain hands-on experience in various aspects of media-related careers.
- **Phi Theta Kappa (PTK)** – This organization, an international two-year college honor society, supports four hallmarks – leadership, fellowship, scholarship and service. Activities to meet these hallmarks are developed by student members. Students with a 3.5 GPA in at least twelve (12) hours at the 100 level courses of transferable credit during a specific semester are invited to join. Phi Theta Kappa initiates new members each fall and spring.
- **P.R.I.D.E. (People Respecting Individual Differences in Everyone)** – The purposes of People Respecting Individual Differences in Everyone (P.R.I.D.E.) are to provide education surrounding gay, lesbian, and bisexual issues, to foster a greater awareness and tolerance for gay, lesbian, and bisexual persons and issues, and furnish social and emotional
- **Student Leaders in the Community (SLIC)** – The purpose of SLIC is to connect students to community service opportunities on and off campus. SLIC hosts many events and fundraisers throughout the year to support gay, lesbian, and bisexual persons and allies on campus.
- **Student Government Association (SGA)** – The purpose of the SGA includes representing the student rights, interests and opinions to faculty, staff and administration; promoting the development of students' skills in leadership, program organization, promotion, communication, initiative and self-reliance; promoting the core values of Richland Community College of Commitment, Respect, Excellence, Accountability and Diversity; supporting student clubs and organizations activities and programs that benefit the student body academically, socially, intellectually, spiritually, physically and culturally; and supporting the development of community spirit and student involvement on campus and

within the community. Students are elected each Spring Semester to the 12-member board. Petitions are available in the Office of Student Engagement. The Student Trustee is elected each Spring Semester by the student body to serve as an advisory voting member of the Board of Trustees. The Student Trustee may make and second motions during the Board meetings, and the Student Trustee also serves on the Student Government Association.

- **Surgical Technology Club** – The purpose of this club is to provide a forum to explore the education and vocation of surgical technology. Membership in this club is open to anyone with an interest in surgical technology and/or surgical technology education.
- **X-Ray Vision** – The purpose of this organization is to promote the understanding of the career of radiography. X-Ray Vision is for students enrolled in the radiography program to provide community service and fundraisers to attend the ISSRT conference.

### **Student Identification, WDI 103, Ext. 6267**

All students should know their student ID number and have a Student ID card made. Many services on campus will require students to present their ID card. Photo student identification cards with ID numbers will be available at no cost to registered students. There is a \$5.00 replacement fee. These cards are useful for students using the Computer Open Lab, Library services and the Testing Center, for accessing services in the Student Success Center, and for students to receive discounts where applicable. Photo IDs will be taken Monday and Tuesday from 8:00 a.m. – 7:00 p.m. and Wednesday through Friday from 8:00 a.m. – 5:00 p.m.

### **Student Records, WDI 103, Ext. 6255 or 6257**

Student Records handles items pertaining to registration, graduation, transfer credit, and transcripts. More information is available at [www.richland.edu/records](http://www.richland.edu/records).

### **Student Support Services/TRiO, C143, Ext. 6440**

Student Support Services/TRiO (a federally funded program from the U.S. Department of Education) is a student-oriented program that provides a variety of free support services to Richland Community College students. The services provided are designed to help program participants maximize their effectiveness as students to successfully complete a transferable degree at Richland. The successful graduate will then transfer to a four-year college/university to complete a baccalaureate degree.

From enrollment to graduation, the Student Support Services/TRiO staff offers assistance that will help enhance the academic, personal, and professional growth of student participants.

SSS/TRiO offers loaner equipment, transfer trips, cultural events, financial literacy counseling, job shadowing, and student club opportunities.

#### **Program Eligibility**

Richland Community College students working to complete a two-year degree with the intentions of transferring to a four-year college/university upon graduating from Richland may be eligible for the SSS/TRiO program if they meet any one of the following criteria:

- Be a first-generation college student (neither parent graduated from a four-year college/university).
- Demonstrate a financial need according to federal guidelines.
- Have a documented disability.

Individuals are invited to stop by the SSS/TRiO office, Room C143, to meet and discover how the SSS/TRiO staff can help students meet their academic goals. All services for SSS/TRiO participants are free. Applications to the SSS/TRiO program are accepted throughout the year.

### **SuccessNet**

The College has a program designed to help students be successful. Any time an instructor believes a student is at risk of being unsuccessful in a course, the instructor can notify the Student Retention Coordinator. The Coordinator will, in turn, contact the student and suggest assistance options that are available on campus (usually at no cost to the student). Students are welcome at any time to contact the Student Retention Coordinator, Ext. 6572, or visit the Student Success Center, WDI 107.

### **Transfer of Credits, WDI 107, Ext. 6284**

Many Richland students continue their education at a senior college or university. In fact, the academic records of Richland transfer students at other institutions are as good as or better than the academic records for students who began at the senior school.

Illinois senior colleges and universities have cooperated with Richland in making the transfer of Richland students, and credit hours earned, easy and convenient through the Illinois Articulation Initiative. The Illinois Articulation Initiative (IAI) is a statewide agreement that allows transfer of completed Illinois General Education Core Curriculum between Richland and other participating colleges. If students complete these classes at Richland and transfer to a four-year college, IAI guarantees that general education requirements for an associate's and bachelor's degree have been satisfied. Information on the IAI is available at [www.itransfer.org](http://www.itransfer.org). For more information about transferring from Richland to other institutions, go to <http://www.richland.edu/transfer>.

### **Transportation**

The Decatur Public Transit System provides bus service to Richland via Route 4 (East Grand). Route maps and schedules are available in the Library. Bus passes may be purchased at the Cashier's Window, WDI. With questions, contact Clay Gerhard at Ext. 6300.

### **Veterans' Affairs, WDI 147, Ext. 6205**

Veterans may be eligible for federal and state benefits to help them in completing a certificate and/or associate's degree.

