Welcome to Norco College! The focus of our fine faculty, staff and administrators is student success and excellence in everything we do. We emphasize high academic standards, a creative/innovative learning environment, and the importance of being inclusive and treating students as individuals. We value diversity. Here you can earn associate degrees relevant to today’s technologically oriented workforce that are valued by employers, and transfer to four-year universities, and complete career technical certifications, develop new job skills or fine tune your foundation skills to achieve your education and career goals.

Norco College links with our local community, business and industry leaders, area universities, and local K-12 school districts. This enables us to give you an education of excellence in emerging programs like supply chain technology, computer game design, commercial music, and industrial technology. They contribute to a comprehensive liberal arts and sciences curriculum to serve you in the rapidly changing 21st century workplace. We are honored you have entrusted us to further your education. Take full advantage of our student-centered faculty, staff, and administrators and the learning services designed for your success. Start with the student handbook to learn about all of our programs and services. It is available online along with our class schedule, courses, college catalog, and college departments at the www.norcocollege.edu website.

One of our newest buildings is appropriately named the “Center for Student Success.” We look forward to meeting you there and across our campus as you study and participate in clubs, performances, and campus events all designed to enhance your learning experience at Norco College.

Our mission is to serve you. Your mission is to complete your course of study. Together, we will succeed!

Best wishes,

Paul Parnell, Ph.D.
President
The text contains the following information:

**Academic Calendar**

**SUMMER 2013**
- June 17: Semester Begins
- July 4: Independence Day Holiday
- July 25: Day and Evening Classes End

**FALL 2013**
- August 26: Semester Begins
- September 2: Labor Day Holiday
- November 11: Veterans Day Holiday
- November 28 - December 1: Thanksgiving Weekend
- December 7: Classes End
- December 8 - 14: Final Exams

**WINTER 2014**
- January 6: Semester Begins
- January 20: Martin Luther King Jr. Holiday
- February 13: Classes End

**SPRING 2014**
- February 18: Semester Begins
- March 31: Cesar Chavez Holiday
- April 14 - 20: Spring Break
- May 26: Memorial Day Holiday
- June 4: Classes End
- June 5 - 11: Final Exams
- June 12: Commencement

**Degrees & Certificates**

**Administration of Justice**
- Crime Scene Investigation
- Investigation Assistant

**Architecture**
- Architectural Graphics

**Business Administration**
- Accounting Concentration
- General Business Concentration
- Human Resources Concentration
- Logistics Management Concentration
- Management Concentration
- Marketing Concentration
- Real Estate Concentration
- Real Estate Salesperson & Transaction

**Commercial Music**

**Computer Information Systems**
- C++ Programming
- Computer Applications
- Computer Programming
- Desktop Publishing
- Java Programming
- Simulation & Gaming
- Web Master - Web Designer
- Web Master - Web Developer

**Construction Technology**

**Drafting Technology**

**Early Childhood Education**
- ECE/Assistant Teacher
- ECE 12 Core Units
- Early Childhood Intervention Assistant
- Infant and Toddler Specialization

**Electronics Technology**

**Engineering**
- Civil Engineering Technician
- Engineering Graphics
- Engineering Technology

**Manufacturing Technology**
- Automated Systems Technician
- CNC Programming
- Computer-Aided Production Technology
- Logistics Management
- Supply Chain Technology

**Retail Management/WAFC**

**Simulation and Gaming Development**
- Game Art: 3D Animation
- Game Art: Character Modeling
- Game Art: Environments and Vehicles
- Game Art Core
- Game Audio
- Game Design

Refer to the Norco College catalog for the most up-to-date information on degree and certificate offerings at: www.norcocollege.edu
Student Services, Departments, & Programs

Admissions and Records (951) 372-7003
Assists student with enrollment needs including: application/registration procedures, courses add and drop, student fees, and requesting student parking permits.

Assessment Center (951) 372-7156
The assessment test will identify student's skill level in order to ensure enrollment in the proper reading, writing, and math classes.

Bookstore (951) 372-7085
Purchase texts books, classroom supplies, beverages, snacks, novelty items, and more.

CalWORKs (951) 372-7052
Promotes sufficiency through employment and education.

Career & Job Placement Center (951) 372-7147
Assists students with resources to explore career options and identify job opportunities on-and-off-campus as they complete their educational goal.

Counseling (951) 372-7101
Offers assistance in the development of student educational plans, transfer requirements, and graduation requirements.

Disability Resource Center (951) 372-7070
Provides a variety of services and accommodations to support the academic and vocational goals of students with a documented disability.

Extended opportunity Programs & Services (951) 372-7128
EOPS and Cooperative Agencies Resources for Education (CARE) advance educational opportunities for students by providing high quality academic support services.

Health and Wellness Center (951) 372-7046
Provides confidential and caring services for students in achieving and maintaining optimum physical, mental, and emotional health.

Outreach Services (951) 372-7052
Is committed to serving, educating, and developing our community. Outreach empowers students to achieve their academic and career goals by guiding them through the college process.

Student Activities (951) 372-7007
Offers a variety of co-curricular programs designed to provide students with an opportunity to apply what is learned in the classroom to real life settings. Students will develop skills in a variety of areas. Get involved!

Student Employment (951) 372-7190
Connects students with opportunities to gain work experience and earn additional funding through part-time employment under the Federal Work Study program, District Employment program, or CalWORKs Work Student program.

Student Financial Services (951) 372-7009
Assists students with applications for Federal Pell Grants, Federal Supplementary Educational Opportunity Grants, Cal Grants, Board of Governors Waivers, scholarships, and loans. All students are encouraged to apply for financial aid.

Student Support Services (951) 372-7149
Designed to increase retention and graduation rates for first generation, low-income, or disabled students transferring to a four-year college.

Transfer Center (951) 372-7043
Offers transfer resources including: transfer application assistance, workshops, spring and fall fairs, and transfer advisement with admissions counselors from four-year universities.

Veterans Services (951) 372-7142
VA certifying officials provide individualized assistance to veterans, from obtaining appropriate education benefits to certificate. Additional services include counseling referrals and course enrollment.
Welcome To Mustang Pride!

Code of Student Conduct Statement

This is shared space that promotes learning, positive social interactions, and support services for members of our college community. Each of us shares a responsibility in maintaining a respectful and collegial environment at our college.

Disruptive, obscene, or vulgar behavior (including the use of profanity) has no place in an academic or work setting as it violates the rights of others.

Disruptive behavior is subject to disciplinary action (refer to your college catalog for Standards of Student Conduct).

Norco College has zero tolerance for harassing or discriminatory behavior.

For College Safety & Police non-emergency assistance, including complimentary escort services, please contact Dispatch at (951) 222-8171.

For emergency service, call 911.
The Family Educational Rights and Privacy Act of 1974, as amended (sometimes referred to as the Buckley Amendment), is a federal law that protects the privacy of educational records of all students enrolled in schools beyond high school level. Schools are required to maintain that privacy, primarily by restricting release of records and access provided to those records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld. To learn more about FERPA regulations, please visit our website at www.norcocollege.edu.

Student Rights & Responsibilities

Prerequisite for courses will be enforced according to District policy.

Students have the right to challenge a prerequisite on the following grounds:

1. The successful completion (C or better) of an equivalent course from another accredited college or university.
2. The prerequisite has not been validated.
3. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite.
4. A prerequisite for a course necessary for graduation, transfer or a certificate is not offered and the unavailability of said prerequisite poses a hardship.
5. The prerequisite is discriminatory or being applied in a discriminatory manner.