Information concerning the following veterans' programs is available in the Student Success Center:

- Montgomery G.I. Bill (Chapter 30)
- Post 9/11 (Chapter 33)
- REAP (Reserve Educational Assistance Program Chapter 1607)
- VEAP (Post-Vietnam Era Veterans' Educational Assistance Program Chapter 32)
- Veteran's Vocational Rehabilitation (Chapter 31)
- Survivor/Dependent Benefits (Chapter 35)
- MIA/POW
- Illinois Veteran Grant (IVG)
- Illinois National Guard (ING)

Veterans are required to follow satisfactory academic progress standards set by their program.

Students desiring to use Illinois National Guard benefits must apply by the deadline. Applications are available online at [www.isac.org](http://www.isac.org). Additional information can be found at [www.richland.edu/veterans](http://www.richland.edu/veterans).

### **WI-FI**

Wi-Fi access is available throughout most College facilities. Students will need an active Richland NetID to access the wireless network.

## **Student Rights, Responsibilities, Grievance, and Disciplinary Proceedings**

### **Student Rights and Responsibilities**

Richland Community College, an open-door institution, recognizes the rights of its students guaranteed by the Constitution of the United States and the Constitution of the State of Illinois. The College further recognizes and identifies students' rights to equal access to all programs, information, freedom of speech, inquiry, and assembly, to the peaceful pursuit of an education, and to the reasonable use of services and facilities of the College.

Richland Community College is committed to learning and teaching. As a teaching and learning community, relationships among students, faculty, and staff are marked by mutual respect and appreciation for each other's roles and responsibilities.

Furthermore, Richland Community College strives to maintain an educational environment that supports the academic, professional, and/or personal development of all members of the community and identifies responsibilities assigned to students as members of the learning community.

Richland Community College has established a "Statement of Student Rights" and a "Statement of Student Responsibilities"

to educate students about the manner in which they are to pursue their own educational objectives as well as support the objectives of others. These statements identify the rights to which students are entitled through membership in the Richland learning community, along with the responsible behaviors in which students should be engaged as members of the learning community.

A copy of the Students' Rights & Responsibilities, and Grievance & Disciplinary Proceedings Guide is available in the Student Success Center, WDI 103, in division offices, and online at [www.richland.edu/info/process](http://www.richland.edu/info/process).

### **Statement of Student Rights**

As members of Richland's learning community, students are entitled to certain rights and provisions, including a quality education and quality services. In addition, students have the right to know the following:

- College admissions requirements
- Degrees and certificates offered
- Types of career and personal development resources available
- When classes are offered
- Course requirements
- Policy on class attendance and participation
- Grading policies and procedures
- Cost of attendance
- Financial aid and veterans' educational benefits available
- How financial aid eligibility is determined
- How financial aid awards are calculated
- When financial aid is awarded
- College and financial aid satisfactory academic progress requirements and their implications
- College refund policy
- College policies and procedures
- Academic and other support services available
- Student activities available
- Campus crime statistics
- Graduation rates
- Job placement rates
- Emergency procedures
- Building hours
- College operational hours
- How to file a grievance

### **Statement of Student Responsibilities**

Listed below are the responsibilities that Richland students accept through membership in the College's learning community. Each student should approach academic endeavors, relationships, and personal responsibilities with a strong commitment to personal integrity and mutual respect. As members of the Richland teaching and learning community, students have a responsibility to

- Read the College Catalog and Student Handbook
- Become knowledgeable about College policies and procedures
- Abide by College policies and procedures
- Be aware of academic and graduation requirements
- Provide accurate information on College forms
- Meet financial obligations to the College
- Attend classes and be on time
- Complete assignments and exams based upon course syllabus information
- Participate in class
- Fulfill their academic responsibilities in an honest and forthright manner
- Utilize appropriate support services when needed
- Seek help from faculty when needed
- Seek out answers to questions
- Abide by the equipment usage policy
- Meet published deadlines
- Notify College officials if a condition exists that is in violation of a student's rights
- College policies, rules, standards, or procedures



- Join/seek out groups and individuals who will help students achieve their goals
- Abide by state and federal laws
- Conduct themselves in a responsible manner in and out of the classroom
- Protect, support, and contribute to a safe environment within the learning community
- Show regard for the property of the College, its community members, and visitors
- Assist the College in fulfilling its administrative responsibilities.

## **Student Conduct**

Students enrolled at Richland Community College are considered by the College to have reached the age of responsible citizenship and are expected to conduct themselves in a responsible manner while on campus.

By the act of registration for classes at the College, students obligate themselves to adhere to the rules and regulations that the institution formulates and publishes in the College Catalog, Student Handbook, and other published materials. Accordingly, students are expected to assume primary responsibility for their own conduct.

Disciplinary action may be imposed upon a student by an instructor or an administrator of the College for gross misconduct that would tend to interfere with educational process, disrupt the normal activities of the institution, or infringe upon the rights of others while the student is on the College premises (owned, leased or rented) or at functions under the sponsorship of the College. In addition, the College reserves the right to remove any individual from the campus who is physically or verbally disrupting a class or disturbing the peace.

Students charged with misconduct or with violation of law and/or College rules and policies may be subject to written reprimand, restitution, temporary expulsion, disciplinary probation, suspension, or expulsion. Individuals who are not students and who violate these regulations will be considered trespassers and will be treated accordingly.

In addition, charges of a disciplinary nature may be filed against a student by a fellow student.

When an action is taken against a student by a faculty member or other College personnel, the student has a right to a formal hearing. Prior to imposing an expulsion or a suspension of a semester or longer, the College's Judicial Board must conduct a formal hearing unless the student waives this right. Procedures for conducting a hearing will be published and made available to students.

Students removed from the College must apply for readmission through the Vice President of Student Success. Richland Community College reserves the right to require a psychological or psychiatric examination from any student at any time that such course of action would seem to be in the best interest of the student and/or the College District. Expenses incident to such an examination will be paid by the College.

Students, as citizens, remain subject to the Federal, State, and local laws; therefore, the Judicial Board is not intended to replace or modify existing law. The College and its students recognize that violation of these laws may lead to prosecution by agencies or persons in addition to the College.

## **Student Grievance**

When a student believes that a condition exists that is in violation of his or her rights, College policies, rules, standards or procedures, he or she has the right to file a grievance.

A grievance may be categorized as follows:

1. Academic Concerns
  - a. Academic Dishonesty
  - b. Academic Suspension
  - c. Educational Guarantee
  - d. Grade Appeals
  - e. Graduation Requirements
  - f. Other Academic Concerns
2. Americans with Disabilities Act (accommodations)



3. Discrimination (e.g. age, disability, gender, race, color, sexual orientation, religion)
4. Financial Aid Suspension
5. Family Educational Rights and Privacy Act (confidentiality)
6. Sexual Harassment and other sexual misconduct (by student, staff, or faculty)
7. Student Conduct
8. Student Employment
9. Tuition Refunds
10. Others not represented above.

A grievance may be resolved through either an informal or formal process. Informal or formal hearings and resolution of complaints will be conducted in a prompt and fair manner without fear of retribution. In cases of sexual harassment (including sexual orientation and gender discrimination) or other sexual misconduct, students should see the Title IX Coordinator. Complaints regarding other forms of discrimination should be made to the Human Resources Department.

Formal hearings are conducted by the College's Judicial Board or by a Special Committee appointed by the President.

The College student grievance process, although encouraged in resolving grievance issues, is not mandatory. Students may seek alternatives in resolving grievances. Every attempt will be made to resolve grievances or problems before initiating the grievance process. Procedures for filing a grievance are available in the Student Service Center, WDI 103, and online at [www.richland.edu/info/process](http://www.richland.edu/info/process).

### **Initiation of Grievance Procedures or Disciplinary Proceedings**

If a student, faculty, or staff member feels that a condition exists in which a student's behavior is unsatisfactory or is in violation of College policies, rules, standards, or procedures, he or she may file a grievance against a student. Every attempt will be made to resolve the condition at the point of origin.

### **Informal Resolution Process**

1. Contact the faculty or staff member involved at the point of origin or the appropriate administrator to resolve the matter.
2. Contact the coordinator, director, dean or other administrator responsible for the area of concern to resolve the matter.
3. Contact the Vice President over the area. In all cases where appropriate, grievances/complaints will be investigated by the appropriate administrator or third party.

If resolution of the grievance or disciplinary charge is reached informally, the student must sign a written agreement (if deemed appropriate). The agreement shall outline the provisions of the resolution and indicate that the student was aware of but waived the right to a formal hearing.

In cases of sexual harassment or discrimination, a student has the right to bypass the informal process and request a formal hearing. In cases of academic dishonesty or academic suspension, the College has the right to bypass the informal process. In cases of sexual harassment (including sexual orientation and gender discrimination) or other sexual misconduct, students should see the Title IX Coordinator. Complaints regarding other forms of discrimination should be made to the Human Resources Department.

If a student grievance or disciplinary problem cannot be resolved at the informal level, a formal hearing of the Judicial Board or Special Committee appointed by the President may be convened.

### **Formal Resolution Process**

A formal hearing before the Judicial Board or Special Committee appointed by the President may occur at the request of a student, a faculty member, or a staff member.

Formal hearings must be coordinated through a Vice President or Director of Human Resources. The Vice President of Academic Services will convene the Judicial Board. The President or delegate will convene the Special Committee.

## **Hearing Procedure**

The general rules governing a formal hearing are outlined below:

1. A Request for a Formal Hearing shall be completed and delivered to the appropriate administrative officer (refer to the Student Resolution Process Chart). Forms are available in the Academic Services Office, Human Resources Office, Student Success Center, division offices, and online at [www.richland.edu/info/process](http://www.richland.edu/info/process).
2. The appropriate administrative officer will review the completed Request for Formal Hearing and explain the formal hearing process to the grievant.
3. The administrative officer will notify the appropriate individual(s) that a grievance has been filed and that a formal hearing has been requested.
4. A hearing shall be held not less than three (3) or more than thirty (30) school days after the filing of the statement of charges with the administrative officer. For good cause, the Judicial Board or Special Committee may grant a reasonable postponement.
5. The individuals involved, including named witnesses, will be notified in writing as to the location and time of the hearing.
6. The hearing shall be closed to the public.
7. Attendance at the hearing MAY include (1) the grievant, (2) members of the Judicial Board or Special Committee, (3) a recording secretary, (4) the respondent(s), (5) witnesses, (6) advisor or counsel for the grievant or respondent, and (7) security personnel when deemed appropriate.
8. A grievant or respondent may elect to have an attorney present at his or her own expense.
9. All information and evidence offered or received at the investigation shall be fully disclosed to both the Judicial Board and Special Committee and the individual(s) charged.
10. The failure of a grievant or his/her advisor or counsel to appear shall not be taken as an admission of guilt. The Judicial Board or Special Committee may proceed in the absence of any party who has received due notice of the hearing.
11. Decisions shall be made by a majority of the Judicial Board or Special Committee.
12. The decision of the Judicial Board or Special Committee shall be communicated in writing to the grievant, respondent and other appropriate individuals within seven (7) days following the hearing.
13. The decision of the Judicial Board or Special Committee shall be final and not appealable.

The disposition of the hearing shall be communicated to the President. Complaints against a Vice President, Director of Human Resources, or other executive staff should be directed to the President of the College.

## **Student Resolution Process Chart**

Contact individuals listed in sequential order.