It is the student's responsibility to: a) complete placement testing and orientation prior to registering for classes, b) express a broad educational intent upon admission, and c) declare a specific educational goal by the time 15 semester units are completed. The student is also responsible for participating in counseling, attending class, completing assignments, and maintaining progress toward that educational goal. If you have questions regarding the matriculation process, please contact Counseling at (951) 372-7101.

*Please note that it is important to have all official high school and college transcripts on file at Norco College. “Official” is defined as in a sealed envelope, transcript dated within the last 90 days. You can check the arrival of incoming transcripts on WebAdvisor at www.norcocollege.edu (click on check transcripts received by Norco College). Successful completion of some high school courses is accepted by the disciplines as an appeal to existing prerequisites. Equivalent courses from other accredited colleges and universities can fulfill prerequisite courses requirements at Norco College. Students must fill out a prerequisite validation form in order to have courses on official transcripts validated for math, English or other prerequisites. Coursework must be listed on the original transcripts. Coursework listed on a secondary transcript is not acceptable documentation.
**Personal Freedom in High School**
- Your time is structured by others.
- You can count on your parents and teachers to remind you for your responsibilities and to guide you in setting priorities.
- Guiding principle: you will usually be told your responsibilities and corrected if your behavior is out of line.

**High School Classes**
- You spend six hours each day – 30 hours a week in class.
- Most of your classes are arranged for you.
- You are not responsible for knowing what it takes to graduate.

**High School Teachers**
- Teachers approach you if they believe you need assistance.
- Teachers have been trained in teaching methods to assist in imparting knowledge to you, the student.
- Teachers present materials to help you understand the material in the textbook.
- Teachers often take time to remind you of assignments and due dates.

**Studying in High School**
- You may study outside of class as little as zero to two hours a week, and this may be mostly last minute test preparation.
- You often need to read or hear preparations only once to learn all you need to learn about them.
- Guiding principle: You will usually be told in class what you need to learn from assigned readings.

**Tests in High School**
- Make-up tests are often available.
- Teachers frequently rearrange test dates to avoid conflicts with school events.
- Testing is frequent and covers small amounts of material.
- Mastery is usually seen as the ability to reproduce what you were taught in the form in which it was presented to you, or to solve the kinds of problems you were shown how to solve.

**Grades in High School**
- Grades are given for most assigned work.
- Initial test grades, especially when they are low, may not have an adverse effect on your overall grade.
- Guiding principle: “Effort counts.” Courses are usually structured to reward a “good faith effort.”
**College Terms You Need to Know**

**Degrees / Programs**

**Accredited** – A college or program that has been certified as fulfilling certain standards by a national and/or regional professional association.

**Certificate** – Normally awarded upon completion of a concentrated occupational program, usually at a community college.

**Associate Degree** – An Associate in Arts or Science or related degree, awarded by a community college upon completion of a program of student usually done in two years (full-time).

**Bachelor’s Degree** – A Bachelor of Arts, Science or related degree, awarded by a university upon completion of a program of study usually done in four years (full time).

**Master’s Degree** – A Master of Arts, Science or related degree, awarded upon completion of one or two years of study beyond the bachelor’s level.

**Doctorate Degree** – A Ph.D., or related degree, awarded upon the completion of a prescribed program beyond the master’s degree level.

**Credential (Teaching)** – If you want to teach in California, you must obtain either a multiple subject (for grades K-8) or a single subject (for grades 7-12) credential. This is obtained upon the completion of a bachelor’s degree and prescribed professional education requirements.

**Transfer Program** – A community college program that provides the first two years of transferable credits (60-70 units) preparation for the bachelor’s degree.

**Major** – A specialized field of study that a student chooses to pursue which leads to a degree and preparation for a career.

**Minor** – A secondary field of study outside of the major field. Some degree program requires a minor.

**Concentration** – An option or special emphasis within a degree program. Concentrations are noted on the degree.

**General Education/Breadth requirement** – Course requirement, which all students are expected to meet regardless of major field. The UC, CSU and many independent colleges have articulation agreements with Norco College, which allow students to complete their general education here before they transfer on to the university. More information can be obtained through the Transfer Center.

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**Admissions and Counseling**

**Units/Credits** – What a student receives when completing a college course. Units are based upon the amount of hours spent in class.

**Drop/Add** – At Norco College, once the term has started, students are required to obtain an authorization code from the instructor in order to add a class. No code is required to drop a class. Refer to the schedule of classes for add deadlines for each class. Find add/drop refund deadlines on Web Advisor at [www.norcocollege.edu](http://www.norcocollege.edu). Click on class names/deadlines.

**Pass/No Pass** – A system where you do not receive a letter grade for taking a course. Depending upon the student’s achievement in the class, Pass (P) or No Pass (NP) will appear on his/her transcripts. Deadlines for selecting Pass/No Pass are in the class schedule.

**Transcript** – The compilation of the student’s grades, credits, honors, etc. received throughout his/her college career.

**Certification** – A verification done by the community college verifying that a student has completed the California State University General Education (CSU GE) or the Intersegmental General Education Transfer Curriculum (IGETC) requirements. Students request certification at the time transcripts are sent.

**Impacted Programs** – Some majors at some colleges may be declared impacted because they receive more applications than program space allows. Impacted program applications must normally apply during specified time period and participate in a competitive selection process.

**Credit-by-Examination** – Credit may be granted to any student who satisfactorily passes an examination approved or conducted by the discipline or program in which a comparable course is offered. In the case of foreign languages, students must complete a high level course in order to receive credit for a lower level language course. Forms are available on the Admissions and Records webpage at [www.norcocollege.edu](http://www.norcocollege.edu).

**Advanced Placement (AP)** – Designated high school honors classes that provide college credit for student scoring at a certain level on a final examination.

**CLEP** – College Level Examination Program – Students may receive college credits through CLEP exams. Contact counseling for more information.

**Assessment Tests** – Tests administered by colleges to determine the entry-level placement of students in critical thinking courses such as English, Mathematics, and reading.

**Career Assessment Tests** – Tests to help students determine which careers they are best suited for. At Norco College you may need to make an appointment with a counselor in order to get a recommendation to take any of these tests.

**Midterms** – Tests given halfway through the semester to see how the student is progressing.
Tips for Active Classroom Learning

2. Write notes in the textbook and highlight important topics.
3. When taking notes from the lecture, write down the main points.
4. Listen carefully during lectures and do not be afraid to ask questions.
5. Actively participate in classroom discussions.
6. Read assignments before the next class meets.
7. Set up a study schedule and follow it. Allow enough time for all your classes. This will help you avoid having to “cram” at the last minute.

Tips for Studying

1. Select the best time for you to study and develop a study plan.
2. Select a quiet place to study.
3. Avoid all interruptions.
4. Be prepared.
5. Keep a list of things you have to do with their corresponding deadlines a calendar. Update the list when projects are complete.
6. Review class notes the day you write them and underline important information.
7. Survey the chapter you are about to read in order to get an overview of the content.
8. Be strict with your study time.
9. Re-read information you do not understand until it becomes clear. If you still have problems, contact your instructor.

Tips for Taking the Test

1. Get to class early.
2. Be prepared with a pen and other materials requested by the instructor (for example: blue book, scantron, etc.).
3. Understand the test instructions. Ask questions for clarification before the test begins.
4. Be aware of how much time you have to complete the test.
5. Skim the entire test first. Note the point value and the type of questions.
6. Answer the easier questions first, leaving appropriate time for the rest.
7. Look for key words on true/false questions such as “always,” “sometimes,” “never,” and “usually.”
8. On multiple-choice questions eliminate the obviously incorrect answer first.
9. On matching questions, answer those items that you are sure of and check them off.
10. On essay questions, use a mental outline on how to organize your answer.
11. If you have time at the end of the test, re-read all of your answers.
12. Be confident and think positively. Do not let anxiety determine the outcome.