Category	For Informal Resolution, Contact:	To Initiate Formal Resolution, Contact:
Academic Concerns - Academic Dishonesty - Educational Guarantee - Grade Appeals	Instructor* [1st] Program Director* [2nd] Dean [3rd] Appropriate V.P. [4th]	V.P. of Academic Services
Academic Suspension	Registrar [1st] V.P. of Student Success [2nd]	V.P. of Student Success
Americans with Disabilities Act (Accommodations)	Director, Academic Success Center [1st] V.P. of Student Success [2nd] Director of Human Resources [3rd]	Director of Human Resources
Discrimination such as race, color, age, religion, disability	Director of Human Resources	Director of Human Resources
Financial Aid Suspension	Director of Financial Aid [1st] V.P. of Student Success [2nd]	V.P. of Student Success
Family Educational Rights and Privacy Act Issues (Confidentiality)	Registrar [1st] Program Director [2nd] Dean of appropriate area [3rd] V.P. of Academic Services [4th]	V.P. of Academic Services
Graduation Requirements	Registrar [1st] Dean, appropriate area [2nd] V.P. of Academic Services [3rd]	V.P. of Academic Services
Sexual Harassment (including sexual orientation and gender discrimination) and other forms of sexual misconduct	Title IX Coordinator	V.P. of Student Success
Student Conduct (In Classroom)	Instructor [1st] Dean [2nd] Appropriate V.P. [3rd]	V.P. of Academic Services
Student Conduct (Out of Classroom)	Director, Student Engagement [1st] V.P. of Student Success [2nd]	V.P. of Student Success
Student Employment (excluding sexual harassment)	Supervisor [1st] Dean or V.P., as appropriate [2nd] Dir. of Human Resources [3rd]	Director of Human Resources
Tuition Refunds	Controller [1st] V.P. of Finance & Administration [2nd]	V.P. of Finance & Administration
Others not listed	Staff member responsible for area involved	V.P. of Academic Services [1st] Director of Human Resources [2nd]

\* If applicable \* This process is subject to review; please check with the Student Success Center for a current copy of the formal Student Resolution Process Chart.

## **COLLEGE POLICIES**

### **Academic Integrity Policy**

All students are expected to maintain academic integrity in their academic work and honesty in all dealings with the College. A student who cheats, plagiarizes, or furnishes false, misleading information to the College is subject to disciplinary action up to and including failure of a class or suspension/expulsion from the College.

#### **What is Plagiarism? How do I avoid it?**

Many people think of plagiarism as copying another's work or borrowing someone else's original ideas. But terms like "copying" and "borrowing" can disguise the seriousness of the offense.

### **According to the Merriam-Webster On-Line Dictionary, to “plagiarize” means**

- To steal and pass off (the ideas or words of another) as one's own
- To use (another's production) without crediting the source
- To commit literary theft
- To present as new and original an idea or product derived from an existing source.

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterwards.

### **But can words and ideas really be stolen?**

According to U.S. law, the answer is yes. In the United States and many other countries, the expression of original ideas is considered intellectual property and is protected by copyright laws, just like original invention. Almost all forms of expression fall under copyright protection as long as they are recorded in some media (such as a book or a computer file).

### **All of the following are considered plagiarism:**

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source so that it makes up the majority of your work, whether you give credit or not (see our section on “fair use” rules).

Changing the words of an original source is not sufficient to prevent plagiarism. If you have retained the essential idea of an original source and have not cited it, then no matter how drastically you may have altered its context or presentation, you have still plagiarized.

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism.

### **Appealing a Grade**

A student who feels he or she has received an unfair or inaccurate grade may appeal through the Judicial Board. Grade appeals must be filed no later than one year from the last day of the semester for which the grade was received. A student wishing to appeal should take the following steps:

#### **Informal Resolution Process**

1. Contact the faculty or staff member involved at the point of origin or the appropriate administrator to resolve the matter.
2. Contact the coordinator, director, dean or other appropriate administrator responsible for the area to resolve the matter.
3. Contact the Vice President over the area. In all cases where appropriate, grievances/complaints will be investigated by the appropriate administrators or third party.

If the resolution of the grievance or disciplinary charge is reached informally, the student must sign a written agreement (if deemed appropriate) outlining the provisions of the resolution and indicating that he or she was aware of, but waived the right to a formal resolution.

Except for grade appeals, a student has the right to bypass the informal process and request a formal hearing. In cases of academic dishonesty and academic suspension, the College has the right to bypass the informal process.

If a student grievance or disciplinary problem cannot be resolved at the informal level, a formal hearing of the Judicial Board or Special Committee appointed by the President may be convened.

## **College Closing**

In the interest of safety for Richland students and staff, the Campus may be closed and/or classes canceled due to hazardous conditions.

Richland will use the services of radio, television, and Facebook to inform students if the College is to be closed due to weather conditions. Information will also be available on the College's main webpage found at [www.richland.edu](http://www.richland.edu). When possible, the decision to close the College will be made prior to 6:00 a.m. for that day. If afternoon or evening classes are to be closed, a decision will be made by 3:00 p.m. Call 217.875.7200 for the most current information.

Listen to your radio or television for information regarding a Richland closing. The following radio and television stations will be contacted if Richland is to be closed:

Radio: ..... WSOY, WEJT, WDKR, WHOW, WDW, WDWZ, WDFM, WYDS

Television: ..... WCIA, WAND, WICS

## **Chronic Communicable Disease**

Students with chronic communicable diseases may attend school in the regular classroom setting whenever, through reasonable accommodation, the risk of transmission of the disease or the risk of further injury to the student is sufficiently remote in such a setting.

Each student with a chronic communicable disease shall be evaluated by a placement committee that will consist of the President, as Chairperson, and other appropriate College personnel, a physician or other consultants selected by the President or his/her designee, the student's physician, public health personnel, the student, and the student's parents or guardians.

The student's placement shall be determined in accordance with the above standards and upon the following factors: the risk of transmission of disease to others, the health risk to the particular student, and reasonable accommodations that can be made without undue hardship to reduce the health risk to the student and others. The vote of a majority of the committee shall determine the student's placement.

The student shall be reevaluated periodically, at least once a year, by the placement committee to determine whether the student's placement continues to be appropriate. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the students and others. The College President may establish additional rules and regulations designed to implement this policy.