Preparing for a Test

1. Find out as much information about the tests as possible from the instructor:
   a. Type of test (essay, true/false, etc.).
   b. The number of questions.
   c. The material to be covered.
   d. The value of the test toward the final grade.
2. Set up exam study schedule so that you will not be overwhelmed at testing time.
3. Know your own best time to study.
4. Review as actively as possible. Make flash cards to assist in memorization of test material.
5. Pay Attention to troublesome points.
6. Organize your thoughts for possible essay questions. Know the concept about which you are writing.
7. Avoid “cramming” for tests.
Educational Options in California

Post-Secondary Education

California Community Colleges:
Includes 112 two-year/junior colleges.

The California University System:

The University of California System:
Includes: Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara, and Santa Cruz.

Independent California Community Colleges: Includes approximately 75 colleges/universities.

Types of Instruction

Semester System: Approximately 15-18 weeks of instruction offered twice a year during the fall and spring.

Quarter System: Approximately 10 weeks of instruction offered three times a year during the fall, winter and spring. Some colleges also offer a summer quarter.

Full-Time/Part-Time Student Status:
Student’s status is based on the number of units you are enrolled in per term. Often used to determine fees or progress towards meeting degree requirements. For full-time status, a student must be enrolled in at least 12 units of credit for the fall/spring semesters; and 6 units of credit for the winter/summer terms. Students who are enrolled in less than 12 units for fall/spring terms or less than 6 units for the winter/summer are considered to be part time. Specialized programs may have a different unit requirement for full-time status because of state mandates.
Your Transfer Checklist...
Think Big! Think Transfer!

University Starts Here

1. Unit Requirements: The average bachelor’s degree program requires that you complete 120 semester units. Those units are divided into lower division (freshmen and sophomore) and upper division (junior and senior) coursework. You must complete at least 60 units to reach junior standing (upper division status). Like other community colleges, Norco offers the lower division courses accepted as comparable to the ones that freshmen and sophomores must take at the university (thus, they are transferable). Community colleges do not offer upper division coursework, so you will transfer to a university to complete those units and graduate with a bachelor’s degree.

2. Subject requirements: In addition to the unit requirement for your degree, there are subject requirements. Those requirements may be for general education and/or major preparation. If you complete all of your subject requirements and have not reached 60 units, you will take transferable elective courses of your choosing before you can transfer.

3. Admissions requirements: Are a combination of units, minimum grade point average, and specific courses that must be completed for admissions to a specific university. Universities have different admissions requirements. However, most universities require college-level Math and English composition courses for admission (CSU-Golden Four & UC- Essential Seven).

4. General Education Requirements: Are the courses you must take outside your major to complete a bachelor’s. The purpose of General Education (GE) requirements is to provide students with foundations courses in English, Math, Arts, Sciences, Humanities, and Social Sciences. At Norco, the majority of our students are following either IGETC (Intersegmental General Education Transfer Curriculum), which meet GE requirements at either the UC or CSU campuses. Or they are following the CSU General Education, which meets the GE requirements only at the CSU campuses. In addition, there are other GE options. You need to meet with a counselor to determine the best GE pattern for you to follow, depending on the universities considering. The GE requirements for independent (private) and out-of-state universities will all differ, but the ratio of lower to upper division units will be similar.

Transfer Preparation

Find out which schools off your majors: www.californiacolleges.edu

Research your required major preparation coursework online: www.assist.org

Explore Cal State and UC campuses: www.csumentor.edu and www.universityofcalifornia.edu

Norco Today! University Tomorrow!

Norco College offers a rigorous course of study to prepare you for success when you transfer. Make an appointment with one of Norco’s counselors.

Contact the Transfer Center to find out more about transfer and when university admissions counselors are available:
(951) 372-7043
www.twitter.com/norcotransfer
Email: transfer@norcocollege.edu
Honors at Commencement will be awarded to students with a cumulative GPA of 3.30 or higher. Their names are listed in the Commencement program as receiving the Associate Degree with Distinction (3.30 GPA) or with Great Distinction (3.70 GPA). A silver tassel will be worn by students graduating with honors. Coursework taken during the final spring semester will not be used to calculate honors at Commencement. Grade point averages are not rounded up. The cumulative GPA includes coursework taken at Riverside Community College District and at all other accredited institutions.

Scholastic Honors at Commencement

Students are not to re-enroll for a course in which a grade of “I” has been recorded. Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered on the student’s record. The condition for removal of the “I” shall be stated by the instructor on the incomplete contract. Students receiving an Incomplete (I) may print out the incomplete contract on WebAdvisor at www.norcoccollege.edu. Students have one year to complete an incomplete or the grade will become an “F” or whatever grade the instructor puts on the incomplete contract form.

Incomplete
**Questions and Answers**

**What is a credit unit?**
The terms “unit” and “hour” are synonymous. A unit relates to the amount of time spent in class. For example, a three unit class will meet for about three and half hours per week (based on a 16-hour semester). Classes with labs will meet for additional hours. The average class is worth three credit units, while labs are usually worth one credit unit. It takes 60 credit units to receive an associate degree and at least 120 credit units to receive a bachelor’s degree.

**How many credit units should I enroll in?**
A full-time student will be enrolled in at least 12 credit units per semester. The maximum amount of units a student may enroll in is 18. Students wishing to enroll in more than 18 units for fall/spring and 9 units for winter/summer must have an established GPA of 3.0 or higher.

**Do I have to declare a major?**
Under the matriculation guidelines (our partnership for success) it is essential that you declare an educational goal and develop a Student Educational Plan with a counselor.

**How long will it take to complete my goal at Norco College?**
Many students complete their associate degree in two years. In order to do this, you must enroll in 15 applicable credit units per semester. If you wish, you may decrease your load in the fall and spring and take a class or two in the winter session or summer to compensate. Students preparing to transfer may also complete their requirements within a two-year period.

**What if a class is closed?**
You may seek the advice of a counselor who will suggest an alternate class or inform you of other options available to you. You may also attend the class the first time it meets and ask the instructor to give you an authorization code. This unique authorization code can be used to add the class on WebAdvisor.

If you are seeking to enroll in a closed online class, you may email the instructor and see if he/she will allow you to register. If given permission, you may bring the instructor’s email or authorization code to Admission before the first day of class, or wait until the first day of the semester to add with the authorization code on WebAdvisor.

Please note that most online instructors do not add students on or after the first day of class. You are responsible for adding the class by the Add deadline. Deadlines are in the Schedule of Classes and/or on WebAdvisor.

**If I plan to transfer, is it best to concentrate on my major or general education?**
Generally, it is best to work on both requirements. Some majors require very few lower division courses, in which case you may be able to complete all G.E. lower division requirements. However, some majors, particularly in science, may require many lower division courses. In this case, you should concentrate on completing these and filling in with as many G.E. courses as possible. Be certain to ask your counselor about general education certification.

**What is general education certification?**
All California State Universities require a common pattern of general education. If you complete the entire pattern prior to transferring, you may request certification of completion on your official transcript. All 23 state universities will honor this certification stamp; that is, you will not be required to take additional lower division G.E. courses in those areas certified by Norco College. The IGETC pattern for the UC or CSU can also be certified. We encourage you to meet with your counselor at least once a semester so we can help you plan your program and evaluate your progress. To make an appointment, please visit the Counseling webpage at www.norcocollege.edu.