Numerous pamphlets are available throughout the College dealing with chronic communicable diseases. Counselors are also available in the Student Success Center who will make referrals for psychological counseling.

## **Class Attendance**

Regular attendance is necessary for satisfactory college work. Richland faculty will take attendance daily, at least through the midterm of the semester. An instructor may drop a student who has failed to attend the first two class sessions.

At midterm, the College will drop any student who has failed to meet the attendance standard or attain sufficient progress as certified by the instructor.

During the allotted time frame as determined by the President of the College or the President's designee, an instructor may drop a student who has failed to meet attendance standards or attain sufficient progress in the course but is not required to do so.

## **Confidentiality of Records - FERPA**

Certain portions of a student's record are held to be confidential and will not be released without the student's signature. Other portions are considered directory information and can be released without prior student consent. For an explanation of the College's policy concerning the release of student records, go to <http://www.richland.edu/info/ferpa>.

## **Family Educational Rights and Privacy Act (FERPA) of 1974**

### **FERPA outlines three basic rights:**

1. The right to inspect and review the education records relating to the student maintained by the schools the student attends.
2. The right to challenge and require the school to amend any portion of the education records concerning the students that are inaccurate, misleading or otherwise in violation of the student's privacy rights.
3. The right to require the school to obtain written consent prior to the disclosure of personally identifiable information, except in those instances specially noted in the statute.

### **Waiving FERPA rights:**

A student may waive his or her FERPA rights by providing written consent prior to disclosure to 3rd parties. Students can complete a FERPA waiver through myRichland. They can grant 3rd parties (including parents) access to Academics, Business Office, Financial Aid and other information.

### **Directory Information**

Some information may be released about a student without consent. This information is known as directory information and includes

- Student's name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Participation in officially recognized activities
- Degrees, certificates, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's Social Security Number, in whole or part, cannot be used for this purpose.)

### **Directory Information Confidentiality**

Students can request 'Confidentiality' of student education records found within the directory information by completing the 'Confidentiality of Student Education Records' form, which can be obtained from Student Records. This form must be filled out each term that a student does not want the College to release the above mentioned directory information. Otherwise, this information may be provided upon request. This form also prevents the student's name from being listed in the media for Honors, graduation, and/or other awards or in the graduation program.

### **Withholding Student Information**

The College has the right to withhold grade reports, transcripts, certificates and degrees, and other student information if the student has unmet obligations, including financial obligations, to the College.

## **Course Placement**

Please visit the Testing Center website for resources to prepare for the placement test. Students can also ask an advisor or visit the Academic Success Center in order to register for the FREE Accuplacer Online Course. This course includes activities and practice tests for the Sentence Skills, Reading, and Mathematics tests. Students come to Richland with varied levels of education, achievement, experience, and training. To help determine the student's level of learning, placement tests may be given in one or more areas. The tests are intended to help students select courses that will be most beneficial and to maintain academic standards. Reports from other tests and transcripts also aid in placing students in the courses for which they are best prepared.

Students may be required to take placement tests in English, mathematics, and reading before registering for credit courses. These test results, which are valid for the length of time determined administratively, are used to determine a student's eligibility for courses with prerequisites and/or placement into developmental courses (courses numbered 088 through 098). Classroom instructors may conduct additional testing to verify correct placement, and students may be transferred to an alternate course at that time. Once a student has started a sequence of courses, that student may not retest in that area.

These placement exams, cut-off scores, and other criteria have been established by the respective programs' faculty to ensure proper course placement. Individual programs may offer a proficiency exam to alter the sequence of courses required.

**English-Reading** - Each student will receive an English placement report based on his/her transcripts and/or ACT/SAT test scores. The report advises in which English class (ENGL 088, 090, 095, 097, 101, or OT 119) the student is to enroll. Without an ACT score of 19 or higher in both the reading and English areas, students may be required to take a Reading Comprehension Test and a Sentence Skills Test to help determine eligibility in some college-level courses. Placement test scores are valid for 2 years, ACT and SAT scores are valid for 3 years.

Students unsure about their placement into reading or writing courses should contact an advisor in the Student Success Center or the Dean of Liberal Arts in Room C162.

**Mathematics Placement** - Some mathematics and science courses require prerequisites for enrollment. In some cases students will be required to take a placement test in arithmetic, elementary algebra, or college mathematics. Students may also submit an ACT mathematics score for placement into transfer-level courses. An ACT score of 22 or higher, will qualify students to take 100-level mathematics courses. However, in order to take some 100 level courses, the student must also be eligible for English 101 in both reading and sentence skills. Placement test scores are valid for 2 years; ACT scores are valid for 3 years.

Students seeking clarification regarding their math placement should see an advisor in the Student Success Center or the Dean of Mathematics, Science, and Business in Room S120.

**Retesting** - A student may retest by waiting a minimum of 24 hours and pay a retest fee. Ten to thirty hours of study is recommended before retesting. A student may be allowed to take the test a third time only with the appropriate permission and payment of the retest fee. Students may not retest once they start the course sequence. For placement testing information, contact the Academic Success Center, Room C148. Please visit the Testing Center website for resources to prepare for the placement test.

The student is required to retest at no charge if 1) the previously determined time has passed since the student tested the first time and 2) the student has not begun a sequence of courses that uses the placement test results.

## **Dropping a Course**

Dropping a course at Richland can occur under two circumstances: Student-Initiated or Administrative.

1. **Student-Initiated** – A student may drop a course seven (7) days prior to the end date of the course. A grade of “W” will be recorded for the dropped course. A “Change of Student Schedule” form may be obtained in the Student Success Center or any academic division office. Students dropping two or more courses for two consecutive terms are advised to see a counselor to establish a reasonable academic load for the next term of attendance.
2. **Administrative** – A student may be administratively dropped due to non-payment of tuition and fees or for the following reasons:
  - Failure to attend the first two classes of a course
  - At mid-term, the College will drop students who have failed to meet the attendance standard or attain sufficient progress for the course as stated in the syllabus and certified by the instructor.
  - Students having unsatisfactory attendance or not attaining sufficient progress in the course during the period from midterm through the last regular week of class before finals may be dropped.