**Can I transfer to a four-year college without an AA/AS?**
Yes. However, by taking courses required for transfer, you will more than likely meet the requirement for an AA degree as well. Check with a counselor for more information.
Special Funded Programs at Norco College Help the Lives of Our Students

Extended Opportunity Programs & Services

EOPS

EOPS is a comprehensive academic support program that assists students who face economic and academic challenges in achieving success in higher education.
CONTACT: (951) 372-7128
Email: eops@norcocollege.edu

Cooperative Agencies Resources for Education

CARE

CARE provides additional support services for EOPS students 18 years or older who are single parents with a least one child that is under 14 years of age and is current TANF/CalWORKs recipient.
CONTACT: (951) 372-7128
Email: eops@norcocollege.edu

California Work Opportunity and Responsibility to Kids

CALWORKS

CalWORKs offers support services to students currently receiving TANF/Cash Aid along with their children. The program promotes self-sufficiency through employment and education.
Contact: (951) 372-7052
Email: norcocalworks@norcocollege.edu

Disability Resource Center

DRC

DRC is an academic support program that ensures access and accommodations to individuals who have educational limitations due to documented disability.
CONTACT: (951) 372-7070
Email: drc@norcocollege.edu
The Talented Tenth Program (T3p) at Norco College is a multi-faceted program that focuses on promoting the success of African American college students. The program operates around three programmatic tenets of tradition, tenacity, and togetherness.

The T3p experience includes:
- Learning communities
- Career Guidance
- Mentoring
- Workshops via our partners in student success such as Umjoo, Financial Aid, and the Transfer Center
- Annual graduation celebration

Students must meet the following requirements to be eligible for the program:
- Be eligible for current T3p courses offered
- Complete a program applications
- Schedule an appointment with a T3p counselor
- Complete a Student Educational Plan (SEP)

For more information about the T3p Program please contact the program coordinators:
Dr. Lisa Nelson (951) 739-7812
Email: lisa.nelson@norcocollege.edu
John Moore (951) 372-7148
Email: john.moore@norcocollege.edu

Puente

The Puente Program is an academic and community leadership program designed to increase the number of educationally underserved students to transfer to universities, earn their baccalaureates, and return to the community as mentors and leaders. The program’s phenomenal success is attributed to its clear and academic focus, and strong support from the professional community.

Puente offers its students the opportunity to:
- Develop reading and writing skills
- Learn strategies for success in college and in life
- Establish university contacts and visit universities
- Create a successful transfer plan
- Participate in culturally enriching activities

Criteria for the program includes:
- Eligible for English 50 placement for the fall semester
- Enroll in concurrent guidance courses
- Commit to program requirements
- Interested in exploring Chicano/Latino authors and issues
- Interested in transferring to a four-year college or university

Eligible students are strongly encouraged to make an appointment by going to www.norcocollege.edu, clicking counseling, then appointments, and David Payan, the Puente Program Counselor. Students may also call (951) 372-7080 or email david.payan@norcocollege.edu. Sign-ups for Puente typically take place after spring break.
Norco College offers the following education benefits to Veteran and VA dependents:

- Chapter 33: Post 9/11 GI Bill
- Chapter 30: Active Duty Educational Assistance Programs
- Chapter 31: Veteran’s administrative vocational rehabilitation
- Chapter 33-TR: post 9/11 GI Bill transfer to dependents
- Chapter 35: Survivors reserve educational assistance program. Montgomery GI Bill
- Chapter 1607: Reserve educational assistance program
- Chapter 1606: Selected reserve educational assistance program. Montgomery GI Bill
- VRAP: Veteran re-training assistance program

Veterans must submit a Norco College application and complete any required assessment testing and/or counselor orientation. Before enrollment can be certified all prior credits must be evaluated. All transcripts must be sent to Norco College; they must be official, sealed, and less than 90 days old.

After submitting all necessary requirements, a Student Educational Plan (SEP) will be created by an academic counselor. You will need the SEP to determine the courses that you need to enroll in, in order to receive payment from the VA. Your Veterans Intent & Statements of Responsibility (VISoR) needs to be submitted to the Veteran’s Services office to complete this process. Make sure to check with the College’s VA certifying official for details.