When a student stops attending a course, he/she should not assume the College will issue an Administrative Drop. If an Administrative Drop is not issued, the student may receive an "F" for the course. Students who stop attending a class should complete a "Change of Student Schedule" form. This form must be submitted to the Student Records Office before the deadline to complete the withdrawal process. Keep all documentation in order to verify any transactions at a later time. Students who miss a class are responsible for work assigned during their absence. Instructors may, at their option, accept late work, but such work may receive a lower grade.

### **Educational Guarantee**

Richland Community College shall guarantee to the public the education effectiveness of both its transfer and technical programs and instruction. Refer to the Board Policy Manual (Policy 4.19 and 4.19.1) or the College Catalog online at [www.richland.edu](http://www.richland.edu) for additional information.

### **Financial Obligations**

Students shall discharge all financial and other obligations to the District prior to registering for the next semester. These obligations include, but are not limited to, overdue library book fines, tuition, and student fees. Failure to satisfy such obligations may result in the withholding of transcripts and grade reports.

### **Grade Point Average Calculation**

Students can view their cumulative and semester grade point average on their unofficial transcript, available on the My Student Info tab on myRichland at <http://my.richland.edu>. There is also a GPA Projection tool students can use to estimate their future GPA.

Each grade listed above is assigned a quality point value (A=4, B=3, C=2, D=1, and F=0). The grades AU, I, W, CR, and X do not have point values and are not used to calculate a GPA.

The point value of the grade received is multiplied by the number of credit hours given for the course. The results for each course during a term are totaled, and that sum is divided by the number of semester hours attempted.

If, for example, a student received an A for a 3-hour course and a B for a second 3-hour course, the grade point average would be figured as follows: A = 4 quality points and  $4 \times 3$  hours = 12; B = 3 quality points and  $3 \times 3$  hours = 9.  $9 + 12 = 21$  total points.  $21$  divided by  $6$  attempted credit hours =  $3.5$ , the grade point average for that term. Developmental education courses are not calculated into overall cumulative GPA. Grades from developmental education courses are used to calculate semester GPAs.

### **Grading Policy**

The following letter grades are used at Richland to represent the student's level of performance in courses numbered 080 or above in the College Catalog.

A – Superior or excellent

B – Very good or above average

C – Good or average

D – Barely passing or below average

F – Failure or unsatisfactory performance

AU – Audit (For more information, see "Auditing a Course" in the College Catalog online at [www.richland.edu](http://www.richland.edu)).

CR/X– Completed course requirements or did not complete course requirements. CR/X grades are applicable only for vocational skills courses and adult education courses.

I – Incomplete (All coursework must be finished by the end of each term unless the instructor agrees in writing to a specified grace period no longer than 60 days after the end of the term. Failure to complete coursework within the 60-day grace period will result in the grade the student would earn without having all course work completed. Grade of "W" or "AU" is not allowed.)

P/F – Pass/Fail for selected courses to be determined by faculty and the dean of a division with the approval of the Academic Standards Committee. Pass/Fail grading will not be used for courses in a degree sequence or for transfer courses.

W – Withdraw.

AC – Credit awarded through advanced course.

AP – Credit awarded through Advanced Placement.

CE – Credit awarded through proficiency exam.

CL – Credit awarded through CLEP exam.



DA – Credit awarded through DSST exam.  
IB -- Credit awarded through International Baccalaureate Program.  
JO – Credit awarded through Journeyman Card.  
LI – Credit awarded through licensure.  
PT – Credit awarded through professional training.  
PO – Credit awarded through portfolio.

### **Applying for Graduation**

When a student has registered for the courses needed to complete a degree or certificate, he/she should follow the procedure outlined below to apply for graduation:

- The student should review the requirements for graduation through myRichland for the program of study, including courses taken or in progress, grade point average, and other requirements. The student may contact his/her assigned academic advisor to assist with the review.
- The student must complete an Application for Graduation, which may be obtained on myRichland (My Student Info -> Degree Information -> Apply for Graduation). The form can be submitted as soon as the student has registered for the courses needed to complete the degree or certificate.
- The application will be reviewed by the Registrar and an official "Review of Application" will be sent to the address and/or e-mail address on file with Richland.
- A formal review of the student's graduation application will be sent to the richland.edu e-mail address on file 3-4 weeks after submission.
- The student is encouraged to review the returned copy with his/her assigned academic advisor to discuss completion of any unmet requirements.
- If the student is unable to complete the requirements before the anticipated graduation date, contact graduation@richland.edu to update the graduation record.

The Registrar or assigned academic advisor can answer questions regarding the application for graduation process.

### **Possession of Weapons**

Possession of weapons on the College campus, on property controlled by the College, at events sponsored by the College, or at events attended while on College business is prohibited unless the individual is an authorized law enforcement official/officer in the performance of his or her duty. The College may request current/valid identification authorizing someone to possess a weapon and reserves the right to confirm the authorization with proper authorities.

A weapon is defined as any instrument or device designed or likely to produce bodily harm or property damage including but not limited to a firearm, dangerous chemical, explosive device of any description, compressed air guns, pellet guns, BB guns, illegal knives, stun guns, or electric shock devices, metal or brass knuckles, bow and arrows, swords, slingshots or any other item modified from its original purpose to be used as a weapon. The College reserves the right to further determine the definition of a "weapon" and may prohibit other devices on an individual basis.

Legal defensive devices, such as pepper sprays, etc., will be permitted unless used in an offensive manner.

Any exceptions to this policy must be preapproved through the President's Office.

Any device defined as a weapon that is required at the College for any purpose must be checked in through the Security Office, and all proper safety requirements must be taken by the responsible individual. (NOTE: Proper use of lasers will be allowed. If used improperly, they will be confiscated.)