Veterans Services is located on the second floor of the Student Services Building.
Phone: (951) 372-7142
Fax: (951) 739-7887
Email: veterans.services@norcocollege.edu

The primary goal of the Honors Program is to provide an educational experience that allows students to stretch themselves intellectually. Honors students actively work with fellow students and the Honors faculty in seminar-style courses to improve their own skills while interacting with a diverse group of learners who provide a community of scholars who work and support each other. The program provides learning opportunities and services which prepare students to transfer and reach their educational goals.

To be eligible for the program, you need:
- 3.0 GPA in 9 transferrable units
- Eligibility for English 1A
- Complete the Honors Program application

Incoming high school students and all other first time college students need:
- 3.0 GPA in 9 transferrable units
- Eligibility for English 1A
- Complete the Honors Program application

Benefits

The Honors Program offers several benefits to the students who successfully complete individual honors classes or the six honors classes required to complete the program.
- Access to transfer agreements, including the UCLA TAP agreement.
- Low student-teacher ratios. Honors classes have a maximum of 20 students and are taught seminar style, emphasizing active student participation.
- Workshops, one-on-one mentoring, help from the Honors coordinator and faculty in preparing applications for university admissions and scholarships.
- Cultural activities, field trips, and other enrichment activities.
- Leadership opportunities. Students may serve as a class advocate on the Honors Advisory Council, or participate in community activities for service hours.
- A community of dedicated, motivated students and faculty.

For more information, contact Dr. Lyn Greene, Honors Program coordinator: (951) 739-7846 or email her at lyn.greene@norcocollege.edu. Visit the Honors website at http://www.norcocollege.edu/academics/honors/Pages/index.aspx.
Counseling

• Need to make a Counseling appointment? Appointments can be scheduled on the Counseling webpage accessible from our website at www.norcocolflege.edu. Please be sure to have your student ID# on hand.

• Contact Norco Counseling if you need assistance: (951) 372-7101
### How to Read the Class Schedule

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</th>
<th>Hours</th>
<th>Days</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>32920</td>
<td>MAT-10 PRECALCULUS</td>
<td>08:15AM-10:20AM MW</td>
<td>IT 109</td>
<td>J Rey</td>
<td>Last day to add: 02/24/12</td>
</tr>
<tr>
<td>32920</td>
<td></td>
<td>08:15AM-10:20AM MW</td>
<td>IT 109</td>
<td>J Rey</td>
<td>LAST DAY TO ADD CLASS</td>
</tr>
</tbody>
</table>

### Time Management

Number of years to reach your goal.

If you take:

- **Program/Certificate (30)**
  - One class/semester (3 units): 5 yrs.
  - Two classes/semester: 2 ½ years
  - Three classes/semester: 1 ½ years
  - Four classes/semester: 1 year + 6 Units
    - (12 units: min. full-time load)
  - Five classes/semester: 1 year

- **AA/AS Degree (60)**
  - Two classes/semester: 5 years
  - Three classes/semester: 5 years
  - Four classes/semester: 2 ½ years

- **Bachelor Degree (120 Units)**
  - Two classes/semester: 10 years
  - Three classes/semester: 6 ½ years
  - Four classes/semester: 5 years

### Tips for Success

<table>
<thead>
<tr>
<th>IF YOU WORK</th>
<th>TAKE NO MORE THAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 hrs/wk</td>
<td>6 units</td>
</tr>
<tr>
<td>30 hrs/wk</td>
<td>9 units</td>
</tr>
<tr>
<td>20 hrs/wk</td>
<td>12 units</td>
</tr>
<tr>
<td>5-15 hrs/wk</td>
<td>14-16 units</td>
</tr>
</tbody>
</table>
Moving Through Math

Moving through English, ESL and Reading