Individuals who are found to be in violation of this policy are subject to disciplinary actions up to and including termination of employment, expulsion from the College, and/or being barred from College property.

## **Probation**

A student may be placed on academic probation for failure to achieve the minimum cumulative GPA required for good standing as shown below:

<u>Cumulative Hours Attempted</u>	<u>GPA Required</u>
1-15 .....	1.70
16-30 .....	1.85
31 + .....	2.00

A student on academic probation is encouraged to meet with a counselor to discuss career and educational goals. The student may wish to utilize the Academic Success Center for tutorial assistance. The counselor may suggest a reduced number of courses to improve chances for success, a different program of study, or repeating courses previously taken with a grade of "D" or "F."

The student must achieve at least a 2.00 GPA during the following semester after being placed on academic probation until being placed on good standing, as illustrated in the above chart. Failure to achieve a 2.00 GPA while on probation will result in dismissal from the College for one or more semesters, excluding the Summer Term.

Appeals can be made through the Judicial Board. Appeals should be initiated by the student following the steps listed in the Student Resolution Chart.

## **Proficiency Exams / Credit Evaluation Programs**

Students with wide varieties of educational experiences may convert this experience into college credit on the basis of evaluations by designated Richland Community College personnel and standards set by the College in those areas and courses deemed appropriate. Richland provides several programs by which students can obtain college credit through proficiency exams and experience outside the classroom. See the College Catalog online at [www.richland.edu](http://www.richland.edu) for additional information.

## **Refund Policy**

Richland Community College's refund policy is based on full payment of tuition, fees, and other charges. Students who register and then officially withdraw from any or all classes at the College will have their tuition returned according to the refund schedule. All withdrawals and drops must be initiated by the student and must be processed through the Student Success Center to be eligible for a refund.

Refunds will be determined utilizing the following schedule:

<b>Length of Class</b>	<b>Refund Period</b>	<b>%</b>
16-Week Class	First 9 school days of term	100%
	Thereafter	0%
12-Week Class	First 5 school days of class	100%
	Thereafter	0%
4-8-Week Class	First 5 school days of class	100%
	Thereafter	0%
2-3-Week Class	First 3 school days of class	100%
	Thereafter	0%
Less than 2 Weeks	Prior to day 1	100%
	Thereafter	0%

Students receiving the Federal Pell Grant will receive refunds computed in accordance with Federal regulations.

All tuition refunds and Financial Aid refunds or advances will be paid according to the refund method selected by the student using his or her My Richland Card at [www.MyRichlandCard.com](http://www.MyRichlandCard.com). Students will be mailed a Bank Mobile Card to the address on file with the College. Students must choose their refund preference at [www.MyRichlandCard.com](http://www.MyRichlandCard.com) to receive their refund. For more information about the My Richland Card and refunds, please visit [www.MyRichlandCard.com](http://www.MyRichlandCard.com) or contact the College at 217.875.7211, Ext. 6227.

### **Refunds to Aid Recipients**

Refunds for students attending the College who receive federal financial assistance and withdraw before completion of 60% of the semester will be calculated on a pro rata basis. Contact the Cashiers at 217.875.7211 Ext. 6227 for more information.

### **Removal from a Class or the College**

The College reserves the right to remove any individual from a class or the College for the following reasons:

- For physically or verbally disrupting a class or disturbing the peace
- For unsatisfactory academic progress
- For gross misconduct or any other actions or unlawful conduct that would tend to interfere with the educational process, disrupt the normal activities of the institution, or infringe upon the rights of others while the individual is on the College premises (owned, leased, or rented) or at functions under the sponsorship of the College

Students removed from the College must apply for readmission through the Vice President of Academic Services.

Students may also be required to withdraw from a course or the College if they cannot make satisfactory academic progress despite special assistance, advising, and counseling.

### **Repeating a Course**

Students may repeat any course taken at Richland Community College with the understanding that the earlier grade and credit hours will be replaced by the most recent, even if the most recent grade and credit hours are lower. Students should be cautioned that some colleges include all grades earned in computing grade point averages even if the course has been repeated. Students receiving financial aid should contact the Financial Aid Office for information about financial aid paying for repeat courses.

### **Responsible Use of Information Technology**

In support of its mission of teaching and community services, Richland Community College provides access to information technology resources for students, faculty, and staff within institutional priorities and financial capabilities.

Access to the College's information technology facilities is a privilege, not a right, granted to College students, faculty, and staff. The College reserves the right to extend, limit, restrict, or deny privileges and access to its information resources. Individuals other than College faculty, staff, and students may be permitted access to information technology in a manner consistent with the College's mission and vision, policies, and guidelines.

All users of the technology systems are bound by applicable local, state and federal laws and regulations included but not limited to Red Flag Regulations and the Payment Card Industry Data Security Standard. All people must act ethically, appropriately, and responsibly while using the College's information technology resources. All users of College information systems must respect the rights of other users, maintain the integrity of the resources, and comply with all pertinent licenses and contractual agreements.

Information technology provides important means of communication, both public and private. Users will respect the privacy of person-to-person communication in all forms including, but not limited to, voice (telephone), text (electronic mail, documents, and file transfer), image (graphics), and video (recorded and streaming). Authorized personnel are permitted to view and/or modify any electronic files, including electronic mail messages, as required by law, for any legitimate business reasons, or in the course of diagnosing and resolving system problems and maintaining information integrity.

College facilities and accounts are to be used for the activities or purposes for which they are assigned. College computing resources are not to be used for commercial purposes without written authorization from the College. The College makes no warranties of any kind, expressed or implied, for the technology services it is providing. The College will not be responsible for any actual or perceived damages suffered from the use of its information technology. The College will attempt to the best of its ability to combat illegal activities, including but not limited to illegal downloading and file sharing.

Violations of this policy shall be cause for discipline. Alleged violations of this policy shall be subject to the College's disciplinary procedures. Illegal activities by users of the College technology including but not limited to illegal downloading and file sharing are prohibited.

In accordance with Illinois law, any depiction of child pornography discovered by members of the College's information technology staff will be immediately reported to law enforcement authorities.

### **Prohibition of Discrimination, Sexual and Other Forms of Harassment**

The policy of the College is to provide an educational and employment environment free from all forms of harassment of employees, students, and other individuals at any College facilities or in connection with any College activities. Retaliation for making a good faith complaint of harassment or for participating in a harassment investigation is also prohibited.

This policy applies to all Richland staff, students, and third party vendors. Several methods of reporting violations are available; the college's Title IX coordinator shall serve as the first contact for filing a complaint; you may directly contact the coordinator, or fill out the Title IX Complaint Form available on the Richland website. Violations may also be reported to campus security, Human Resources, or any responsible employee of the college; who are then mandated to report to the Title IX coordinator. Options are also available for students to anonymously report a violation and/or confidentially report a violation through several selected "Confidential Advisors" Refer to Board of Trustees Policies 5.3, 5.3.1, 5.3.2, and 5.3.3 for definitions, examples, and information related to investigation.

Employees and students are prohibited from sexually harassing other employees, students, or other individuals at any College facilities or in connection with any College activities. In the case of sexual harassment of a student by an employee, sexual harassment means

- Any sexual advance by an employee toward a student.
- Any request by an employee of a sexual advance or request for sexual favors from a student.
- Any conduct of a sexual nature by an employee directed toward a student when a) the student's submission to or rejection of such conduct is either explicitly or implicitly a term or condition of the student's grade or the student's participation in any school-sponsored activity, or b) such conduct has the purpose or effect on a student of reasonable sensibilities of creating an intimidating, hostile, or offensive school environment for the student.
- Sexual harassment prohibited by this policy includes verbal or physical conduct.

The terms intimidating, hostile, or offensive as used above include conduct that has the effect of humiliation, embarrassment, or discomfort.

Harassment does not include oral or written expressions that are academic in nature and purpose or that are relevant and appropriately related to course subject matter or curriculum. This policy shall not be used to abridge academic freedom or to interfere with the College's educational mission.

Several methods of reporting violations are available; the College's Title IX Coordinator shall serve as the first contact for filing a complaint. You may directly contact the Coordinator or fill out the Title IX Complaint Form available on the Richland website. Violations may also be reported to campus security, Human Resources, or any responsible employee of the College who are then mandated to report to the Title IX Coordinator. Options are also available for students to report anonymously a violation and/or confidentially report a violation through several selected "Confidential Advisors." Upon notice of a violation the College will respond to the report with information and a list of available resources (within 12 hours).

## **Substance Abuse - Intoxicant Use Policies**

A student shall not possess or use any illegal or controlled drug or substance in either refined or crude form on College property except under the direction of a licensed physician. Any student who violates any provision of federal or state law pertaining to the manufacture, possession, purchase, sale, or use of drugs on College property will be referred to the appropriate civil authority. Irresponsible behavior attributable to any such drug or substance will not be tolerated, and the student will be subject to College disciplinary action, which may include expulsion from the College.

A student shall not possess drug paraphernalia commonly used for the consumption, distribution, or ingestion of cannabis or controlled drug or substance. Drug paraphernalia includes but is not limited to pipes, syringes, packaging materials, scales, etc. Any student possessing these items will be subject to College disciplinary action, which may include expulsion from the College.

Possession and use of intoxicants on College property are prohibited. Irresponsible behavior attributable to any such intoxicants will not be tolerated, and the student will be subject to College disciplinary action, which may include expulsion from the College. Counselors available in the Student Success Center will make referrals to appropriate agencies.

## **Sustainability**

Richland Community College has embraced Sustainability as a major component of its Strategic Plan. As a tenet of the Board of Trustees, Sustainability is the ability to meet the needs of the present while living within the carrying capacity of supporting ecosystems and without compromising the ability of future generations to meet their own needs. Three ideas continue to emerge as a central Sustainability theme: it's about economic value; it's about the environment; it's about people. Sustainability is fundamentally about all the resources that are part of our daily lives and how we use those resources to create the best world possible for current and future generations. The challenge to Richland students, faculty, and staff is to embrace the Sustainability role that we play in our College, communities, and Central Illinois region in advancing sustainability in our everyday lives.

## **Tobacco**

It is the policy of Richland Community College to disallow the use of tobacco products on College-owned property, in College vehicles or at events sponsored by the College.

Use of electronic cigarettes is prohibited.

Smoking of cannabis is prohibited on property controlled by the College, at events sponsored by the College, or at events attended while on College business.

## **Transcript Requests**

Students order official transcripts electronically through their myRichland account or at [www.richland.edu/records](http://www.richland.edu/records). For questions, please contact [transcripts@richland.edu](mailto:transcripts@richland.edu).

## **Transfer of College Credit to Richland Community College**

Students who wish to transfer credit earned at another accredited college or university as recognized by the Higher Education Directory must request an official transcript from the college or university attended. The student requesting a transfer of credit must pay any transcript fees.

Approved credit hours will be applied toward the total number of hours needed for the degree or certificate, provided the average grade for all such work is "C" or better. Transfer credit will not be included in computing the student's grade point average at Richland.

## **Withdrawing from the College**

Students withdrawing from a course or the College are required to settle all obligations, including money owed to the College, and must contact a Student Success Center staff member as part of the withdrawal process.

Students may withdraw through the last scheduled day of class before the scheduled final exam for that course. A grade of "W" will be given for current courses if the courses are officially dropped. "Change of Schedule" forms are available in the Student Success Center, WDI 103. To withdraw by phone, call 217.875.7200, Ext. 6267, or by e-mail at [records@richland.edu](mailto:records@richland.edu).

All students receiving financial aid funds should contact the Financial Aid Office to determine the impact that withdrawing from school will have on their current and future eligibility for financial aid.